

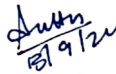
No. F.3 (5-5)/Proc/TSACS/2024-25/AMC /6406-09
Tripura State **AIDS** Control Society
Health & Family Welfare Department
Akhaura Road, Agartala, West Tripura

September, 20th 2024

NOTICE INVITING TENDER

Sealed Tender in two (2) bid system is hereby invited from resourceful, reliable and experienced Agencies/Owners/or their authorized agencies for **Annual Maintenance Contract (AMC) of Computers & Peripherals etc. & Xerox Machine (Konica Minolta, Model No. Biz-306i)** for the office of the Tripura SACS and ART & ICTC centers of GBP Hospital and ICTC, STD centers of IGM Hospital, Agartala for a period of 2 (two) years.

Terms & conditions and list of the items are available in website **www.tsacs.tripura.gov.in** as well as office of the undersigned (Procurement Section) on all working days up to 4 p.m. of14th..... October, 2024. The last date of receiving tender is up to 4 p.m. of15th..... October, 2024 and will be opened on next working day at 4 p.m. if possible.


(Dr. Samarpita Dutta)
Project Director
Tripura State AIDS Control Society

TERMS AND CONDITIONS & LIST OF ITEMS.

1. Tender shall have to be submitted in sealed cover addressed to the Project Director, Tripura State AIDS Control Society, Health & Family Welfare Department, Govt. of Tripura, Akhaura Road, Agartala, up to 4 p.m. of ...15th..... October, 2024.
2. On top of the envelop it needs to be super scribed with the name of work, reference no. & last date of submission should be mentioned. The sealed tender are likely to be opened on ...16th..... October, 2024 at 4 p.m. if possible. Bidders or their representatives may remain present at the time of opening of bids. No separate invitation will be given to the bidders.
3. The interested bidders shall submit the bids in 2 (two) parts, namely Financial Bid and the Technical Bid. The 2 bids should be put in 2 (two) separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The 2 envelopes shall thereafter, be placed inside a larger sealed cover super scribed with the File No. & Date of Notice and the same may be submitted. The Technical Bid shall contain all details regarding the items offered by the bidder, compliance of terms and conditions submission of documents etc. in other words, everything except the rate offered. The `Financial Bid` shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be open first and the eligible bidders meeting all requirements will be short-listed. Thereafter, financial bids of only short-listed bidders will be opened and the lowest bidder will be selected.
4. Tender shall be received by Hand/Speed Post/Registered Post/Courier service addressed to the Project Director, Tripura State AIDS Control Society, Akhaura Road, Agartala, West Tripura indicating "**Tender for AMC of Computers & Peripheries etc. & Xerox Machine**". The tender received after the specified date & time will be rejected and the undersigned will not be liable for any delay on the part of post and other concerned agencies.
5. Self attested copies of the following documents should be submitted along with tender - (i) PAN card, (ii) Trade License of related works (in case of local tenderer), (iii) At least 3 years Experience in this background with proof, (iv) GST registration with up-to-date GST Return Copy, (v) Professional Tax Clearance, up-to-date (PTC), (vi) Bank Details, (vii) PRTC of the Bidder. Non submission of any document as stated above will lead to cancellation of tender.
6. After completion of Works the Bill in triplicate and Service Report (countersigned by the respective officer's & staff's) should be submitted to the office of the undersigned each and every quarter for payment.
7. Item wise total amount should be quoted in words and in figures. Rate, % of GST, GST amount, other applicable charges (if applicable) and total amount including all charges should be mentioned clearly in column wise. The bidder shall quoted rate of each item as "AMC" charges with applicable taxes if any and routine checkup also.
8. Antivirus to be updated on every month during routine check up. Call should be attended with 24 hours (on working days) as and when called by this office.
9. Payment will be made on quarterly bill basis by e-transfer, though bank. All taxes and charges will be charged as per Government norms.
10. No enhancement of rates within the validity period of the contract shall be entertained.
11. All Desktop (CPU), Laptop, Monitors, Printer, Scanner such materials will be repair at respective office's initially. In case of any critical problem occurs material may taken at your Service centre only after discussing with the authority. In case spare part's is /are required, an estimate to be submitted before installation.



12. The interested bidder shall provide only Bank Deposit AT – call/ On Demand Pay/Call Deposit Receipt drawn in favor of Tripura State AIDS Control Society, Agartala having validity to cover the period of NIQ from any Schedule Bank for **Rs. 2000.00** (Rupees Two Thousand) only as earnest money along with the Technical Part only. This amount shall be released when validity period of contract is over in case of successful bidder, in case of unsuccessful bidder after finalization of the process.


13. The security money which was deposited in favor of TSACS (as earnest money) shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of AMC period.

14. The Project Director, TSACS reserves the right to cancel of said AMC without assigning any reason either on part or the whole and the party shall have no claim any compensation for such cancellation. After completion of the contract if authority desire then may continue the work for further period.

15. The following Computers & Peripherals with quantity, location of places are shown against each. The quantities may increase or decrease depending upon the need of the society.

| Sl. | Items | Total Qty. | Location of Places | Routine Checkup | Yearly Service Charge of each item (Rs.) | GST/Taxes if any (Rs.) | Total (Rs.) |
|-----|---|------------|---------------------------|-----------------|--|------------------------|-------------|
| 1. | Desktop Computer | 17 nos. | TSACS office. | | | | |
| 2. | Laser Jet Printer | 12 nos. | TSACS office. | | | | |
| 3. | UPS (Offline) | 9 nos. | TSACS office. | | | | |
| 4. | UPS (On Line) | 1 nos. | TSACS office. | | | | |
| 5. | Computer Notebook (Laptop) | 7 nos. | TSACS office. | | | | |
| 6. | Fax/Scanner | 1nos. | TSACS office. | | | | |
| 7. | Networking | 1 nos. | TSACS office. | | | | |
| 8. | Desktop Computer | 2 nos. | ART centre AGMC & GBPH | | | | |
| 9. | Desktop Computer | 2 nos. | ICTC & SRL AGMC & GBP. | | | | |
| 10 | Laser Jet Printer | 2 nos. | ART of AGMC & GBPH | | | | |
| 11 | UPS (Offline) | 4 nos. | -Do - | | | | |
| 12 | Laser Jet Printer | 1 nos. | ICTC & SRL AGMC & GBPH | | | | |
| 13 | Desktop Computer | 2 nos. | ICTC & STD clinic of IGMH | | | | |
| 14 | Xerox Machine (Konica Minolta, Model No. Biz- 306i) | 1 nos. | TSACS office. | | | | |

16. Bidder should have knowledge and minimum 03 (three) years experience in installation, Servicing, Networking etc. in web or cloud based computerized Management System (CPFMS, e-PFMS, SIMS etc.) Proof of experience needs to be furnished with the technical part from the respective organization/establishment along with the name of web or cloud based system.
17. Any settlement of legal dispute would have to be made at Agartala jurisdiction.
18. For any query bidder may contact at Procurement Section of TSACS.


(Dr. Samarpita Dutta)
Project Director
Tripura State AIDS Control Society

Copy to:-

1. DHS, Govt. of Tripura, Agartala.
2. DFW&PM, Govt. of Tripura, Agartala.
3. Notice Board of TSACS.
4. PA to PD of TSACS for information.


Project Director
Tripura State AIDS Control Society