

**DNIT FOR STATIONARY GOODS**

DT-VIII/STATIONARY/EE/RD-BSGD/18-19 dt-19-05-2018.

GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE EXECUTIVE ENGINEER  
BISHRAMGANJ DIVISION, BISHRAMGANJ  
Bishramganj- 799103

PH & FAX-(0381)-2867244\_email id: [eerdbsg@gmail.com](mailto:eerdbsg@gmail.com)

**PNIT NO:** PT-01 /EE/RD-BSGD/SPJ/2018-19 dt-19/05/2018.

**DNIT NO:** DT-VIII/STATIONARY/EE/RD-BSGD/18-19 dt-19-05-2018.

**Name of the item:** Supply of different office stationary goods for office of the Executive Engineer, R D Bishramganj Division, Sepahijala District.

**Eligibility of the bidder:** Authorized local dealer , Supplier, Trader or Agency having necessary documents.

**Tendering authority:** Executive Engineer, R D Bishramganj Division, Sepahijala, Tripura  
Pin- 799103, Phone cum Fax- ( 0381) 2867244  
**email id:** [eerdbsg@gmail.com](mailto:eerdbsg@gmail.com)

**Date of floating of tender:** 19-05-2018

**Last date of the tender:** 08.06.2018 upto 3.00 PM

**Last date of DNIT inspection & format selling:** Tender form can only be downloaded from the website of [www.tenders.gov.in](http://www.tenders.gov.in) & [www.rural.tripura.gov.in](http://www.rural.tripura.gov.in). and can be inspected upto 07.06.2018 in the office of the Tendering authority.No tender form will be sold from the office of the tendering authority

**Cost of Tender from:** ₹ 500.00 (Non refundable).

**Earnest Money:** ₹ 5,000.00

**Necessary enclosures along with tender:** (i) Signed tender document (ii) trade license (iii) valid GST registration certificate. (vii) Earnest Money ( ₹ 5,000.00) to be deposited in the shape of D call / fixed deposit / bank draft from any Nationalized Ban in favour of the Executive Engineer, RD Bishramganj Division. **All papers should be attested.**

**Mode of tender submission:** By post (Registered with A/D) or may be dropped in the tender box placed in the office chamber of tendering authority. Tender must be received( in case sent by post) or dropped within specified period. Any bid received after specified period will not be entertained.

**Date of opening:** 08.06.2018 after 3.30 PM if possible. (Interested bidder may remain present)

**Informal and formal declaration of received tenders:** In the time of opening of tender, formal/ informal declaration is not possible. It will be declared after detailed scrutiny is over & displayed in official notice board.

**Total written pages including this page:** 10(ten) pages only

(Junior Engineer)  
Bishramganj Division

(Assistant Engineer)  
Bishramganj Division

(Executive Engineer)  
Bishramganj Division

(Superintending Engineer)  
RD Circle-I

**PNIT No: PT-01 /EE/RD-BSGD/SPJ/2018-19 dt-19/05/2018**

GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE EXECUTIVE ENGINEER  
BISHRAMGANJ DIVISION, BISHRAMGANJ  
Bishramganj- 799103

PH & FAX-(0381)-2867244\_email id: eerdbsg@gmail.com

On behalf of the Governor of Tripura, The Executive Engineer, R. D. Bishramganj Division, Bishramganj, Sepahijala District invites separate sealed tender from the resourceful & bonafied Agency / suppliers for the following items within 08-06-2018 upto 3.00 PM.

| Sl No | DNIT No & Date                                     | Name of Item  | EMD          |
|-------|--|---|--------------|
| 1     | DT-I/ALT.DOOR/EE/RD-BSGD/18-19 dt-19-05-2018.      | Alternative Door & Window shutter incl. / excl. frame of various sizes.   | ₹ 35,000 .00 |
| 2     | DT-II/COMPUTER/ EE/RD-BSGD/18-19 dt-19-05-2018.    | Supply of Desktop computer, duplex Laser Printer, Scanner, UPS  | ₹ 25,000.00  |
| 3     | DT-III/IE/ EE/RD-BSGD/18-19 dt-19-05-2018.         | Internal Electrification works incl. fitting fixing at the work site against various scheme                     | ₹ 35,000.00  |
| 4     | DT-IV/ PEA-GRAVEL/ EE/RD-BSGD/18-19 dt-19-05-2018. | Specified best quality Pea-Gravel (2 mm to 4.75 mm Nominal size)  | ₹ 25,000 .00 |
| 5     | DT-V/ C&VT /EE/RD-BSGD/18-19 Dt. 19-05-2018.       | Ceramic tiles, Vitrified tiles, Marble stone, Kota stone & Granite of different type                            | ₹ 35,000.00  |
| 6     | DT-VI/ TIMBER / EE/RD-BSGD/18-19 dt-19-05-2018.    | Supply of different sizes Timber.   | ₹ 20,000.00  |
| 7     | DT-VII/VEH/ EE/RD-BSGD/18-19 dt-19-05-2018.        | Hiring of 1 (one) no Mahindra Bolero, 2(two) nos Maruti EECO and 01 nos. Maruti Omni Van incl. fuel and driver. | ₹ 5,000.00   |
| 8     | DT-VIII/STATIONARY/EE/RD-BSGD/18-19 dt-19-05-2018. | Supply of office stationary goods.  | ₹ 5,000.00   |

The DNIT's as well as PNIT is available for inspection at the Office of EE, R.D Bishramaganj Division. Tender form can only be downloaded from the website of [www.tenders.gov.in](http://www.tenders.gov.in) & [www.rural.tripura.gov.in](http://www.rural.tripura.gov.in). The cost of Tender form ₹ 500/- (Non refundable ) (for each item) as Demand Draft from any Nationalized Bank in favour of the Executive Engineer, RD Bishramganj Division, Sepahijala to be submitted along with tender. The mode of tender submission will be dropped in the tender box placed in the office chamber or by post (Registered with A/D) . Tender must be dropped or must be received (in case sent by post) within specified period (Upto 3.00 pm Dt. 08-06-2018). Any Tender after specified time as per office clock & date will not be entertained.

( Er. Kajal Dey)  
Executive Engineer  
RD Bishramganj Division

NO.F. EE/RD-BSGD/TENDER/SPJ/18-19/ 419-22

Dated . 19-05-2018

**Copy for information and displaying in the Notice Board to:-**

1. The District Magistrate & Collector, Sepahijala, Bishramganj.
2. The Chief Engineer, R.D.Department, Govt. of Tripura, Gurkhabasti, Agartala
3. The Director, ICA, Govt. of Tripura, Agartala, with 08 (eight ) copies requesting to publish in minimum 03 (three) local dailies.
4. The Addl. Secretary to the Govt. of Tripura, R.D.Department, Agartala.
- 5-9 The Superintending Engineer, R.D 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> Circle, Agartala/Udaipur/Kumarghat/Dhalai.
- 10-12.The Sub-Divisional Magistrate, Bishalgarh/ Sonamura /Jampuijala Sub Division with a request ti display the tender in the office notice board.
13. The Executive Engineer, R.D Store Division, Agartala & with a request to upload the tender in the website-[www.tenders.gov.in](http://www.tenders.gov.in) & [www.rural.tripura.gov.in](http://www.rural.tripura.gov.in).
- 14-23.The Executive Engineer, R.D Agartala/Teliamura/Gomati.
- 24-26.The Executive Engineer, PWD, (R&B) Bishalgarh/Bishramganj/ Sonamura Division..
- 27-28. All member of HPC..
- 29-30. The Dy. General Manager, TSECL, Bishalgarh & Rabindranagar.
31. The DIO, NIC, Sepahijala District, Bishramganj.
- 32-36.The Block Development Officer, BLG/ CHR/JMP/ MHG/NLC/ KTL/ BXN R.D.Block.
- 37-39. The Secretary, Contractor Associations,Agartala.
- 40-45.The Secretary, Bazar Committee, Bishalgar/Charilam/Sonamura/Kathalia/Boxanagar/ Mohanbhog/Nalchar/Jampuijala.
- 46-47. Office Notice Board/ Guard File.

**Copy also to the:**

- 1) Officer-in-charge, Bishramganj Police Station with request to arrange frequent police patrolling around this office up to the period of last date of dropping of the tender to avoid any untoward incidents regarding the tender.

Executive Engineer

**General Terms and Conditions**

1. Eligible and interested bidders should drop complete and sealed tender in the tender box as stated in the 1<sup>st</sup> page of DNIT. Each and every page (including blank pages) of tender format should be signed by the bidder which will be part and parcel of the tender. Attested photocopies of valid documents as per direction of tender should invariably be enclosed with the tender and otherwise the tender will be rejected. **However after opening of tender, tendering authority reserves the right to ask 1<sup>st</sup> lowest bidder to submit required paper if not enclosed / asked along with tender.** No unwanted paper should be enclosed with tender. Bidder must write the concerned DNIT number, bidder's own name and address very clearly in the cover of the sealed envelope. If any bidder do not write the concerned DNIT number, his/ her tender will not be accepted and opened. Further if any bidder quote different DNIT Number, his / her tender will be opened along with quoted tender and naturally that tender will also be rejected.

Tender complete and sealed may be sent to the tendering authority by post (registered with A/D) which should invariably be reached to the tendering authority within specified period as stated in the 1<sup>st</sup> page of tender form.

2. Bidder must deposit required Earnest Money as stated in the 1<sup>st</sup> page of DNIT in the shape of Deposit at call / bank draft / fixed deposit in favour of the undersigned on any nationalized Bank of India. Without EMD in appropriate shape the tender will summarily be rejected.

3. i) **Agreement:-** The bidder with lowest financial bid will be selected. The successful bidder will have to sign an Agreement with the Executive Engineer, RD Bishramganj Division for supply of materials within this divisional work & separate agreement with the respective BDO for his/ her work on a Non Judicial Stamp paper within 15(fifteen) days from the date of approval of rate by the competent authority. Separate Agreement will be signed with separate bidder for different Block. If successful bidder fails to sign Agreement within stipulated period, the EMD to the full extent will be forfeited & they will be blacklisted for 2 (two) years.

ii) **Security money:-** 10% value of total supply order issued in favour of successful bidder will be deducted from his/her bill as security money in such a manner that the total security deposit deducted against different supply order's may not exceed Rs. 35,000/- for particular bidder or an amount of Rs. 35,000/- may also be deposited in favour of EE, RD Bishramganj Division, Bishramganj in appropriate shape within 7(seven) days from the date of issuance of supply order as security deposit as per convenience. The deposited EMD may also be converted as part of security money as per convenience of the successful bidder.

4. Bidder may be asked once or more by the undersigned for justification/ analysis of quoted rates after opening of the tender.

5. (i) If any bidder surrender their quoted rate immediate after dropping and before opening, 10% deposited EMD will be forfeited.

(ii) If surrenders after opening but before agreement, 25% will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(iii) If the bidder fails justify their quoted rate on the basis of analysis or surrender their rate before finalization, 50% EMD will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(iv) If surrenders after approval of rates but before issuance of supply/ work order 75% EMD will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(v) If surrenders after issuance of supply/ work order or fails to sign agreement depositing security money in time, deposited EMD to the full extent will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(vi) If after agreement, supplier/ contractor fails to arrange supply/ complete work as per specification in time, authority who has signed the agreement shall resigned the agreement, cancel the issued work/ supply order and forfeit deposited earnest money / security money to the full extent after allowed period is over without serving any show cause notice to the supplier/ contractor.

(vii) Further, if it is seen that supplier/ contractor supply/ execute the order partially and the authority get the work done engaging other agency at different rate, the difference of amount will also be incurred from the supplier/ contractor's pending bill/ Earnest money deposit/ security money deposit in connection with relevant work or any other work without any correspondence with the supplier/ contractor. In addition to above punitive action, errant supplier/ contractor will not be allowed to participate in any future tender of this office.

6. Approved rates will remain valid for 1(one) year from the date of approval of rates without any price variation clause. No advance payment will be made and the payment will only be made if supplier/ contractor raise bill to the paying authority in appropriate fashion and if fund in the specific head of account is available with the paying authority only.

Necessary statutory deduction (income tax, sale tax, GST) will be deducted from the bill at source and necessary TDS will be provided by the undersigned.

7. Rate must include all taxes and charges and to be quoted in the specified annexure of the tender form. Any overwriting / correction etc should duly be initialed by the bidder. Any clarification/ explanation if any regarding the tender should be sought from the undersigned before dropping of tender.

8. Bidders may use extra sheet to explain specification/ design and enclose after signature with the tender.

9. Quantity as mentioned in the DNIT is most tentative which may be nil/ decrease/ increase. Bidder shall have to execute any ordered quantity.

10. If last date of tender dropping become suddenly holiday or normal activities of office works get disrupted due to any strike/ natural calamity the last date of dropping may be deferred to next working date as per decision of the authority. In this regard decision of the tendering authority to defer or not to defer is final.

11. Interested bidders may inspect the DNIT in website of [www.tenders.gov.in](http://www.tenders.gov.in) or in the office of the tendering authority upto the specified period as mentioned in the first page of the tender form. Any clause not included in the DNIT but accepted by both the party mutually should also be a part and parcel of the agreement.

12. Any conditional discount or other extraneous terms & conditions from bidder's end will not be entertained and tender will be declared as informal.

13. Materials should be inspected by the departmental inspection committee / Engineer-in-charge. Decision of committee or Engineer-in-charge to accept / reject the supplied stores is final.

14. Any ordered quantity should be executed positively within 15 days from the date of issuance of supply order. The supplier should have sufficiently ready stock so that materials can be supplied as and when required.

15. Any tender not complying with the requirement / fulfill the terms and conditions of the tender will be declared as informal.
16. Tendering authority reserves the right to accept or reject any tender including first lowest bidder without assigning any reason.
17. The earnest money of un successful bidders will be refunded immediately after final acceptance of tender.
18. Any incomplete bid should be summarily be rejected.

Executive Engineer

**Special Terms and Conditions of Tiles & marble stone**

1. All stationary goods should be as per specification.
2. Carrying cost and all other taxes of the materials will be inclusive.
3. If any supplied item is rejected by the authority, this should be replaced by the supplier at his/ her own risk and cost within 48 hours from rejection.
4. If any bidder suppress any fact in the tender and subsequently it is unearthed, their tender will be rejected and necessary punitive action including total forfeiture of EMD/ Security money/ Rescind of agreement/ Cancellation of supply order/ Barring from participation of future tender will be taken against them.
5. Supply order will be issued by the tendering authority . Supply order will be issued in phase manner against requirement.
6. . If any supplied items quality differ from the quality rejection will be made.
7. Rate may be approved brand / category wise if required.
8. No damaged stationary materials will be allowed . Payment will be made as per received quantity.
- 9) Any incomplete bid should be summarily be rejected.

Executive Engineer

SPECIAL SHEET ( TO BE FILLED BY BIDDER)

- 1) Name of the persons/firms (along with Ph No / M) participating the tender:-
  
- 2) Name of the person (along with Ph No / M) to be contacted :-
  
- 3) Detail mailing / postal address incl. Ph No of bidder for correspondence:-
  
- 4) Details of Earnest money deposit:-
  
- 5) List of enclosures:-
  
- 6) Past experience (if any):-
  
- 7) Date from which supply may be started if bidder becomes 1<sup>st</sup> lowest:-

Executive Engineer

## ANNEXURE (ELECT)

Total Rates per unit incl. all taxes & charges (GST, IT, loading, counting, carrying ,etc) (Rates are to be quoted in word as well as figure).

| Sl. No. | Articles                                     | Unit   | Qty | Rate incl. GST and other taxes and carrying, loading etc. |
|---------|--|--------|-----|---|
| 1.      | File cover (Rajdoot)                         | Nos    | 500 |   |
| 2.      | File board (Rajdoot)                         | Nos    | 500 |   |
| 3.      | Register (Rajdoot) 24 Number.                | Nos    | 10  |   |
| 4.      | Register (Rajdoot) 20 Number.                | Nos    | 10  |   |
| 5.      | Register (Rajdoot) 16 Number.                | Nos    | 10  |   |
| 6.      | Register (Rajdoot) 12 Number.                | Nos    | 20  |   |
| 7.      | Register (Rajdoot) 10 Number.                | Nos    | 20  |   |
| 8.      | Register (Rajdoot) 6 Number.                 | Nos    | 50  |   |
| 9.      | Register (Rajdoot) 4 Number                  | Nos    | 50  |   |
| 10.     | Register (Rajdoot) 8 Number                  | Nos    | 30  |   |
| 11.     | Stock Ragister (Rajdoot) 16 Number.          | Nos    | 05  |   |
| 12.     | Stock Ragister (Rajdoot) 20 Number.          | Nos    | 05  |   |
| 13.     | Receive Register (14 Number)                 | Nos    | 03  |   |
| 14.     | Despatch Register (14 Number)                | Nos    | 03  |   |
| 15.     | Xerox Paper (JK A4 )                         | Rim    | 150 |   |
| 16.     | Xerox Paper (HP A4 )                         | Rim    | 150 |   |
| 17.     | Xerox Paper (HP FS -75 GSM)                  | Rim    | 5   |   |
| 18.     | Printer Cartridge (Canan- 303)               | Nos    | 10  |   |
| 19.     | Printer Cartridge (Canan- 912)               | Nos    | 15  |   |
| 20.     | Printer Cartridge (Canan- 925)               | Nos    | 03  |   |
| 21.     | Printer Cartridge (Prodot- 303)              | Nos    | 6   |   |
| 22.     | Printer Cartridge (Prodot- 912)              | Nos    | 10  |   |
| 23.     | Printer Cartridge (Prodot- 925)              | Nos    | 03  |   |
| 24.     | Printer Cartridge (Samsung-M-Xpress M2830DW) | Nos    | 02  |   |
| 25.     | Canan NPG 51 Toner Black                     | Nos    | 04  |   |
| 26.     | Parker Reffil (F 0.05mm)                     | nos    | 5   |   |
| 27.     | Pen (cello Myfair)                           | Nos    | 200 |   |
| 28.     | Highlighter Pen (Camlin)                     | nos    | 10  |   |
| 29.     | Marker Pen-(Red/Black)                       | Nos    | 10  |   |
| 30.     | Calculator (12 Digit/ Citizen)               | Nos    | 10  |   |
| 31.     | Scientific calculator ( Casio)               | Nos    | 10  |   |
| 32.     | Measurement Book (Rajdoot)                   | Nos    | 200 |   |
| 33.     | Writing Pad (Rajdoot)                        | Nos    | 50  |   |
| 34.     | Carbon paper A4 (Koreas)                     | packet | 10  |   |
| 35.     | Paper weight (Rectangles size)               | Nos    | 20  |   |
| 36.     | Clip Bord (Plastic)                          | Nos    | 10  |   |
| 37.     | Ton suta (One pkt 140 mtr)                   | packet | 5   |   |
| 38.     | White Towel big size.                        | Nos    | 20  |   |
| 39.     | Stepler kangaroo HD 45                       | Nos    | 10  |   |
| 40.     | Stepler kangaroo HD 10                       | Nos    | 10  |   |
| 41.     | Stepler pin HD 45                            | packet | 60  |   |
| 42.     | Stepler pin HD 10                            | packet | 60  |   |
| 43.     | Duster (Medium size)                         | nos    | 50  |   |
| 44.     | File Stick                                   | nos    | 30  |   |
| 45.     | Dak pad (Rajsoot)                            | nos    | 5   |   |
| 46.     | Gurder(big packet)                           | packet | 3   |   |
| 47.     | James clip                                   | packet | 50  |   |
| 48.     | Knife  | nos    | 10  |   |
| 49.     | Sujan  | nos    | 10  |   |
| 50.     | Stamp pad (197x160)mm                        | nos    | 20  |   |
| 51.     | Stamp pad Ink (Kores)                        | nos    | 5   |   |

|      |                                      |                       |     |  |
|------|--------------------------------------|-----------------------|-----|--|
| 52.  | Tag (Cotton)                         | bundle                | 10  |  |
| 53.  | Water sponge                         | nos                   | 20  |  |
| 54.  | Sesser                               | nos                   | 5   |  |
| 55.  | Re-stick (Flag)                      | 1<br>bundle<br>(5nos) | 20  |  |
| 56.  | Gum -(small) 150 ml                  | nos                   | 50  |  |
| 57.  | Key Beg (Good Quality)               | nos                   | 5   |  |
| 58.  | Nephthalene                          | packet                | 30  |  |
| 59.  | Room Freshener (Branded 200 mm)      | nos                   | 10  |  |
| 60.  | Floor cliner with stick              | nos                   | 5   |  |
| 61.  | Toilet Brush                         | nos                   | 5   |  |
| 62.  | Floor cliner (Fresh Phenol) - 500 ml | bottle                | 12  |  |
| 63.  | Detol - 500 ml                       | bottle                | 12  |  |
| 64.  | Hand wash -215 ml (Dettol)           | bottle                | 10  |  |
| 65.  | Odonil (Normal size)                 | nos                   | 12  |  |
| 66.  | Harpic- 500 ml                       | nos                   | 12  |  |
| 67.  | Sealing wax                          | packet                | 5   |  |
| 68.  | Candle(Big pkt)                      | packet                | 5   |  |
| 69.  | Soap 100 gm                          | nos                   | 20  |  |
| 70.  | Broom Stick (Ful Jaru)               | nos                   | 10  |  |
| 71.  | Bucket -10 ltr.                      | nos                   | 4   |  |
| 72.  | Mug (RFL)                            | nos                   | 5   |  |
| 73.  | Surf Excel-500 gram                  | packet                | 10  |  |
| 74.  | Seat couision                        | nos                   | 15  |  |
| 75.  | Wall clock                           | nos                   | 4   |  |
| 76.  | Cello-tape big                       | nos                   | 5   |  |
| 77.  | Link lock-(medium)                   | nos                   | 5   |  |
| 78.  | Master tool tape measure-30 mtr      | nos                   | 5   |  |
| 79.  | Master tool tape measure-15 mtr      | nos                   | 5   |  |
| 80.  | T-pin                                | packet                | 20  |  |
| 81.  | Scale-30"                            | nos                   | 10  |  |
| 82.  | Pen Rorito T-Max                     | nos                   | 12  |  |
| 83.  | Kangaro Punch (SHP-20)               | nos                   | 5   |  |
| 84.  | Dustbin (RFL)                        | nos                   | 5   |  |
| 85.  | Belcha ( Plastick )                  | nos                   | 2   |  |
| 86.  | Envelop Big ( 16x12)                 | nos                   | 30  |  |
| 87.  | Envelop (14x12)                      | nos                   | 50  |  |
| 88.  | Envelop (12x8)                       | nos                   | 200 |  |
| 89.  | Papoose (Door size)                  | nos                   | 5   |  |
| 90.  | Pen stand                            | nos                   | 5   |  |
| 91.  | Pen drive-8 GB                       | nos                   | 20  |  |
| 92.  | Peon Book (Rajdoot)                  | nos                   | 5   |  |
| 93.  | Guard File (plastic)                 | nos                   | 10  |  |
| 94.  | Emergency Light                      | nos                   | 5   |  |
| 95.  | Philips Kettle 1.5 ltr.              | nos                   | 2   |  |
| 96.  | Cup set (Melamine)                   | set                   | 5   |  |
| 97.  | water Glass (Set)                    | set                   | 5   |  |
| 98.  | Umbrella                             | Nos                   | 5   |  |
| 99.  | Pencil Battery                       | Nos                   | 20  |  |
| 100. | Butam File                           | Nos                   | 50  |  |
| 101. | Door curtain                         | Nos                   | 20  |  |
| 102. | Window curtain                       |                       | 20  |  |

Signature of bidder with Seal

DECLARATION

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender (DNIT) and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per term condition of the tender. I do affirm that all the term condition of the DNIT is unconditionally accepted by me. I have no objection if any extra terms condition, mutually accepted by me and purchaser is incorporated into the agreement.

Signature of Bidder  
(with Seal)