

NO.F.V1-3(2)-TAX/07(P-1)/15683

GOVERNMENT OF TRIPURA

OFFICE OF THE COMMISSIONER OF TAXES
PANDIT NEHRU COMPLEX, GURKHABASTI, AGARTALA

Dated, Agartala, the 26th February, 2021

NOTICE FOR RATE INVITING TENDER

Sealed tenders in plain paper are hereby invited from the bonafide vendors for procurement of stationery item(s)/article(s) for the Taxes Organisation, P.N. Complex, Gurkhabasti, Agartala as per specifications and terms and conditions laid down in **Annexure -A**.

The tenders will be received upto **15.00 hours on 15th March, 2021** in the Tender Box at Receipt & Dispatch Section of office of the Commissioner of Taxes, P.N. Complex, Gurkhabasti, Agartala by speed post or by registered post or courier or may be dropped in the Tender box directly. Details of specification and terms & conditions of the aforesaid tender are available in the Store Section of this office and in our website **www.tripurataxes.nic.in**. Interested Tenderers are requested to visit the website or contact the Store Section of this office.


(S. Mog, TCS, SSG)

Addl. Commissioner of Taxes
Government of Tripura.

TERMS AND CONDITION FOR PROCUREMENT OF STATIONERY ITEMS.

1. Tender shall be furnished in sealed envelope addressed to the Commissioner of Taxes, Government of Tripura, Agartala superscribed **“Tender for procurement of stationery item(s)/article(s) of the Taxes Organisation, P.N. Complex, Gurkhabasti, Agartala”.**
2. The offered rate of the quotation shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of tender.
3. Non-fulfillment of any of the terms and conditions as mentioned will make the quotation liable for rejection.

GUIDELINES FOR TECHNICAL & FINANCIAL BID:-

The bid to be submitted by the bidder shall consist of 02 (two) Parts:-

Part - I :- “Technical Bid” (1st Envelop) shall contain:-

The following documents are required to be submitted alongwith tender documents:-

- (i) Professional Tax Clearance Certificate with current validity.
- (ii) Copy of the PAN Card of the agency.
- (iii) Copy of Income Tax Return filed for the last financial year, if applicable.
- (iv) Copy of GST registration Certificate.
- (v) Self-declaration mentioning that the firm is not blacklisted.
- (vi) Self-attested copies of all relevant documents including License/ Certificates issued by the Competent Authorities with current validity should be submitted in the technical bid by the bidder at the time of tender.
- (vii) Rate shall be inclusive of Goods and Services Tax (GST) & door delivery and payment will be made after completion of works with full satisfaction. Bills shall be submitted in triplicate after delivery of goods.
- (viii) The tenderer shall have to deposit Earnest Money alongwith quotation amounting to Rs.1,000/- (Rupees one thousand only) in

the shape of "Demand Draft" to be drawn in favour of "**The Commissioner of Taxes, Government of Tripura, Agartala**" issued by any Nationalized Bank.

Part - II :- "Financial Bid" (2nd Envelope) shall contain:-

The rate for stationery item(s)/article(s) should be quoted in prescribed format shown in the **Annexure - 'B'** otherwise the said tender shall be disqualified/ rejected.

4. INSTRUCTION FOR SUBMISSION OF BIDS:

The technical bid and financial bid shall be submitted in separate envelopes mentioning clearly for which it is submitted over the envelope at the time of tender. These two envelopes should be included in another envelope in which it shall be mentioned "**Tender for stationery items of the Taxes Organisation, P.N. Complex, Gurkhabasti, Agartala**" with the name of the agency submitting.

5. Special instructions:-

If any bidder fails to fulfill the requirements in the technical bid, the financial bid shall not be opened and is liable for rejection.

6. Language of bids:-

The bids prepared by the bidder and all correspondence, documents relating to the bids furnished by the bidder shall be written in English language.

- 7.** Each lowest bidder(s) for each item(s)/article(s) (i.e. item(s)/article(s) wise rate) shall be selected on the basis of lowest rate(s) quoted by the each bidder(s) in the Financial Bid.
- 8.** The item(s)/article(s) shall be procured time to time as and when required.
- 9.** The Department reserves the right to reject or cancel any/all of the quotation(s) without assigning any reason thereof.
- 10.** The earnest money deposited by the unsuccessful tenderer(s) alongwith quotation will be released after finalisation of the quotations. Earnest money deposited by the successful quotationer will be returned after completion on supply of stationery items successfully.
- 11.** GST will be deducted at source as applicable.



12. The last date of receiving the Tender is **15th March, 2021 (upto 15.00 hours)** and the sealed envelopes will be opened on **15th March, 2021 at 16.00 hours** in the Chamber of the Head of Office (Addl. Commissioner of Taxes) on the same day, in presence of the tenderer(s), if any. No tender would be entertained if it is not reached this office within the stipulated date & time. If the tender box & sealed tender are not in a position to open on the said date and time the same will be done on the next working day at 12.00 hours.

S. Mog
26/02/21
(S. Mog, TCS, SSG)
Addl. Commissioner of Taxes
Government of Tripura.

FINANCIAL BID

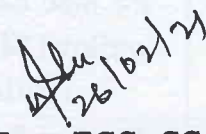
Sl. No.	Name of Item	Quality	Unit	Rate per Unit inclusive of GST (in Rs.)	Amount (in Rs.)
1	2	3	4	5	6 (4 X 5)
1	Refill (Blue & Black)	Smart Gel	1 no.		
2	One-time Pen	Link Ocean Gel	1 no.		
3	Gel Pen	Trimax	1 no.		
4	Refill	Trimax	1 no.		
5	Correction Pen	Reynolds	1 box. (1Box =10 nos.)		
6	Arch File	Best Quality	1 no.		
7	Xerox Paper (A4)	JK Copier (75 GSM)	1 Rim(1 rim = 500 shet)		
8	Xerox Paper (FS)	JK Copier (75 GSM)	1 Rim(1 rim = 500 shet)		
9	File Board	Best Quality	1 no.		
10	File Cover	Best Quality	1 no.		
11	Basket	RFL	1 no.		
12	Writing Pad (Saraswati NO-33)	Best Quality	1 no.		
13	Calculator)	Casio (12 Digit)	1 no.		
14	Calculator (Large Front)	Casio (12 Digit)	1 no.		
15	Duster	Best Quality	1 no.		
16	Pencil Battery	Best Quality	1 no.		
17	Stump Pad	Silver King (Size-160mm X 97 mm)	1 no.		
18	Stapler	Kangaro (Size-24/6)	1 no.		

19	Stapler	Kangaro (Size-10)	1 no.		
20	Stapler (Jumbo)	Kangaro	1 no.		
21	Carbon Paper	Kangaro	1 box. (1Box =100 sheets, size 21cm x 33cm.)		
22	Extension Cord	Writex	1 no.		
23	Candle (1 Packet contains 210 gm.)	Best Quality	1 no.		
24	Received Register (Size- 16 &12)	Best Quality	1 no.		
25	Dispatch Register (Size- 16 &12)	Best Quality	1 no.		
26	Attendance Register	Best Quality (Size-16 & 10)	1 no.		
27	Surf	Tide	1 Kg		
28	Peon Book (No. 4)	Oxford	1 no.		
29	Page Markers (Size= 1" X 3" (25 X 75 MM))(HQ)	Re-Stick Notes (Oddy)	1 no.(25 X 75 mm) 50 X 4 col.=200sheets		
30	High Lighter Pen (Yellow and Green Colour)	Luxartgloliter	1 box. (1Box =10 nos.)		
31	Pen Drive	HP (8 GB)	1 no.		
32	Tea Set	Laopala	1 no.		
33	Tag (Cotton)	Best Quality	1 no.		
34	Note Sheet	Conquest Paper (Size = A4, made by14.2 Kg)	1 no.		
35	Table glass (6 mm)	Best Quality	1 no.		
36	Seat Cushion (18/18)	Kurlon	1 no.		
37	Pin Cushion	Best Quality	1 no.		
38	Lock & Key	Link	1 no.		

39	Engagement Pad,	Gupta	1 no.		
40	Mosquito replicates	All-out	1 no.		
41	Mosquito Refill	All-out	1 no.		
42	Clip Board (Made in Plastic)	Best Quality	1 no.		
43	Umbrella Big size	K.C. Paul (Best Quality)	1 no.		
44	L folder (size -A4)	Best Quality	1 no.		
45	L folder (size -FS)	Best Quality	1 no.		
46	Envelop (Legal size) Made in cloth.	Best Quality	1 no		
47	FS size Envelop (yellow) Made in cloth.	Best Quality	1 no.		
48	A4 size Envelop (yellow) Made in cloth.	Best Quality	1 no.		
49	Plastic Clear bag with Bottom	Best Quality	1 no.		
50	Medium Envelop Yellow (27 CM.)	Best Quality	1 no.		
51	Small Envelop Yellow (24 CM.)	Best Quality	1 pkt. (1 pkt = 50 nos.)		
52	Room freshener	Ambi pur	1 no.		
53	Dak pad	Best Quality	1 no.		
54	Colour Big Towel	Bombay Dying	1 no.		
55	Colour Towel	Best Quality	1 no.		
56	Double Punch Machine	Kangaro	1 no.		
57	Single Punch Machine	Kangaro	1 no.		

Handwritten signature

58	Sujan	Best Quality	1 no.		
59	Marker Pen	Camlin	1 no.		
60	Pen	ADD Gel	1 no.		
61	Printer Ribbon	TVS			
62	Pencil Battery	Ultima Heavy Duty 1.5 volts	1 no.		
63	Water glass	Borosil	1 no.		
64	Cup plate set	Best Quality	1 no.		
65	Mouse	Hp	1 no.		
66	Key Board	Hp	1 no.		
67	Desk top(i7)	Hp	1 no.		
68	Electric cattlce	Bajaj	1 no.		
69	Spoon	Best Quality	1 no.		
70	Phone set (inter com)	Beetle	1 no.		
Total					


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