

**No. F 5-III (17-Photo State) MS/STORE/DHS/2023-24**  
**GOVERNMENT OF TRIURA**  
**DIRECTORATE OF HEALTH SERVICES**

Dated, Agartala, the 02/09 2024

**SHORT NOTICE INVITING TENDER**

Sealed quotations are hereby invited by the Director of Health Services, Government of Tripura, Agartala from the reliable resourceful experienced valid license holder for Annual Maintenance Contract (AMC) for Repairing of the following Photocopier Machines and its accessories of this Directorate for a period of 1 (one) year from the date of issue of AMC.

<b>Section-wise No. of Photocopier Machines</b>		
<b>Sl. No.</b>	<b>Name of Section</b>	<b>Quantity</b>
1	Establishment A	01
2	Establishment B	01
3	General	01
4	Secretariat	02
5	Planning & Budget	02
6	IT Cell	01
7	THASP	01
8	Law Cell	01
9	Transport	01
10	Accounts	01
11	Store & Purchase	01
12	Secretary (Health)	01
13	TNC	01
<b>Total Photocopier Machines</b>		<b>15</b>

- ❖ Dated of submission of Tender start from : 03/09/2024
- ❖ The last date of receiving the Tender : 10/09/2024 up to 05:00 PM
- ❖ Dated of opening of received Tender: 11/09/2024 at 02:30 PM.

**Terms and Conditions**

1. Quotation shall be submitted in sealed envelope in two bid system – Technical Bid and Financial Bid with Tender Title and date along with bidders name & address in full with phone number & e – mail number, addressing to the Director of Health Services, Government of Tripura, P.N. Complex, Gurkhabasti, Agartala-799006 within 10/09/2024 up to 05:00 PM.
2. Photocopy of PAN Card should be submitted with the quotation.
3. Photocopy of valid GST Registration Certificate with return should be submitted with the quotation.
4. Photocopy of Valid Trade License Certificate should be submitted with the quotation.
5. Bidder should keep a ready stock of Spare Parts at their custody which will have to be manufactured by the Original Equipment Manufacturer (OEM).
6. Income Tax, GST and other taxes will be deducted from the bills as per guideline of the Government.
7. The bidder should submit an experience certificate of minimum 02 years of providing same category services.
8. Normal servicing is to be done after every 15(fifteen) days by the successful service provider.

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9. Payment to the successful bidder shall be made on bill basis only after successful completion of the work and services.
10. Bill along with service report duly signed by the Section In-charges should be submitted to the Director of Health Services, Govt. of Tripura.
11. The approved firm should have to send their technical expert within 12 hour after the nature of fault is communicated over phone or as and when required in between 10.00AM to 05: 30 PM for repairing in working days.
12. The faulty machine should be repaired for the smooth running of the office work and report will duly signed by the Section In-charge should be submitted immediately.
13. The rates should be quoted in both figure and in words also in the prescribed format as follows:

Sl. No.	Name of the Items	AMC Charge Excluding GST	Percentage (%) of GST	GST Amount	Total Amount ( Both in figure & in words)

14. L<sub>1</sub> firm will be selected on the basis of total amount quoted for these works.
15. The selected service provider should give an undertaking that he/she will provide services on the same rate submitted by him/her if the number of Photo copier machines increases in future is within this AMC period.
16. Payment will be made on half yearly basis.
17. The Director of Health Services, Govt. of Tripura, reserves the right to accept or reject any Tender or also may cancel the SNIT without assigning any reason.



I/C Director of Health Services  
Government of Tripura Agartala.

Copy to display in the Notice Board :-

1. The Director of Family Welfare & P.M., Govt. of Tripura, Agartala.
2. The Director of Panchayats, Govt. of Tripura, Agartala.
3. The Receipt & Despatch Section, of this Directorate for information and necessary action.

Copy forwarded to:-

1. The Director, ICA, Govt. of Tripura, Agartala for publishing in 04 (four) Daily Local Newspapers.
2. The In-Charge, IT Cell of this Directorate for information with instruction to upload the SNIT in the Departmental website for wide publication.



I/C Director of Health Services  
Government of Tripura, Agartala.