

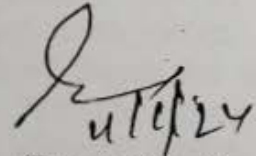
No.F.3 (5-18)/Proc/ART & ICTC/TSACS/2023 - 24 /3693
Tripura State AIDS Control Society

January, 11th 2024

Short Notice Inviting Quotation

Sealed Quotation in two (2) bid system is hereby invited by the Project Director, Tripura SACS from resourceful, reliable and experienced Agencies / owners or their authorized Agencies or any Professional Agency for 4 days of batch wise training of Hands on Training on the Reporting Software named Integrated Information Management System.

The detailed information, terms & conditions and description, and specifications may be collected from the office of the undersigned (from Procurement section) on any working day between 11 a.m. to 4 p.m. till 20th January, 2024 or the same can be downloaded from the website www.tsacs.tripura.gov.in. The last date of submission of sealed quotation is up to 4-00 p.m. of 22th January, 2024 and will be opened on the next working day at 3-30 p.m, if possible.



(Dr. Anjan Das)
DFWPM and Project Director
Tripura State **AIDS** Control Society,
Agartala:Tripura.

TERMS AND CONDITION

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, Tripura (W) 4-00 p.m. of 22th January, 2024.
2. On the left side of the envelope last date of submission should be mentioned. The Quotations are likely to be opened on next working day at 3-30 p.m. if possible. Quotationers or their representatives may remain present at the time of opening of quotations. 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 in the technical bid and which one is the financial bid. The 2 envelopes shall thereafter, be placed inside a larger sealed cover 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 opened 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 total lowest bidder will be selected.
4. Rate should be quoted in words and in figures. The percentage of Taxes or charges should be mentioned clearly and separately.
5. i.) The quotation should be accompanied by up to date copies (self attested) of (a) PAN Card, (b) Valid Trade license in related works, (c) GST Registration certificate, (d) Working Experience in this background with proof. (e) Deposit at Call/Demand Draft/On Demand Pay on any scheduled Bank for an amount of **Rs.2,000/-** (Rupees Two thousand) only in favor of Tripura State AIDS Control Society as earnest money shall have to be furnished without which no quotation will be considered.
ii) Earnest money of the un-successful bidders will be returned after the finalization of the process.
iii) Earnest money of the successful bidder will be treated as security money.
iv) Exemptions for depositing of earnest money if any, the bidder should submit the valid MSME registration certificate.
6. The security money shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of contract on the part of the successful bidders.
7. The quotation will be received **by post/by courier** directly to the office only. Quotation received after the schedule time and date will be rejected and the undersigned will not be liable for any kind of delay.
8. The agency may have enough knowledge and experience in such type of works.
9. No insurance charge is admissible.
10. Income tax and GST will be deducted from the bill as per guidelines of the Govt. /Society, if needed.

11. The estimated total tender value is Rs. 1,81,000/- including GST.
12. After successful completion of works (as per work order) the bill in triplicate should be submitted to the undersigned for payment.
12. Payment of bill will be made after completion of supply successfully as per supply order by e-transfer.
13. No enhancement of rates within the validity period of the contract shall be entertained.
14. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
15. The approved rate shall remain valid up-to one year from the date of finalization of process.
16. Any settlement of legal dispute would have to be made at Agartala jurisdiction.
17. The following items will be prepared as per specifications, Rate are shown against each. **The quantities may increase or decrease depending upon the need of the society.**

Sl. No.	Name of item	Rate per unit	GST @ %	Total Amount in Rs.
1.	Stationeries (Writing Pad, Pen, Folder)			
2.	Total Working Lunch including Tea and snacks for the participants and other Officials which may include (Lunch Menu- Rice, Bhaji, Dal, Mixed veg, Chicken, sweet chatni, sweet, salad, along with cutlery and catering service .			
3.	Water (500 ml)			
4.	Printing of Flex with stand per Sq. feet			
5.	Hiring of Hall (01-50 / 01-100 participant)			
6.	Hiring of IT System, Laptop, Projector with screen, Modern with high speed facility internet			
7.	Decoration of Hall and hiring Table , Chair Round table, with cover & flower.			
8.	Printing of training modules per page Black & white and colour.			



(Dr. Anjan Das)
DFWPM and Project Director
Tripura State **AIDS** Control Society,
Agartala, Tripura.