

F.3 (5-13)/Proc/TSACS/2022-23/7989-92.
Tripura State AIDS Control Society
Health & Family Welfare Department
Akhaura Road, Opp. to IGM Hospital,
Agartala-799001: Tripura.

November, 7th 2024

Short Notice Inviting Quotation

Sealed Short Notice Inviting Quotation (SNIQ) in two (2) bid system is hereby invited by the Project Director, Tripura SACS from resourceful, reliable and experienced Agencies/Owners or their Authorized Agencies or any Professional Agency for **071 Toner Cartridge for Canon imageClass MF272dw** printer of Tripura SACS.

The detail information, terms & conditions and description, specification may be collected from the office of the undersigned (from Procurement Section) on any working day between 11 a.m. to 04 p.m. till **22nd November, 2024** or the same can be downloaded from the www.tsacs.tripura.gov.in website.

The last date of submission of sealed quotation is up to **4:00 p.m. of 22nd November, 2024** and will be opened on next working day at 3 p.m. if possible.

Smt
06/11/24
(Dr. Samarpita Dutta)
Project Director
Tripura State AIDS Control Society
Agartala: Tripura

TERMS AND CONDITION

1. SNIQ 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, Tripura (West) only upto 4:00 p.m. of 22nd November, 2024 indicating "SNIQ for Canon 071 Toner Cartridge".
2. On the left side of the envelope last date of submission should be mentioned. The Quotations are likely to be opened on next working day at 3-00 p.m. if possible. Quotationers or their representatives may remain present at the time of opening of quotations. 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 in the technical bid and which one is the financial bid. The 2 envelopes shall thereafter, be placed inside a larger sealed cover 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 opened 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. Rate should be quoted in words and in figures. The percentage of Taxes or charges should be mentioned clearly and separately.
5. Price should be quoted on FOR door delivery.
6. The material supply should be completed within **02 (two) days** from the date of issue of Supply Order.
7. The quotation should be accompanied by up to date self attested copies of *PAN Card, *Valid Trade License in related works, *GST Registration Certificate, *Working Experience in this background with proof.
8. The quotation will be received **by post/by courier/by hand** directly to the office. Quotation received after the schedule time and date will be rejected and the undersigned will not be liable for any kind of delay.
9. The agency may have enough qualification and experience in such type of works.
10. No insurance charge is admissible.
11. Income tax and GST will be deducted from the bill as per guidelines of the Govt./Society, if needed.
12. After successful completion of supply (as per supply order) the bill in triplicate should be submitted to the undersigned for payment.
13. Payment of bill will be made after completion of works successfully as per Work order by e-transfer
14. No enhancement of rates within the validity period of the contract shall be entertained.
15. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
16. Any settlement of legal dispute would have to be made at Agartala jurisdiction.

[Handwritten Signature]

Annexure-A.

Specification of Toner Cartridge

Name of Item	Specifications	Rate per Unit (Rs.)	GST %	GST Amount	Total Amount
Toner Cartridge	071 Toner Cartridge for Canon imageClass MF272dw printer.				

Dr. Samarpita Dutta
(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.

Dr. Samarpita Dutta
Project Director
Tripura State AIDS Control Society