

Government of Tripura  
Directorate of Animal Resources Development  
P. N. Complex, Agartala.

No.F.4-235/ARDD/STY/2019

Dated, Agartala, 29/07/2019.


**NOTICE INVITING TENDER**

Notice inviting Tender in sealed cover is hereby invited from experienced bonafide/reputed service provider for collecting rates of (i) Annual maintenance contract for repairing/maintenance of Desktop computer excluding charges of spare parts in the different sections of the Directorate during the year 2019-2020 & 2020-2021.

(ii) Supply of spare parts for the different models of desktop PC as and when required at the time of maintenance/repairing of computer during the year 2019-2020 & 2020-2021.

The detail of the tender will be available from the Office of the undersigned (Store Section) on all working days i. e. from 10.00 AM to 4.00 P.M. w. e. f. 01/08/2019 & will also be available in the official website of Tripura [www.tripura.nic.in](http://www.tripura.nic.in) /[www.arddtripura.nic.in/www.tripura.info.com](http://www.arddtripura.nic.in/www.tripura.info.com) .

The last date of submission of rate is up to 4.00 P.M. of 21/08/2019 & the same will be opened in the next working day, if possible.



(D.K. Chakma)

Director

Animal Resources Dev. Department  
Government of Tripura

Government of Tripura  
Animal Resources Development Department  
P. N. Complex : Agartala

Terms & condition for (I) Annual Maintenance contract for Repairing of Desktop Computer (different models) excluding charges of spare parts in the different sections of the Directorate Office during the year 2019- 2020 & 2020-2021 (II) Supply of spare parts for the different models of desktop PC as an when required at the time of maintenance/repairing of computer by the department during the year 2019-2020 & 2020-2021.

Notice inviting tender will be received by speed post / Registered Post/ Courier services only in sealed cover addressed to the " Director of Animal Resources Dev. Dept. Government of Tripura on or before 4.00 P.M. of 21/08/2019 . Tenderers/bidders are requested to provide detailed address along with phone, Fax Number and S.T.D code number for communication.

N.I.T. received after the aforesaid date and hours shall be rejected. The Director of Animal Resources Dev. Dept. shall not remain responsible for any postal delay.

1) On the top left side of the sealed tender File number, due date of opening should be mentioned. Tenders will be opened on the next working day if possible.

2) The interested bidders shall submit the bids in 2 parts in 2(two) separate sealed envelope indicating on the cover as to which one is the technical bid and other is Financial bid. The 2(two) envelopes shall be placed inside a large sealed cover envelop and the same may be submitted.

(a) The technical Bid shall contain all details of the items offered by the bidder, compliances of terms and conditions, submission of documents, products catalogues, earnest money (D-Call/Demand draft).

(B) The Financial bid shall contain only the rate offered by the bidder. The financial bid will be opened only for the qualified /valid bidder after scrutinizing of technical bid by the technical committee.

3. As the items are clearly divisible and distinguishable, the successful firms/ tenderer/supplier shall be selected separately for each item.

4. Spare parts will be supply by the supplier when requires of the Department & the supply of goods has to be executed within 7 (seven) days from the date of issue of the supply order. In case of failure to supply the ordered item/items in full within stipulated period, both the earnest & Security money are likely to be forfeited without further correspondence.

5. 5% value of ordered item & quantities shall have to be deposited by the Service Provider/ Supplier as Security Money in the shape of D-Call/Demand Draft from any Nationalized Bank in India within 10 days from the date of issue of the supply order which will be released after 3(three)months , if full supply of the items (Supply of spare parts) & satisfactory repairing works is completed within the stipulated period.



6. G.S.T. & Income tax may be deducted from the bill as per Government rules.
7. The rates should be typed and quoted both in figures and words clearly. G.S.T. Charge will be extra as per Govt. Rule.
8. The lowest rate quoted by the tenderer/bidder will be determined on the basis of comparison of basic rate.( i.e. excluding G.S.T).
9. The following Self attested photocopy of the documents should be submitted alongwith the tender .
  - (i) G.S.T. Registration Certificate . (ii) PAN Card. (iii) Up to date valid Trade License Certificate.
  - (iv) Up to date valid Professional & Sale tax clearance certificate should be submitted alongwith the tender (Valid should be at least 31/12/2019).
  - (v) Earnest money (E/M) for an amount of Rs 5,000/- (Rupees five thousand) only must be deposited in the shape of fresh deposit at Call (D-Call) /Demand draft of any scheduled Bank of India, drawn in favour of the Director, Animal Resources Development Department ,Govt. of Tripura, Agartala which will be released after A.M.C period . In case of un-successful tenderers the Earnest Money Deposit (EMD) will be released after finalization of the tender.
10. A Bank Draft for Rs. 1000/- (Rupees One thousand) only in favour of the Director, ARDD, Government of Tripura, payable at S.B.I, T.L.A. House Branch, Agartala (non-refundable) is to be attached with the Tender Form / Tender Documents(Hard Copies) as the cost of Tender Form.
11. EMD / SMD shall not be applicable in case of Govt. organization/Public Sector undertaking.
12. Payment (Cost of AMC) of the successful tenderer shall be made by bill basis only after 6(six) month interval after completion and satisfactory service of A.M.C. works & No advance payment will be entertained. Payment of the supply of spare parts & Annual Maintenance Contract bill may be paid by bill basis after proper functioning of the computers & availability of fund .
13. Selection of items i.e. A.M.C. & computer accessories is subject to recommendation of the approved technical committee Constituted thereof.
14. The rates will remain valid up to 30<sup>th</sup> June, 2021. No interim revision/enhancement of rates will be entertained except imposition of any levy or increase in existing levy by the Government.
15. Before quoting the rate, bidders may check the computer as per enclosed list.
16. Maintenance that includes the replacement of malfunctioning spares/parts for proper functioning of all systems and sub systems listed in Annexure-B. If any part gives repeated problems i. e 2 repairs in a minimum period of 2 months time, then the contractor must replace it immediately with a new original parts.
17. Maintenance includes replacement of each and every malfunctioning part of Desktop computer, printers, related items listed at Annexure-B.



