

No.F3 (5-5)Proc/TSACS/2015-16/AMC/ 649-685
Tripura State AIDS Control Society
Health & Family Welfare Department
Akhaura Road, Agartala, Tripura.

-June, 18th 2020

Notice Inviting Quotation

Sealed Quotation in two (2) bid system is hereby invited from the resourceful and reliable experienced Agencies/ Owners /or their authorized agencies for Annual Maintenance Contract (AMC) of Computers & Peripheries etc. for the office of the Tripura SACS and ART & ICTC centre of GBP Hospital, Agartala for a period of 2 (two) years. Terms & conditions and list of the items are available in website health.tripura.gov.in as well as office of the undersigned (Procurement Section) on all working days up to 4-00 p.m. of 15th June , 2020 The last date of receiving quotation is up to 4-00 p.m. of 16th June, 2020.


(Dr. P.K. Majumder)

Project Director

Tripura State AIDS Control Society

TERMS AND CONDITIONS & List of items.

1. Quotation shall have to be submitted in sealed cover addressed to the Project Director, Tripura State AIDS Control Society, Health & Family Welfare Department, Govt. of Tripura, Akhaura Road, Agartala, up to 4 p.m. of 16th June, 2020.
2. On top of the envelop it needs to be super scribed with the name of work, reference no. & last date of submission should be mentioned. The sealed quotations are likely to be opened on 17th June, 2020 at 3-30 p.m. if possible. Quotationers or their representatives may remain present at the time of opening of bids. No separate invitation will be given to the bidders.
3. The interested bidders shall submit the bids in 2 (two) parts, namely Financial Bid and the Technical Bid. The 2 bids should be put in 2 (two) separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The 2 envelopes shall thereafter, be placed inside a larger sealed cover super scribed with the File no. & date of Notice and the same may be submitted. The Technical Bid shall contain all details regarding the items offered by the bidder, compliance of terms and conditions submission of documents etc. in other words, everything except the rate offered. The `Financial Bid` shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be open first and the eligible bidders meeting all requirements will be short-listed. Thereafter, financial bids of only short-listed bidders will be opened and the lowest bidder will be selected.
4. Quotation shall be received only through Speed post/Registered post/ Courier service addressed to the Project Director, Tripura State AIDS Control Society, Akhaura Road, Agartala, West Tripura indicating Notice Inviting Quotation. The Quotation received after the specified date & time will be rejected and the undersigned will not be liable for any delay on the part of post and other concerned agencies.
5. Self attested copies of the following documents should be submitted along with quotation – (i) PAN card (ii) Trade License of related works (in case of local quotationer)(iii) Experience in this background with proof. (iv) Up to date GST registration (v) Bank details. Non submission of any document as stated above will lead to cancellation of Quotation.
6. After completion of Works the Bill in triplicate and Service Report (countersigned by the respective Officer's & staff's) should be submitted to the office of the undersigned each and every quarter for payment.
7. Rate should be quoted in words and in figures. Taxes inclusive or exclusive should be mentioned clearly and separately with % .The bidder shall quoted rate of **each item** as "AMC" charges with applicable taxes if any and routine checkup also.
8. Antivirus to be updated on every month during routine check up. Call should be attended with 24 hours (on working days) as and when called by this office.
9. Payment will be made on quarterly bill basis by e-transfer, though bank..All taxes and charges will be charged as per Government norms.
10. No enhancement of rates within the validity period of the contract shall be entertained.

A handwritten signature in blue ink is written over a horizontal line. Below the signature, the date "01/6/2020" is written in blue ink.

11. All Desktop (CPU), Laptop, Monitors, Printer, Scanner such materials will be repair at respective office's initially. In case of any critical problem occurs material may taken at your Service centre only after discussing with the authority. In case spare part's is /are required, an estimate to be submitted before installation.

12. The interested bidder shall provide only Bank Deposit AT - call/ On Demand Pay/Call Deposit Receipt drawn in favor of Tripura State AIDS Control Society, Agartala having validity to cover the period of NIQ from any Schedule Bank for **Rs. 2000.00** (Rupees Two Thousand) only as earnest money along with the Technical Part only . This amount shall be released when validity period of contract is over in case of successful bidder, in case of unsuccessful bidder after finalization of the process.

13. The security money which was deposited in favor of TSACS (as earnest money) shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of AMC period.

14. The Project Director, TSACS reserves the right to cancel of said AMC without assigning any reason either on part or the whole and the party shall have no claim any compensation for such cancellation.

15. The following Computers & Peripherals with quantity, location of places are shown against each. The quantities may increase or decrease depending upon the need of the society.

Sl	Items	Quantity	location of places	Routine checkup	Yearly Service charge of each item	GST/ Taxes if any
1.	Desktop Computer	17 nos.	TSACS office.			
2.	Laser Jet Printer	12 nos.	TSACS office.			
3.	UPS (Offline)	09 nos.	TSACS office.			
4.	UPS (On Line)	01 no.	TSACS office.			
5.	Computer Notebook(Laptop)	07 nos.	TSACS office.			
6.	Fax/Scanner	01no.	TSACS office.			
7.	Networking	01 no.	TSACS office.			
8.	Desktop Computer	02 nos.	ART centre AGMC&GBPH			
9.	Desktop Computer	02 nos.	ICTC & SRL AGMC&GBP.			
10	Laser Jet Printer	02	ART of AGMC&GBPH			
11	UPS (Offline)	04	-Do -			
12	Laser Jet Printer	01 no.	ICTC & SRL AGMC&GBPH			

16. Bidder should have knowledge and minimum two (2) years experience in installation , Servicing, Networking etc. in web or cloud based computerized Management System (CPFMS,ePFMS,SIMS etc).Proof of experience needs to be furnished with the technical part from the respective organization/ establishment along with the name of web or cloud based system.

17. Any settlement of legal dispute would have to be made at Agartala jurisdiction.

P.K.
01/06/2020
(Dr. P.K. Majumder)

Project Director,
Tripura State AIDS Control Society,