

**No.F.9 (7)-H&SC (SS)/2025-26/3160-72**  
**Government of Tripura**  
**Directorate of Horticulture & Soil Conservation**  
**Tripura, Agartala.**

**Dated, Agartala, the/ 29/07/2025**

**TENDER NOTICE**

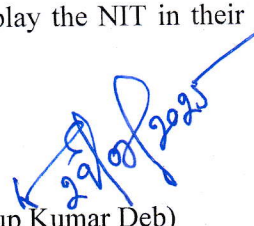
**Subject: - Annual Maintance Contract (AMC) for different IT Items of the Directorate of Horticulture & Soil Conservation, Agartala for 1(One) Year after awarding the Contract.**

Sealed tender is invited to award the Annual Maintenance Contract (AMC) for different IT items Installed in the Directorate of Horticulture & Soil Conservation, Agartala; The number of machines may be increased / decreased at the time of award of contract. Details terms & condition in hard copy will be available on submission of prayer from the Directorate of Horticulture, Paradise Chowmahani, Agartala, Tripura (West) on all working days up to 5.00 PM on 13/08/2025.

Description of Work	Quantity	Cost of Document	Quotation dropping Center	Date of Publication	Last date of receipt of tender form	Last Date & Time for dropping of Tender	Date and time for opening of Quotation
Annual Maintenance of Computer and other peripheral repairing works .for the Directorate of Horticulture Paradise Chowmahani, Agartala, Tripura (West)							
1) Desktop Computer	27 no's	Rs. 1000/-	Directorate of Horticulture & Soil Conservation, Agartala	04/08/2025	13/08/2025 up to 5.00 P M	14/08/2025 up to 3.00 P M	14/08/2025 at 4 .00 P M if possible
2) Printer	26 no's						
3) Note Book (Lap Top)	3 no's						
4) UPS	18 no's						
5) Scanner	17 no's						

**Copy to:**

1. Director of Agriculture, Govt.of Tripura, Krishi Bhawan for information.
2. Sri Prasanta Debbarma, Dy. Director of Horticulture, (Nodal Officer I.T), Dte of Horticulture, with a request for hosting the NIT along with related documents on the official home page, [www.tenders.govt.in](http://www.tenders.govt.in) for which a soft copy (CD disc) is being sent from this end along with the NIT, with request to send an information indicating the date of uploading of the NIT in the website.
3. The Deputy Director of Horticulture, South/West/Dhalai/North/Unakuti/Khowai/Gomuti/ Shepahijala/ with a request to display the NIT in their notice board.
4. The Dy. Director S.R.S Nagicharra with a request to display the NIT in the notice board.
5. The Joint Director of Agriculture, SARS, Arundhutinagar with a request to display the NIT in their notice board.
6. Sri Kohinoor Debbarma, Assistant Director, IT Section for necessary action.

  
(Sri Arup Kumar Deb)  
Dy. Director of Horticulture  
(H.O.O)  
Directorate of Horticulture  
Agartala



## TRAMES AND CONDITION OF TENDER

1. Sealed tender will be received by the undersigned up to 3.00 P M on 14<sup>th</sup> August'2025 and shall be opened on the same date at 4.00 P M, if possible. Tenderers or their authorized representatives may remain present at the time of opening.
2. **Tender should be submitted only by person. Tender sent through FAX or POST or in any other form shall not be entertained.**
3. The rate should be offered for destination point viz; Store Section of the Directorate of Horticulture.
4. Tenderers should quote their rates per unit of articles mentioned in annexed-I both in figure and in words for delivery to Store Section of the Directorate of Horticulture at their own cost, arrangement, risk etc. for all the items mentioned in the list of articles. Quoted rate should be inclusive of all taxes/levies etc. Handling/lifting/loading and unloading etc. Both ends and staking in the go down as aforesaid shall be done by the quotationers at his/ their own cost. It may be pointed out here that **NO ADVANCE PAYMENT** being the repairing of contract articles/cost of accessories will be made under any circumstances.
5. The rate will remain **Valid initially up to one year and may be extended for further 6(six) month if required**, from the date of acceptance of the rate. Any over writing /penned through etc.in any figure /name in the tender will be disqualification on the part of the tenderers and the tender shall be liable to be rejected unless it is noted separately with signature and seal (if any).
6. Details terms and condition of the tender will be available on payment of Rs.1000/-(One thousand) in the form of Demand Draft /Bankers cheque in favour of Asstt.Director(D.D.O),Directorate of Horticulture, Govt.of Tripura on any Nationalized Bank/Scheduled Bank having branch at Agartala(Nonrefundable)from the Store Section of the Directorate of Horticulture during office hour on all working days up to 13<sup>th</sup> August upto 5.00 P/M 2025
7. Each tender should be accompanied with Earnest Money of **Rs.2000/-(Two thousand )**only in the shape of '**Deposit-at-Call** 'on **any Nationalized Bank/Scheduled bank having branch at Agartala** duly pledged in favour of the **Asstt.Director(D.D.O),Directorate of Horticulture,Agartala,Tripura**,unless they are otherwise entitled to enjoy exemption under specific Government order /rules. In such cases, the tenderer shall have to furnish Photostat copy of the Government order/rules duly attested along with the quotation in support of their claim for exemption.
8. Up-to-date Professional Tax clearance certificate/GST Clearance Certificate, photocopy of PAN card, Adder-Card, Bank Pass Book, failing which the tender shall be treated as invalid and rejected.
9. Earnest money shall be refunded to all unsuccessful tenderer after final decision about acceptance of tender.
10. The Successful tenderers shall have to execute "**DEED OF AGREEMENT**" in prescribed form of this Department for execution of work within **7(seven) days** from date of issue of rate acceptance order falling with rate acceptance order shall automatically stand cancelled.
11. Work order will be issued in split and in phased manner and supply should be completed in full within 7(seven) days from the date of issue of supply order as per terms and condition.
12. Rate(s) quoted by the tenderer is final for the period of contract. No subsequent escalation of price will be acceptable to the Government even in case of increase of transportation cost/labourcharges/wages/cost of bags and bagging/stitching/handling charges costs etc.
13. Only those should submit tender who have got sufficient quantity of this article in their stock and will be in a position to supply in short notice.
14. None need to participate who does not accept/fulfill the terms & conditions indicated above.

15. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more quotationers, if necessary.
16. Any penal action imposed by the Government for breach of terms of contract shall be final and binding on the part of the supplier(s)/tenderers.
17. In case of disputes, if any, the decision of the Secretary, Department of Agriculture, Government of Tripura on the matter of dispute shall be final and binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Horticulture Directorate, and other party in respect of the matter arising out of the contract/purchase order for the tender itself.
18. No interest can be claimed in case of delay in making payment.
19. Each page of the documents shall be signed by the tenderer or his authorized signatory with his usual signature .Beside this ,the tenderer have to enclose a copy of the terms and condition duly signed in each page by the tenderer or his authorized signatory with his usual signature as a consent of acceptance of terms and condition tender.
20. No conditional tender will be accepted whatever may be.
21. The quantity indicated in the list of articles (Annexure- I) is tentative and may increase or decrease at any time.

### Check List

SL No	Particulars	To be filled in by the bidder
1.	Name of firm (Attached copy of Trade licence)	Yes / No
2.	If Outside of State, proof of office located at Agartala (attached copy of Trade licence)	Yes / No
3.	Details of Tender Free & EMD deposited	Yes / No
4.	Details of tender document cost deposited	Yes / No
5.	Proof of 3 years' experience (Completion certificate) in Tripura.	Yes / No
6.	List of attested copies of latest: - Professional tax clearance certificate Last three years IT return	Yes / No
7.	List of attested copies of latest: - PAN Card GST registration certificate.	Yes / No
8.	Exemption certificate for Tender free, EMD, Security money (if any)	Yes / No

**\*\*\*\*\* Only requisite documents are to be attached.**

I / we undertake that documents are genuine I authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means / concealment of information. It is also certified that our firm has not been block listed by any Central /State Government Department/ PSU s.

Dated:-

**(Signature of Authorized Signatory)**

**Name of the Bidder: -**

**Complete Address**

## Annexure-I

The rate should be Quated as per below mentioned format for 1 (one) year both in Figure and Word duly signed by the Bidder.

SI No	Name of Articles	Quantity	Rate per Unit	Total Amount in for one year
1	Desktop Computer	27 nos.		
2	Printer	26 no's		
3	UPS	18 no's		
4	Note Book (Lap Top)	3 no's		
5	Scanner	17 no's		

Over writing or erasing will not be allowed / accepted.

Sign of Bidder