

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
MATABARI R.D. BLOCK

NO.F.4(2)-BDO/MTB/NZ/20017-18/231 Dated, 18/04/2018

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 Office ,Matabari RD block** in connection with smooth running of MGNREGA works & others office works during the Fy 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 02.05.2018 up to 3 p.m.** except holidays. The Same will be opened on **02.05.2018 at 3.30 p.m.** The intending bidders or their authorized representatives may present during opening of tender box.

TERMS & CONDITIONS OF THE QUOTATION:-

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 up to 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 tenderers.

Enclo:-Annexure-B (Quoted Item)


(Saurav Das)

Block Development Officer
Matabari R.D. Block

Computer item

Annexure-B

S.L.No.	Name of item	Approx Qty	Rate (including all taxes)
1	Xerox paper A4 JK	1000 Rim	Per Rim
2	Xerox paper FS JK	10 Rim	Per Rim
3	Cartridge 78 AHP	20 nos..	Per piece
4	Cartridge AR 560213	20 nos..	Per piece
5	Cartridge 88 AHP	20 nos..	Per piece
6	Sharp MX 235 ST	10 nos.	Per piece
7	Sharp AR 020 ST	10 nos.	Per piece


(Saurav Das)

Block Development Officer
Matabari R.D. Block