

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
PANISAGAR R.D. BLOCK :: NORTH TRIPURA**

F.No.15(3)/BDO/PNS/GL/STORE/2018 / 1086-92

Date:- 05/02/2019

**SHORT NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura the undersigned invites Short Notice Inviting Quotation (SNIQ) for supply of office stationeries and other related/petty materials for the from local traders/cooperative dealing in the items listed below:-

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has attach **D-Call amounting Rs. 2,000/- (Rupees Two Thousand)** only in favour of the Block Development Officer, Panisagar R.D Block, North Tripura from any Bank payable at Panisagar.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Office, Panisagar R.D Block on and **from 06/02/2019 up to 25/02/2019 at 3:00 pm (working Days)**.

The quotation will be opened on **25/02/2019 at 4:00 pm** in the presence of the bidder / authorized representative who are willing to remain present at the time of opening of the quotation.

Enclosures:- 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)

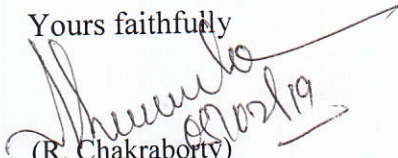
**LIST OF ITEMS/MATERIALS (Office Stationery)**

Sl No.	Name of item	Brand	Unit	Qty	Quoted rates in Rupees (Per unit)
1	2	3	4	5	6
1	File Cover with board	Rajdoot/ Star/ Oxford			
2	Binding Register No.(4,6,8,10,12 & 20)	Oxford/ Ipsita/ Rajdoot			
3	Copier Paper(75 GSM)	JK/Jindal/ Hindustan			
4	Calculator SC-1405EX	Casio/Samay / Orpat			
5	Cartridge 78A, 88A, 35A, 12A	Lapcare /Prodot/ HP			
6	EPSON (L130) Printer Cartridge	EPSON			
7	Refilling Charge (Cartridge 78 A), (Cartridge 88 A), (Cartridge 35 A), (Cartridge 12 A)	Best Quality			

**TERMS & CONDITIONS**

1. The lowest bidder shall sign an agreement with the Block Development Officer, Panisagar R.D. Block within 7 days receipt of offer. If fails to do so, the 2<sup>nd</sup> lowest bidder may be awarded the contract, if found suitable
2. No item/materials shall be accepted beyond the supply order and agreed rates of materials
3. All statutory deductions shall be made from bills, i.e., payment shall be inclusive of taxes.
4. The undersigned reserves the right to cancel the whole affairs without giving prior notice/information to supplier, if necessary.

Yours faithfully

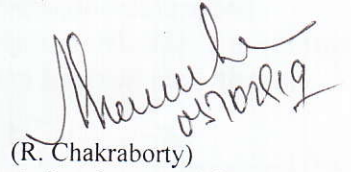
  
(R. Chakraborty)

Block Development Officer  
Panisagar R.D. Block :: North Tripura

etc

Copy to:-

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request ~~with a request~~ for a single insertion in 3(Three) local ~~papers~~ (Bengali & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Damcherra /Jampui/Dasda /Laljuri/ Jubarajnar/ Kalacherra/ Kadamtala R.D. Block, information with a request to arrange for display the notification in the notice board.
5. The DIA, North Tripura ([e-mail-tridmn@nic.in](mailto:e-mail-tridmn@nic.in)) for information with a request to upload in Tripura state Portal and North District official website.
6. The Tripura State Portal ([portal.tripura@gmail.com](mailto:portal.tripura@gmail.com)) with a request to float the quotation at Tripura Portal. [www.tripura.gov.in](http://www.tripura.gov.in)
7. Notice Board of this Office.



(R. Chakraborty)  
Block Development Officer  
Panisagar R.D. Block :: North Tripura