

**GOVERNMENT OF TRIPURA
OFFICE OF THE SUB-TREASURY OFFICER
PANISAGAR.NORTH. TRIPURA**

No.F.3(6)/SDM/PNS/2012-13

Date 08/08/2017

**Notice Inviting Quotation for Procurement of Computer
Hardware including UPS,Printer & Scanner**

Sub-Divisional Magistrate, Panisagar invites sealed quotations from bonafide registered supplier / citizen/supply agencies for procurement of Computer Hardware including UPS,Printer and Scanner. The interested Company/ Supplier/Agency may submit their technical and financial quotation documents in prescribed format in separate sealed cover. Details of Specification of Computer Hardware including UPS,Printer and Scanner are as follows:-

Item-B		
Sl.No	Name of item	Specification
01	Desktop	HP Core i7 (4 th Generation) 8GB RAM with Windows 7 or 10 Professional
02	Printer	HP Laser Jet P1008 printer
03	Scanner	HP 200 Scanner
04	APC UPS	3KV with 42 AH 08 Nos. Of batteries with rack & connecting wire

Intending eligible quotationer may obtain quotation document free of cost from the **OFFICE OF THE SUB-DIVISIONAL MAGISTRATE, PANISAGAR, NORTH TRIPURA** between 10.00 AM to 3.00PM up to 18th August, 2017.

Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the Sub-Divisional Magistrate,, Panisagar, up to 21-08-2017 till 3.00PM. All sealed quotations received till then will be opened on the same day, in the office at 4.00 P.M if possible.If the last date of tender dropping/opening of tender Box paralyzed due to unforeseen reason(s), then it shall be done on the next Government working day.The undersigned reserves the right to accept or reject any or all the tenders without citing any reason whatsoever.

Sd/-

**Sub-Divisional Magistrate,
Panisagar, North Tripura**

Tender Documents for Purchase of Computer Hardware including UPS, Printer & Scanner for The Office of Sub-Divisional Magistrtate, Panisagar North Tripura

01. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Computer Hardware including Printer ,UPS and scanner. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer Hardware including Printer ,UPS and scanner are as follows:-

Sl. No	Item	Specification	Quantity
01	Computer Desktop	Intel Core i7 based Desktop	
		CPU	Intel core i7 4 th generation
		Memory	8 GB RAM
		Monitor	47 cm or larger LED
		Keyboard	104 keys with rupee symbol involve
		Mouse	Optical with USB interface
		Ports	6USB Ports (with at least 2 in front), Audio Ports for Microphone and headphone in front
		Operating System	Windows 7 or10 Professional
		Warranty	Comprehensive onsite warranty 3 Years
		Others	The operating system must be factory preloaded. Under no circumstances the vendor will be allowed to install it. A manufacturercertificate indicating Serial Number of Desktop and Serial Number of preloaded operating system should be submitted for each desktop.
	Printer	HP Laser Jet P1008 printer	
	Scanner	HP 200 Scanner	
	APC UPS	3KV with 42 AH 08 Nos. Of batteries with rack & connecting wire	

Terms & Conditions

02. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the office of Sub-Divisional Magistrate, Panisagar North Tripura

03. Qualification Conditions:

- a) Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate/GST and other taxes (whichever applied)

04. Bid Price:

- a) Earnest Money/ D-Call amounting to Rs.5000/- (Rupees Five thousand) only shall be furnished in favour of Sub-Divisional Magistrate, Panisagar, North Tripura along with the quotation.
- b) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- c) Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

05. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. Technical (Part – I) and Financial (Part – II) in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)

06. Credentiaity Certificate

1. Specification of Item(as applicable)
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise Rate.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

08. Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

09. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

A) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

B) The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

10. Other Terms & Conditions :

(a) Sub-Divisional Magistrate, Panisagar North Tripura reserves the right to preponed/postponed/cancelled the bid, the bidder will have to abide with the decision.

(b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.

(c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.

(d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.

(e) No payment will be made for any damage of goods supplied.

(f) Liquidated damages provisions for damages shall be included in conditions of the contract

when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before 3.00 PM of the 13.06.2016 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the Sub-Divisional Magistrate, Panisagar North Tripura. Sealed quotations received till then will be opened in the office on the same day i.e. 13.06.2016 at 4:00 PM.

We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Purchaser:

**Sub-Divisional Magistrate,
Panisagar, North Tripura**

PROFORMA FOR TECHNICAL BID (PART - I)**Annexure : I**

	Particulars	To be filled in by the tenderer
1	Name of the supplier/Agency	
2	Date of establishment of the agency/firm	
3	Detailed office address of the supplier/Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	PAN/TAN Number(copy to be enclosed)	
5	Sales Tax/VAT Registration Number (copy to be enclosed)	
6	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
7	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
8	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
9	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
10	Whether agency profile is attached?	
Date	:	
Place	:	Signature of the Bidder Office Seal

FORMAT OF FINANCIAL BID (Part - II)**Annexure : II**

Name of the Firm/Agency/Supplier: _____

Quotation for Purchase of Computer System, UPS, Printer & Scanner

Sl. No	Name of Item	Specifications	Brand	Quantity	Rate per Unit (including GST)	Amount (in Rs.)
01	Desktop	HP Core i7 (4th Generation) 8GB RAM with Windows 7 or 10 Professional	Hewllet Packard (HP)			
02	Printer	HP Laser jet P1008	Hewllet Packard (HP)			
03	APC UPS	3KV with 42 AH 08 Nos. Of batteries with rack & connecting wire				
04	Scanner	HP 200 Scanner	Hewllet Packard (HP)			
	Total					

Total Amount in Rs. _____ only.

1. I/We agree to supply the above mentioned items in accordance with technical specification for a total contract price of ` (in words Rupees) including taxes, Transportation etc. within five days of the issue of supply order.
2. I/We also confirm that the normal commercial warranty/guarantee shall apply to the supplied items.
3. I/We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Address:

Designation:

Contact No.:

Date: