

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

Dated, Agartala, the 28/02/2022

**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 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 1 (one) year from the date of issue of work order.**

Details are 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 04/05/2022 up to 5.00 PM**

**Terms and Conditions**

1. Quotation shall be submitted in sealed envelope in two bid system Technical bid and Financial bid addressing to Directorate of Health Services, Government of Tripura, P.N. Complex Gurkhabasti, P.O. Kunjaban, Agartala-799006 within **04/05/2022** 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. Trade license 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 except the consumable items(Toner, drum, developer & paper) which will be supplied by the Department.

6. The bidder should keep a ready stock of Spare Parts at their custody which will have to be manufactured by the OEM.

7. Income Tax, GST and other taxes will be deducted from the bills as per guideline of the Government.

8 . The bidder 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 by the successful Service provider.

9 . Payment to the successful bidder after shall be made on bill basis only after successful completion of the work and services.

10. Bill copy along service report duly signed by the Section O/S, In-charges should be submitted to the Store & Purchase Section.

11. The approved firm should have to send their technical expert within 24 hour after the nature of fault is communicated by telephone and when required in between 10.00 to 5: 30 pm for repairing.

12. The faulty machine should be repaired for the smooth running of the office work and the report with duly signed by the Section In-charge should be submitted.

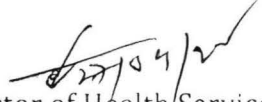
13. The rates should be quoted in both figure and in words in the prescribed format

Sl. No.	AMC charge per photo copier machine per year.	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/she will provide services on the same rate submitted by him/her if the number of photo copier machine increases in future is within this AMC period.

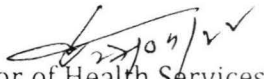
15. Payment will be made on half yearly basis.

16 The Director of Health Services, Govt. of Tripura, reserves the right to accept  
Or reject any quotation or also may cancel the SNIQ without assigning any reason.

  
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.

  
Director of Health Services  
Government of Tripura, Agartala.