

**Government of Tripura**  
**Department of Agriculture**  
**Office of the Superintendent of Agriculture**  
**Jirania, West Tripura**

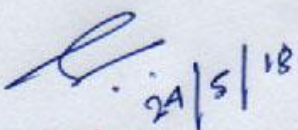
No. F.5 (69)-SA/JRN/LPC/AMC/2016-17/

Dated: Jirania, the \_\_\_\_ May 2018

**SHORT-NOTICE INVITING TENDER**

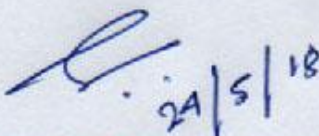
Tender in plain paper in sealed cover super scribed “**Tender for Comprehensive Annual Maintenance Contract for Desktop Computers (Monitors & CPUs) and Printers**” are invited on behalf of the Govt. of Tripura from the registered Co-operative Societies/ Bonafied and responsible Govt. order suppliers. The Tenderer should quote their rate in figures and words in the Tender Form. Tender will be received on 11<sup>th</sup> June 2018 from 11.00 A.M. to 3.00 P.M. & will be opened on same day if possible.

List of the maintenance articles and details Terms & Condition may be obtained from the office of the undersigned on any working day from 11.00 A.M. to 4.00 P.M. up to 8<sup>th</sup> June 2018.

  
Samit Bhattacharya  
Superintendent of Agriculture  
Jirania Agri Sub-Division

**Copy to: -**

- 01) The Director, ICA, Agartala for favour of kind information with the request to publish the tender notice in 3 (Three) well circulated local newspaper.
- 02) The Director of Agriculture, Govt. of Tripura, Agartala for favour of kind information, with the request to arrange uploading of NIT in [www.Agri.tripura.gov.in](http://www.Agri.tripura.gov.in)
- 03) The Director of Horticulture, Govt. of Tripura, Agartala for favour of kind information.
- 04) The Dy. Director of Agriculture, West Tripura District for favour of kind information.
- 05) The Dy. Director of Horticulture, West Tripura District for favour of kind information.
- 06) The Supdt. Of Agriculture, Mohanpur/ Mandwi/Dukli/ Hezamara for information.
- 07) Notice board of this office.



**Samit Bhattacharya**  
**Superintendent of Agriculture**  
**Jirania Agri Sub-Division**

**Government of Tripura**  
**Department of Agriculture**  
**Office of the Superintendent of Agriculture**  
**Jirania Agri Sub-Division**

No. F.5 (69)-SA/JRN/LPC/AMC/2016-17/

Dated: Jirania, the \_\_\_\_ May 2018

**TENDER NOTICE**

**Subject : Comprehensive Annual Maintenance Contract for Desktop Computers (Monitors & CPUs) and Printers of the Office of the Superintendent of Agriculture, Jirania Agri Sub-Division, West Tripura for the year 2018-19.**

Sealed tender are to award the Annual Maintenance Contract (AMC) for computers (Monitors & CPUs) & printers installed in the Office of the **Superintendent of Agriculture, Jirania Agri Sub-Division**, West Tripura. The details of the IT items required to be covered under AMC is placed below:-

<b>Sl. No</b>	<b>Specification of computers</b>	<b>Tentative Numbers</b>
1.	Desktop Computers & Accessories. Make: ACER/HCL /HP etc.	12 Nos
2.	Ink Jet Printer, make: ESSON	1 No.
3.	Laser Printer :-Make: HP/CANON etc.	9 Nos

\*The number of machines may be increased / decreased at the time of award of contract.

2. The Tenders are invited in two-bid systems i.e. **Technical Bid as per Annexure-I** and **Financial Bid as per Annexure-II**. The Financial Bid and Technical Bid should be sealed in separate envelopes. Both the envelopes should be placed in single sealed cover and superscribed as 'Tender for CAMC for Computers & Printers' and addressed to the Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West Tripura. The last date for receipt of tender is **upto 3.00 Pm on 11<sup>th</sup> June, 2018**. The Technical bid will be opened on same date at 4.00 Pm (If possible) in the presence of tenderers, if any. Late Tenders beyond the scheduled date & time would not be accepted. Date of opening of Financial Bid of technically acceptable firm (s) will be intimated later on. The Department will not be responsible for any postal delay. The Tender document may be downloaded from the website: [www.Agri.tripura.gov.in](http://www.Agri.tripura.gov.in).

## **Terms & Condition of Tender :**

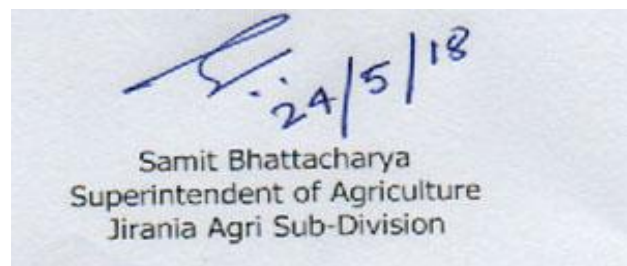
1. Earnest Money Deposit (EMD) of Rs.3,000/- (Rupees Three Thousand only) in the form of Demand Draft/D-call issued by a Nationalized Bank having Branch at Agartala in favour of the the Superintendent of Agriculture, Jirania Agri Sub-Division, should be submitted. Tender without earnest money will not be considered.
2. Details terms and conditions of the tender will be available on payment of Rs.300/- (Three hundred) in the form of Demand Draft/D.Call in favour of the Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West Tripura on any Nationalized Bank/Scheduled Bank having branch at Agartala (Non refundable) from the Office of the Superintendent of Agriculture, Jirania Agri Sub-Division during office hour on all working days up to **8<sup>th</sup> June, 2018** or may be downloaded from the website, [www.Agri.tripura.gov.in](http://www.Agri.tripura.gov.in). But in that case, cost of documents i.e. Rs.300/- should be submitted along with the tender through Demand Draft/ D.Call in favour of the Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West Tripura issued by any Nationalized /Scheduled Bank recognized by the R.B.I. having branch/branches at Agartala, failing which the tender will not be accepted.
3. EMD of Rs.3,000/- (Rupees ten thousand only) of unsuccessful tenderers would be returned immediately after finalization of AMC. The Security deposit of successful bidder would be retained for the period of contract (to be revalidated from time to time) and this would be returned on successful completion of the contract period. No interest would be allowed on Security Deposit.
4. If the successful firm rollback from the process after submission of their tenders, the EMD amount would be forfeited.
5. The Tender should reach in the office of the undersigned by registered post or by hand positively within **3.00 Pm on 11<sup>th</sup> June, 2018**. No tender will be received beyond scheduled date & time. The tender shall be opened in the chamber of the undersigned at 4.00 PM on the same day (if possible).
6. No tender will receive through FAX or Email.
7. The tenderer should have at least 3(three) AMCs either in force or executed in the past for different establishments under Govt. of Tripura with good servicing experience and submit 3 years experience documents along with tender failing which tender will be treated as invalid.
8. The tenderer should have valid registration of the firm and should submit the copy of registration certificate along with tender otherwise the tender will be treated as invalid.
9. The tenderer should submit up to date Income Tax clearance and Professional Tax clearance certificate along with tender, failing which the tender will be treated as invalid.

10. The tenderer should submit attested copy of PAN card, Adhaar card & VAT / GST registration certificate along with tender failing which, the tender will be treated as invalid.
11. All pages of the tenderer and corrections, if any, should be signed by the tenderer. Incomplete tender will be rejected summarily.
12. All the machines are in working condition. The firm may inspect the machines in consultation with Store Section, under this establishment, so as to have the idea of present condition of the machines before submission of tender. No excuses regarding machines being old or not in working condition will be accepted after award of AMC. Any request for revision of rates on higher side will not be entertained under any circumstances during the period of AMC.
13. Successful firm should give their acceptance within 5 (Five) days from the issue of letter of intent to them.
14. This tender is for Annual Maintenance Contract (AMC) of Desktop Computers, Printers. Therefore, firm shall bear cost of all spare parts of related items excluding only consumables items, like toners/cartridges, CDs and DVDs, Mouse, Keyboard, UPS, DVD player, external hard disc, upgraded internal hard disc and upgraded Motherboard ( if need), and other peripherals as per requirement of the user.
15. The successful bidder has to be deposited the security money @ 10% of the total tender value.
16. The successful bidder shall have to be execute deed of agreement with the Department for execution of AMC work within 7(seven) days from the date of acceptance of rate, failing which earnest money of the bidder will be forfeited.
17. The security money should be deposited in shape of D-Call/ Demand draft issued by a Nationalized Bank having Branch at Agartala in favour of the Superintendent of Agriculture, Jirania Agri Sub-Division, Jirania, West Tripura within 7(seven) days from the date of acceptance of rate.
18. Security money will be released after faithful discharge of AMC & final settlement of payment.
19. The whole amount of security money will be liable to forfeited to the Govt. in case of violence or breach of any terms and condition of NIT.
20. The Department reserves the right to reduce or increase the number of IT items offered for maintenance contract during the period of AMC and charges would apply on pro-rata basis accordingly.
21. The firm will prepare a log book/complaint books for the machines to be taken under AMC and preventive maintenance with virus detection and special cleaning of the Monitor, Printers, Key Board, Mouse, etc. on monthly basis.

22. The Firm would take up any reported fault immediately as far as possible and in any case not later than two hours from the reporting time. As far as possible, the repairs would be carried out on site itself. However, in case the equipment is to be taken to the workshop/firms repairing centre, the firm would provide a standby for the same. Also standby temporary replacement inventory of Monitor, CPU, Printer, HOD, RAM, etc. should be kept in this office for prompt replacement if needed without charging any extra cost for the same. AMC does not include parts damaged by natural calamities like fire, Water etc. The firm will also provide maintenance and repair services on holidays in case of Emergency.
23. No advance payment in any case would be made. However, quarterly payment after satisfactory completion of each quarter would be made, subject to availability of fund.
24. It will be the responsibility of the firm to keep all the PCs and its peripherals in working condition. The last AMC charges will be made only on the basis of satisfactory services and handing over list of PCs and other peripherals with the Store Section.
25. The Department also reserves the right to reject any or all tenders without assigning any reason and conditional tender will not be considered.
26. The contract of the firm may be extended for another 6 (six) months, if the services are found satisfactory and also if required.

**In case of financial bid, the following aspects may be taken into consideration:-**

1. It should be submitted separately in a sealed cover and put in a big sealed envelope with the Technical bid.
2. The rate should be quoted both word & figure on comprehensive basis as per Annexure II.
3. The rates quoted should be net and no discount, free services/offers will be considered.
4. Any tax applicable should be shown separately otherwise it would be deemed that the price quoted on opening of tender are inclusive of all taxes and no request for revision of rates or applicability of taxes afterwards would be entertained.
5. There should be no cuttings/ overwriting in the rates.



Samit Bhattacharya  
Superintendent of Agriculture  
Jirania Agri Sub-Division

## Annexure-I

### Technical Bid

Subject: **Invitation to Tender for Annual Maintenance contract (AMC) of Computers, Printers for the year 2018-19.**

Sl. No.	Particulars	To be filled in by the bidder
1.	Name of the firm with date of registration ( attached copy of registration)	
2.	Details of EMD deposited	
3.	Details of tender document cost deposited	
4.	Proof of 3 years experience along with preventive on- site maintenance (AMC)	
5.	List of attested copies of latest :  a) Professional tax clearance certificate b) IT Clearance certificate	
6.	List of attested copies of ;  a) PAN card b) VAT / GST registration certificate c) Adhaar Card	

\*Only requisite documents are to be attached.

I/ we undertake that documents are genuine I authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I / we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means / concealment of information. **It is also certified that our firm has not been blacklisted by any Central / State Government Departments / PSUs / Banks etc.**

Dated:

( Signature of Authorized Signatory)

Name of the Bidder :

Complete Address

**Financial Bid**Subject: **Invitation to Tender for Annual Maintenance contract (AMC) of Computers, Printers for the year 2018-19.****(Amount in Rupees)**

Sl. No.	Item	No. of Particulars	Rate per Unit for one year ( including Tax etc.)	Total amount ( 3 +4)	
				In Figure	In words
1	2		3	5	6
1.	Desktop Computers & Accessories. Make: ACER/HCL/HP etc.	12 Nos			
2.	Ink Jet Printer, Make-EPSON	1 No.			
3.	Laser Printer :-Make: HP/CANON etc.	9 Nos.			
<b>Grand Total</b>					

Dated:

( Signature of Authorized Signatory)

Name of the Bidder :

Complete Address :