

**GOVERNMENT OF TRIPURA  
OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
KALACHERRA R.D. BLOCK, NORTH TRIPURA.**

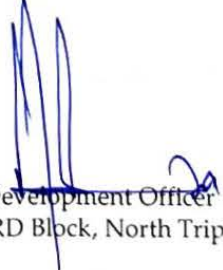
No.F.17(1)/EO(BDO)/KLC/PANCH/LPC/2023-24 /13534-45 Dated:- 31/01 /2024.

**NOTICE INVITING QUOTATION**

On behalf of the Governor of Tripura the undersigned invites Short Notice Inviting Quotation (SNIQ) for supply of Office Executive Table, Steel Almirah, Steel Rack, Plastic Chair for the Financial Year 2023-24 to 2024-25 from Local registered traders/ Co-operative's eligible bidders/ suppliers/ agency who have experience to supply the to the different Govt. Offices and autonomous bodies as per items listed in "Annexure-A". The details of items, terms & conditions and specification are available in the Office of the Block Development Officer, Kalacherra R.D Block, North Tripura and which the interested bidders may inspect up to 08/02/2024 (during office hours on working days only).

Tender Box will be kept opened for dropping of Tender by the intending Tenderer in the office chamber of the undersigned from 01/02/2024 to 08/02/2024 upto 3.00 PM except Govt. Holidays and the Box will be opened on the last day at 4.00 PM (if possible) in presence of the bidders/ authorized representatives who are willing to remain present at the time of opening of the quotation. If the last date of Tender dropping/ opening of Tender gets paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/opening of Tender box.

Sl. No	Name of items	Enclosure	Remarks
1.	Office Executive Table,	<b>Attested photo copy of :-</b> 1. Permanent Account Number (PAN) 2. GST Registration Certificate 3. Shop/Store Registration Certificate 4. Trade License 5. Bank A/c details with Passbook 6. Aadhaar Card 7. TDS clearance certificate	(Details of items brand/ specification enclosed in Annexure-A with this SNIQ)
2.	Steel Almirah,		
3.	Steel Rack,		
4.	Plastic Chair		

  
Block Development Officer  
Kalacherra RD Block, North Tripura.

## Terms & conditions:-

- 1) The sealed cover envelop shall be super scripted with the expression "QUOTATION" for **Office Executive Table, Steel Almirah, Steel Rack, Plastic Chair** for Kalacherra RD Block, North Tripura For the year of 2023-24 & 2024-25.
- 2) The rate should be quoted (both in word & figure) for each and every item separately inclusive of all inevitable taxes, transportation charges, cost of fitting and fixing & other service charge, if any.
- 3) The rate should be included GST.
- 4) The lowest bidder shall sign an agreement with the Block Development officer, Kalacherra RD Block within 03 days of receipt of the offer. If fails to do so, the 2<sup>nd</sup> lowest Bidder may be awarded the contract, if found suitable.
- 5) The supply order will be placed by the office as and when required.
- 6) The selected supplier shall have to supply the items to the office of the Block Development Officer Kalacherra RD Block, North Tripura within 03 days of receipt of every supply order, If fails the undersigned may give other chance to the supplier to supply the ordered items within on another few days.
- 7) The tender period will be extended if authority desires.
- 8) In case the quality of the items supplied are found sub-standard/ inferior (Defective), the supplier will liable to replace such materials within next 03 days at their own cost.
- 9) No items/ materials shall be accepted beyond the supply order and agreed rates of materials which is not included in the bid tender document.
- 10) Payment will be made when fund is available for the items.
- 11) Payment will be made only after successful delivery and goods received is certified by the store keeper with proper entry made in the stock register.
- 12) In-case of high fluctuation of rates in the market during the contract period, the BDO reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier/ tenderer.
- 13) Any item may be struck off/out by the undersigned from **Annexure-A (list enclosed)** even after finalization of rate and bidder.
- 14) All statutory deduction shall be made from bills, i. e: payment shall be inclusive of all taxes.
- 15) The undersigned reserves the right to reject or accept part or full quotation/ tender including the lowest one without assigning any reason at any time.
- 16) The undersigned also reserves the right to approve, modify or reject any design.
- 18) The contract shall be for the Financial Year **2023-24 & 2024-25 (Up to 31<sup>st</sup> March, 2025)**.

To

1. The Director, ICAT, Government of Tripura for kind information with request to arrange to publish in 3 (three) (A-quality) local dailies (Bengali & English) in single insertion please.
2. The Director, Information & Technology Deptt. Govt. of Tripura, Agartala, West Tripura with request to float the tender at Tripura State Portal [www.tripura.gov.in](http://www.tripura.gov.in) please.
3. The Technical Director & DIO, NIC, North Tripura District, Dharmanagar for kind information with a request to display the notice in District Official Website please.

Block Development Officer  
Kalacherra RD Block, North Tripura.

Copy to:-

1. The District Magistrate & Collector, North Tripura Dharmanagar for favour of kind information please with a request to display in the notice board.
2. The Sub-Divisional Magistrate, Dharmanagar/Kanchanpur/Panisagar, North Tripura for kind information please with a request to display the matter in the notice board.
3. The BDO, Kadamtala/Jubarajnagar/Panisagar/Laljuri/ Damcherra/ Dasda/ Jampui Hill RD Block for information with a request to display the matter in the notice board of concern offices for wide publicity.
4. The Superintendent of Agriculture, Kadamtala, North Tripura (Member of LPC) for kind information and necessary action please.
5. The Superintendent of Fisheries, Dharmanagar, North Tripura (Member of LPC) for kind information and Necessary action please.
6. The Junior Engineer (In-Charge, Store Section) of this Block for information and necessary action.
7. The I/c Accountant Section/ Cashier of this Block for information.
8. The TRLM section of this Block for information and necessary action
9. Notice Board of this office for wide publication.

Block Development Officer  
Kalacherra RD Block, North Tripura.

Annexure -A

Format for quotation of rate sheet for each items:

<i>Sl. No.</i>	<i>Name of items/ Articles</i>	<i>Specification/ Description/ Brand</i>	<i>Qty.</i>	<i>Quoted rate per unit (Both word &amp; figure Inclusive of all Taxes) Rs.</i>	<i>Remarks</i>
1.	Office Executive Table,	TATA office executive table, Engineered wood, Size (5 X 3),	01 No.		
2.	Steel Almirah,	Kohinoor (Big size Almirah)	01 No.		
3.	Steel Rack,	Kohinoor (Big Size) with 06 (Six) Shelf	01 No.		
4.	Plastic Chair	RFL (without arms)	1 No		

  
Block Development Officer  
Kalacherra RD Block, North Tripura.

(Prescribed pro-forma)

To  
The Block Development Officer,  
Kalacherra RD Block, North Tripura.

Subject :- Submission of tenders/ Quotation for supply of Office Executive Table,  
Steel Almirah, Steel Rack, Plastic Chair along with necessary documents.

Ref. No.F.17(1)/EO(BDO) /KLC/PANCH/LPC/2023-24 /

Dated:- /2024.

Sir,

In response to the above, I am submitting the rates for items listed in the Annexure-A of the SNIQ as per terms and conditions:-

- 1) My Name (In Capital Letters):-
- 2) My Address:-
- 3) My Mobile No. :-
- 4) Address of Shop/ Selling units:-
- 5) List of enclosures:-

DECLARATION:- I do hereby declare that I personally have gone through the SNIQ and understood all the clauses, terms & conditions and agreed to abide by it.

Enco :- As stated

Dated :-

Place :-

Yours faithfully

(Signature of bidder with  
Date and seal, if any)