



Panchayati Raj

**GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT PANCHAYAT OFFICER  
KAILASHAHAR: UNAKOTI DISTRICT**

NO.F.2 (15)-DPO/U/TENDER/2021-22/ **234**

Date **29/10/2024**

**NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited on behalf of the Governor of Tripura from reputed Firm/Agency/Suppliers/Co-operative Societies and other authorized dealers for supply of the Assembled Desktop Computer (Details specification given in Annexure:-A) along with other equipments under O/o District Panchayat Officer during financial year 2024-25. The details for the supply will be available in the website: [www.unakoti.nic.in/www.tripura.gov.in/www.tripuratender.gov.in](http://www.unakoti.nic.in/www.tripura.gov.in/www.tripuratender.gov.in). The interested persons may drop his quotation in the Tender Box kept in the Office of The District Panchayat Officer, Kailashahar, Unakoti District along with all requisite papers as per terms and conditions from **29/10/2024 to 08/11/2024 (excluding holidays) up to 4.00 PM** and the Quotation will be opened on the next day at 11.00 AM in presence of the interested bidders or their representative who are willing to remain present, if possible.

**TERMS & CONDITION**

1. The Quotation in sealed envelopes should be dropped subscribed "QUOTATION FOR ASSEMBLED DESKTOP COMPUTER " in the specific tender drop-box kept in **the O/o The District Panchayat Officer, Kailashahar, Unakoti District**, in all working days during office hours from **29/10/2024 to 08/11/2024 (excluding holidays) up to 4.00 PM**. The tender box will be opened on the next day, if possible.
2. The bidders must submit the following documents, without which the Quotation will be treated as INVALID:
  - i. Valid Trade License Certificate issued by competent authority
  - ii. Self Attested PAN Card copy
  - iii. Self Attested AADHAR CARD
  - iv. Copy of GST Registration
3. With regard to Co-operative Societies, the following documents will be required:
  - i. Valid Societies Registration Certificate
4. The Suppliers will deliver the items in good condition to the office of The District Panchayat Officer, Kailashahar, Unakoti District and obtain receipt.
5. All transportation, labour cost, installation cost and other incidental charges for delivery to the office of the District Panchayat Officer, Kailashahar, Unakoti District will be done by the suppliers.
6. For maintaining high quality and standard quality inspection team will be formed consisting of representatives of District Panchayat Officer to inspect the quality.
7. The materials shall be supplied as per specification and supply shall be fully completed within 10 (ten) days from the date of supply order.

8. The supplier will submit Bills after supplying as per delivered quantity and the Bills should be addressed to the District Panchayat Officer, Kailashahar, Unakoti District and shall be submitted in Triplicate along with Challan copy.
9. The rate quotation should be submitted as per ANNEXURE-A and the Quoted rate should be inclusive of all taxes and other incidental charges including transportation.
10. GST Bills will be submitted by the supplier.
11. Necessary taxes will be deducted as applicable as per norms of govt.
12. The undersigned reserves the right to accept or reject any quotation or cancel the whole tender process without assigning any reason.
13. Quotation has to submit in this office by the bidder or his special messenger directly drops into the Tender Box.
14. **This rate will valid up to November 2024.**

  
29/10/24  
District Panchayat Officer,  
Unakoti District: Kailashahar

Copy to:-

1. The District Magistrate & Collector, Unakoti District for favour of kind information please.
2. The Director of Panchayats, Govt. of Tripura for kind information please.
3. The Director, Information Technology, Government of Tripura for web publication at Tripura Government Website.
4. The Director (Advt.), ICA Department, Agartala for kind information please.
5. The DIO, NIC, Unakoti District, with request to display in District portal and tender Website.
6. The SDM, Kailashahar/Kumarghat Division, Unakoti District for kind information with request to display in the Notice Board.
7. The BDO, Gournagar/Kumarghat/Chandipur/Pecharthal RD Block for kind information with request to display in the Notice Board.
8. The Panchayat Officer of this establishment with request to arrange for display in the Notice Board and instruct the Section in-charge to keep a quotation Drop Box & register the names and addresses of the quotationers while dropping their quotations.

  
29/10/24  
District Panchayat Officer,  
Unakoti District: Kailashahar.

(ANNEXURE -A)

Assembled Desktop Computer set with Specifications

Sl No	Computer Parts	Description
1	CPU	12 <sup>th</sup> Generation Intel core i3 up to 4.2 Ghz, 6 MB cache AMD ryzen 3 ( 4th generation) up to 4 Ghz, 6 MB Cache 4 Socket
2	Chipset	Compatible mother board (gigabyte/asus etc)
3	RAM Memory	4 GB DDR 4 or Higher
4	Hard Disk (HDD)	500 GB SSD
5	Cabinet	System unit case of i-ball/zebronics/crossaires including 450 SMPS
6	Monitor	Color LED Monitor 19 inch (HP/Samsung/Lenovo)
7	Keyboard	HP/Samsung/Lenovo Logitech multimedia with USB
8	Mouse	HP/Samsung/Lenovo Logitech optical mouse with USB
9	DVD ROM Drive	8 X or higher DVD RW drive
10	Network Facility	Inbuilt WIFI
11	Operating System	Windows 10 or higher (Genuine)
12	Soft ware	Microsoft Office (Genuine)
13	Warranty	1 year of higher

  
27/10/24  
District Panchayat Officer,  
Unakoti District: Kailashahar.