

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
MOHANBHOG R.D BLOCK. 64

- No.F.4(3)BDO/MBG/BEUP/PNIT/2016-17/1152 Dated:-03-01-2019.

NOTICE INVITING QUOTATIONS

On behalf of Governor of Tripura, the undersign invites separate sealed quotations up to 3 p.m of 25th January 2019 from the Registered farms /bidder (who have following salient documents) for procurement of office almirah (steel made) under Mohanbhog R.D Block. Quotation paper may be collected from the office of the under-sign on or before 24th January 2019 (office hours only). The rate will be quoted both in figure and words in the quotation in Annexure – A (enclosed) . Any incomplete quotation will be summarily rejected. If possible the quotation will be open at 4 p.m on 25th January 2019 in the Office chamber of the undersigned. The terms & condition and other details may be seen in the office of the undersigned.

Description of item	EMD/Value of non-judicial Stamp paper	Enclosure
Procurement of office almirah (steel made) under Mohanbhog R.D Block	Rs.2500 Rs.100	Attested copy of Registration/Trade licence, Valid ITCC/PTCC, copy of PAN card.

(N.C.Majumder)

Block Development Officer.
Mohanbhog R.D Block ,
Sepahijala District.

Copy to:-

- 1) The District Magistrate & Collector, Sepahijala Dist for kind information.
- 2) The Chairperson / Vice Chairperson, Mohanbhog Panchayat samiti for kind information.
- 3) The Chairperson ,Mohanbhog BAC for kind information..
- 4) The District Information Officer. Sepahijala District, Tripura for information & requested to press in NIC website.
- 5) The Superintendent of Agriculture, Mohanbhog, Sepahijala, Dist. for kind information and with a request to display the same in the office notice board.
- 6) The Superintendent of Fishery, Melaghar Sepahijala , Dist. for kind information and with a request to display the same in the office notice board.
- 7) The BDO Kathalia / Boxanagar / Nalchar for kind information and with a request to display the same in the office Notice Board.
- 8) The Assistant Accounts Officer of this office for information.
- 9) Store In-Charge of this office for information.
- 10)The Section in- Charge, General Section of this office with request to arrange for display in the Notice board.

(N.C.Majumder.)

Block Development Officer.
Mohanbhog R.D Block ,
Sepahijala Dist.

(To be written in the Non-Judicial Stamp Paper)

To
The Block Development Officer
Mohanbhog R. D. Block, Sepahijala District.

Subject: Submission of Quotation/Tender for procurement of office almirah (steel made) under Mohanbhog R.D Block.

Ref No.

1. Eligible of bidder: - Bidder should be a register dealer along with up to date relevant documents.
2. Necessary enclosure along with Quotation/Tender :- i) Attested copy of Registration/License, ii) Copy of PAN card, iii) Clearance Certificate of PTCC/STCC 6) Required earnest money deposit (Rs. 2500/-)[All certificates should have validity up to 31.01.2019]
(With out any such enclosure, quotation will be rejected.)
3. Quotation dropping Place:- In the specific Box kept in the chamber of the undersigned.
4. Date of floating of Quotation :03-01-2019.
5. Last date of selling of Quotation form :24-01-2019.
6. Value of Non-Judicial Stamp Paper :Rs. 100/- (Rupees One hundred).
7. Last date & time of dropping of quotation; at 3 PM of 25-01-2019.
8. Probable date of opening of quotation ;25-01-2019 in the office of the undersigned (Interested bidder may remain presence).

Sir,

In response to above, I am submitting the rate for the item as per terms & conditions of the quotation mentioned above in your prescribed proforma.

Enclose:- As stated.

(Full Signature of Bidder with date.)

Terms and Conditions

- 1) Eligible and interested trader / bidder should drop complete and sealed quotation in to the tender box in the chamber of the under signed up to 25th January 2019 at 3 pm.
- 2) Rate should be quoted of all taxes including carrying, loading & unloading.
- 3) Quotation (s) may be asked once or more by the under signed for negotiation / justification analysis of quoted rates after opening of the quotation.
- 4) Approved rate will remain valid for 1 (one) year from the date of approval of rates without any price variation clause. No advanced payment will be made and the payment will only be made after supplier raise bill to the paying authority in appropriate fashion and if fund in the specific head of account is available with the paying authority. During this period any defect of the supplied stores is deducted by the user of the store, this should be replaced/ repaired by the supplier at his own cost & risk.
- 5) Necessary statutory deduction i.e. income Tax, etc. will be deducted from the bill at source and necessary TDS will be provided by the undersigned.
- 6) Rate must include of all taxes and charges and to be quoted in the annexure - A ,, Any over writing / correction etc. should duly initial.
- 7) If last dates of quotation dropping become suddenly holyday or normal activities of official works get disturbed due to any strike / natural calamity or otherwise the last date of dropping may be deferred to next working date as per decision of the authority. In this regard decision of the authority to defer or not to defer is final and if deferred; this will only be available in office notice board.
- 8) If necessary, total order may be divided amongst more than 1 (one) bidder at the approved rates it is not to right of quotation who has not been first lowest but discretion of the under signed to the decision in this regard.
- 9) Any conditional discount or other extraneous terms & condition from supplier's end will not be entertained and quotation will be declared as informal.
- 10) Any ordered quantity should be executed positively within 3 days from the date of issuance of supply order the supplier should be sufficient ready stock so can be supplied as and when required.
- 11) Authority reserves the right to accept or reject any quotation including first lowest bidder without assigning any reason.
- 12) Before dropping quotation, supplier may have a clear picture of road connectivity, condition of road availability labourer's for loading unloading at the supply point etc. in details so that they can quote rates considering all above facts.
- 13) The Selected bidder has to supply the materials as per direction of the undersigned.
- 14) There should be proper receipt from the concerned at the time of submission of the bills.

Total rates per unit including at taxes & charges
(Rate is to be quoted in word as well as figure)

Description of Item	Quantity	Rate including of all taxes and charges for each
Procurement of office almirah (steel made) under Mohanbhog R.D Block .(As per Specification 6.5ft x 3ft x 1.5 ft .accessories in 22G with inner lock)	1 No	

SPECIAL SHEET

- 1) Name and detailed address of bidder (including Phone Number):
- 2) Capacity to supply per Annam:
- 3) Following certificate must be submitted along with quotation:-
 - A. Attested photocopy of Trade license/Registration certificate..
 - B. Attested photocopies of valid PTCC and STCC.
 - C. PAN card (Xerox copy).

Declaration

I do hereby declare that I have personally gone through the relevant Details Notice Inviting Quotation and understood all the clauses, specification of quoted items and having been fully satisfied quoted rate of item. This is further to certify that I have suppressed no facts in the quotation which could debar me to participate in to the quotation. If it is revealed after opening of the quotation that any fact is suppressed by me, quotation authority shall have the right to reject my quotation along with other punitive action against me as per term condition. I do affirm that all the term conditions are unconditionally accepted by me. I have no objection if any extra terms condition, mutually accepted by me and purchaser is incorporated into the arrangement.

More over special sheet is also filled up and enclosed along with quotation.

Enclosed:-

Yours faithfully

(Full Signature of bidder with date & seal)