

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPEMENT OFFICER**  
**PECHARTHAL R.D. BLOCK : UNAKOTI TRIPURA**

No.F.18(3-1)/ BDO/ PTL/MsDP/2018-19/2001

Dated 24/07/2018

**SHORT NOTICE INVITING TENDER**

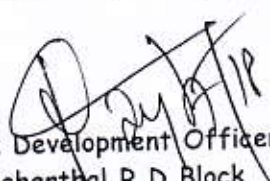
On behalf of the Governor of Tripura, the undersigned invited Short Notice Inviting Tender (SNIT) for supply of Computer Set, UPS, Printer, computer Table and Computer Chair from authorised dealer /Distributors dealing in the items listed in Annexure -A

The rate should be quoted both in figures and words as per prescribed pro-forma enclosed. The bidder has attach to D-Call amounting Rs.5,000/- (Rupees Five thousand) in favour of the Block Development Officer, Pecharthal RD Block, Unakoti District from any Bank payable at Pecharthal.

The stated quotation should be dropped in the Tender Box kept in the chamber of the Block Development Officer, Pecharthal RD Block on and from 30<sup>th</sup> July 2018 to 2<sup>nd</sup> August, 2018 up to 3.00 P.M (Working Days).


The quotation will be opened on 2<sup>nd</sup> August, 2018 up at 4.PM in the presence of the bidders/ authorized representatives who are willing to remain present at the time of opening of the quotation.

Sl. No.	Name of the Items	Earnest Money Deposit	Enclosures
1	2	3	4
1	Computer Set, UPS, Printer, computer Table and Computer Chair Enclosed in Annexure- A. (with SNIT)	Rs. 5,000/- (Rupees Five thousand) only.	Attested photo copy of 1. Permanent Account Number. 2. GST Registration Certificate. 3. Shop/ store Registration certificate. 4. Trade License ( if applicable) 5. Bank pass book. 6. ADHAAR card . ( without enclosures bid will not be accepted ) 7. Dealer authorisation Certificate.

  
Block Development Officer  
Pecherthal R.D Block  
Unakoti Tripura

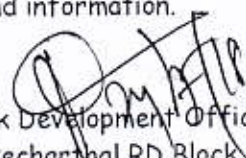
## TERMS & CONDITIONS

1. The lowest bidder will have to supply the items as per supply orders, within 7 (Seven ) days from the date of receipt of supply order. If suppliers fail to supply the items as per requirement within another few days the D-call money will be forfeited.
2. The lowest bidder shall have to supply the order items as per specification indicated in Annexure-A. If any inferior, duplicate or damaged items intended for supply is found it shall be outright rejected by the undersigned and the supplier shall replace such item within 3 days. In case the supplier fails to replace the same, necessary action will be taken against the supplier.
3. If there is any abnormal downfall in respect of market rate etc. during the contract period BDO's office will arrange procurement of fresh rate irrespective of present SNIT.
4. No items of materials will be accepted beyond the supply order and articles rate of which is not included in the bid tender document.
5. All statutory deductions shall be made from bills.
6. The undersigned may cancel the whole affairs without showing any prior notice to bidders / supplier, if necessary.
7. The undersigned may strikeout or cancel any items of stationery mention in Annexure-A (List of office Materials) even after finalization of rate and bidder, if necessary.
8. The contract shall be for the financial year 2018-19 (up to 31<sup>st</sup> March 2019) extendable for another term.
9. Deduction shall be made as per norms of GST applicable.
10. The supplier shall deliver the materials to the location directed by the BDO, Pecharthal.
11. The supplier shall install all the equipments at the desired location.

  
Block Development Officer  
Pecharthal RD Block  
Unakoti District

### Copy to:-

1. The District Magistrate & Collector, Unakoti Tripura for kind information.
2. The Sub-divisional Magistrate, Kumarghat/Panisagar/Kanchanpur, Unakoti Tripura for kind information.
3. The Block Development Officer, Kumarghat, Chandipur, Gournagar R.D Block with a request to display NIT in their Notice Board.
4. The Director, ICA Department, Agartala for kind information with a request for arranging single insert SNIT notice in 3(three) Bengali dailies.
5. The District Informatics Assistant, NIC attached to the Office of the DM & collector, Unakoti District, Kailashahar for information and with request to float the Short Notice Inviting Tender (SNIT) WWW. tenders . gov. in.=
6. Store keeper in this Block information & necessary action.
7. The District informatics Assistant, NIC, Attached to office of the DM & Collector, Unakoti Tripura for information & with request to float documents in the officials website.
8. Email to [portal.tripura@gmail.com](mailto:portal.tripura@gmail.com) with a request to arrange floating the tender in [www.tripura.gov.in](http://www.tripura.gov.in).
9. The CEO, Kumarghat Municipality, Kumarghat, Unakoti Tripura for kind information.
10. Notice board of this office.

  
Block Development Officer  
Pecharthal RD Block  
Unakoti District



To  
Block Development Officer  
Pecharthal R.D Block, Unakoti District.

Subject: - Submission of Quotation for the supply of computer set, printers etc. and other along with necessary enclosures , and Earnest Money Deposit and Annexure-A.

Reference No:- No.F.18(3-1)/ BDO/ PTL/MsDP/2018-19 *2001* Dated- 24/07/2018

Sir , \*\*  
In Response to above, I am submitting the rates for the items as per Terms & conditions of the SNIT , mentioned above in your prescribed Performa.

Following particulars are also furnished below for your perusal and necessary action.

1. Bidder's detailed mailing /  
Postal address including phone No.:-
  
2. Address of sailing Unit:-
  
3. Detail of Earnest Money Deposit:-
  
4. List of Enclosures:-

**DECLARATION:-** I do hereby declare that I have personally gone through the relevant SNIT in details and understood all the clauses, terms & conditions and agreed to abide by them to.

Dated:-

Encl:- As stated.

Yours faithfully,

( Full Signature of bidder with date & seal if any )

ANNEXURE- A

Sl. No.	Name of Items	Brand / Category	Description	Unit	MRP Rs per Unit	Remarks
1.	Computer set	HP/Dell	2 GB Ram, I3 Processor,	30 Nos.		
2.	UPS	Intex / Luminous	2 Kv	30 Nos		
3.	Computer Printer	HP/ Canon	HP Laser Jet P1007/Canon LBP 2900	30 Nos.		
4.	Computer Table with Chair.	Gordrej	Good Quality	30 Nos.		

*P. 24/11/18*