

No.F. 5-III(17-Photostate)/MS/DHS/2013-14(Vol-II)  
GOVERNMENT OF TRIPURA  
DIRECTORATE OF HEALTH SERVICES

Dated, Agartala, the 21/02/ 2022.

To  
The Director of Information Cultural Affairs,  
Govt. of Tripura, Agartala.

Subject:-Wide publication of Short Notice Inviting Quotation through Website/Local News papers for Comprehensive Annual Maintenance Contract (AMC) of Photo copier Machine and other necessary accessories of Photo Copier Machine of this Directorate of Health Services.

Sir,

I am enclosing herewith 04(four) copies of Short Notice Inviting Quotation date 21/02/2022 and request you to kindly arrange for publication of the same in the 4(four) Local Daily News Papers (A-Category) and also through Website "[www.health.tripura.govt.in](http://www.health.tripura.govt.in)".

The Quotation documents with Quotation & Conditions also may be downloaded from "[www.health.tripura.govt.in](http://www.health.tripura.govt.in)".

Yours faithfully,

*Dean*  
19/2/22

Ex. Officio Jt. Secretary &  
Director of Health Services  
Government of Tripura, Agartala.

Encl: As stated above.

Copy to for information and necessary action to:-

1. The P.R.O., I.E.C. Bureau, Directorate of F.W. & P.M., Govt. of Tripura, Agartala.
2. The In-Charge, Receive & Dispatch Section, Health Directorate, Agartala.
3. The Nodal Officer, IT, "[www.health.tripura.govt.in](http://www.health.tripura.govt.in)".

*Dean*  
19/2/22

Ex. Officio Jt. Secretary &  
Director of Health Services  
Government of Tripura, Agartala.

GOVERNMENT OF TRIPURA  
DIRECTORATE OF HEALTH SERVICES

No.F.5-III(17-Photostate)/MS/DHS/2013-14(Vol-II)

Dated, Agartala, the 21 02/2022

SHORT NOTICE INVITING QUOTATION

The sealed quotation are invited by the Director of Health Services, Govt. of Tripura, Agartala from the resourceful experienced, reliable bonafied, renowned valid licence holder for Annual Maintenance Contract (AMC) of 8(eight) nos. Photo copier Machine and other necessary accessories of Photo Copier Machine of this Directorate of Health Services.

The Quotation documents with terms and conditions also may be down loaded from [www.health.tripura.govt.in](http://www.health.tripura.govt.in).

*Ambar*  
19/2/22

Ex. Officio Jt. Secretary &  
Director of Health Services  
Govt. of Tripura, Agartala.

No. F 5-III (17- Photo state) MS/DHS/2013-14(Vol-II)  
GOVERNMENT OF TRIURA  
DIRECTORATE OF HEALTH SERVICES

Dated, Agartala, the 21/02 --2022

**SHORT NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited by the Director of Health Services, Government of Tripura, Agartala from the reliable resourceful experienced valid licence holder for comprehensive Annual Maintenance contract of Photo copier Machine and other necessary accessories of Photo Copier Machine of this Directorate of Health Services, Agartala for a **period of 2 (two) years from the date of issued work order.**

Details as follows:-

Sl.No	Name of Section	Quantity
1.	Secretariat Section, Health Directorate, Agartala.	1(one)no
2.	Planning & Budget Section, Health Directorate, Agartala.	1(one)no
3.	General Section, Health Directorate, Agartala.	1(one)no
4.	Accounts Section, Health Directorate, Agartala.	1(one)no
5.	Establishment Section, Health Directorate, Agartala.	1(one)no
6.	Tripura Nursing Council, Health Directorate, Agartala.	1(one)no
7.	Store & Purchase Section, Health Directorate, Agartala	1(one)no
8.	Establishment(II) Bill Section, Health Directorate, Agartala.	1(one)no

**The last date of receiving the quotation is 11/03/2022 up to 5.00 PM**

**Terms and Conditions**

1. Quotation shall be submitted in sealed cover addressing to Directorate of Health Services, Government of Tripura, P.N. Complex Gurkhabasti, P.O. Kunjabari, Agartala-799006 wither date up to 4.00 PM of - **11/03/2022.**
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. Trade licence Certificate (up to date) should be submitted with the quotation.
5. Spare parts as required for servicing of the machine is to be supplied by the vendor at his own cost.
6. Income Tax, GST and other taxes will be deducted from the bills as per guideline of the Government.
7. The firm should have an **experience of minimum 02 years of providing same category services.**
8. Normal servicing is to be done after every 15(fifteen) days.
9. Only consumable items i.e. Toner, drum, developer & paper will be supplied by the Department
10. Payment to the successful bidder after shall be made on bill basis only successful completion of the work and services.

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11. Bill copy along service report duly signed by the Section O/S, In-Charge should be submitted to the Store & Purchase Section.
12. The approved firm should send their technical expert as and when required from 10.00 to 5: 30 PM for repairing the machine for the smooth running of the office work and the report of the same should be submitted to D.D.O. of Directorate of Health Services.
13. The rates should be quoted in rupees and in words both in the prescribed format with figures & words.

Sl. No.	AMC charge per photo copier machine per annum.	Percentage of GST.	GST Amount.	Gross Amount.
1	2	3	4	5
Total (figure and in words)				

14. The selected service provider should give an undertaking that he will provide services on the same rate submitted by him if the number of photo copier machine in creases in future is within this AMC period.
15. Payment will be made in yearly instalment
16. The Director of Health Services , Govt. of Tripura, reserves the right to accept or reject any quotation without assigning any reason.

*For Au'*  
19/2/22

Ex. Officio Jt. Secretary &  
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.

*For Au'*  
19/2/22

Ex. Officio Jt. Secretary &  
Director of Health Services  
Government of Tripura Agartala.