

**GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
KAKRABAN R.D. BLOCK
GOMATI TRIPURA**

No.F. 1 (1) -BDO/KBN/ GENERAL/2016-17/ 410

Dated :- 04/05/2018

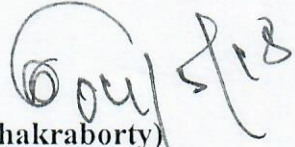
NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited in the prescribed format from the reputed and authorized suppliers/firms/agencies/Co-operative societies having valid trade license registration and clearance Certificate from sales Tax Authority for **Supply of Xerox paper, Ink (Xerox machine) & Cartridge to the O/O the Block Development Officer, Kakraban R.D. Block** in connection with smooth running of MGNREGA works & others office works during the Financial Year – 2018-19 (As per list attached at **Annexure-B**) intending bidders are requested to submit quotation document in the sealed envelope by indicating the price, time of delivery and literature wherever applicable along with necessary documents (**valid trade license certificate & GST clearance certificate**). Quotation should be dropped in the Tender Box to the office of the undersigned **by 21.05.2018 upto 3.00 p.m.** except holidays. The same will be opened on **21.05.2018 at 3.30 p.m.** The intending bidders or their authorized representatives may be present during opening of tender box.

TERMS & CONDITIONS OF THE QUOTATIONS:-

1. The prices quoted should be inclusive of all GST & Transportation cost.
2. QUOTATION FOR XEROX PAPER, INK (XEROX MACHINE) & CARTRIDGE should be written over the envelop.
3. Quotation shall remain valid upto 31st March 2019.
4. Quotation received late and incomplete in any respect will not be considered.
5. Price bid in the prescribed format duly signed and sealed in each pages.
6. Each bidder shall submit only one quotation at a time.
7. Quality of items should not be compromised with in any manner.
8. The undersigned reserves the right to accept or reject the process in part or full without mentioning any reason whatsoever. The undersigned also reserves the right to accept or reject the lowest rates quoted by the tenders.

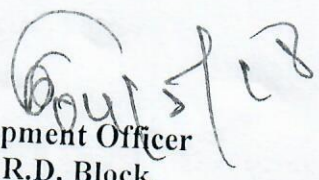
Encl:- Annexure- B (Quoted Item)


(Sumita Chakraborty)
Block Development Officer,
Kakraban R.D. Block,
Gomati Tripura

Annexure-B

Computer items

Sl. No.	Name of items	Approx Qty	Rate (including all taxes)
1	Xerox paper A4 JK	800 Rim	Per Rim
2	Xerox paper Legal JK	15 Rim	Per Rim
3	Cartridge 12AHP	25 nos.	Per piece
4	Cartridge 88AHP	25 nos.	Per piece
5	1580MF CONIKA	10 nos.	Per piece
6	AR 235 Sharp Xerox	10 nos.	Per piece
7	IR2018 Canon Xerox	10 nos.	Per piece


Block Development Officer
Kakraban R.D. Block.
Gomati Tripura