

NO. F. CE/RD/STNG/16-17 Dated 10-02-2017  
GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE CHIEF ENGINEER  
GURKHABASTI, AGARTALA

**NOTICE INVITING QUOTATION**

The Executive Engineer-I, HOO & DDO, Office of the Chief Engineer(RD) invites sealed quotation(s) from the Cooperative(s) (in Tripura) for supplying the items (Stationary Goods) as per enclosure Annexure-'B'.

Quotation in sealed cover will be received from 10-02-2017 to 28-02-2017 (10:30AM to 3:00PM) in the Chamber of the Undersigned and will be opened on 28-02-2017 at 3:30PM if possible in presence of the bidder or representatives, if remain present. Quotationer may drop their quotation in the tender box kept in the Chamber of the Undersigned.

Quotationer will have to submit the following documents with the quotation. In absence of any one of the following documents, no quotation will be considered for acceptance.

- 1) Firm Registration Certificate.
- 2) Trade License.
- 3) VAT Registration Certificate.
- 4) VAT Clearance Certificate.
- 5) Earnest Money Rs. 10,000/- (Rupees ten thousand) only in the shape of Deposit at Call / Term Deposit on any Nationalized / Scheduled Bank.
- 6) Copy of PAN Card.


**TERMS & CONDITIONS**

- 1) Quotationer will have to deposit Rs. 10,000/- (Rupees ten thousand) only in favour of the Executive Engineer-I, Office of the Chief Engineer, RD Department, Agartala, West Tripura in the shape of Deposit at Call / Term Deposit in favour of the Chief Engineer, RD Department from any Nationalized / Scheduled bank which will be retained in this office as security deposit in case of successful quotationer.
- 2) The authority reserves the right to reject or accept any quotation even lowest one also without assigning any reason at any stage.
- 3) Rate should be quoted including of all applicable taxes and must be written both in figure and word. Applicable taxes will be deducted at source. Quoted rate will be firm and no price variation will be entertained till the validity of the quotation. However, in case of change in applicable taxes (increase / decrease) rate will be revised accordingly. No conditional quotation will be accepted. Bidder should mention the applicable service charge as permissible under Co-operative rule.

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- 4) The successful quotationer should have an ability to supply the items within seven days from the date of receipt of supply order from this office. If supplier fails to supply the item as per requirement within seven days the security money as deposited in the shape of Deposit at Call / Term Deposit will be forfeited.
- 5) The successful quotationer should have an ability to supply any stationery articles related items on urgent basis as and when required.
- 6) Successful quotationer will have to supply the ordered materials as per specification and brand. **No inferior or duplicate materials will be entertained by this office.** In case of such supply the Security Deposit will be forfeited as usual course and initiative to be taken to declare the concerned firm as Black listed.
- 7) If there is any abnormal downfall during the contract period this office will arrange procurement in fresh rate irrespective of currency of present NIQ.
- 8) Taxes such as IT, VAT etc. will be deducted from supply bill as admissible.
- 9) Rates are inclusive of all taxes for delivery upto the office of the Chief Engineer, RD Department (at 3<sup>rd</sup> floor), Gurkhabasti, Agartala.
- 10) Approved rates will remain valid for 01(one) years from the date of approval of rates.
- 11) The Supply Order will be issued on 'as and when' required basis.
- 12) No advance payment will be made. Payment will be made on the basis of the actual receipt subject to availability of fund.
- 13) Bidder should sign in full name in the quotation along with mobile no. and address for communication.
- 14) Lowest Rate will be finalized on individual item basis.

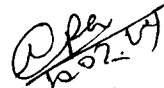


(Er. N.G. Paul)

Executive Engineer-I  
Office of the Chief Engineer  
RD Department  
Gurkhabasti, Agartala

Copy to the :

- 1) The Chief Engineer, RD Department, Agartala.
- 2) Notice Board of the office the Chief Engineer, RD Department, Gurkhabasti, Agartala.



Executive Engineer-I

PROFORMA FOR RATE QUOTING  
(To be sealed & submitted in a envelop)

To  
The Executive Engineer-I  
Office of the Chief Engineer  
Rural Development Department  
Agartala

Subject : Submission of Quotation for supplying of Stationary Goods.

Reference : Notice inviting Quotation No. F. CE/RD/STNG/16-17 dated 10-02-2017.

Sir,

In response to the above, I am submitting herewith my rates for the aforesaid work in the enclosed Annexure as per terms & conditions of the quotation.

Following particulars are also furnished for your necessary action.

i) Bidder's Name :

ii) Detailed Mailing / Postal Address of Bidder : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii) Phone No. (Land & Mobile) :

iv) Earnest Money Details :

a) No. & Date :

b) Name of Bank :

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v) Enclosures : Bidders should write the enclosure details below :

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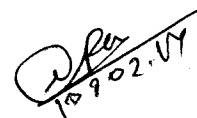
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I do hereby declare that, I have gone through the quotation carefully, understood all the clauses and having been satisfied rates are quoted. I also certify the unconditionally **I have accepted all the terms conditions of the said notice** and above information are true to the best of my knowledge and belief. I have no objection if any extra term condition, mutually accepted by me and tendering authority is incorporated into the agreement.

Yours faithfully

(Full Signature of Bidder)

With Date & Seal

  
10/02/17

To  
The Executive Engineer-I  
Office of the Chief Engineer  
Rural Development Department  
Agartala

Subject : Offering Rate.

Reference : Notice inviting Quotation No. F. CE/RD/STNG/16-17 dated 10-02-2017.

Sl. No.	Name of Item & Specifications	Brand / Model	Unit	Rate	VAT(%)
01.	Attendance Register No. 4	Rajdoot	Each	Rs. In figure (.....)	
		Geetanjali	Each	Rs. In figure (.....)	
02.	Arj – File (Box Type)	Rajdoot	Each	Rs. In figure (.....)	
03.	File Bag (Nylon)	Good Quality	Each	Rs. In figure (.....)	
04.	Battery (AA)	Nippo	Each	Rs. In figure (.....)	
		Eveready	Each	Rs. In figure (.....)	
05.	Battery (AAA)	Nippo	Each	Rs. In figure (.....)	
		Eveready	Each	Rs. In figure (.....)	
06.	Batter 23AE		Each	Rs. In figure (.....)	
07.	Brown Tape (2")	Fox	Each	Rs. In figure (.....)	
08.	CFL Bulb (18w)	Philips	Each	Rs. In figure (.....)	
		Heavels	Each	Rs. In figure (.....)	
09.	Carbon Paper (A4-Rich Blue)	Kores	Pkt.	Rs. In figure (.....)	
10.	Car Perfume Refill (Liquid – 7.5 ml)	Ambipure	Each	Rs. In figure (.....)	
11.	Calling Bell (Cordless)	CONA	Each	Rs. In figure (.....)	
12.	Cello Tape (1")	Fox	Each	Rs. In figure (.....)	

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13.	Calculator Normal (12 Digit/Power - AA Battery)	Bistec	Each	Rs. In figure (.....)
		Casio	Each	Rs. In figure (.....)
14.	Cup Plate Set (VIP-White)	Fine Bone China	Box	Rs. In figure (.....)
15.	Collin Spray (500ml)	Collin	Each	Rs. In figure (.....)
16.	Duster (Towel)(30x60)cm	Good Quality	Each	Rs. In figure (.....)
17.	Duster (Yello)(30x60)cm	Good Quality	Each	Rs. In figure (.....)
18.	DeskJet Cartridge 818 Black (Big)	HP	Each	Rs. In figure (.....)
19.	DeskJet Cartridge 818 Color (Big)	HP	Each	Rs. In figure (.....)
20.	DeskJet Cartridge 802 Black (Big)	HP	Each	Rs. In figure (.....)
21.	DeskJet Cartridge 802 Color (Big)	HP	Each	Rs. In figure (.....)
22.	DeskJet Cartridge 818 Black (Small)	HP	Each	Rs. In figure (.....)
23.	DeskJet Cartridge 818 Color (Small)	HP	Each	Rs. In figure (.....)
24.	DeskJet Cartridge 802 Black (Small)	HP	Each	Rs. In figure (.....)
25.	DeskJet Cartridge 802 Color (Small)	HP	Each	Rs. In figure (.....)
26.	Dakpad (Executive-Hard Board)	Rajdoot	Each	Rs. In figure (.....)
		Ipsita	Each	Rs. In figure (.....)
27.	Dust Bucket (Plastic-Without Cover)	RFL	Each	Rs. In figure (.....)
28.	Drinking Water Glass	Borosil	Box	Rs. In figure (.....)
29.	Door Mat (4x2)ft. (Coconut made)	Coir Board	Each	Rs. In figure (.....)
30.	Envelop-Yello-Laminated(30x12)cm	Good Quality	Each	Rs. In figure (.....)

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31.	Envelop-Yello-Laminated(20x26)cm	Good Quality	Each	Rs. In figure (.....)	
32.	Envelop-Yello-Laminated A4	Good Quality	Each	Rs. In figure (.....)	
33.	Envelop-Yello-Laminated(35x25)cm	Good Quality	Each	Rs. In figure (.....)	
34.	Envelop-Yello-Laminated FS	Good Quality	Each	Rs. In figure (.....)	
35.	Envelop-Yello-Laminated(40x30)cm	Good Quality	Each	Rs. In figure (.....)	
36.	Envelop - Brown - No. 12	Good Quality	Each	Rs. In figure (.....)	
37.	Electric Kettle (1 ltr.)	Prestige	Each	Rs. In figure (.....)	
38.	Electric Kettle (1 ltr.)	Eagle	Each	Rs. In figure (.....)	
39.	Engagement Pad	Rajdoot	Each	Rs. In figure (.....)	
40.	Flask – Steel Vacuum (1 ltr.)	Eagle	Each	Rs. In figure (.....)	
41.	Flag (Self Sticky) (1x3)” – 4 Colors	Oddy	Pkt.	Rs. In figure (.....)	
42.	Flask – Steel Vacuum (1 ltr.)	Milton	Each	Rs. In figure (.....)	
43.	File cover	Udyog	Each	Rs. In figure (.....)	
		Rajdoot	Each	Rs. In figure (.....)	
44. 45.	File Board	Udyog	Each	Rs. In figure (.....)	
		Rajdoot	Each	Rs. In figure (.....)	
46.	Hand Broom (Natural)	Good Quality	Each	Rs. In figure (.....)	
47.	Harpic (650ml )		Each	Rs. In figure (.....)	
48.	Hand Wash (Liquid) - 100gm	Dettol	Each	Rs. In figure (.....)	
		Life Boy	Each	Rs. In figure (.....)	

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49.	Keyboard (USB)	Logitech	Each	Rs. In figure (.....)	
50.	Laser Toner 12A	HP	Each	Rs. In figure (.....)	
51.	Laser Toner 88A	HP	Each	Rs. In figure (.....)	
52.	Laser Toner Cannon 912	Cannon	Each	Rs. In figure (.....)	
53.	Laser Toner Cannon Fx 09	Cannon	Each	Rs. In figure (.....)	
54.	Lock (Steel) No. 22 (6 Brass LVR)	Link	Each	Rs. In figure (.....)	
55.	Lock (Steel) No. 40 (6 Brass LVR)	Link	Each	Rs. In figure (.....)	
56.	Lock (Steel) No. 45 (6 Brass LVR)	Link	Each	Rs. In figure (.....)	
57.	Lock (Steel) No. 50 (6 Brass LVR)	Link	Each	Rs. In figure (.....)	
58.	Lock (Steel) No. 55 (6 Brass LVR)	Link	Each	Rs. In figure (.....)	
59.	Mouse (USB-Optical)	Logitech	Each	Rs. In figure (.....)	
60.	Mouse & Keyboard (Combo-Wireless)	Logitech	Each	Rs. In figure (.....)	
61.	Note Sheet (A4-Both Side Printed) (Concost Paper-14 kg)(Green Color)	Century	Each	Rs. In figure (.....)	
62.	Naphthalene (100gm)		Pkt.	Rs. In figure (.....)	
63.	Phenyl (500ml)	Dr.	Bottle	Rs. In figure (.....)	
64.	Peon Book (Small No. 4)	Oxford	Each	Rs. In figure (.....)	
65.	Pen – Onetime	Agni 20/20	Each	Rs. In figure (.....)	
66.	Pen – Onetime	Linc Starline	Each	Rs. In figure (.....)	
67.	Pen – Onetime Gell	Linc Ocean	Each	Rs. In figure (.....)	
68.	Pen	Smartgell	Each	Rs. In figure (.....)	

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69.	Plastic Folder A4 – Transferring (Clear)		Pkt.	Rs. In figure (.....)	
70.	Room Freshener (Premier)	125gm	Each	Rs. In figure (.....)	
71.	Room Freshener (Ambipure)	170gm	Each	Rs. In figure (.....)	
72.	Register Bound No. 4	Rajdoot	Each	Rs. In figure (.....)	
		Geetanjali	Each	Rs. In figure (.....)	
73.	Register Bound No. 6	Rajdoot	Each	Rs. In figure (.....)	
		Geetanjali	Each	Rs. In figure (.....)	
74.	Register Bound No. 12	Rajdoot	Each	Rs. In figure (.....)	
		Geetanjali	Each	Rs. In figure (.....)	
75.	Rubber Stamp	Good Quality	Line	Rs. In figure (.....)	
76.	Rubber Stamp (Self Ink)	Good Quality	No.	Rs. In figure (.....)	
77.	Sugar Cubes (500gm)		Pkt.	Rs. In figure (.....)	
78.	Salt - Black (200gm)	Good Quality	Cane	Rs. In figure (.....)	
79.	Stapler (No. 10)	Kangaroo	Pkt.	Rs. In figure (.....)	
80.	Stapler (No. 24/6)	Kangaroo	Pkt.	Rs. In figure (.....)	
81.	Stapler Pin (No. 10)	Kangaroo	Pkt.	Rs. In figure (.....)	
82.	Stapler Pin (No. 24/6)	Kangaroo	Pkt.	Rs. In figure (.....)	
83.	Synthetic Gum (50ml)	Fevi Gum	Each	Rs. In figure (.....)	
84.	Stamp Pad (116x69)mm-Plastic	Camel	Each	Rs. In figure (.....)	
		Faber Casel	Each	Rs. In figure (.....)	

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85.	Stamp Pad (160x90)mm- Plastic	Camel	Each	Rs. In figure (.....)	
		Faber Casel	Each	Rs. In figure (.....)	
86.	Soap - 75gm	Dettol	Each	Rs. In figure (.....)	
		Life Boy	Each	Rs. In figure (.....)	
87.	Tube Light (40w)	Philips	Each	Rs. In figure (.....)	
88.	Tea Bag (100 Pouch)	Brooke Bond	Box	Rs. In figure (.....)	
89.	Towel -Targis (Pellow Size)	Ordinary	Each	Rs. In figure (.....)	
		Bombay Dying	Each	Rs. In figure (.....)	
90.	Telephone Receiver (Normal)	(Beetel)	Each	Rs. In figure (.....)	
91.	Toilet Freshener	Odonil	Pkt.	Rs. In figure (.....)	
92.	Torch Light (Rechargeable)	Eveready	Each	Rs. In figure (.....)	
93.	Table Glass - 6mm		Sqf.	Rs. In figure (.....)	
94.	Table Glass - 8mm		Sqf.	Rs. In figure (.....)	
95.	Table Glass - 10mm		Sqf.	Rs. In figure (.....)	
96.	Table Glass - 12mm		Sqf.	Rs. In figure (.....)	
97.	Towel For Chair (one color)	Good Quality	Each	Rs. In figure (.....)	
98.	Towel For Chair (one color)	Bombay Dying	Each	Rs. In figure (.....)	
99.	Tag (Cotton)	Good Quality	Bundle	Rs. In figure (.....)	
100.	Tag (Synthetic)	Good Quality	Bundle	Rs. In figure (.....)	
101.	Tea Spoon	VIP Gold	Pkt.	Rs. In figure (.....)	

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102.	Umbrella (Non Folding-Gents-Black)	K. C. Paul	Each	Rs. In figure (.....)	
103.	Washing Powder (100gm)	VIM	Pkt.	Rs. In figure (.....)	
104.	Writing Pad (Spiral/80 Pages/Role)	Luxor	Each	Rs. In figure (.....)	
		Rajdoot	Each	Rs. In figure (.....)	
105.	Writing Pad (Non-Spiral/80 Pages/Role)	Luxor	Each	Rs. In figure (.....)	
		Rajdoot	Each	Rs. In figure (.....)	
106.	Xerox Paper (A4-75 GSM)	JK Copier	Ream	Rs. In figure (.....)	
107.	Xerox Paper (A4-75 GSM)	Kores	Ream	Rs. In figure (.....)	
108.	Xerox Paper (FS-75 GSM)	JK Copier	Ream	Rs. In figure (.....)	

\*\*\* Correction, if any should be duly signed by the bidder.

\*\*\* No Correction fluid should be used.

\*\*\* In case of any mismatch in word and figure value, the value in word will be considered.

\*\*\* Quotation should put their signature with seal in each page of the submitted documents.

*Q. Khan*  
10/02/17