

**THE POLICE ACCOUNTABILITY COMMISSION, TRIPURA,**  
(CONSTITUTED UNDER THE TRIPURA POLICE ACT, 2007)  
SHYAMALIBAZAR, P.O. - KUNIABAN-799006, AGARTALA, WEST TRIPURA.

No.F.3 (6)/PAC/Store/NAZ/07(Loose)/ 773-75,

Dated, Agartala, the  
12<sup>th</sup> May, 2022.

**NOTICE INVITING QUOTATION**

Quotations are invited from the authorized Distributers/ Dealers/ Suppliers of reputed brands for supply of **4 Nos. of AIO Computers** as per terms & conditions mentioned below:


1. Rate should be inclusive of all Taxes viz., sales tax, VAT/GST etc.;
2. The quantity of items is likely to be increased or decreased.
3. Warranty period for 3(three) years is essential;
4. Accidental Damage Protection (ADP) warranty, if any also be indicated with specifying period;
5. The Quotation should be submitted online by **2.30 p.m. on or before 1<sup>st</sup> June, 2022;**
6. The said Quotation shall be opened in the Chamber of Secretary, Police Accountability Commission, Tripura on **1<sup>st</sup> June, 2022 at 3.30 p.m.** If the opening date fall on holiday, it will be open on the next working day at 3.30 p.m.;
7. The date of opening of the quotations may, however, be changed if required at the discretion of the Authority with notice to the Quotationers;
8. The Police Accountability Commission, Tripura reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefor;
9. Quotationer in whose favour the work order/ supply order will be issued will have to complete the supply **within 21(twenty one) days** of the issuance of the work/ supply order and in case of failure to supply the articles within the specified period, the new work order/ supply order may be re-issued to another firm as per decision of the Authority after cancelling the previous one;
10. The Quotationer shall annex the copy of the letter of the company showing that he is the authorized Distributer/ Dealer/ Supplier of that company of Tripura;
11. Quotation fee for **Rs.500/- (Five Hundred)** only must be paid through online mode in Tripura Tenders Portal, which is non-refundable;
12. An Earnest Money (EMD) for **₹ 10,000/- (Ten Thousand)** only must be paid through online mode in Tripura Tenders Portal;
13. No additional charge for supply of the articles will be borne by the Police Accountability Commission, Tripura;
14. The Quotationer shall clearly mention whether there is any Company Authorized service Center in Agartala, Tripura for maintenance/ repair of the AIO desktop computers. If the bidder unable to specify the service center at Agartala, the Quotation shall not be considered;

15. *Specification of the AIO Computer: at Annexure "A". The bidder is required to meet all the requirements as at Annex - 'A'. If any of the 20(twenty) requirements as mentioned at Annex - A is not met, the bid shall not be considered;*
16. *Check List for Bidders / Applicants, Bidders Profile (Annexure-B), Bid Price Form (Annexure-C), Bid Proposal Letter as well as Bidder's Authorisation Certificate are to be submitted alongwith Bid.*
17. *The cost evaluation of L-1 (Lowest) shall be done on sum total of all parameter (AIO) and not on individual parameters of Annex - A (AIO);*
18. *The cost of supply of materials is Rs.2,27,000/- approximately.*
19. *The Process of NIQ may be cancelled at any stage without assigning any reason;*

  
(S. Bhattacharjee)  
Secretary,  
Police Accountability Commission,  
Tripura, Agartala.

**COPY TO:**

1. *For uploading in the tripuratenders.gov.in, state portal, local newspapers and also our website - pac.tripura.gov.in*
2. *Notice Board, PAC, Tripura.*
3. *Acctt. Section, PAC.*

  
12.05.22  
Secretary,  
Police Accountability Commission,  
Tripura, Agartala.



CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and information submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents shall form part of the BID and should be submitted with BID:

Sl.No.	Documents to be submitted	Documents Submitted	
		Yes/No	Page No. at which Document Attached
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/ PSUs, etc.		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Copy of VAT/GST/Service TAX Registration number, if applicable.		
6.	Copy of PAN and Aadhaar card.		
7.	Quotation fee for Rs.500/- (Five Hundred) only must be paid through online mode in Tripura Tenders Portal, which is non-refundable;		
8.	An Earnest Money (EMD) for ₹.10,000/- (Ten Thousand) only must be paid through online mode in Tripura Tenders Portal.		
9.	Specification of the AIO Computer: at Annexure - "A"		
10.	Bidders Profile at Annexure - "B".		
11.	Bid Price Form at Annexure - "C".		
12.	Copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/GST if applicable.		
13.	Copies of IT returns for the last two years filed by the agency		
14.	Bank Account No. of the Firm with IFS code & Bank Branch Name.		
15.	Bid Forms		

*Signature of the Bidder*

## **Annexure - A.**

### **TECHNICAL SPECIFICATION/CONFIGURATION OF ALL-IN-ONE DESKTOP**

**Bidders must submit compliance as per the specification given below :-**

<b>Sl.No</b>	<b>AIO Desktop</b>		<b>Yes</b>	<b>No</b>
1.	Desktop Computer Type	Business (for work) Segment		
2.	Processor	Intel Core i3 (10 <sup>th</sup> Generation)		
3.	Operation System Preloaded	Windows 10 Professional		
4.	System Architecture	64-Bit		
5.	Application Software	MS office 2019		
6.	RAM	8 GB, DDR4		
7.	Graphic Processor	Intel UHD Graphics		
8.	Memory	32 GB.		
9.	Hard Disk	1 TB SATA or HDD.		
10.	Optical Disc Drive	ODD		
11.	Screen Size & Type	21.5 inch, FHD display.		
12.	Resolution	1920x1980 Full HD		
13.	HD Rotation Speed	7200 RPM.		
14.	Wireless Type	Bluetooth & Wi-Fi		
15.	Port	4 USB Port.		
16.	Other Port	1 HDMI port 1 Combo Audio Jack.		
17.	Device Interface	USB optical mouse.		
18.	Keyboard	USB standard 104 keys.		
19.	Warranty	3 (three) years onsite.		
20.	Service Centre	Must have Company Authorised Service Centre in capital city at Agartala.		

**NB: Bidders must submit compliance on the above specification/configuration marks as "Yes", in case of mark as "No" against any one of the above which shall not be considered by PAC.**

**ANNEXTURE - B.**

<b>BIDDERS PROFILE</b>												
<b>SL No</b>	<b>Particulars</b>	<b>Details to be Furnished</b>										
<b>Details of the Bidders(Firm/Company)</b>												
1	Name of the firm											
2	Address											
		PIN : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
3	Contact details	Phone : <span style="float: right;">Fax:</span>										
		Email ID (if any) :										
		Website(if any) :										
<b>Details of Authorized Person</b>												
4	Name:											
5	Address											
6	Telephone :											
<b>Information about the company</b>												
7	Status of company ( <i>Public Ltd/Pvt. Ltd., Provide Ref e.g. Roc Ref#</i> )	Date:										
		Ref:										
8	Number of Professionals											
9	Location and Address of Offices( <i>in Tripura, if any</i> )											
10	Service Tax Registration Number											
11	Income Tax Registration Number (PAN)											
12	Sales Tax Registration Number (VAT/GST)											

\_\_\_\_\_  
*Signature of the Bidder*



ANNEXURE - C.

Bid Price Form (BOQ)

RFP for Supply, Installation, Maintenance of AIO Computers to the Police Accountability Commission, Tripura.

Bidder's Name & Address :

To  
The Secretary,  
Police Accountability Commission,  
Tripura, Agartala - 799006.

Format for Commercial Proposal/BOQ

SL No	Item Description	Cost per unit (inclusive of all charges)
IT Hardware for the Officers Police Accountability Commission, Tripura.		
1.	AIO (All-in-One) Computers [Make & Model : .....]	
Total Cost		

**Note:** The cost per unit will be valid for SIX MONTHS from date of issue of Letter of Intent, for additional Procurement, if any, inclusive of all taxes & duties and three years onsite warranty cost of both the items.

Total Amount in Rupees: ₹ \_\_\_\_\_

(In figures) \_\_\_\_\_

(In Words) \_\_\_\_\_



Authorized Signatory

## **BID PROPOSAL LETTER**

To  
The Secretary,  
Police Accountability Commission,  
Tripura, Agartala - 799006.

**Subject:** Request for proposal for Supply, Installation and Maintenance of AIO Computers in the Police Accountability Commission, Tripura.

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents as specified in the Bidding documents *No.F.3 (6)/PAC/Store/NAZ/07(loose)/773-75* dated 12<sup>th</sup> May, 2022.

### **2. PRICE AND VALIDITY**

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids. We are an Indian firm and do hereby confirm that our Bid prices inclusive all taxes.

### **3. Unit Rates**

We have indicated in the relevant schedules enclosed the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to/decrease from the Scope of Work under the contract.

### **4. EMD**

We have deposited a sum of INR 10,000.00(Rupees Ten thousand) only being EMD through online mode in Tripura Tenders Portal (<https://tripuratenders.gov.in>). This EMD is liable to be forfeited in accordance with the provisions of Bid documents. We declare that all the Services/Works shall be performed strictly in accordance with the Scope of Work.

### **6. Bid Price**

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in Annexure attached with our proposal as part of the Commercial Bid.

**Yours faithfully,**

(Signature)

Printed Name and Designation

Seal:

Date :

Place :

Business Address:

**BIDDER'S AUTHORISATION CERTIFICATE :**

**To  
The Secretary,  
Police Accountability Commission,  
Tripura, Agartala - 799006.**

<Bidder's Name> \_\_\_\_\_, <Designation> \_\_\_\_\_

\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference *No.F.3 (6)/PAC/Store/NAZ/07(Loose)/.....773-75* dated 12<sup>th</sup> May, 2022. He/She is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

*Authorized Signatory.*

<Company Name>

*Seal*

