

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

NO.F.4(2)-BDO/MTB/NZ/20017-18/232 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 Office Stationary & consumables items** 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 -A**) 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 31<sup>st</sup>, 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.

**Encl:-Annexure-B ( Quoted Item)**

  
(Saurav Das)

Block Development Officer

## List of Stationeries item

## Annexure-A

| S.L.No | Name of Article     | Approx Rate | Rate(including all texes |
|--------|---------------------|-------------|--------------------------|
| 1      | File Cover          | 500 nos.    | Per piece                |
| 2      | File Board          | 500 nos.    | Per piece                |
| 3      | Tag                 | 50 bundle   | Per bundle               |
| 4      | Stapler pin 24/6    | 50 nos. box | Per box                  |
| 5      | Stapler pin small   | 50 nos. Box | Per box                  |
| 6      | Stamp pad           | 15 nos.     | Per piece                |
| 7      | Red pen Agin        | 100 nos.    | Per piece                |
| 8      | Blue pen Agin       | 100 nos.    | Per piece                |
| 9      | Blue pen Agin       | 100 nos.    | Per piece                |
| 10     | Punch Machine       | 10 nos.     | Per piece                |
| 11     | Flag                | 50 packet   | Per packet               |
| 12     | Marker pen          | 10 nos.     | Per piece                |
| 13     | Register -8         | 20 nos.     | Per register             |
| 14     | Register -10        | 20 nos.     | Per register             |
| 15     | Register -12        | 20 nos.     | Per register             |
| 16     | Register -20        | 10 nos.     | Per register             |
| 17     | Stock Register -20  | 2 nos.      | Per register             |
| 18     | Water sponce        | 20 nos.     | Per piece                |
| 19     | Calclator           | 10 nos.     | Per piece                |
| 20     | Towel big           | 10 nos.     | Per piece                |
| 21     | Stapler             | 10 nos.     | Per piece                |
| 22     | Car ban paper       | 2 box       | Per box                  |
| 23     | Attendance register | 10 nos.     | Per register             |
| 24     | Cotton suta         | 20 bundle   | Per bundle               |
| 25     | Candle              | 20 packet   | Per packet               |
| 26     | Gun                 | 10 boatel   | Per boatel               |
| 27     | Peon book I         | 10 nos.     | Per book                 |
| 28     | Received register   | 5 nos.      | Per register             |
| 29     | Despatch register   | 5 nos.      | Per register             |
| 30     | Roto Max pen        | 10 nos.     | Per piece                |
| 31     | Scale 18"           | 5 nos.      | Per piece                |
| 32     | Odo nil             | 20 nos.     | Per piece                |
| 33     | Finial              | 10 boatel   | Per boatel               |
| 34     | Harpic              | 10 boatel   | Per boatel               |

  
(Saurav Das)

Block Development Officer  
Matabari R.D. Block