

NO.F. 4(1-101)-NAZ/PR/2013/55764
GOVERNMENT OF TRIPURA
DIRECTORATE OF PANCHAYATS
E-mail: panchayatdir@yahoo.co.in

NIQ/DoP/PR/2025/01

Dated, Agartala, the 1st th January, 2025.

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited by the Director of Panchayats, Government of Tripura, Agartala from the reliable resourceful experienced valid license holder for "Annual Maintenance Contract of Desktop Computer, Multifunction Printer, Printer, UPS, Scanner & Laptop" for the O/o the Directorate of Panchayats, Government of Tripura for a **period of 1 (One) year from the date of issue of work order**. The Tender Box will kept open for dropping of sealed quotation by the intending bidders in the chamber of the Joint Director of Panchayats (HoO), Government of Tripura from 06/01/2025 to 15/01/2025 in between 11.00 AM to 3.00 PM except Govt. holiday and the Tender Box will be opened on the last date i.e. 15/01/2025 at 3.30 PM in presence of intending bidders or their authorized representative, if possible. Details are as follows:

Particulars	Desktop Computer	Printer	Multifunction Printer	Scanner	UPS	Laptop
Quantity	51	27	13	3	42	2

If any bidders wish for physical verification to analysis the condition of the above mentioned items, they may visit on 07/01/2025 in between 12.00 PM to 03.00 PM in the office of the undersigned. The tender documents may be collected from the O/o the Directorate of Panchayats, Government of Tripura (Nazarat Section) in between 11.00 AM to 2.00 PM except Govt. holiday or may be downloaded from the website of the Department <https://panchayat.tripura.gov.in>

Terms & Conditions:


1. Quotation should be submitted in sealed envelope by super scribed "Annual Maintenance Contract of Desktop Computer, Multifunction Printer, Printer, UPS, Scanner & Laptop" in single bid system with mentioning separately the Technical and Financial Bid merged together in the same envelope addressed to the Director of Panchayats, Government of Tripura, P.N. Complex, Gurkhabasti, Agartala - 799006 by 15/01/2025 up to 3.00 PM.
2. Photocopy of Valid Trade License, GST Registration & Income Tax Certificate return and PAN Card should be submitted with the quotation.
3. All types of taxes will be deduced from the bills as per guideline of the Government.
4. Bidder should keep a ready stock of Spare Parts at their custody which will have to be manufactured by the OEM.
5. Spare Parts if any needed during maintenance work must be a specific warranty period.

P.T.O




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6. List the name of Spare Parts generally required during maintenance work along with their rates must be submitted in the bid documents.
7. The bidder should be submitted an experience certificate of minimum 02 years of providing same category services.
8. Normal servicing to be done on every 15 (Fifteen) days by the successful service provider positively.
9. Bill along with service report duly signed by the Concerned Section/Dealing assistant should be submitted to the office of the undersigned.
10. Bill of the Spare Parts if needed during maintenance work should be submitted in separate manner.
11. The approved firm should have to send their technical expert within 12 hours after the nature of fault is communicated by telephone as and when required in between 11.00 AM to 5.30 PM for repairing in working days.
12. The rates should be quoted in both figure and in words in the prescribed format (Annexure-II).
13. Lowest bidder will be selected on the basis of total amount quoted for these works.
14. The selected service provider should give an undertaking that he/she will provide services on the same rate submitted by him/her if the number of Desktop Computer, Multifunction Printer, Printer, UPS, Scanner & Laptop increases in future is within this AMC period.
15. Payment will be made on half yearly basis.
16. The undersigned reserves the right to accept or reject any quotation without assigning any reason even the quotation of 1st lowest bidders also.
17. Annexure- I, II & III must be submitted along with bid documents.


Director of Panchayats,
Government of Tripura.

Copy to:

1. The Director of ICA, Government of Tripura, for information.
2. The Director of Tribal Welfare, Government of Tripura, for information.
3. The Director of SC Welfare, Government of Tripura, for information.
4. The Director of Health Services, Government of Tripura, for information.
5. The In-Charge, E-Panchayat Section of this Directorate for information with a instruction to upload the same to the Departmental website.


Director of Panchayats,
Government of Tripura.

PROFORMA FOR TECHNICAL BID

Annexure-I

Bidders are requested to provide required information in the sheet. The point/ Points which are not related to the Bidders, they may note it as not applicable.

Name of the Firm/Agency/Co-operatives : -
Full address : -
Mobile No. : -
Email Id : -
PAN number of bidder : -
Firm/Agency/ Co-operatives Registration No. : -
Name of person who have signed the Quotation paper: -
Mobile, Phone No. : -
Email Id : -

List of Government Departments showing: - (i)
experience in the field, if any (ii)
(Copies of contracts/order (iii)
placed on the bidder

List of documents submitted with Technical Bid: -
(i)
(ii)
(iii)
(iv)
(v)
(vi)

11. Any other information, if any: -

Undertaking: -

I/We agree to abide by the terms and conditions as mentioned in the Notice Inviting Quotation with the No. _____ dated _____ from the Director of Panchayats, Government of Tripura.

The information made in the above are true complete and correct to the best of the my knowledge & belief. If any information is found fake subsequently, I/we will be held responsible for it and any legal action can be taken against me/us for such fake declaration.

Date: -

Place: -

Full Signature of the Bidder with Seal

PROFORMA FOR FINANCIAL BID

Sl. No.	Name of the Items	AMC charge per unit without GST	GST Percent (%)	GST Amount	Gross Amount
1.	Desktop Computer				
2.	Printer				
3.	Multifunction Printer				
4.	Scanner				
5.	UPS				
6.	Laptop Computer				
				Total	

Date: -
Place: -

Full Signature of the Bidder with Seal

