

1. **Critical Dates :**

Sl. No.	Information	Details
1	Tender No.	No.F.7(8)-DESMP/STORE/2011/5456-57
2	Tender publication details	The tender form can be seen and downloaded from the website http://tripuratenders.gov.in and also from the website of Employment services & Manpower Planning, Tripura at tripuratenders.gov.in and www.employment.tripura.gov.in . The stated Tender is in e-Tender mode with built-in e-Bid and their online evaluation and can only be accessed through http://tripuratenders.gov.in .
3	Date& Time of publishing of Tender	Date: 14/12/2017, Time: 5.00 p.m
4	Date & Time of Document Download by Bidders	Date: 15/12/2017, Time: 5.00 p.m
5	Start Date & time for submission of e-Bids	Date: 15/12/2017, Time: 5:00 p.m
6	Last Date & time for submission of e-Bids	Date: 29/12/2017, Time: 3.00 p.m
7	Last Date & Time For Receipt of Hard copy of bid document	Date: 29/12/2017, Time: 4.00 p.m
8	Date & Time Of Opening the Tender	Date: 30/12/2017, Time: 1.00 p.m
10	Place of opening Bids	Directorate of Employment Services & Manpower Planning, Agartala, Tripura
11	Bid validity Period	180 (one hundred eighty) days from the date of floating of the tender
12	Officer Inviting Bids	Director, Employment Services & Manpower Planning, Agartala, Tripura, Phone / Fax: 0381-2324327, Email: dir-employment-tr@nic.in
13	Period of Work Completion	60 (Sixty) days from the date of issue of work order
14	EMD	Rs.15,000/- (Rs. Fifteen thousand only) in the shape of Demand Draft from any Nationalized Bank, in favour of “Director, Employment Services & Manpower Planning, Tripura”. Payable at Agartala
15	Contact Person	Shri Shyamal Bhattacharya, Joint Director, DESMP Email: jddesmp.agt-tr@gov.in Phone: 0381-2324327

Notes: All the above mentioned time are as per time of e-procurement website
<https://tripuratenders.gov.in>

DETAIL NOTICE INVITING TENDER

E-Tender of “**Procurement of Desktop Computer, Printer, UPS and Battery**”. are hereby invited through website <http://tripuratenders.gov.in>, by the Director, Employment Services & Manpower Planning, Tripura, Office Lane, Agartala-799001 from the resourceful , experienced, reliable, bonafied, renowned, licensed **Manufacturer / dealer**.

The Specifications of **Desktop Computer, Printer, UPS and Battery** are enclosed in Annexure :III.

TERMS & CONDITIONS

1. Tenders will be floated in 2 part 1) Technical Bid and 2) Financial Bid. Accordingly, two folders will be created at bidders login (Tripuratenders.gov.in). Bidder should upload technical documents to technical folder and Financial documents to Financial folder **ONLY**.
Note: If Financial documents uploaded in Technical folder or vice-versa the bids will be rejected. In addition, Technical documents can also be saved in “ My Account/My Document” folder.
2. Demand Draft against **EMD** amounting **Rs 15000 (fifteen thousand only)** from any Nationalized Bank, in favor of “Director, Employment Services & Manpower Planning, Tripura”, by the concerned bidder by Speed Post / courier Service/ by hand only in sealed envelope must be submitted to the tendering authority “Director, Employment Services & Manpower Planning, Tripura”, Office Lane, Agartala-799001” up to 3.00 p.m. of **29th December 2017**, payable at Agartala mentioning the tender number in the top of the envelope positively. **EMD Demand draft should be valid for 45 days from the day of contract award.**
3. One Hard copy of Prequalification documents with all Technical details, data sheets with detail technical specification, EMD demand draft in one envelope marked as Technical Bid should be sent to Department via post or courier before the Bid opening date.
Address : Director, Employment Services & Manpower Planning, Agartala, Tripura, Pin- 799001.
Note : All the documents send via post/courier should also be uploaded in the Tripura Tender website. **Please also note that any Financial bid documents should not be enclosed in this cover.**
4. The interested bidders should furnish the bid in 2(two) parts, namely Technical Bid & Financial Bid(BOQ).
5. Tender shall not be accepted for the product/products for which the concerned company has been blacklisted / banned / debarred either by tender inviting authority of Government of Tripura or by any other State / Central Government and its procurement agencies. A self-certificate must be furnished by the bidder to support the same.
6. The concerned firm / company whose product has been declared as of spurious or adulterated quality and any criminal case is filed and pending in any court shall not be eligible to participate for those particular products in the tender. Similarly

convicted firm / company shall also not be eligible to participate in the tender.

7. The tender shall have to be typewritten and in case of any overwriting or cutting, correction shall have to be made by crossing out neatly. **The name and signature of bidder's authorized person shall have to be put on each page of the application.** Items must be supplied directly by the manufacturers itself or by its authorized distributors and should obtain sales tax clearance before delivery. An authorized representative of the firm should remain present during delivery of the ordered quantity. Authorized representative shall have to furnish appropriate credential from the firm they represent.
8. Further supply order should not be given to those agencies as soon as declared as blacklisted within the validity period.
9. The supply of equipment must be completed within 60(sixty) days from the date of issue of order. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of supply. However, Relaxation will be entertained only the special circumstances (Natural Calamities, war or any other situation beyond human control).
10. 5% of the value of ordered quality will have to deposit as security money by date of issue of supply order. The security money will be released after completion of full supply within stipulated period or it may be kept for the next supply order whichever is applicable. After receiving the security deposit, EMD of the successful bidder will be returned. However, EMD of the unsuccessful bidder will be returned after issuing of work order to the successful bidder.
11. Income Tax / Other Tax shall be deducted from the bill as per guidelines of the Government, if applicable.
12. Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any request may lead to cancellation of the order.
13. Payment to Successful tenders shall be made on bill basis only after quality test and completion of installation and production of duly certified installation certificate of the concerned Facility In-Charge. No advance payment shall be made under any circumstances. Procuring authority may take all possible steps to pay the bills within 90(Ninety) days from the date of completion of supply. **Final payment will delivered after successful testing of the supplied items by the ETDC at the site of the computer and hardware installation.**
14. No insurance charge is admissible and successful Tenders will be responsible for any damage and loss in transit on way to destination.
15. Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money / security deposit of the successful Tenders beside to such action as may be considered appropriate by the Director, Employment Services & Manpower Planning, Tripura including black listing / delisting the Tenderers for the future.
16. In case of legal dispute the jurisdiction will be the Tripura High Court, Agartala.
17. Director, Employment Services & Manpower Planning, Tripura reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rate are now

- invited.
18. Director, Employment Services & Manpower Planning, Tripura reserves the right to accept or reject any Tender without assigning any reason thereof and Tender maybe accepted or rejected in part or in whole.
 19. Items should be supplied as per DNIT. If the supplied items are not as per specification of the DNIT. The supply should be taken back. The payment / Security money will be held up till the items are taken back by the concerned agency.
 20. Submission of any documents beyond the need of DNIT should be avoided.
 21. **Warranty** : The equipment offered should be guaranteed / warranted for a period of three years from the date of acceptance of the items for any manufacturing defect.
 22. Work must be completed within 60 (Sixty) days from the date of issue of work order.
 23. **A Bidder can put bid for single item or all the items whatever he / she likes.**
 24. The Directorate of Employment Services & Manpower Planning, Tripura will first evaluate the technical bids of the bidders and the technically qualified bidders can only participate in the financial bids.
 25. For Technical Evaluation, Employment Services & Manpower Planning department will examine the eligibility of the bidders as per the technical documents uploaded in the Tripura Tenders. Bids of the bidders, not satisfying the eligibility criteria and any technical deviation will be rejected.
 26. For Financial Evaluation, Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the BOQ format shall be rejected straightaway. All the financial bids shall then be ranked according to the financial bid in increasing order with the bidder quoting the least amount ranked L1, bidder quoting next higher figure as L2 and so on. L1 will be declared as successful bidder and his offer will be processed further. **However, the department reserves the right to offer the contract to the L2 and L3 bidders as well if there are any compliances in the technical and financial bid quoted by the L1 bidder.**
 27. Respective Bidder should have local presence/representative at Tripura State.

“Procedure for Submission of Bids”

The Bid shall be submitted in 2 (Two) parts, post registration in <http://tripuratenders.gov.in> , as follows:

Part 1 : Fees/Pre-qual/Technical Bid

List of documents to be scanned and uploaded in My Space

The following documents as per standard format detailed in bid document, or as per standard dictated by regularity/statutory bodies, shall be scanned and uploaded along with the bid

document as per requirements.

Sl. No.	Name of the Documents
1	EMD – Scan and upload the draft in PDF format (150 dpi)
2	PAN card
3.	GST Registration certificates
4	Audited balance sheets/IT return
5	Firm registration certificate and experience certificate
6	Tender document/DNIT which is digitally signed by the bidder
7	Complete technical details, data sheet, OEM Authorization certificate and detail technical specification for the item to be offered & any other relevant documents.
8	Other relevant documents mentioned in Eligibility Criteria
9	All ANNEXURES – (I – V)

Part 2 : Financial Bid

Financial Bid will be considered for evaluation for those Bidders who have cleared the Technical bid.

BOQ should be downloaded by the bidder, fill up the same and upload to My Space in Tripura Tenders website.

Note: Bidders should not tamper the BOQ else the bid will be rejected.

“Eligibility / Pre-Qualification Criteria of the Bidder”

- i. The Agency should provide the financial years turn over for FY 2015-16 ,FY 2016-17 and FY 2017-18.
- ii. The Agency should have executed a minimum of one (1) similar project having minimum project value of Rs.8.00(eight) lakhs during last three years from the date of floating the tender. The bidder should submit copy of the work order and completion certificate stating the value and duration of the project.
- iii. The bidder should satisfy the technical compliance as mentioned in the ANNEXURE – III Technical specification. Bids failing to satisfy the compliance of the technical specifications will be rejected.
- iv. The Agency should be registered and should possess necessary license from statutory bodies/organizations i.e. List of reputed Computer hardware/software company with PAN /TAN and Copy of the Registration firm.
- v. The bidder should not be debarred or black listed by any State / Central Govt. /PSU. A self-certificate must be furnished by the bidder to support the same.
- vi. The Agency should possess necessary GST registration from the competent authority.
- vii. The Agency should provide IT return document and audited balance sheet (if

available) for last 3 financial years. (FY 15-16,FY 16-17 and FY 17-18).

viii. Attach all documents, without which the bid shall be rejected.

TENDER FORM

To
The Director
Employment Services & Manpower Planning,
Tripura, Agartala – 799001

Dear Sir

Having examined the tender document, the receipt of which is hereby acknowledge, I/we, the undersigned, offer to supply and deliver the goods under the above-named contract in full conformity with the said tender document and our financial offer in the price schedule in Envelop No.2 which is made part of this tender.

2. I/We undertake, if my/our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the tender document.

3. If my/our tender is accepted, I/we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.

4. I/We agree to abide by this tender, for the tender validity period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

5. Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your acceptance of tender shall constitute a binding Contract between us. I/We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date:_____

In the capacity: _____

Duly authorized to sign this bid for and behalf of : _____
Signature & Stamp of tenderer

(B. Debbarma)
Director
Employment Services & Manpower
Planning
Tripura

ANNEXURE-II

**MANUFACTURER'S AUTHORISATION FORMAT
(To be furnished with the Technical bid)**

To
The Director
Employment Services & Manpower Planning,
Tripura, Agartala – 799001

Ref: Tender No. _____ Dated ____ for

Dear Sir,

We,are the manufactures of
..... (name of item(s) and have the
manufacturing factory at

1. Messrs (name and address of the agent) is our
authorized distributor for sale of (name of item(s)).

Yours faithfully,

.....

.....

(Signature with date, name and designation)

For and on behalf of Messrs
(Name & address of the manufactures)

Seal

Note:

1. This letter should be on the **letterhead** of the **manufacturer** and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.

ANNEXURE-III

COMPUTER INCLUDING ACCESSORIES & PRINTER & UPS

TECHNICAL SPECIFICATIONS

Sl. No.	Item code	Item name	Quantity	Specification / description	Remarks	Compliance Yes/ No
1	001A	Desktop Computer	10	CPU intel core i3 processor (6 th generation), Memory 4GB DDR4 RAM, Hard Disk 1TB 7200rpm SATA HDD, Monitor 18.5`` LED TFT, Keyboard and Optical Mouse, Optical Drive 22x or above DVD Writer, Operating system Windows 10. 2 USB Ports, Integrated 10/100/1000 Gigabit Ethernet LAN, HDMI Port, Warranty 3 years onsite OS: Windows 10 (preloaded and Licensed)	Vendor need to declare if they are providing the items as per specification mentioned in the DNIT.	
2	001B	Multi functional Colour Printer	4	Memory: 128 MB Media Type Plain paper, labels, recycled paper, bond paper, thin paper, thick paper, card stock, glossy photo paper, cotton paper, punched paper, pre-printed paper, postcards, archive paper Power- AC 230 V (50/60Hz) Device Type – Printer / copier/ scanner Media Size-76 x 152 mm (min)-Legal (216 x 356 mm), A4 (210 x 297		

				mm) (max) Printing Technology – Laser (colour), Monthly Duty Cycle (max) 20000 pages, Copying Speed-Up to 18 ppm (mono)/ up to 4 ppm (colour) Copying Resolution – up to 600 x 600 dpi (mono) up to 600 x 600 dpi (colour) Standard Media Capacity – 150 sheets Output Trays Capacity – 50 sheets PC Connection Availability – Yes PC Connection- USB 2.0, LAN, Wi-Fi(n) , NFC, USB 2.0 host, Office Machine Features Recommended Monthly Volume – 180 pages Air Print Enabled – Yes Warranty: 3 Years Supported OS: Windows 10/8/7/Vista/XP, Mac OS and various Linux	
3	001C	UPS Online 2 KVA 6-pc load with Batte ry	4	General Input Normal, Input voltage 230V Input Frequency 50 Hz +/-3 Hz Output Output power capacity 1600 watts /2000VA Normal output voltage 230v Output Frequency (sync to mains) 47-63 Hz Topology online wave form type sine wave Output connections (1)	

				India 3-pin 6A (surge Protection) (2) India 3-pin 6A Typical Recharge time 8 hour(s) Warranty 3 years		
4	001D	Battery for existing UPS	8	<ul style="list-style-type: none"> a) Normal Voltage-12V b) Rated Capacity-20 Rate c) Dimension-175 mm x 167 mm x 126 mm d) Capacity 77° F(25°Cc) e) Internal Resistance –Full charge Battery 81°F (27°C) f) Maximum Discharge Current-81°F(27°C) 390 A(5S) 		
5	001E	Laser Printer	2	Print speed Normal, A4 upt0 18ppmFirst page out Black As Fast as 9.2 Sec Print Quality Black Up to 600x600 Print Technology Laser Duty Cycle monthly, A4 Max 5000 pages, Standard Memory 8 MB Display None wireless No paper handling input / output 150 sheet input tray Duplex Print		

				options Manual Media Sixes Supported A4, A5, A6 envelopes, C5, DL, B5 Custom Media Sizes 150 sheet input tray 147 x 211 x 356 mm interface Hi- speed 2.0 port Print speed (A4) Mono 18ppm Print speed (A4) Color 10ppm Paper size A 4 Warranty 3 years		
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ANNEXURE – IV

DECLARATION FORM

I/We..... having my /
our.....office
at.....do declare that I / We have carefully read all the terms &
conditions of tender of the, Director, Employment Services &
Manpower Planning, Tripura, Agartala for the supply of The
approved rate will remain valid for a period of one year from the date of approval. I will abide
with all the terms & conditions set forth in the tender paper Reference no.
.....

I / We do here by declare I/We have not been convicted by any court of Law nor I/We are
derecognized/ black listed by any State Govt. /Union Territory/ Govt. of India/Govt.
organization/Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items/part-
supply/non-supply. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money
Deposit and or Security Deposit and blacklist me / us for a period of 3 years, if any information
furnished by us proved to be false at the time of inspection/verification and not complying with
the Tender terms & conditions.

I/We further declare that I/We process valid manufacturing license/ authorized distributor/trader
license bearing no. Valid unto..... .
I/We..... do hereby declare that I / We will
supply the as per the terms, conditions & specifications of
the tender document.

Signature of the bidder:

Date:

Annexure-V**Format for Financial Turnover**

Name of Bidder	Financial Turnover (Rs. In Lakhs)			
	FY 15-16	FY16-17	FY17-18	Average of 3 Financial Years