

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

Dated, Agartala, the-17/08/2024

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 for Repairing Photo copier machines and other accessories of this Directorate for a period of 1 (one) year from the date of issue of work order.

Details are as follows:-

Sl. No	Name of section	quantity
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
Total quantity		15

Dated of submission start dated 17/08/2024

The last date of receiving the Tender is 27/08/2024 up to 5.00 PM

Dated of opening 28/08/2024 at 2.30 PM.

Terms and Conditions

1. Quotation shall be submitted in sealed envelope in two bid system Technical bid and financial bid addressing to Director of Health Services, Government of Tripura, P.N. Complex, Gurkhabasti, Agartala-799006 within 23/08/2024 up to 5.00 PM.
2. Xerox copy of PAN Card should be submitted with the quotation.
3. Income Tax and GST Registration Certificate with return should be submitted with the quotation.
4. 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 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 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.
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.
11. The approved firm should have to send their technical expert within 12 hour after the nature of fault is communicated by telephone and when required in between 10.00 to 5: 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.
13. The rates should be quoted in both figure and in words in the prescribed format.
14. L₁ firm will be selected on the basis of total amount quoted for these works.

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Sl. No	Name of the Items	AMC charge Without GST	GST percentage %	GST Amount	Gross Amount
Total Amount (figure and in words)					

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 SNIQ without assigning any reason.

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

Copy to the notice board of:-

1. The Director of Family Welfare & P.M., Govt. of Tripura,
2. The Director of Panchayat, Govt. of Tripura, Agartala
3. The Receipt Despatch Section, Directorate of Health Services.

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