

**GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
SATCHAND R.D. BLOCK, SOUTH TRIPURA**

Dated:-23/02/2024

SHORT NOTICE INVITING QUOTATION

On behalf of the Governor of Tripura, the undersigned invites sealed quotation for supply of computer, printer, UPS and Inverterto different GP/VCs under Satchand R.D. Block, South Tripura in connection with smooth functioning of office during financial Year 2024-25 from bonafideseller from Tripura. The specification of the items has to be mentioned by the supplier in a separate sheet along with their bid documents. Format for bid submission is given at **Annexure-I**.

Table 1:

Sl. No.	Item	Specification	Quantity
1	Desktop computer	<ol style="list-style-type: none"> 1. Intel i5 12th generation processor. 2. 8 GB RAM with 2666 Mhz or higher speed. 3. Windows 11 Pro. 4. Full HD IPS display monitor 21.5 inch. 5. Keyboard with mouse. 6. 512 GB SSD storage. 7. Brand: HP/Dell/Acer 	As per need.
2	Desktop computer	<ol style="list-style-type: none"> 1. Intel i5 13th generation processor. 2. 8 GB RAM with 2666 Mhz or higher speed. 3. Windows 11 Pro. 4. Full HD IPS display monitor 21.5 inch. 5. Keyboard with mouse. 6. 512 GB SSD storage. 7. Brand: HP/Dell/Acer 	As per need
3	Desktop computer	<ol style="list-style-type: none"> 1. Intel i5 13th generation processor. 2. 16 GB RAM with 2666 Mhz or higher speed. 3. Windows 11 Pro. 4. Full HD IPS display monitor 21.5 inch. 5. Keyboard with mouse. 6. 512 GB SSD storage. 7. Brand: HP/Dell/Acer 	As per need
4	All in one Multi Function Printer	<ol style="list-style-type: none"> 1. Laser printer. 2. With print, scan, copy facility. 3. Min speed: 18 ppm. 4. Brand: Canon/HP/Konica 	As per need
5	UPS for desktop	600 VA UPS	As per need
2	Inverter	<ol style="list-style-type: none"> 1. Luminous 1200 2. 220 amp battery 	As per need

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The undersigned has the right to reject any quotation or contract or whole process at any time without assigning any reason.

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The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Satchand RD Block on and from 29/02/2024 to 07/03/2024 (except Govt. holidays) up to 3:00 PM (office hours and days only). The tender will be opened on the last day i.e. 07/03/2024 (if possible) at 3:30 PM in the presence of the bidders or authorized representatives who are willing to remain present at the time of opening of the Tender. If the last date of Tender dropping /opening of Tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping / opening of Tender Box.

The bidder has to attach D-Call amounting Rs.5,000/- (Rupees Five Thousand) only in favor of the Block Development Officer, Satchand R.D. Block, South Tripura from any Nationalized bank of India payable at TGB, Satchand along with the tender.

Terms & Conditions:-

1. The sealed cover envelop shall be superscripted by the expression **“QUOTATION FOR SUPPLYING OF COMPUTER, PRINTER, UPS, INVERTER TO DIFFERENT GP/VCS UNDERSATCHAND RD BLOCK FOR THE FINANCIAL YEAR 2024-25”**.
2. The rate should be quoted (both word and figure) inclusive of all inevitable taxes, transportation charges, service charges, if any.
3. The bidder should have valid
 - a. Trade license,
 - b. GST,
 - c. PAN card,
 - d. Aadhaar card,
 - e. Bank Account number.
 - f. Brand authorization certificate.Self-attested copy of the said documents should be enclosed with the quotation.
4. The lowest bidder shall sign an agreement with the Block Development Officer, Satchand RDBlock within 10 days of receipt of offer. If fails to do so, the 2nd lowest Bidder may be awarded the contract, if found suitable.
5. The tender period may be extended if authority desires.
6. The quantity of items may vary as per requirement of office from time to time within the tender period.
7. No items shall be accepted beyond the supply order and agreed rates of items which is not included in the bid tender document.
8. Satchand RDBlock shall not be responsible for any postal delay and offers received beyond stipulated date and time shall not be considered.
9. Payment will be made only after successful delivery of the item received and after certification by section in-charge nazarat.
10. The bidder in whose favor the supply order will be issued will have to complete the supply of the items within 15 (Fifteen) days of receiving of supply order. In case failure of supply of above items within the specified period, the supply order shall be liable for cancellation or may forfeit the EMD partially or fully.
11. Without submission of D-Call mentioned above with the other documentation at the time of submission of bid, the bid will be treated as invalid/rejected. Exemption under Rule 170 of GFR for registered MSME permitted to supply such items is applicable.

12. All specifications, rates and quantity mentioned by the bidder in Annexure-I should be in printed form.
13. In-case of high fluctuation of rates in the market during the contract period, the office of Satchand RD Block reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier.
14. Any item may be struck off by the undersigned even after finalization of rate and bidder.
15. All statutory deductions shall be made from bills, i.e, payment shall be inclusive of taxes.
16. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
17. The undersigned also reserves the right to approve, modify or reject any specification.
18. In case of any arbitration the matter will be referred to the District Magistrate & Collector, South Tripura and the order of the District Magistrate & Collector shall be final. All disputes lie within the jurisdiction of South Tripura District only.
19. The contract shall be for the financial year 2024-25(**up to 31st March, 2025**).
20. The qualified bidder may be given supply orders for refreshment items for the month of Feb, March 2024.
21. Supply order or the entire BID award may be cancelled by the authority if any inferior quality items are supplied.

(Anupam Das, TCS-II)
Block Development Officer
Satchand RD Block, Tripura (South)

To

1. The Director, ICA Government of Tripura for kind information with request to arrange to publish in 3 (three) (A-quality) local dallies (Bengali & English) in single insertion.
2. The Director, Information & Technology Dept., Govt. of Tripura, Agartala, West Tripura for kind information with request to float the tender at Tripura state portal www.tripura.gov.in.
3. The Technical Director & DIA, NIC, South Tripura District, Belonia for kind information with a request to display the Notice in District Official Website please.

Copy to:-

1. The District Magistrate & Collector, South Tripura, Belonia for kind information please.
2. The Sub-Divisional Magistrate, Sabroom/ Belonia/ Santirbazar, South Tripura for kind information please with a request to display the matter in the notice board.

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3. The Block Development Officer, Hrishyamukh/ Rajnagar/ Poangbari/ Rupaichari/ Jolaibari/ Bogafa/ BC Nagar RD Block for kind information with a request to display the SNIQ in their Notice Board.
4. The Superintendent of Agriculture of Sabroom/ Superintendent of Fishery of Sabroom (Member of LPC Committee of Satchand RD Block) for information and necessary action please.
5. The Account section /Cashier of this Block for information.
6. Notice Board of this Office for wide publication.

Sd/-

Block Development Officer
Satchand RD Block, Tripura (South)

SHORT NOTICE QUOTATION FOR SUPPLY OF COMPUTER, PRINTER, UPS & INVERTERTO DIFFERENT GP/VCS UNDER SATCHAND RDBLOCK, SOUTH TRIPURA DURING THE FINANCIAL YEAR 2024-25.

1. Name & Address of the bidder: -
2. PAN: -
3. GST reg. No: -
4. Authorized Dealer No:-
5. Contact No:-
6. Quoted rate:-

Sl. No.	Item	Specification	Quantity	Rate inclusive of taxes both in words and figure
1	2	3	4	6

I have gone through the terms & conditions stipulated in the quotation notice and agree to supply the above-mentioned items as per quantity and specification mentioned including transportation under Satchand RDBlock, South Tripura by abiding all terms & conditions mentioned in the SNIQ.

Place:-

Date:-

Signature of Bidder
with seal