

Government of Tripura
Law Department
Secretariat: Capital Complex
Khejurbagan: Agartala

No.F.1(1)-Law/Estt.I/2013

Dated, Agartala the 20th May, 2014.

Sealed competitive quotations are invited on behalf of the Law Department, Govt. of Tripura, for onsite supply of refilled and remanufactured toner/cartridges for the Printers and Fax machines, installed in different locations/offices, under the Law Department, Govt. of Tripura, as indicated in Annexure-A.

Quotation Submission details:

Quotation reference Number	: No.F.1(1)-Law/Estt.I/2013 dated /05/2014.
Last date & time for submission of quotation	: 31 st May, 2014 upto 0 4.00 pm.
Date of opening of Quotations	: 3 rd June, 2014.
Address for Communication	: Deputy Secretary, Law (HoO), Government of Tripura Room No.2106, 1 st Floor, Secretariat, New Capital Complex, Agartala. Ph: 0381-2415495, Fax: 2415938, E-mail ID:glawdepartment@yahoo.com/ ds.lawpa-tr@nic.in.
Place where quotation to be submitted	: Law Department, 1 st Floor, Secretariat, Capital Complex, Khejurbagan, Agartala.

Terms & Conditions:

1. The Vendor's involvement is expected to be spread across a period of 12 months from the date of agreement and implementation at the locations as specified in Annexure-A of this NIQ.
2. Vendor service support is required during office hours (10:00 AM to 5:00 PM) on all working days.
3. The toner/cartridges should be supplied and installed in the printers attached to different locations/offices/chambers/sections of Law Department situated in the Secretariat/High Court Complex/District Court Complexes/other locations, as per Annexure-A.
4. The refilled and remanufactured toner/cartridges should be supplied within 12 hours of order through Telephonic message.

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5. A refilled/remanufactured toner cartridge should generate at least 90% of the copies generated by a corresponding new toner cartridge.
6. If the above conditions are violated, payment will not be effected.

Terms & Conditions (regarding submission of quotation):

1. The Quotation shall be submitted in a sealed cover, super-scribing over the envelope "Quotation for refilled and remanufactured toner/cartridges", addressing to the Deputy Secretary, Law Department, Government of Tripura, Secretariat, Agartala, so as to reach latest before 04 P.M of 31st May, 2014. Belated Quotations will not be entertained.
2. The Quotations will be opened on the fixed date & time, in the Office chamber of the undersigned, in the presence of such quotationers or their authorized representatives who may be present at that time.
3. Intending Quotationers should quote the rate per unit (for one toner/cartridge). Separate rates may be quoted for refilling and manufacturing and for Black Laser Printer/Colour Laser Printer/Photocopier, inclusive of all taxes, duties, cesses, etc.both in words & figures clearly. The Department reserves all the right to reject any Quotation for violation of any of the conditions or for other tangible reasons.
4. The lowest rate will be accepted, if it is not otherwise barred and the lowest quotationer shall have to execute agreement within a period of five days from the date of acceptance of the quotation.
5. The intending quotationer shall furnish self attested photocopies of their Trade Certificate, Authorization/Dealership certificate of Company, Professional Tax Clearance Certificate and a declaration in prescribed format, as per Annexure-B.
6. Withdrawal from the process after it is accepted or failure to execute agreement within the stipulated date will entail cancellation of the order and the department will be at liberty to entrust another quotationer.
7. Any attempt on the part of quotationer or their agents to influence the officers concerned in their favour by personal canvassing will lead to disqualification of the quotationer.

Notes:

1. Law Department reserves the right to place order either for one year or more years initially.
2. Bills in triplicate should be raised quarterly/half yearly/annually, at the choice of the successful quotationer. Each Bill should be supported by the delivery challan, from the concerned officers of the locations, where the toners/Cartridges are located and supplied.
3. Payment will be made after performance evaluation by the Store & Purchase Desk of the Law Department.
4. Special conditions if any, given by the quotationer, will not be allowed.

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5. For further clarification/details of the requirements and the conditions governing the quotation process/supply can be sought for from the Department, personal visits at the office during all working periods or over telephone No.0381-2418026/2418027.

Enclo: Annexure A & B

By order,



20.5.2014

(Sopan Chaudhuri)
Deputy Secretary, Law
Government of Tripura

Continued for Annexures

Annexure-A

Sl.No	Location of the Printers/Photocopier Machine	Category
01	Office Chamber of Secretary, Law, Secretariat Building, Capital Complex, Agartala.	HP Colour Laser Jet CP 1215
02	Residence of Secretary, Law, Advisor Chowmuhani, Krishnanagar, Agartala.	HP Laser Printer
03	O/o the Secy., Law, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
04	Addl. Secy., Law, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
05	DLC & Dy. Secy., Law, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
06	DLR & Dy. Secy., Law, Secretariat Building, Capital Complex, Agartala.	HP Laser P1007
07	O/o the DLR & Dy. Secy., Law, Secretariat Building, Capital Complex, Agartala.	HP Laser 1020
08	Deputy Secy., Law(HoO), Secretariat Building, Capital Complex, Agartala.	HP Colour Laser Jet CP 1215
09	Advocate General, High Court Complex, Agartala.	Canon Laser 2900b
10	Government Advocate, High Court Complex, Agartala.	HP Laser P1007
11	Public Prosecutor, High Court Complex, Agartala.	HP Laser P1007
12	Public Prosecutor, West Tripura Dist., Court Complex, Fire Brigade Chowmuhani, Agartala.	Canon Laser 2900b
13	Public Prosecutor, North Tripura Dist., Court Complex, Kailashahar.	Canon Laser 2900b
14	Public Prosecutor, South Tripura Dist., Court Complex, Udaipur	Canon Laser 2900b
15	Cash Section, Law Department, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
16	Acctt. Section-I, Law Department, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
17	Acctt. Section-II, Law Department, Secretariat Building, Capital Complex, Agartala.	HP Laser P1007
18	Estt.-I Desk, Law Department, Secretariat Building, Capital Complex, Agartala.	Canon Laser 2900b
19	Estt.-II Desk, Law Department, Secretariat Building, Capital Complex, Agartala.	HP Laser P1007
20	Estt.-III Desk, Law Department, Secretariat Building, Capital Complex, Agartala.	HP Laser P1007
21	Library, Law Department, Secretariat Building, Capital Complex, Agartala.	HP Laser P1007
22	Photocopier Machine of the Law Department, Secretariat Building, Capital Complex, Agartala.	NPG 28

DECLARATION

To:

The Deputy Secretary,
Law Department, Govt. of Tripura,
Secretariat, Agartala.

Sir,

I/We, the undersigned quotationer(s) being desirous to the onsite supply of refilled and remanufactured toner/cartridges for the Printers and Fax machines, installed in different locations/offices, under the Law Department, Govt. of Tripura, described in Annexure-A of the Notice Inviting Quotations, do hereby undertake that I/We will be bound by the specifications, prices, terms, conditions and proposals stipulated in the the NIQ, regarding delivery and execution;

2. I/We, hereby declare that, we are fully acquainted with all the terms & conditions of this process and I/We have no participation in any collusive practices with any other quotationer or any other person regarding this evaluation process;

3. I/We, hereby further declare that, on the occasion of my/our selection as a successful quotationer for onsite supply, the use of my/our refilled and remanufactured toner/cartridges, will not cause any harm to the machine(s) and if any such harm is/are reported, I/We undertake either to repair the concerned machine(s) or to replace the same by a new one of same configuration.

Signed at Agartala, on this the _____th day of May, 2014.

[Signature of Quotationer(s)]

Name in full-

Full address-

& Phone No.