

NO.F.28(7)-REV/AMC/2015
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT

Dated, Agartala the 6th February, 2024

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited by the undersigned on behalf of the Governor of Tripura from the bonafied Suppliers/ Authorized Dealers/ Firms for supply of 3 (three) nos Copier machine under Buy-back scheme.

The quotation should reach to the **Revenue Department, Secretariat, New Capital Complex, Kunjaban, Agartala** on any working day within **15-02-2024 up to 4-00 PM** and the same will be opened on the same day at **4-30 pm**, if possible, otherwise date will be intimated accordingly. The quotationers may personally remain present at the time of opening of the quotation or they may send their authorized representatives.

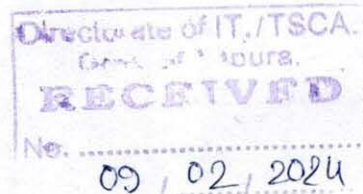
Specification of the item and Terms & conditions etc. will be available in the office of Revenue Department (Room No-115, Block-3, 1st Floor) Government of Tripura, Civil Secretariat, Capital Complex, Kunjaban, Agartala on any working day from **12-00 am to 4-00 pm**. The specification of the item and terms & conditions etc. will also available in the website of TDMA (www.tdma.gov.in).


(C. K. Malsom)

Deputy Secretary to the
Government of Tripura
Revenue Department

Copy to:-

- (i) The Director, ICA with a request to arrange publication of this Notice Inviting Quotation in 4 (four) major local daily news papers. The publication of the quotation may also kindly be confirmed.
- (ii) The Joint Director, IT with a request to upload the above Notice Inviting Quotation including specification of the item and terms & conditions etc. in the website of TDMA (www.tdma.gov.in).



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Dated, Agartala the 6th February, 2024

TERMS & CONDITION FOR SUPPLY OF COPIER MACHINE UNDER BUY BACK SCHEME

Terms & Conditions for supply of 3(three) nos Copier machine under Buy-back scheme:-

- (i) The bidder will have to indicate rate of copier machine, buy back value of each one old copier machine and also mentioned rate of 1 (one) copier machine after deduction of buy back value of 1(one) old copier machine in the form prescribed at **ANNEXURE-I**. 3 (three) nos old copier machine are available in the Revenue Department.
- (ii) Bidder should have GST, PAN, Last 3 years ITR and valid Trade license.
- (iii) Bidder should enclose the following documents along with the tender:-
 - (a) Copy of valid firm Registration Certificate/ Trade License
 - (b) Copy of valid Pan Card/ valid Income tax/ Professional tax clearance certificate of current validity issued by the appropriate authority
 - (c) Copy of valid GST Registration Certificate.
- (iv) Amount should be written both in figures and words.
- (v) General:-
 - (a) Each page of the tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the general condition of contract, general specifications and special conditions etc., as laid down. Any tender with any of the documents not signed will be rejected.
 - (b) The tender submitted on behalf of a firm shall be signed by the person who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by this Department.
 - (c) Item should be delivered to the Revenue Department within 15 (fifteen) days from the date of receipt of supply order from this Department.
 - (d) Quotation with incomplete information are liable for rejection.
 - (e) The undersigned reserves the right to reject or accept any rate without assigning any reason.
 - (f) The final acceptance of tender would be entirely vested with the Deputy Secretary, Government of Tripura, Revenue Department who reserves the right to accept or reject any tender, without assigning any reason whatsoever.
 - (g) Quoted rate should be including of all taxes/ transportation cost etc. No other taxes or costs shall be charged/ claimed for extra.
- (vi) The tenderer will have to deposit an amount of **Rs.5,000/- (Rupees five thousand)** only as earnest money in the shape of Bank Draft / Deposit at Call drawn in favour of the **DDO, LR Cell, Revenue Department**. The Tender will be treated as informal without earnest money. Earnest money will be refunded to the tenderer if the rates offered by him/ her are not accepted and shall stand forfeited to the Government if the tenderer on being asked to do so, fails to supply copier machine within the stipulated time. The tender should be submitted in sealed cover duly superscripted as **"Tender for supply of copier machine under buy-back scheme"** addressed to the **Deputy Secretary, Revenue Department, Govt. of Tripura** on or before **15-02-2024 at 4.00 pm**.

(C. K. Malsom)

Deputy Secretary to the
Government of Tripura
Revenue Department

ANNEXURE-I

RATE FOR SUPPLY OF COPIER MACHINE UNDER BUY- BACK SCHEME

Particular-	Quoted rate of 1 (one) copier machine	Buy-back value of each 1(one) old copier machine of Revenue Department	Quoted rate of 1 (one) copier machine after deducting buy-back value of 1 (one) old copier machine of Rev. Deptt.	Particulars of earnest money with D.Call/ Bank Draft No
1	2	3	4	6
Copier machine (specification mentioned at Annexure-II)	Rs..... (Rupees.....)	Rs..... (Rupees.....)	Rs..... (Rupees.....)	

Signature of the Tenderer

ANNEXURE-II

Specifications of Digital Multi Function Copier	
Printing Technology & Type	A3 Monochrome Laser Multifunction
Copy/Print Speed - A4 Size	22 ppm
Copy/Print Speed - A3 Size	12 ppm
Paper Sizes	Max A3 & Min A6
First Copy Time (A4)	Min. 6.5 seconds or less
Memory	Min. 1GB or higher
Power Consumption	1.2 KW or less
Rotate Sort function	Standard
Interface	10BASE-T/100BASE-TX/1000BASE-T , USB 2.0
Continuous copy	999 Copies or higher
Scan Speed	BW & Colour : Min. 37 Sheets/Minute or higher
Reverse Automatic Document Feeder	100 sheets or higher
Print/Scan Resolution	600 x 600 dpi or higher
Duplex	Standard With Automatic Document Feeding
PC less Print/Scan	Yes
Paper weight	Min 55 gsm to 200gsm