

**GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
LALJURI R.D. BLOCK, NORTH TRIPURA**

NO.F.7 (1)/BDO/LJR/GL-STORE/TENDER/2021-22/3135-43

Dated:- 21/09/2021

SHORT NOTICE INVITING QUOTATION

On behalf of the Governor of Tripura, the undersigned invite sealed quotation for procurement of Desktop Computer, Laptop and Printer cum Scanner under Laljuri R.D. Block, North Tripura in connection with smooth running of office works during the financial Year 2021-22 from registered traders/Co-operatives Societies etc. who have experience in dealing with the items of Office stationeries at different Govt. offices. The quantity of above mentioned items will be decided later. For details, office of the undersigned may be communicated.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The bidder has to attach D-Call amounting Rs.3,000/- (Rupees Three Thousand) only in favour of the Block Development Officer, Laljuri R.D.Block, North Tripura from any Nationalized bank of India payable at Kanchanpur along with the tender. The undersigned have the right to reject any quotation or contract or whole process at any time without assigning any reason.

The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Block Development Officer, Laljuri RD Block on and from 24/09/2021 to 30/09/2021 (except Govt. holiday) Up to 3:00 PM (office hours and days only).The tender will be opened on the last day i.e 30/09/2021 (if possible) at 3.30 PM in the presence of the bidders or authorized representatives who are willing to remain present at the time of opening of the Tender If the last date of Tender dropping /opening of Tender paralyzed due to any unforeseen reason, the next working day will be the last date of dropping / opening of Tender Box.



The details specification are as under:-

Sl. No.	Particulars	Technical support	Quantity	Rate of each item (Both in Word and
01	02	03	04	05
01.	Desktop Computer (HP/DELL/ACER)	<ol style="list-style-type: none"> 1. Intel i3 9th Generation or Above (CPU). 2. 4 GB DDR4 RAM. 3. 500 GB HDD or Above 4. 18.5" or above LED Monitor. 5. Standard Key Board + Mouse. 6. 600 VA offline UPS. 	1(One) set.	
02.	Laptop (ACER/ ASUS/ Lenovo)	<ol style="list-style-type: none"> 1. Intel i3 9th Generation or Above (CPU). 2. 4 GB DDR4 RAM. 3. 1 TB HDD or Above. 4. 15.6" LED screen. 5. Windows-10 Pre-installed. <p>(Warranty- 2 years or above) (Including 2 years or above free servicing)</p>	1(One) No.	
03.	Printers cum Scanner (HP/Canon)	<ol style="list-style-type: none"> 1. HP MFP 1136 (including warranty 1 year) <p>(Including 1 years or above free servicing)</p>	1(One) No.	

The documentation which is required for the above mentioned Short notice quotation is as under:-

Sl. No.	Name of Items	EMD	Enclosure
01.	<ol style="list-style-type: none"> 1. Desktop Computer ((HP/DELL/ ACER), 2.Laptop ((ACER/ ASUS/ Lenovo), 3. Printer cum Scanner (HP) 	Rs.3,000/- (Rupees Three Thousand only)	<p>Attested photocopy of:-</p> <ol style="list-style-type: none"> 1. Permanent Account Number Card. 2. GST Registration Certificate. 3. Shop/store registration certificate. 4. Trade License (If applicable) 5. Up to date Bank Pass Book 6. AADHAAR card.

Terms & Conditions:-

1. The sealed cover envelop shall be superscripted by the expression "**QUOTATION FOR SUPPLYING OF COMPUTER ITEMS FOR LALJURI R.D.BLOCK FOR THE YEAR 2021-22**".
2. The rate should be quoted (both word and figure) for each and every item separately inclusive of all inevitable taxes, transportation charges, cost of fitting and fixing & other service charges, if any.
3. The lowest bidder shall sign an agreement with the Block Development Officer, Laljuri R.D.Block within 07 days of receipt of offer. If fails to do so, the 2nd lowest Bidder may be awarded the contract, if found suitable.
4. The supply order will be placed by the office as and when required by the items.
5. The selected supplier shall have to supply the items to the office of the Block Development Officer, Laljuri R.D.Block within 07 days of receipt of every supply order, If fails, the undersigned may give another chance to the supplier to supply the ordered items within another few days or security money in the shape of Deposit-at-Call (D-Call) may be forfeited or the agreement may be cancelled. It is mention here that without submission of D-Call with the other documentation at the time of submission of bid is treated as invalid/rejected.
6. The tender period may be extended if authority desires.
7. In case, the quality of the computer items supplied are found Sub-standard / inferior, the supplier will liable to replace such materials with in next 03 days at their own cost.
8. No items/materials shall be accepted beyond the supply order and agreed rates of materials which is not included in the bid tender document.
9. Payment will be made only after successful delivery and good received is certified by storekeeper with proper entry made in the stock register.
10. In-case of high fluctuation of rates in the market during the contract period, the BDO reserves the right to cancel the agreement and may call a fresh tender with intimation the supplier.
11. Any item may be struck off/out by the undersigned even after finalization of rate and bidder.
12. All statutory deductions shall be made from bills, i.e. payment shall be inclusive of Taxes.
13. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
14. The undersigned also reserves the right to approved, modified or reject any design.
15. In case of any arbitration the matter will be referred to the District Magistrate & Collector and the order of the District Magistrate & Collector shall be final.
16. Submit the warranty and guaranty period paper.
17. Supplier will liable to install the computer/ UPS properly with necessary CD Drive / Software/data cable after delivery.
18. The contract shall be for the Financial Year 2021-22 (**up to 31st March, 2022**).


(HIMENDU B.PAUL, TCS)
Block Development Officer
Laljuri RD Block, Tripura (N).

To

1. The Director, ICAT Government of Tripura for kind information with request to arrange to publish in 3 (three) (A-quality) local dailies (Bengali & English) in single insertion.
2. The Director , Information & Technology Deptt , Govt. of Tripura, Agartala, West Tripura with request to float the tender at Tripura state portal www.tripura.gov.in.
3. The Technical Director & DIO , NIC, North Tripura District, Dharmanagar for kind information with a request to display the Notice in District Official Website please.

Copy to:-

1. The District Magistrate & Collector, North Tripura, Dharmanagar for kind information please with a request to display in the notice board.
2. The Sub-Divisional Magistrate, Kanchanpur/ Dharmanagar/ Panisagar/ North Tripura for kind information please with a request to display the matter in the notice board.
3. The Block Development Officer,
Kadamtala/Kalacherra/Jubarajnagar/Panisagar/Damcherra/Dasda / Jampui RD Block for information with a request to display in their Notice Board.
4. The Superintendent of Agriculture/ Superintendent of Fishery of Kanchanpur (Member of LPC Committee of Laljuri R.D.Block) for information and necessary action please.
5. The Account section /Cashier of this Block for information.
6. Notice Board of this Office for wide publication.


**Block Development Officer
Laljuri RD Block, Tripura (N).**

To
The Block Development Officer,
Laljuri RD Block, Tripura(N).

Subject:- Submission of Quotation for Desktop Computer, Laptop and Printer cum Scanner along with necessary enclosures, Earnest Money Deposit.

Ref:- No. _____/F.7(1)/BDO/LJR/GL-STORE/TENDER/2021-22, Dated: _____

Sir,

In response to above, I am submitting the rates for the items mentioned in SNIQ and as per Terms & Conditions mentioned above in your prescribed Performa.

Following particulars are also furnished below for your kind perusal and necessary action:-

1. Bidder's detailed mailing/ Postal Address including phone No. :-
2. Address of Sailing Unit :-
3. Detail of Earnest Money Deposit :-
4. List of Enclosures :-
5. Address of communication :-

Quoted rate of materials.

Sl. No.	Particulars	Technical Support	Quantity	Rate of each item (Both in Word and Figure)
01	02	03	04	05
01.	Desktop Computer (HP/DELL/ACER)	1. Intel i3 9 th Generation or Above (CPU). 2. 4 GB DDR4 RAM. 3. 500 GB HDD or Above 4. 18.5" or above LED Monitor. 5. Standard Key Board + Mouse. 6. 600 VA offline UPS. (Warranty- 2 years or above) (Including 2 years or above free servicing)	1(One) set.	
02.	Laptop (ACER/ASUS/Lenovo)	1. Intel i3 9 th Generation or Above (CPU). 2. 4 GB DDR4 RAM. 3. 1 TB HDD or Above. 4. 15.6" LED screen. 5. Windows-10 Pre-installed. (Warranty- 2 years or above) (Including 2 years or above free servicing)	1(One) No.	
03.	Printers cum Scanner (HP/Canon)	1. HP MFP 1136 (including warranty 1 year) (Including 1 years or above free servicing)	1(One) No.	

1. **DECLARATION:-** I do hereby declare that I have personally gone through details and understood all the clauses, terms & Conditions and agreed to abide by those clauses terms and condition.

Dated:-

Yours faithfully,

Enclo:- As Stated.

(Full Signature of bidder with date & seal if any)