



महालेखाकार का कार्यालय (लेखा एवं हक) त्रिपुरा, अगरतला
Office of the Accountant General (A&E), Tripura Agartala -
799006

Ph: 0381-2350139, Fax: 0381-2350103, E-mail: agaetripura@cag.gov.in



Tender Document for Annual
Maintenance Contract for Server,
Desktops, Laptops, Printers, Multifunction
Photocopier cum Network printer machines and
UPSs

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Section I

Notice Inviting Tender

Office of the Accountant General (A&E), Tripura invites sealed quotations in the enclosed format for Annual Maintenance Contract for Computer Desktop/ Server/ Laptop/ Printer/ Scanner etc. from 01/04/2023 to 31/03/2024 (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The term means repair and replacement of all parts including damaged/ broken part i.e. no payment will be made towards repair or replacement of any excluding consumables like Batteries, cartridge, toners etc.

The Quotations should be accompanied with an EMD of Rs.25,000/- (Rupees Twenty five Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favour of Deputy Accountant General (Administration), Office of the Accountant General (A&E), Tripura payable at "Agartala" without which the quotation will not be considered. The Bid security (without interest) will be returned to all but the successful tender after the award of the contract.

Interested parties/firms may submit their Bids duly completed in the prescribed manner as per Annexures and signed in sealed cover and super-scripted as "QUOTATION FOR AMC FOR COMPUTERS and Peripherals, addressed to the Deputy Accountant General (Administration), Office of the Accountant General (A&E), P.O- Kunjaban, Agartala, Tripura-799006 , and send by post/hand so as to reach latest by 28/02/2023 at 4.00 pm (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The Technical Bid will be opened at 4.30 pm on 1/03/2023 & Financial Bid will be opened at 4.30 pm on 8/03/2023. Authorized representative of the participating firms may be present at the time of opening of bids.



Senior Accounts Officer/Admn

Instructions to Bidders

Introduction

Definitions

- a. "O/o AG (A&E), Tripura" means Office of the Accountant General (A&E), Tripura
- b. "The Bidder" or "The Intending Bidder" means the individual or firm who participates in this tender and submits its bid.
- c. "The supplier" means the individual or firm or AMC vendor providing the services under the contract.
- d. "The Goods" means the services which the vendor is required to provide all the equipment, machinery, computer Hardware/Software and/or other materials which required to supply O/o AG (A&E), Tripura under the contract.
- e. "The work order" means the order placed by O/o AG (A&E), Tripura on the supplier approved by O/o AG (A&E), Tripura including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as "Contract" appearing in the document.
- f. "The Contract Price" means the price payable to the Supplier under the work order for the full and proper performance of its contractual obligations.
- g. The Maintenance contract, herein after called Annual Maintenance contract or AMC in short, shall be for the diagonals and rectification of faults in the computer system, peripheral etc. the vendor shall assist the user in taking back-ups if Hard disk needs to be formatted along with preventive maintenance of computer systems/peripherals and shall also include repair/replacement of faulty components in Computer Systems and no payment towards repair or replacement in lieu of that.
- h. The selected bidder herein after called as "AMC vendor" will undertake to provide service/maintenance of the Computer Systems, peripherals to O/o AG (A&E), Tripura in the presence of users at the locations of Hardware and software products, subject to the terms and conditions contained in the contract for which an agreement prescribed by O/o AG (A&E), Tripura has to be signed.

Vendor Eligibility Criteria

- a. The bidder should possess valid GST Number, Self-attested copies of the same must be submitted with the bid.
- b. The intending bidders should have minimum of two years' experience in the field of maintenance of LT Systems and LAN as stated above in Central/State Government Departments/ Ministries/ Govt. undertakings and must enclose documentary evidence in support of their competence and goodwill for the last three year.
- c. The bidder shall not have been blacklisted by any of the Departments/ Ministries/ organization of the Government. A duly signed undertaking to this effect must be submitted with the technical bid.
- d. **Vendor Should not indulge in Corrupt or Fraudulent Practices**

- i. It is expected that the bidders who wish to bid for this tender have highest standards of ethics;
 - ii. O/o AG (A&E), Tripura shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
 - iii. O/o AG (A&E), Tripura may declare a bidder ineligible, either indefinitely or for a stated duration, if it any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract,
- e. **Data Privacy, Confidentially & Security:** The bidder should strictly ensure confidentially and security of this office.
 - f. Vendor will bear its own travel cost for providing training & software installation etc. if any
 - g. Vendor will clearly state compliance to above points and/or submit documents wherever applicable.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. O/o AG (A&E), Tripura, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Submission of Documents

The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of Bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk may result in rejection of the bid at the technical bid opening stage.

Documents Comprising the Bid

The bid prepared by the bidder shall comprise of:

1. The Technical bid

- a. The Technical Bid shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.
- b. The check list (as per annexure-IV)
- c. Authorization letter for attending the bid opening (format- Annexure-II).
- d. Bid Security in the form of bank draft for Rs.25000/- (Rupees twenty five thousand) only (As per Section I). Clause by clause Compliances in the form of signing & stamping all the pages of the Tender Notice by Bidder or Authorized person.
- e. Valid Income tax clearance certificate /Income Tax Return with PAN.
- f. Copies of GST Registration.
- g. Certificate of Incorporation / Firm Registration certificate as the case may be
- h. Experience of maintaining PCs & Peripherals for more than two years in central/state Department/ministries or government undertaking (as per Para 2 (b) of Section II)

2. Financial bid

- The check list as per annexure-v
- Bid Application Cum Declaration Form as per annexure I
- Price Schedule as per annexure iii

Note: All the documents submitted (whether original or photocopy) must be legible, otherwise the bid is likely to be rejected.

Bid Form

The Bidder should complete the bid form & appropriate price schedule furnished in the bid document (vide Annexure I to V).

Bid Prices

1. The bidder shall give the total composite price inclusive of all taxes & levies & the price need to be individually indicated against each item it proposed to maintain under the contract as per schedule given in annexure-III. The offer shall be firm in Indian Rupees.
2. The Rates quoted by the bidder shall remain fixed during the entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive.
3. The price approved by the O/o AG (A&E), Tripura for award of AMC will be inclusive of all taxes and levies.

Documents Establishing Bidder's Eligibility & Qualifications

The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility. All the following documents or whichever is required as per terms and conditions of bid documents.

- a. Certificate of incorporation/Registration of Firm Certificate.
- b. Valid Income Tax Clearance Certificate / Income Tax return with PAN.

Documents Establishing Goods Conformity to Bid Documents

The documentary evidence of services in conformity with the Bid Documents may be in the form of literature and data. The bidder shall furnish a clause-by-clause compliance of technical specifications and commercial conditions demonstrating substantial responsiveness to these in the form of signing & stamping of all the pages of the original bid. In case of deviation a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by-clause compliance of technical specifications, (Section-II) and commercial Conditions (Section-III) and schedule of requirements (Section-IV) shall not be considered.

Bid Security

The Quotations should be accompanied with an EMD of Rs.25,000/- (Rupees Twenty five Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favor of Deputy Accountant General (Administrations), office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006 payable at "Agartala" without which the quotations will not be considered. The Bid security (without interest) will be

returned to all but the successful tender after the award of the contract. The bid security may be forfeited:

- a. If a bidder withdraws his bid during the period of bid validity by the bidder on the Bid form.

Or,

- b. In the case of a successful bidder, if the bidder fails, (i) to sign the contract (ii) to furnish the performance security or (iii) if the bidder is found to have given false/incorrect certificates.

Period of Validity of Bids

Bid shall remain valid for 90 days after the date of opening of Technical Bid. A bid valid for shorter period shall be rejected by this office as non-responsive.

Format & Signing of Bid

The Bidder shall prepare the Technical and Financial bids separately. The copy of the Bid shall be typed or printed and shall be numbered consecutively and signed by the bidder or a person or persons duly authorized by the bidder. The letter of authorization shall be submitted in written power-of-attorney accompanying the bid. All pages of the bid shall be signed & stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.

Submissions of Bids

1. Scaling & Marking Bids

- a. The bidders shall seal the technical and financial bids in separate envelopes and drop them in separate box marked for respective bids. The Technical Bid shall bear the name "TECHNICAL Bid for Annual Maintenance Contract for Computer Desktop/ Server/ Laptop/ Printer/ Scanner etc" on the envelope, while the financial Bid shall bear the name "FINANCIAL" Bid for Annual Maintenance Contract for computer Desktop/ Laptop/ Printer/ Scanner etc" on the envelope for avoiding any mismatch. The Technical and Financial bid should contain documents as laid down in clause 5 of section II.
- b. The sealed envelopes, containing Technical and Financial bids, shall be addressed to: Deputy Accountant General (Administration), Office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006, and send by post/hand so as to reach latest by 28/02/2023 at 4.00 PM (If bids are sent by Both two sealed envelope can be kept in a bigger envelop, Only if bids are sent by post).
- c. If the envelope is not sealed and marked as required in Point "a" above, the bid shall likely be rejected.

- d. Bids must be received by this office at the address specified in point “b” above not later than the prescribed time on due date.
- e. This office may, at its discretion, extend the deadline for the submission of the bids.

2. Late Bids

Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.

Bid Opening & Evaluation

1. Opening of Bids

The technical bid shall be opened in the presence of bidders or his authorized representatives who choose to attend on opening date and time. A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

2. Technical Evaluation / Technical Bid opening

- a. Purchase committee will determine whether bids are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.
- b. Prior to the financial Bid opening, pursuant to clause 3 below, Purchase Committee will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without requirement deviations. Purchase Committee’s determination of bid’s technical qualification is to be based on the contents of the bids itself without recourse to extrinsic evidence.
- c. A bid determined as technically non-qualified, will be rejected by Purchase Committee and shall not subsequently qualify for the financial bid opening. Such financial bids will not be opened & will be sent back to the bidder.

3. Financial Evaluation/Financial Bid Opening of Technically Qualified Bidders

- a. Purchase Committee shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 2 above. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened & will be returned sealed.
- b. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by Purchase Committee. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- c. The evaluation shall be done on 1-1 vendor of total package costs of all the item/services. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies.

4. Award of Contract

Purchase Committee shall consider placement of orders for the AMC on that bidder whose offers have been found technically, commercially and financially acceptable.

5. Performance security deposit

The successful bidder (whose tender is accepted) shall furnish a performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the award of AMC Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. (Valid up to 31.05.2024), EMD will not be refunded and payment will not be made till the firm deposits Performance Security.

6. Right to vary quantities at time of award

This office reserves the right at the time of award of contract of during the continuance of the contract to decrease or increase the quantity of items offered for AMC on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and services specified in the schedule of requirements without any change in unit price for similar configured items on the same terms and conditions.

7. Right to accept any Bid and to Reject any or all Bids

This office reserves the right to accept or reject any bid and to annual the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for this office's action.



Senior Accounts Officer/ Admn

General (Commercial) Conditions of Contract

1. The General Conditions shall apply in contracts made by this office for the AMC services rendered by the bidder. The services provided under this contract shall conform to the standards prescribed in the schedule of requirements as mentioned in Section-IV.
2. **Performance Security Deposit:** the successful bidder (whose tender is accepted) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian nationalized Bank within 15 days from the award of AMC Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. (Valid up to 31.05.2024).
3. **Inspection & Warranty:** If any spares/ equipment or any part thereof supplied by the AMC vendor is found defective, in case the same will be replaced from an outside source, the cost of any such replacement shall be paid by AMC Vendor. The contractor shall be new and free from all defects and faults in material.
4. **Payment Terms:** The payment will be made every month after receipt of bills.
5. **Delays in the AMC Vendor's Performance:** Delay in performance of services shall attract penalty for the AMC vendor in accordance with clause 23 of section-IV.
6. **Termination for Default:** The competent authority of this office reserves the right to terminate the maintenance contract in full or part of the contract at any time, if service is found unsatisfactory or without assigning any reason by serving one month's notice. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contract or for maintenance service already performed in terms of the contract, the same would be paid to him as per the contract terms on pro-rata basis. This office also reserves the right to deduct the amount from contractor's payment if any negligence of works occurs or found.
7. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Agartala and will be interpreted under Indian law.



Senior Accounts Officer/Admn.

Ph. +91 9436582494

Section IV

Schedule of Requirements

1. This Schedule of requirement shall supplement the 'Instruction to the Bidder' as contained in section II & General (Commercial) Condition of the Contract as contained in Section III and wherever there is a conflict, the provision herein shall prevail over those in Section II and Section III.
2. Systems have to be maintained during the entire period of contract in working condition with regular Quarterly Preventive Maintenance, serving of the computer hardware and software (including power cords with plugs and printer cables, 9 to 25 pin converter, speakers, power adaptors/converters, internal PCI cards), and other equipment, checking with software test programs and removal of fault on calls including removal of any functional disorder of the computer systems such as corruption of software programs and data.
3. The AMC vendor shall maintain a log book in which separate pages should be allotted to each computer system and its peripherals. The firm shall record the calls attended and quarterly regular services rendered and get the signature of the user along with User's name, Designation, stamp and Section Name. Further, the firm should install their own software in this office for call logging.
4. The AMC vendor shall do the maintenance of all the items as specified in section V. The consumable items like CD/Floppies, Ribbons, toner, Cartridge; Cassettes, batteries, adaptor shall not be covered under this contract. Consumable items listed herein and antivirus packages for removal of virus shall be provided by this office. In addition to these, the AMC provider will arrange to repair (without any extra cost) the items installed in this office and which are not covered under Section V due to any reason, however spares for such items, if any, shall be provided by this office.
5. The AMC includes removal of virus, software patch updating. HDD crash recovery, data backups, system administration (software installation and other system maintenance), network administration (maintenance of servers) software support/troubleshooting to keep the system fully operational. The AMC includes providing virus free computer environment in DGA(C).
6. AMC includes maintenance of intranet/Internet/Anti-Virus Servers/Domain Servers (Active Directory/Wireless Networks/UTMs (Cyberoam)Switches/Routers/Network Attached Storage(NAS)/ data backup devices and Network etc.
7. On-site preventive and break-down maintenance of PCs and peripherals is to be done where the above equipment are installed from time to time. Adequate inventory of hardware parts like Keyboard, Mouse, RAM, SMPS, various types of cables (excluding Network Cables), etc. must be kept in stock in advance by the contractor.
8. Maintenance includes Maintenance of Conference/ Training Room devices like Projector, Speaker and all other related equipment, and all software related to user operations like as video conferencing software, MS Windows, MS Office, also Antivirus Security Software support.
9. The service provider will replace necessary parts, with equivalent or updated / branded parts and deviation, if any, from terms and conditions will not be entertained.

10. After completion of AMC period or after termination of contract, the firm (presently holding AMC) is responsible to handover all the machines in working condition, which were under AMC with the firm, unless it was communicated/mutually agreed earlier. Otherwise, the department reserves the right to get faulty machines repaired by any other firm at the cost of the firm.
11. Server & Network Management Services- hardware/ Software servicing / maintenance of server and LAN (Network): The AMC vendor shall provide
12. maintenance services, including labour, repair and replacement of the faulty parts, for Servers in order to keep the equipment in good working condition and also provide Hardware / Software servicing.
13. Hard Disks shall be covered under AMC, and in case any hard disk goes faulty in any machine, the same shall be replaced with Hard Disks of SEAGATE/HP make of the same or higher capacity. Similarly, if any motherboard goes faulty / burn / damaged by any other reason it shall be replaced either by a similar motherboard or else with an Intel Motherboard. SMPS, all types of VDUs (Monitors), Keyboards, Modem, mouse and Ethernet Cards, PC Switches etc. should be kept in sufficient numbers as standby by the AMC vendor for supply to this office free of cost as a replacement against faulty ones.
14. Preventive maintenance will be carried out during the last month of each quarter. Preventive maintenance will include inspection of each system, scanning hard disk for any defects/ problems therein and obtain a satisfactory working certificate from the user after cleaning of the system i/e/ PC/ Monitor/Printer/Key Board/CD ROM Drive/ FDD and other accessories with a blower/ vacuum cleaner as per requirement and wiping the surface of the systems with a good quality cleaning liquid, cloth and brush etc. On no account, equipment or its accessories shall be allowed to be taken out of its normal installed location. Only replacement of sub-assemblies of the whole unit on a like-by-like or later version basis will be permissible and the replacement of such assemblies be done with the written approval of maintenance In-charge of this office. Before taking up preventive maintenance, the contractor will submit a schedule of preventive maintenance.
15. Routine cleaning of all the PCs and their accessories has to be carried out once in a month with a good quality cleaning liquid, cloth and brush etc. This shall not be necessary in last month of the quarter, because routine cleaning of PCs shall be carried out under the preventive maintenance schedule to be executed as detailed in Para 13 above.
16. Provision of Resident Engineers (Software & Hardware)/ Helpers/Help Desk for AMC and cleaning / preventive maintenance of computers Systems:-

| Sl. No. | Engineers | No | Minimum Qualification | Job Profile |
|---------|--------------------------------------|----|--|---|
| 1 | IT-Software Development | 1 | b-Tech (4 Years) or Post Graduate Degree in Computer Science/ Information Technology / Computer Application Or Graduate having passed DOEACC 'B' Level | MS-Access / Oracle based Computer Programming, Maintenance of NAS Device, OMR Software, LAN and Servers etc. |
| 2 | Hardware Engineer cum Printer Expert | 1 | Bachelor's degree in any disciplines with NIELIT CHM-A+(50% marks in Aggregate) or B-Tech (4 Years) or Post Graduate / Master Degree in Computer Science/ Computer ion / Electronics & Communication | MAINTAINING AND OPERATING LAN and WAN, all Computer Hardware & including installation of system and Application software etc. |

- 2 Engineers will look after both the offices i.e. Audit & Accounts.

- All the Engineers shall be deputed specifically for AMC of Computer Systems and Printers. The duty hours for the System Engineers shall be from 9.30 Hrs to 18.30 Hrs (Monday to Friday). The Engineers may be required to stay beyond office hours occasionally without any allowances/ overtime from this office.
 - Attendance of all the engineers shall be done in the office premises in the prescribed format by the IT CELL,.
 - No outsiders will be allowed to visit the office premises without prior permission of competent authority and to sign the register for their purpose of visit.
 - No intrusion with camera and data theft though mail in the office premises.
 - Video conferencing – One personal shall be booked for the entire conference and no hindrance from the vendor on the pre scheduled conference.
- Periodic change of engineers by the firm will not be permitted. However, the resident service engineer shall have to be replaced by the firm immediately without any extra charges if found incompetent by this office. In case, the deployed Resident Engineers could not attend the office. Suitable replacement may be arranged well in advance with prior intimation to the undersigned.
 - The Service Engineers provided by the contractor shall not be changed frequently. Only one change will be permitted during the year. For any subsequent changes a penalty of Rs. 5000/- would be payable, however if found incompetent by the office, the service engineer will be changed by the Contractor.
 - The Contractor and the resident personnel shall follow the system of monitoring the work and attendance of the Service personnel as stipulated by the office.
 - In the absence of any engineer/personnel, it shall be the responsibility of the Contractor to depute another competent and experienced engineer during the period of absence of the designated engineer/personnel.
 - Additional engineer may be deputed at this office whenever there are more complaints to rectify the equipment within the stipulated response time.
 - The AMC includes formatting of computer, note book, data recovery and reinstallation of drivers including the software used in the office and covers repair and free replacement of all spare parts of the Computer/ Laptop /Printer/ Scanner/ LAN (including HUB, switch etc. and Software Maintenance / UPS etc. including

damage/broken parts excluding consumables like ribbon, cartridge, tonners, adaptor etc.

22. The resident engineer deployed shall be responsible for preventive and corrective maintenance of all peripherals, accessories and existing LAN setup. Any complaint will have to be attended within one (1) hour of logging time. If any faulty system is not repairable within 48 hours from the time of reporting of fault, a stand-by/back-up support of the faulty system shall be provided immediately. If the firm fails to make the system working by any of the two options, penalty of Rs. 100- (Rupees One Hundred only) will be imposed per working day per system(i.e. Desktop, Laptop, Printer etc. alone) after the next two working days)i/e/ 48 hours of the booking of the fault. Fault booked will be treated as rectified only if the AMC Contractor gets satisfactory report from the user on the date of rectification.
23. In case of non-adherence to preventive maintenance schedule, a penalty of 10% of the total of AMC charges for the Quarter for every such failure in a quarterly schedule will be recovered.
24. Frequent faults of same nature in the same PCs and peripherals etc. will be considered inefficient attendance by the AMC contractor and if repeated faults of same nature in the same PC or peripherals are noticed frequently, notice of termination for the company will be issued and or penalty in accordance with 22 above shall be imposed from the first date of the fault booking.
25. It should be ensured by the AMC contractor before installing any software in the PCs that it is a licensed version of the original software. Unauthorized/unlicensed software should not be installed in PCs.
26. After expiry of the contract all the machines are to be handed over by the outgoing AMC vendor to the new AMC vendor within 7 working days of expiry of contract in working conditions and a certificate to this effect is required to be obtained by the firm from the concerned officer in-charge of the maintenance and to be produced along with the final claim of the AMC charges. The faults pointed out by new AMC vendor during the inspection before takeover of the computer systems are to be rectified within next one working day by the outgoing AMC vendor, and any further delay in rectification of faults thus pointed out shall make him liable for imposition of penalty as per Tender terms and conditions applicable to outgoing AMC vendor. Failure to handover all the machines after 7 days will attract penalty at the rate of Rs. 100 per day per machine not handed over. In that case final payment due to the contractor will be released only after satisfactory handing over the machines.
27. This Office reserves the right to disqualify, such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with this office. This Office also reserves the right to blacklist a bidder for a suitable period in case if he fails to honour his bid without sufficient grounds.
28. Bids shall be evaluated as per package AMC cost given by bidder in price schedule. Rates for the annual maintenance should be quoted for all the items and bidders quoting partial rates for selective items will be summarily rejected.
29. Bidders may inspect this office, if feels necessary before applying for tender.



Sr. Accounts Officer/Admn.

Section V

List of Computers and Peripherals (A&E)**(List of Servers, Desktops, Laptops, Printers Photocopier, UPS etc for Annual Maintenance Contract) .**

| Sl. No | Name of the particulars | Name of Manufacturer & Specification | No of items |
|--------|-------------------------|---|-------------|
| 1A | Server with Monitor | HCL Infiniti Global Line 2700BC Sl. No. 5111AG839774 | 1 |
| 1B | | HP DL1180G6, E5606 1P SP1154 IN Sl. No of server SGH2226PHR | 1 |
| 2A | Desktop with Monitor | Model HP Elite Desk 800GI Processor- Intel® Core™ i5-4570 CPU @ 3.20GHz, RAM 4GB, Hard disk-80GB, System=64 bit Os, x64-based processor, Windows 8.1Pro, 47CM(18.5") HP Monitor Sl. No. of CPU SGH439R5L2, SGH439R5LR, SGH439R5LK, SGH439R5L9, SGH439R5LP, SGH439R5KX, SGH439R5LV, SGH439R5LM, SGH439R5LF, SGH439R5KQ, SGH439R5K8, SGH439R5LS, SGH439R5KC, SGH439R5KR, SGH439R5KZ, SGH439R5LG, SGH439R5LQ, SGH439R5KK, SGH439R5LW, SGH439R5L6, SGH439R5LH, SGH439R5KL, SGH439R5L1, SGH439R5RQ, SGH439R5KG, SGH439R5KP, SGH439R5LJ, SGH439R5LC, SGH439R5L8, SGH439R5LT, SGH439R5KF, SGH439R5L3, SGH439R5KY, SGH439R5LO, SGH439R5KN, SGH439R5L5, SGH439R5L4, SGH439R5KV, SGH439R5KJ, SGH439R5LL, | 40 |
| 2B | | Model HP-406-GI Intel Core i3-4130, Q8 Series, 3.4GHz, 3MB Cache, 4GB DDR3, 500GB, 7200 RPM, Win-8 Professional Sl. No. INA609YS20, INA609YS3C, INA609YS3L, INA609YS37, INA609YS4R, INA609YS46, INA609YS47, INA609YS49 | 8 |
| 2C | | Model HP-406-GI Intel Core i5-4570, Q8 Series, 3.2GHz, 6MB Cache, 4GB, DDR3, 500GB, 7200 RPM, Win-8 Professional. Sl. No. INA601WYTC, INA601WYTK | 2 |
| 2D | | Model HP Pavillion 510-P053 IN Intel Core i5, 6 th Gen, 6400T processor , 4GB = 4GB, DDR4 RAM, 1TB HDD Sl. No. CNV71904R2, CNV71904RY, CNV71904SO, CNV71904SZ, CNV7190473 | 5 |
| 2E | | Acer Verito M4660G B 360 Chipset, 8GB DDR4, 2400MHz, 1TB, Win 10 preload, 19.5 led Monitor Sl. No. | 9 |
| 3A | Laptop | Dell Vostro 3468(Z52250IC1N9) Intel Core i7, 5th Gen, 16GB RAM, 2TB Harddisk, 2 TB Harddisk, 4 GB graphics card, Win 8.1 original OS, 15.6 full HD Wled. Sl. No. 54TJ1F2 | 1 |
| | | Dell Inspiron 3501 Intel Core i7, 11 th Gen, 16Gb RAM, 1TB Hard Disk, 256 GB SSD, Win 10 Professional OS, 15.6 FHD display integrated intel vhd graphics + nvidia 2GB Graphics integrated webcam | 1 |
| 4A | Laser Printer | HP Laserjet Printer P1606dn Sl. No. VNC3D14040, 14808, 15013, 15014 & 15123 | 5 |
| 4B | | HP Laserjet Printer P1108 Batch No. VNF5N01439, 4800883, 3228558, 3N30999, 3228543 & 5N09259 VNF3230853, 4827764, 3N36506 | 9 |
| 4C | | HP Laserjet Printer 1020 plus | 1 |
| 4C | | HP Laserjet Printer Pro M202dw, Sl. No. VNC3J02375,3J02549,3J02539, 3J02545, 3J02369, 3501230,3501273, 3501282, 3501280, 3501268, VNC3J19490, 9320, VNCJ26886, VNC3523186 | 14 |
| 4E | | HP LASERJET Printer P1106, SL. NO. VNF4H07189 | 1 |
| 4F | | HP Colour Laserjet printer CP125(colour) Batch No. CNC1x12846 | 1 |

| Sl. No | Name of the particulars | Name of Manufacturer & Specification | No of items |
|--------|-------------------------|---|-------------|
| 4G | | Multifunctional color laser printer Canon Image Class MF-729Cx Sl. No. TWY03617 | 1 |
| 4H | | Canon MF 3010 Sl. No. WCM54429 | 1 |
| 4I | | Canon MF226DM Multifunctional Printer with fax | 1 |
| 4I | | Canon Laser Printer (Canon LBP 6230 DN) Sl No. NCCA123777, NCCA126260, NCCA123779, NCCA126057, NCCA122013, NCCA126038, NCCA123778 | 7 |
| 4K | | Canon MF 3010 printer | 1 |
| | | HP Laserjet Pro M202DW | 5 |
| | | Canon Image Class LBP 226DW | 2 |
| 6A | Scanner | Canon Lide 120,Sl. No. KKGE35095, KKGE 35096 | 2 |
| 6B | | Canon Lide 300 | 2 |
| 6C | | Epson DS1630.00 | 1 |
| 6D | | Canon portable P20811 | 2 |
| 6E | | Canon DRC 230 | 3 |
| 6F | Photocopier | Canon iR-2202N, Sl. No QXS10746 | 1 |
| | | Canon iR-ADV-4225, Sl. No. RKX06333 | 1 |
| 8A | UPS | Numeric 2.0.KVA | 1 |
| 8B | | Numeric 5.0.KVA | 1 |
| 8C | | Numeric 5.0.KVA | 1 |
| 8D | | Numeric 5.0.KVA | 1 |
| 8E | | Numeric 5.0.KVA | 1 |
| 8F | | Numeric 5.0.KVA | 1 |
| 8G | | Keptron 2.0.KVA | 1 |

List of Computers and Peripherals (Audit) – AMC from 1/07/2023

Laptops

Desktop

| Sl.No. | type | make | processor | unique_id_no | date_of_purchase | Quantity | Purchase Cost per unit in Rs. |
|--------|-----------|-------|-----------|--------------------------|------------------|----------|-------------------------------|
| 1 | Desktop | LENOV | Core i7 | 1S10L0001WIHP GOOV3GH | 2017-10-03 | 1 | 91900 |
| 2 | Desktop | Dell | Core i5 | 8H7NXJ2 | 2018-01-29 | 1 | 44290 |
| 3 | Desktop A | Dell | Core i5 | 24D3P42 | 14-02-2020 | 1 | 94760 |
| 4 | Desktop A | Dell | Core i5 | 11D3P42 | 14-02-2020 | 1 | 94760 |

Printers

| Sl.No. | sub_type | Printer Model | make | Colour/B& | te_of_purcha | Quantit | Purchase cost per unit (Rs.) |
|--|----------------------------|------------------------------|---------|-----------|--------------|---------|------------------------------|
| Laserjet Printer/Lasrjet Copier cum printer | | | | | | | |
| 1 | Lasrjet Printer cum Copier | Brother Colour ML-DCP-L3551d | Brother | Colour | 2019-12-02 | 1 | 34900 |
| 2 | | Canon colourMF631cn | CANON | Colour | 2017-12-04 | 1 | 42860 |
| 3 | | Canon Image CLASS MF269dw | CANON | B/W | 30-03-2021 | 1 | 37376 |
| 4 | | Canobn MF241d | CANON | B/W | 2021-02-10 | 1 | 18890 |
| 5 | | Canon Image CLASS MF249dw | CANON | B/W | 2017-10-16 | 1 | 29600 |
| 6 | Lasrjet Printer | Brother HL-L5100DN | Brother | B/W | 2019-12-02 | 1 | 25990 |
| 7 | Laserjet Printer | CANON LBP623CDW | CANON | Colour | 14-03-2022 | 1 | 39454 |

UPS

| SL.No. | type | sub_type | make | date_of_purch | Quantity | Purchase price per unit in Rs. |
|--------|------|----------|---------|---------------|----------|--------------------------------|
| 1 | UPS | 1KVA | NUMERIC | 2017-02-15 | 1 | 5,670 |
| 2 | UPS | 1KVA | NUMERIC | 2017-02-15 | 1 | 5,670 |
| 3 | UPS | 1KVA | NUMERIC | 2017-02-15 | 1 | 5,670 |
| 4 | UPS | 1.1 KVA | APC | 2017-08-28 | 1 | 6,700 |
| 5 | UPS | 600 VA | iBall | 2018-10-31 | 1 | 1,882 |
| 6 | UPS | 600 VA | iBall | 2018-10-31 | 1 | 1,882 |
| 7 | UPS | 600 VA | iBall | 2018-10-31 | 1 | 1,882 |
| 8 | UPS | 600 VA | iBall | 2018-10-31 | 1 | 1,882 |
| 9 | UPS | 600 VA | iBall | 2018-10-31 | 1 | 1,882 |
| 10 | UPS | 1KVA | iBall | 2018-10-31 | 1 | 4,140 |
| 11 | UPS | 1 KVA | iBall | 2019-08-07 | 1 | 4067.8 |
| 12 | UPS | 1 KVA | iBall | 2019-08-07 | 1 | 4067.8 |
| 13 | UPS | 600 VA | iBall | 2019-08-07 | 1 | 1,398 |
| 14 | UPS | 600 VA | iBall | 2019-08-07 | 1 | 1,398 |
| 15 | UPS | 600 VA | iBall | 2019-08-07 | 1 | 1,398 |
| 16 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 17 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 18 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 19 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 20 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 21 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 22 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 23 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |
| 24 | UPS | 600 VA | LUMINUS | 2021-02-17 | 1 | 2475 |

Bid Application cum Declaration Form

(On bidder's letter head)

To
Sr. Accounts Officer (Admn.)
O/o the Accountant General (A&E)
Tripura, P.O. - Kunjaban, Agartala,
PIN-799006

Subject: Annual Maintenance Contract (CAMC) for Desktop, Laptops, Printers, Multifunction photocopier cum Network printer machines and UPSs.

Dear Sir,

With reference to your tender notice No.Dated....., I am to submit my tender documents for Annual Maintenance Contract for Desktop, Laptops, Printers, Multifunction photocopier cum Network printer machines and UPSs installed in your office from 01/04/2023 to 31/03/2024 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the term and conditions laid therein; which are being signed in token of my acceptance.
2. The rates quoted by me/us are valid for 90(ninety) days from bid opening and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. If our Bid is accepted, we will obtain the guarantees of a scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.
4. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us
5. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
6. I/we understand that you are not bound to accept the lowest or any bid, you may receive.

Signature & Seal of Bidder

Date-
Name of the Firm:-
Mobile No :-
Email Address :-

Letter of Authorization for attending bid opening

Subject: Authorization for attending bid opening on(date) in the tender ofFollowing persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

| Order of preference | Name | Specimen signature |
|----------------------------|-------------|---------------------------|
| I | | |
| II | | |

Signature of bidder (s) with seal

Date-

Name of the Firm:-

Mobile No:-

Email Address:-

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Annexure-III

**List of Servers, Desktops, Laptops, Printers Photocopier, UPS etc for Annual Maintenance
Contract (AMC) (A&E office)**

| Sl. No | Name of the particulars | Name of Manufacturer & Specification | No of items | AMC charge per unit for 1 year (including Tax) | Total Amount |
|--------|-------------------------|--|-------------|--|--------------|
| 1A | Server with Monitor | HCL Infiniti Global Line 2700BC Sl. No. 5111AG839774 | 1 | | |
| 1B | | HP DL1180G6, E5606 1P SP1154 IN Sl. No of server SGH2226PHR | 1 | | |
| 2A | Desktop with Monitor | Model HP Elite Desk 800GI Processor- Intel® Core™ i5-4570 CPU @ 3.20GHz, RAM 4GB, Hard disk-80GB, System=64 bit Os, x64-based processor, Windows 8.1Pro, 47CM(18.5") HP Monitor Sl. No. of CPU SGH439R5L2, SGH439R5LR, SGH439R5LK, SGH439R5L9, SGH439R5LP, SGH439R5KX, SGH439R5LV, SGH439R5LM, SGH439R5LF, SGH439R5KQ, SGH439R5K8, SGH439R5LS, SGH439R5KC, SGH439R5KR, SGH439R5KZ, SGH439R5LG, SGH439R5LQ, SGH439R5KK, SGH439R5LW, SGH439R5L6, SGH439R5LH, SGH439R5KL, SGH439R5L1, SGH439R5RQ, SGH439R5KG, SGH439R5KP, SGH439R5LJ, SGH439R5LC, SGH439R5L8, SGH439R5LT, SGH439R5KF, SGH439R5L3, SGH439R5KY, SGH439R5LO, SGH439R5KN, SGH439R5L5, SGH439R5L4, SGH439R5KV, SGH439R5KJ, SGH439R5LL, | 40 | | |
| 2B | | Model HP-406-GI Intel Core i3-4130, Q8 Series, 3.4GHz, 3MB Cache, 4GB DDR3, 500GB, 7200 RPM, Win-8 Professional Sl. No. INA609YS20, INA609YS3C, INA609YS3L, INA609YS37, INA609YS4R, INA609YS46, INA609YS47, INA609YS49 | 8 | | |
| 2C | | Model HP-406-GI Intel Core i5-4570, Q8 Series, 3.2GHz, 6MB Cache, 4GB, DDR3, 500GB, 7200 RPM, Win-8 Professional. Sl. No. INA601WYTC, INA601WYTK | 2 | | |
| 2D | | Model HP Pavillion 510-P053 IN Intel Core i5, 6 th Gen, 6400T processor , 4GB = 4GB, DDR4 RAM, 1TB HDD Sl. No. CNV71904R2, CNV71904RY, CNV71904SO, CNV71904SZ, CNV7190473 | 5 | | |
| 2E | Laptop | Acer Verito M4660G B 360 Chipset, 8GB DDR4, 2400MHz, 1TB, Win 10 preload, 19.5 led Monitor Sl. No. | 9 | | |
| 3A | | Dell Vostro 3468(Z52250IC1N9) Intel Core i7, 5th Gen, 16GB RAM, 2TB Harddisk, 2 TB Harddisk, 4 GB graphics card, Win 8.1 original OS, 15.6 full HD Wled. Sl. No. 54TJ1F2 | 1 | | |
| | | Dell Inspiron 3501 Intel Core i7, 11 th Gen, 16Gb RAM, 1TB Hard Disk, 256 GB SSD, Win 10 Professional OS, 15.6 FHD display integrated intel vhd graphics + nvidea 2GB Graphics integrated webcam | 1 | | |
| 4A | Laser Printer | HP Laserjet Printer P1606dn Sl. No. VNC3D14040, 14808, 15013, 15014 & 15123 | 5 | | |
| 4B | | HP Laserjet Printer P1108 Batch No. VNF5N01439, 4800883, 3228558, 3N30999, 3228543 & 5N09259 VNF3230853, 4827764, 3N36506 | 9 | | |
| 4C | | HP Laserjet Printer 1020 plus | 1 | | |
| 4C | | HP Laserjet Printer Pro M202dw, Sl. No. VNC3J02375,3J02549,3J02539, 3J02545, 3J02369, 3501230,3501273, 3501282, 3501280, 3501268, VNC3J19490, 9320, VNCJ26886, VNC3523186 | 14 | | |
| 4E | | HP LASERJET Printer P1106, SL. NO. VNF4H07189 | 1 | | |
| 4F | | HP Colour Laserjet printer CP125(colour) Batch No. CNC1x12846 | 1 | | |

| Sl. No | Name of the particulars | Name of Manufacturer & Specification | No of items | AMC charge per unit for 1 year (including Tax) | Total Amount |
|----------------------|-------------------------|---|-------------|--|--------------|
| 4G | | Multifunctional color laser printer Canon Image Class MF-729Cx SI. No. TWY03617 | 1 | | |
| 4H | | Canon MF 3010 SI. No. WCM54429 | 1 | | |
| 4I | | Canon MF226DM Multifunctional Printer with fax | 1 | | |
| 4I | | Canon Laser Printer (Canon LBP 6230 DN) SI No. NCCA123777, NCCA126260, NCCA123779, NCCA126057, NCCA122013, NCCA126038, NCCA123778 | 7 | | |
| 4K | | Canon MF 3010 printer | 1 | | |
| | | HP Laserjet Pro M202DW | 5 | | |
| | | Canon Image Class LBP 226DW | 2 | | |
| 6A | Scanner | Canon Lide 120,SI. No. KKGE35095, KKGE 35096 | 2 | | |
| 6B | | Canon Lide 300 | 2 | | |
| 6C | | Epson DSI630.00 | 1 | | |
| 6D | | Canon portable P20811 | 2 | | |
| 6E | | Canon DRC 230 | 3 | | |
| 6F | Photocopier | Canon iR-2202N, SI. No QXS10746 | 1 | | |
| | | Canon iR-ADV-4225, SI. No. RKX06333 | 1 | | |
| 8A | UPS | Numeric 2.0.KVA | 1 | | |
| 8B | | Numeric 5.0.KVA | 1 | | |
| 8C | | Numeric 5.0.KVA | 1 | | |
| 8D | | Numeric 5.0.KVA | 1 | | |
| 8E | | Numeric 5.0.KVA | 1 | | |
| 8F | | Numeric 5.0.KVA | 1 | | |
| 8G | | Kepton 2.0.KVA | 1 | | |
| CAMC Total per Year- | | | | | |

Number of items may vary and the bid cost will also vary proportionately.

List of Servers, Desktops, Laptops, Printers Photocopier, UPS etc for Annual Maintenance Contract (AMC) (Audit office)

| Sl.No | Type | Model | Make | Quantity | AMC Per Unit | Total AMC Cost |
|-------|---------------------------------|-----------------------------------|---------|----------|--------------|----------------|
| 1 | Laptop | ASUS | Core i3 | 1 | | |
| 2 | | ASUS | Core i3 | 1 | | |
| 3 | | ASUS | Core i3 | 1 | | |
| 4 | | ASUS | Core i3 | 1 | | |
| 5 | | DELL | Core i7 | 1 | | |
| 6 | | DELL | Core i3 | 1 | | |
| 7 | | MICROSOFT | Core i5 | 1 | | |
| 8 | Desktop | LENOVO | Core i7 | 1 | | |
| 9 | | Dell | Core i5 | 1 | | |
| 10 | Desktop AIO | Dell | Core i5 | 1 | | |
| 11 | | Dell | Core i5 | 1 | | |
| 12 | Photocopier cum Network Printer | Canon Image Runner -IR-2520 B & W | CANON | 1 | | |
| 13 | | Sharp Colour DX-2000 | SHARP | 1 | | |
| 14 | | Canon Image Runner -IR-2625 B & W | CANON | 1 | | |

| Sl.No | Type | Model | Make | Quantity | AMC Per Unit | Total AMC Cost |
|-------|----------------------------|---------------------------------|---------|----------|--------------|----------------|
| 15 | | Sharp colour 20C20z | SHARP | 1 | | |
| 16 | Lasrjet Printer cum Copier | Brother Colour ML-DCP-L3551cdw | Brother | 1 | | |
| 17 | | Canon colourMF631cn | Canon | 1 | | |
| 18 | | Canon Image CLASS MF269dw B & W | Canon | 1 | | |
| 19 | | Canon MF241d B & W | Canon | 1 | | |
| 20 | | Canon Image CLASS MF249dw B & W | CANON | 1 | | |
| 21 | Lasrjet Printer | Brother HL-L5100DN | Brother | 1 | | |
| 23 | | CANON LBP623CDW | CANON | 1 | | |
| 24 | UPS | 1KVA | NUMERIC | 1 | | |
| 25 | | 1KVA | NUMERIC | 1 | | |
| 26 | | 1KVA | NUMERIC | 1 | | |
| 27 | | 1.1 KVA | APC | 1 | | |
| 28 | | 600 VA | iBall | 1 | | |
| 29 | | 600 VA | iBall | 1 | | |
| 30 | | 600 VA | iBall | 1 | | |
| 31 | | 600 VA | iBall | 1 | | |
| 32 | | 600 VA | iBall | 1 | | |
| 33 | | 1KVA | iBall | 1 | | |
| 34 | | 1 KVA | iBall | 1 | | |
| 35 | | 1 KVA | iBall | 1 | | |
| 36 | | 600 VA | iBall | 1 | | |
| 37 | | 600 VA | iBall | 1 | | |
| 38 | | 600 VA | iBall | 1 | | |
| 39 | | 600 VA | LUMINUS | 1 | | |
| 40 | | 600 VA | LUMINUS | 1 | | |
| 41 | | 600 VA | LUMINUS | 1 | | |
| 42 | | 600 VA | LUMINUS | 1 | | |
| 43 | | 600 VA | LUMINUS | 1 | | |
| 44 | | 600 VA | LUMINUS | 1 | | |
| 45 | | 600 VA | LUMINUS | 1 | | |
| 46 | | 600 VA | LUMINUS | 1 | | |
| 47 | | 600 VA | LUMINUS | 1 | | |

Signature of bidder (s) with seal

Annexure IV**CHECK LIST and the order in which the documents are to be submitted for the
Technical Bid**

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

| Sl. No. | Documents (Please refer to clause 5.1 of Section II for filling this Checklist | Page No. |
|---------|---|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2. | Authorization letter for attending the bid opening (format-Annexure II) | |
| 3. | Bid Security in the form of bank draft for Rs. 25000/- (As per Section I) | |
| 4. | Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice No..... Date..... by Bidder or Authorized person/persons | |
| 6 | Valid Income Tax Clearance Certificate/ Firm Registration Certificate as the case may be | |
| 7. | Copies of GST Registration | |
| 8. | Certificate of Incorporation / Firm Registration Certificate as the case may be | |
| 9 | Experience of maintaining PCs & Peripherals for at least one years in Central/state Department/ministries or government undertaking (as per Para 2 (b) of Section II) | |
| 10 | List of certified Engineers (as per Para 13 of Section IV) | |
| 11 | Other Documents as per this NIT (Please Specify) | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Annexure V

**CHECK LIST and the order in which the documents are to be submitted for the
Financial Bid**

| Sl. No. | Documents(Please refer to clause 5.2 of Section II for filling this Checklist) | Page No. |
|---------|--|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2 | BID APPLICATION CUM DECLARATION FORM as per Annexure - 1 | |
| 3 | Price Schedule as per Annexure - III | |
| 4 | | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-



महालेखाकार का कार्यालय (लेखा एवं हक) त्रिपुरा, अगरतला
Office of the Accountant General (A&E), Tripura Agartala -
799006

Ph: 0381-2350139, Fax: 0381-2350103, E-mail: agaetripura@cag.gov.in



File No. Rec/A&E/Tender /2023-2024/

Date:

/2023

**Tender Document for Annual
Maintenance Contract (AMC) for AC machine and
Water Purifier**

Table of Content

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| 2 | Section II: Instruction to Bidders | 3 |
| 3 | Section III: General (Commercial) Conditions of Contract | 9 |
| 4 | Section IV: Schedule of Requirements | 10 |
| 5 | Section V : List of ACs and Water Purefier | 13 |
| 6 | Annexure I: Bid Application Cum Declaration Form | 14 |
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| 9 | Annexure IV: Checklist Technical Bid | 17 |
| 10 | Annexure V: Checklist Financial Bid | 18 |

Notice Inviting Tender

Office of the Accountant General (A&E), Tripura invites sealed quotations in the enclosed format for Annual Maintenance Contract for AC machine and Water Purifier from (Maintenance period may differ for some machines & may start at a later date as some of the machines will be under warranty during the contract period. Thus, bidders should bid keeping in mind the maintenance period) 01/04/2023 to 31/03/2024 (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered).

The Quotations should be accompanied with an EMD of Rs.25 ,000/- (Rupees twenty five Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favour of Deputy Accountant General (Administration), Office of the Accountant General (A&E), Tripura payable at “Agartala” without which the quotation will not be considered. The Bid security (without interest) will be returned to all but the successful tender after the award of the contract.

Interested parties/firms may submit their requirements duly completed in the prescribed manner as per Annexures and signed in sealed cover and super-scripted as “QUOTATION FOR AMC FOR AC machines & water purifiers, addressed to the Deputy Accountant General (Administration), Office of the Accountant General (A&E), P.O- Kunjaban, Agartala, Tripura-799006 , and send by post/hand so as to reach latest by 28/02/2023 at 4.00 pm (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The Technical Bid will be opened at 4.30 pm on 1/03/2023 & Financial Bid will be opened at 4.30 pm on 8/03/2023. Authorized representative of the participating firms may be present at the time of opening of bids.



Senior Accounts Officer/Admn.

Instructions to Bidders

Introduction

Definitions

- a. "O/o AG (A&E), Tripura" means Office of the Accountant General (A&E), Tripura
- b. "The Bidder" or "The Intending Bidder" means the individual or firm who participates in this tender and submits its bid.
- c. "The supplier" means the individual or firm or AMC vendor providing the services under the contract.
- d. "The Goods" means the services which the vendor is required to provide all the equipment, machinery, computer Hardware/Software and/or other materials which required to supply O/o AG (A&E), Tripura under the contract.
- e. "The work order" means the order placed by O/o AG (A&E), Tripura on the supplier approved by O/o AG (A&E), Tripura including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as "Contract" appearing in the document.
- f. "The Contract Price" means the price payable to the Supplier under the work order for the full and proper performance of its contractual obligations.
- g. The Maintenance contract, herein after called Annual Maintenance contract or AMC in short, shall be for the diagonals and rectification of faults in the AC machine & Water Purifier etc. the vendor shall assist the user in taking back-ups and shall also include repair/replacement of faulty components in AC machines & Water Purifier and no payment towards repair or replacement in lieu of that.
- h. The selected bidder herein after called as "AMC vendor" will undertake to provide service/maintenance of the Computer Systems, peripherals to O/o AG (A&E), Tripura in the presence of users at the locations of Hardware and software products, subject to the terms and conditions contained in the contract for which an agreement prescribed by O/o AG (A&E), Tripura has to be signed.

Vendor Eligibility Criteria

- a. The bidder should possess valid GST Number, Self-attested copies of the same must be submitted with the bid.
- b. The intending bidders should have minimum of two years' experience in the field of maintenance of AC machines & Water Purifier as stated above in Central/State Government Departments/ Ministries/ Govt. undertakings and must enclose documentary evidence in support of their competence and goodwill for the last three year.
- c. The bidder shall not have been blacklisted by any of the Departments/ Ministries/ organization of the Government. A duly signed undertaking to this effect must be submitted with the technical bid.
- d. **Corrupt or Fraudulent Practices**
 - i. It is expected that the bidders who wish to bid for this tender have highest standards of ethics;

- ii. O/o AG (A&E), Tripura shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
 - iii. O/o AG (A&E), Tripura may declare a bidder ineligible, either indefinitely or for a stated duration, if it any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract,
- e. Vendor will bear its own travel cost for providing training etc. if any
 - f. Vendor will clearly state compliance to above points and/or submit documents wherever applicable.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. O/o AG (A&E), Tripura, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Submission of Documents

The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of Bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk may result in rejection of the bid at the technical bid open stage.

Documents Comprising the Bid

The bid prepared by the bidder shall comprise of:

1. The Technical bid

- a. The Technical Bid shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.
- b. The check list (as per annexure-IV)
- c. Authorization letter for attending the bid opening (format- Annexure-II).
- d. Bid Security in the form of bank draft for Rs.25000/- (As per Section I). Clause by clause Compliances in the form of signing & stamping all the pages of the Tender Notice by Bidder or Authorized person.
- e. Valid Income tax clearance certificate /Income Tax Return with PAN.
- f. Copies of GST Registration.
- g. Certificate of Incorporation / Firm Registration certificate as the case may be
- h. Article of Memorandum of Association / proprietorship deed certificate as the case may be
- i. Experience of maintaining at least 50 AC machines & Water Purifier for more than two years in central/state Department/ministries or government undertaking (as per Para 2 (b) of Section II)

2. Financial bid

- l. The check list as per annexure-v
- m. Bid Application Cum Declaration Form as per annexure I
- n. Price Schedule as per annexure iii

Note: All the documents submitted (whether original or photocopy) must be legible and self-attested, otherwise the bid is likely to be rejected.

Bid Form

The Bidder should complete the bid form & appropriate price schedule furnished in the bid document (vide Annexure I to V).

Bid Prices

1. The bidder shall give the total composite price inclusive of all taxes & levies & the price need to be individually indicated against each item it proposed to maintain under the contract as per schedule given in annexure-III. The offer shall be firm in Indian Rupees.
2. The Rates quoted by the bidder shall remain fixed during the entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive.
3. The price approved by the O/o AG (A&E), Tripura for award of AMC will be inclusive of all taxes and levies.

Documents Establishing Bidder's Eligibility & Qualifications

The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility. All the following documents or whichever is required as per terms and conditions of bid documents.

- a. Certificate of incorporation/Registration of Firm Certificate.
- b. Valid Income Tax Clearance Certificate / Income Tax return with PAN.

Documents Establishing Goods Conformity to Bid Documents

The documentary evidence of services in conformity with the Bid Documents may be in the form of literature and data. The bidder shall furnish a clause-by-clause compliances of technical specifications and commercial conditions demonstrating substantial responsiveness to these in the form of signing & stamping of all the pages of the original bid. In case of deviation a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by-clause compliance of technical specifications, (Section-II) and commercial Conditions (Section-III) and schedule of requirements (Section-IV) shall not be considered.

Bid Security

The Quotations should be accompanied with an EMD of Rs.25,000/- (Rupees twenty five Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favor of Deputy Accountant General (Administrations), office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006 payable at "Agartala" without which the quotations will not be considered. The Bid security (without interest) will be returned to all but the successful tender after the award of the contract. The bid security may be forfeited:

- a. If a bidder withdraws his bid during the period of bid validity by the bidder on the Bid form.

Or,

- b. In the case of a successful bidder, if the bidder fails, (i) to sign the contract (ii) to furnish the performance security or (iii) if the bidder is found to have given false/incorrect certificates.

Period of Validity of Bids

Bid shall remain valid for 90 days after the date of opening of Technical Bid. A bid valid for shorter period shall be rejected by this office as non-responsive.

Format & Signing of Bid

The Bidder shall prepare the Technical and Financial bids separately. The copy of the Bid shall be typed or printed and shall be numbered consecutively and signed by the bidder or a person or persons duly authorized by the bidder. The letter of authorization shall be submitted in written power-of-attorney accompanying the bid. All pages of the bid shall be signed & stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly. The bid shall contain no interrelations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.

Submissions of Bids

1. Scaling & Marking Bids

- a. The bidders shall seal the technical and financial bids in separate envelopes and keep them in a bigger sealed envelope. The Technical Bid shall bear the name "TECHNICAL Bid for Annual Maintenance Contract for AC machines & Water Purifier" on the envelope, while the financial Bid shall bear the name "FINANCIAL" Bid for Annual Maintenance Contract for AC machines & Water Purifier" on the envelope for avoiding any mismatch. The Technical and Financial bid should contain documents as laid down in clause 5 of section II.
- b. The bigger sealed envelope, containing Technical and Financial bids in separate sealed envelopes, shall be addressed to: Deputy Accountant General (Administration), Office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006, and send by post/hand so as to reach latest by 28/02/2023, 4 PM.
- c. If the envelope is not sealed and marked as required in Point "a" above, the bid shall likely be rejected.
- d. Bids must be received by this office at the address specified in point "b" above not later than the prescribed time on due date.
- e. This office may, at its discretion, extend the deadline for the submission of the bids.

2. Late Bids

Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.

Bid Opening & Evaluation

1. Opening of Bids

The technical bid shall be opened by a committee of this office in the presence of bidders or his authorized representatives who choose to attend on opening date and time. A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

2. Technical Evaluation / Technical Bid opening

- a. Purchase committee shall the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.
- b. Prior to the financial Bid opening, pursuant to clause 3 below, Purchase Committee will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without requirement deviations. Purchase Committee's determination of bid's technical qualification is to be based on the contents of the bids itself without recourse to extrinsic evidence.
- c. A bid determined as technically non-qualified, will be rejected by Purchase Committee and shall not subsequently qualify for the financial bid opening.

3. Financial Evaluation/Financial Bid Opening of Technically Qualified Bidders

- a. Purchase Committee shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 2 above. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened.
- b. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by Purchase Committee. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- c. The evaluation shall be done on 1-1 vendor of total package costs of all the item/services. The comparison for evaluation shall be of price of the services /goods offered inclusive of all Taxes and levies.

4. Award of Contract

The Committee of this office shall consider placement of orders for the AMC on that bidder whose offers have been found technically, and financially acceptable.

5. Performance security deposit

The successful bidder (whose tender is accepted) shall furnish a performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the award of AMC Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. (Valid up to 31.05.2024), EMD will not be refunded and payment will not be made till the firm deposits Performance Security.

6. Right to vary quantities at time of award

This office reserves the right at the time of award of contract of during the continuance of the contract to decrease or increase the quantity of items offered for AMC on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and services specified in the schedule of requirements without any change in unit price for similar configured items on the same terms and conditions.

7. Right to accept any Bid and to Reject any or all Bids

This office reserves the right to accept or reject any bid and to annual the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for this office's action.



Senior Accounts Officer/ Admn
Ph. +91 9436582495

Section-III

General (Commercial) Conditions of Contract

1. The General Conditions shall apply in contracts made by this office for the AMC services rendered by the bidder. The services provided under this contract shall conform to the standards prescribed in the schedule of requirements as mentioned in Section-IV.
2. **Performance Security Deposit:** the successful bidder (whose tender is accepted) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian nationalized Bank within 15 days from the award of AMC Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. **(Valid up to 31.05.2024).**
3. **Inspection & Warranty:** If any spares/ equipment or any part thereof supplied by the AMC vendor is found defective, in case the same will be replaced from an outside source, the cost of any such replacement shall be paid by AMC Vendor. The contractor shall be new and free from all defects and faults in material.
4. **Payment Terms:** The payment will be made every month after receipt of bills.
5. **Delays in the AMC Vendor's Performance:** Delay in performance of services shall attract penalty for the AMC vendor in accordance with clause 23 of section-IV.
6. **Termination for Default:** The competent authority of this office reserves the right to terminate the maintenance contract in full or part of the contract at any time, if service is found unsatisfactory or without assigning any reason by serving one month's notice. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contract or for maintenance service already performed in terms of the contract, the same would be paid to him as per the contract terms on pro-rata basis. This office also reserves the right to deduct the amount from contractor's payment if any negligence of works occurs or found.
7. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Agartala and will be interpreted under Indian law.



Senior Accounts Officer/Admn.
Ph. +91 9436582495

Section IV

Schedule of Requirements

1. This Schedule of requirement shall supplement the 'Instruction to the Bidder' as contained in section II & General (Commercial) Condition of the Contract as contained in Section III and wherever there is a conflict, the provision herein shall prevail over those in Section II and Section III.
2. The items under contract have to be maintained during the entire period of contract in working condition.
3. The AMC vendor shall maintain a log book in which separate pages should be allotted to each item and its peripherals. The firm shall record the calls attended and quarterly regular services rendered and get the signature of the user along with User's name, Designation, stamp and Section Name.
4. The AMC vendor shall do the maintenance of all the items as specified in section V. AMC will include 2 free services for ACs every Year. ACs for which AMC will start from 1-08-2023 Only one free service will be included in the AMC.
5. On-site preventive and break-down maintenance of AC machines & Water Purifier is to be done where the above equipment are installed from time to time. Spare parts must be kept in stock well in advance by the contractor.
6. The service provider will replace necessary parts, with equivalent or updated / branded parts and deviation, if any, from terms and conditions will not be entertained.
7. After completion of AMC period or after termination of contract, the firm (presently holding AMC) is responsible to handover all the machines in working condition, which were under AMC with the firm, unless it was communicated/mutually agreed earlier. Otherwise, the department reserves the right to get faulty machines repaired by any other firm at the cost of the firm.
8. AC machines & Water Purifier: The AMC vendor shall provide maintenance services, including labour, repair and replacement of the faulty parts, shall be covered under AMC, and in case any machine goes faulty in any machine, the same shall be replaced with stand by machine as such all type of spare parts should be kept in sufficient numbers as standby by the AMC vendor for supply to this office free of cost as a replacement against faulty ones.
9. Preventive maintenance will be carried out during the last month of each quarter. Preventive maintenance will include inspection of each system, other accessories with a blower/ vacuum cleaner as per requirement and wiping the surface of the systems with a good quality cleaning liquid, cloth and brush etc. On no account, equipment or its accessories shall be allowed to be taken out of its normal installed location. Only replacement of sub-assemblies of the whole unit on a like-by-like or later version basis will be permissible and the replacement of such assemblies be done with the written approval of maintenance In-charge of this office. Before taking up preventive maintenance, the contractor will submit a schedule of preventive maintenance.
10. Routine cleaning of all the AC machines & Water Purifier has to be carried out once in a month with a good quality cleaning liquid, cloth and brush etc. This shall not be

necessary in last month of the quarter, because routine cleaning of AC machines & Water Purifier shall be carried out under the preventive maintenance schedule to be executed as detailed in Para 13 above.

- a. All the Engineers shall be deputed specifically for AMC of AC machines & Water Purifier. The duty hours for the System Engineers shall be from 9.30 Hrs to 18.30 Hrs (Monday to Friday). The Engineers may be required to stay beyond office hours occasionally without any allowances/ overtime from this office.
 - b. Attendance of all the engineers shall be done in the office premises in the prescribed format by the DAG CELL,.
 - c. No outsiders will be allowed to visit the office premises without prior permission of competent authority and to sign the register for their purpose of visit.
 - d. No intrusion with camera and data theft through mail in the office premises.
 - e. Video conferencing – One personal shall be booked for the entire conference and no hindrance from the vendor on the pre scheduled conference.
11. The Contractor and the resident personnel shall follow the system of monitoring the work and attendance of the Service personnel as stipulated by the office.
 12. Additional engineer may be deputed at this office whenever there are more complaints to rectify the equipment within the stipulated response time.
 13. The AMC includes free replacement of all spare parts of the AC machines & Water Purifier including damage/broken parts.
 14. The engineer deployed shall be responsible for preventive and corrective maintenance of all peripherals, accessories. Any complaint will have to be attended within one(1) hour of logging time. If any faulty system is not repairable within 48 hours from the time of reporting of fault, a stand-by/back-up support of the faulty system shall be provided immediately. If the firm fails to make the system working by any of the two options, penalty of Rs. 100- (Rupees One Hundred only) will be imposed per working day per system(i.e. AC machines & Water Purifier) after the next two working days) ie 48 hours of the booking of the fault. Fault booked will be treated as rectified only if the AMC Contractor gets satisfactory report from the user on the date of rectification.
 15. In case of non-adherence to preventive maintenance schedule, a penalty of 10% of the total of AMC charges for the Quarter for every such failure in a quarterly schedule will be recovered.
 16. Frequent faults of same nature in the same AC machines & Water Purifier etc. will be considered inefficient attendance by the AMC contractor and if repeated faults of same nature in the same AC machines & Water Purifier are noticed frequently, notice of termination for the company will be issued and or penalty in accordance with 22 above shall be imposed from the first date of the fault booking.
 17. It should be ensured by the AMC contractor that spare parts are used in branded, genuine & updated spare parts. Unauthorized spare parts should not be installed in AC machines & Water purifiers.
 18. After expiry of the contract all the machines are to be handed over by the outgoing AMC vendor to the new AMC vendor within 7 working days of expiry of contract in working conditions and a certificate to this effect is required to be obtained by the firm from the concerned officer-in-charge of the maintenance and to be produced along with the final claim of the AMC charges. The faults pointed out by new AMC vendor during the inspection before takeover of the AC & Water Purifier systems are to be rectified within next one working day by the outgoing AMC vendor, and any further delay in rectification of faults thus pointed out shall make him liable for imposition of

penalty as per Tender terms and conditions applicable to outgoing AMC vendor. Failure to handover all the machines after 7 days will attract penalty at the rate of Rs 100 per day per machine not handed over. In that case final payment due to the contractor will be released only after satisfactory handing over the machines.

19. This Office reserves the right to disqualify, such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with this office. This Office also reserves the right to blacklist a bidder for a suitable period in case if he fails to honour his bid without sufficient grounds.
20. Bids shall be evaluated as per package AMC cost given by bidder in price schedule. Rates for the annual maintenance should be quoted for all the items and bidders quoting partial rates for selective items will be summarily rejected.
21. Bidders may inspect this office, if feels necessary before applying for tender.



Sr. Accounts Officer/Admn.

Section V

List of AC Machines and location thereof for AMC required from 01/04/2023 except Intech Brand and from 01/08/2023 for Intech Brand (after expiry of warranty)

| Sl. No. | Chamber/Section | Qty | Ton | Brand | AMC from | |
|---------|-----------------------|-----|-----|-------------------|---------------------------|--------------------------------|
| | | | | | 01/04/2023 Other Brand | 01/08/2023 for Intech Brand |
| 1 | AG's Chamber | 2 | 2 | Intech Hitachi | 1 | 1 |
| 2 | DAG's Chamber | 2 | 2 | Hitachi | 1 | |
| 3 | AG Cell | 1 | 1.5 | Godrej | 1 | |
| 4 | DAG Cell | 1 | 2 | Hitachi | 1 | |
| 5 | Pension Block | 6 | | Intech | | 6 |
| 6 | VLC Block | 3 | | Intech | | 3 |
| 7 | Establishment Section | 2 | | Intech | | 2 |
| 8 | PAO Section | 2 | | Intech | | 2 |
| 9 | Sr. AO/Legal | 1 | | Intech | | 1 |
| 10 | Sr. AO/Admn | 1 | | Intech | | 1 |
| 11 | Sr. AO/PAO | 1 | | Intech | | 1 |
| 12 | Sr. AO/FA | 1 | | Intech | | 1 |
| 13 | Sr. AO/PF | 1 | | Intech | | 1 |
| 14 | Record Section | 3 | | Intech | | 3 |
| 15 | AC Section | 1 | 2 | Godrej | 1 | |
| 16 | FA/ITA | 2 | 2 | Godrej | 2 | |
| 17 | EDP/PF | 2 | 2 | Godrej | 2 | |
| 18 | CA Section | 2 | 2 | Godrej | 2 | |
| 19 | FP Cell | 3 | 2 | Voltas | 3 | |
| 20 | Sr. AO/VLC | 1 | 2 | Godrej | 1 | |
| 21 | IT Cell | 2 | 2 | Voltas | 2 | |
| 12 | Total | 39 | | | 17 | 22 |

**List of of Air Conditioner of O/o the PAG (Audit), Tripura for
AMC required from 01/04/2023**

| Sl No. | Name of items | Placement | Quantity | Remarks |
|--------|----------------------|------------------------------------|----------|---------|
| 1. | Split AC- Hitachi | Sr. AO Field behind Record Section | 3 | |
| 2. | | Field party old CAP Section | 1 | |
| 3. | | AMG-IIA Section | 2 | |
| 4. | | AMG-IIB | 2 | |
| 5. | | Report | 3 | |
| 6. | | AMG IA | 2 | |
| 7. | | AMG IIC & Hindi Cell | 3 | |
| 8. | | AMG IB | 1 | |
| 9. | Split AC LG | Sr. AO Field Second Floor | 1 | |
| 10. | | AMG IB | 1 | |
| 11. | Split AC Logicool | EDP | 1 | |
| 12. | Split AC Voltas | Sr AO Admn. | 1 | |
| 13. | | SR. AO HQ III | 2 | |
| 14. | | Sr. AO Field Second Floor | 1 | |
| 15. | | Field party Old CAP Section | 4 | |
| 16. | | DAG AMG II | 2 | |
| 17. | | DAG Cell | 1 | |
| 18. | | FINAT Cell | 1 | |
| 19. | | Cash Cell | 1 | |
| 20. | | PAG Cell | 1 | |
| 21. | | AMG IIA | 2 | |
| 22. | | AMG IIB | 2 | |
| 23. | | Sr. Field old ECPA | 2 | |
| 24. | | PAG's Chamber | 2 | |
| 25. | | AMG IA | 1 | |
| 26. | | Sr. AO AMG IB | 1 | |
| 27. | | Conference Hall | 2 | |
| 28. | | DAG AMG-I & Admn | 2 | |
| | | Total : | 48 nos | |

**List of Water Purifier and location (O/o the AG, A&E) thereof for
AMC required from 01/04/2023**

| Sl. No. | Location | Qty | Brand | AMC from |
|---------|-------------------------------------|-----|---------------|------------|
| 1 | 2 nd floor main building | 1 | Eureka Forbes | 01/04/2023 |
| 2 | Pension Block | 1 | Eureka Forbes | |
| 3 | Canteen | 1 | Kent | |

**List of CCTV Cameras of O/o the PAG (Audit), Tripura for
AMC required from 01/04/2023**

| | | | | |
|----|--------------|--|--------|--|
| 1. | CCTV Cameras | Installed in and around entire office premises | 32 nos | |
|----|--------------|--|--------|--|

**List of Biometric Attendance device of O/o the PAG (Audit), Tripura for
AMC required from 01/04/2023**

| | | | | |
|----|-----------------------------|---|-------|--|
| 2. | Biometric Attendance device | Installed at ground floor entrance gate of audit building | 2 nos | |
|----|-----------------------------|---|-------|--|



Sr. Accounts Officer/Admn

Bid Application cum Declaration Form

(On bidder's letter head)

To
Sr. Accounts Officer (Admn.)
O/o the Accountant General (A&E)
Tripura, P.O. - Kunjaban, Agartala,
PIN-799006

Subject: Annual Maintenance Contract (AMC) for AC machines & Water Purifier
Dear Sir,

With reference to your tender notice No.Dated....., I am to submit my tender documents for Annual Maintenance Contract for AC machines & Water Purifier Installed in your office from 01/04/2023 to 31/03/2024 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the term and conditions laid therein; which are being signed in token of my acceptance.
2. The rates quoted by me/us are valid for 90(ninety) days from bid opening and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. If our Bid is accepted, we will obtain the guarantees of a scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.
4. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us
5. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
6. I/we understand that you are not bound to accept the lowest or any bid, you may receive.

Signature & Seal of Bidder

Date-
Name of the Firm:-
Mobile No :-
Email Address :-

Annexure II

Letter of Authorization for attending bid opening

Subject: Authorization for attending bid opening on(date) in the tender ofFollowing persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

| Order of preference | Name | Specimen signature |
|----------------------------|-------------|---------------------------|
| I | | |
| II | | |

Signature of bidder (s) with seal

Date-

Name of The Firm:-

Mobile No:-

Email Address:-

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Price Quotation**AC Machines**

| Sl. No. | Type of AC | Qty | AMC Cost Per Unit | Total AMC cost for All units |
|---|---------------------|-----|-------------------|------------------------------|
| 1 | Hitachi 2 Ton AC | 12 | | |
| 2 | Hitachi 1.5 Ton AC | 1 | | |
| 3 | LG 1.5 Ton AC | 1 | | |
| 4 | LG 2 Ton AC | 1 | | |
| 5 | Logicool 1.5 Ton AC | 1 | | |
| 6 | Godrej 1.5 Ton AC | 1 | | |
| 7 | Godrej 2 Ton AC | 8 | | |
| 8 | Voltas 2 Ton AC | 15 | | |
| 9 | Voltas 1.5 Ton AC | 6 | | |
| AMC for Intech ACs will start from 1/08/2023 | | | | |
| 5 | Intech 2 Ton AC | 22 | | |
| Total | | | | |

AMC will include 2 free services for ACs every Year. ACs for which AMC will be starting from 1-08-2023, only one free service will be included in the AMC. (the no. of units may change)

Water Purifier

| Sl. No. | Water Purifier | Qty | AMC Cost Per Unit | AMC Cost of All Units |
|---------|----------------|-----|-------------------|-----------------------|
| 1 | Eureka Forbes | 2 | | |
| 2 | Kent | 1 | | |
| 3 | Usha | 2 | | |
| Total | | | | |

AMC will include Quarterly free service for the water purifier, Change in cartridges, Filters etc.

CCTV Cameras

| S.No | Particular | Location | Quantity | AMC Cost Per Unit | AMC Cost of All Units |
|------|--------------------------------------|---|----------|-------------------|-----------------------|
| 1. | CCTV Cameras (Matrix) | Installed in and around entire office premises | 32 nos | | |
| 2. | Biometric Attendance device (Matrix) | Installed at ground floor entrance gate of audit building | 2 nos | | |

Signature of bidder (s) with seal

Annexure IV

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

| Sl. No. | Documents (Please refer to clause 5.1 of Section II for filling this Checklist | Page No. |
|---------|---|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2. | Authorization letter for attending the bid opening (format-Annexure II) | |
| 3. | Bid Security in the form of bank draft for Rs. 25000/- (As per Sectional) | |
| 4. | Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice No..... Date..... by Bidder or Authorized person/persons | |
| 5. | Certificate from CA Regarding Annual Turnover of more than 5 Lakh from AMC/IT assets service business for last two years.(as per Para 2(d) of Section II) | |
| 6 | Valid Income Tax Clearance Certificate/ Firm Registration Certificate as the case may be | |
| 7. | Copies of GST Registration | |
| 8. | Certificate of Incorporation / Firm Registration Certificate as the case may be | |
| 9 | Other Documents as per this NIT (Please Specify) | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Annexure V

CHECK LIST and the order in which the documents are to be submitted for the
Financial Bid

| Sl. No. | Documents (Please refer to clause 5.2 of Section II for filling this Checklist) | Page No. |
|---------|---|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2 | BID APPLICATION CUM DECLARATION FORM as per Annexure – 1 | |
| 3 | Price Schedule as per Annexure – III | |
| 4 | | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-



महालेखाकार का कार्यालय (लेखा एवं हक) त्रिपुरा, अगरतला
Office of the Accountant General (A&E), Tripura Agartala -
799006

Ph: 0381-2350139, Fax: 0381-2350103, E-mail: agaetripura@cag.gov.in



Tender Document for Outsource Personal

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Section I

Notice Inviting Tender

Office of the Accountant General (A&E), Tripura invites sealed quotations in the enclosed format for Outsource Personal from 01/04/2023 to 31/03/2024.

The Quotations should be accompanied with an EMD of Rs.25,000/- (Rupees Ten Thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favour of Deputy Accountant General (Administration), Office of the Accountant General (A&E), Tripura payable at “Agartala” without which the quotation will not be considered. The Bid security (without interest) will be returned to all but the successful tender after the award of the contract.

Interested parties/firms may submit their requirements duly completed in the prescribed manner as per Annexure and signed in sealed cover and superscripted as “QUOTATION FOR Outsource Personals, addressed to the Deputy Accountant General (Administration), Office of the Accountant General (A&E), P.O- Kunjaban, Agartala, Tripura-799006, and send by post/hand so as to reach latest by 28/02/2023 at 4.00 pm (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The Technical Bid will be opened at 4.30 pm on 1/03/2023 & Financial Bid will be opened at 4.30 pm on 8/03/2023. Authorized representative of the participating firms may be present at the time of opening of bids



Senior Accounts Officer/Admn

Section II

Instructions to Bidders

Introduction

Definitions

- a. "O/o AG (A&E), Tripura" means Office of the Accountant General (A&E), Tripura
- b. "The Bidder" or "The Intending Bidder" means the individual or firm who participates in this tender and submits its bid.
- c. "The supplier" means the individual or firm or Outsource vendor providing the services under the contract.
- d. "The Goods" means the services which the vendor is required to provide all the equipment, machinery, computer Hardware/Software and/or other materials which required to supply O/o AG (A&E), Tripura under the contract.
- e. "The work order" means the order placed by O/o AG (A&E), Tripura on the supplier approved by O/o AG (A&E), Tripura including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as "Contract" appearing in the document.
- f. "The Contract Price" means the price payable to the Supplier under the work order for the full and proper performance of its contractual obligations.
- g. The Outsource persons in short, shall be for doing official job as per category.
- h. The selected bidder herein after called as "Service Provider" will undertake to provide service of outsource personal to O/o AG (A&E), Tripura in the presence of users subject to the terms and conditions contained in the contract for which an agreement prescribed by O/o AG (A&E), Tripura has to be signed.

Vendor Eligibility Criteria

- a. The bidder should possess valid GST Number, Self-attested copies of the same must be submitted with the bid.
- b. The intending bidders should have minimum of two years' experience in the field of outsource of manpower service in Central/State Government Departments/ Ministries/ Govt. undertakings and must enclose documentary evidence in support of their competence and goodwill for the last three year.
- c. The company should be providing similar Services to at least 1 other Govt. Deptt. /PSU of same capacity in the current financial year. Copy of Current work order issued to them should be enclosed as proof.
- d. License from Local Authorities to provide the said services.
- e. The bidder shall not have been blacklisted by any of the Departments/ Ministries/ organization of the Government. A duly signed undertaking to this effect must be submitted with the technical bid.
- f. **Corrupt or Fraudulent Practices**
 - i. It is expected that the bidders who wish to bid for this tender have highest standards of ethics;

- ii. O/o AG (A&E), Tripura shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
 - iii. O/o AG (A&E), Tripura may declare a bidder ineligible, either indefinitely or for a stated duration, if it any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract,
- f. **Data Privacy, Confidentially & Security:** The bidder should strictly ensure confidentially and security of this office.
 - g. Vendor will bear its own travel cost for providing training etc. if any
 - h. Vendor will clearly state compliance to above points and/or submit documents wherever applicable.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. O/o AG (A&E), Tripura, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Submission of Documents

The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of Bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk may result in rejection of the bid at the technical bid open stage.

Documents Comprising the Bid

The bid prepared by the bidder shall comprise of:

1. The Technical bid

- a. The Technical Bid shall contain the following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top.
- b. The check list (as per annexure-IV)
- c. Authorization letter for attending the bid opening (format- Annexure-II).
- d. Bid Security in the form of bank draft for Rs.25000/- (twenty five thousand) only (As per Section I). Clause by clause Compliances in the form of signing & stamping all the pages of the Tender Notice by Bidder or Authorized person.
- e. Valid Income tax clearance certificate /Income Tax Return with PAN.
- f. Copies of GST Registration.
- g. Certificate of Incorporation / Firm Registration certificate as the case may be
- h. License from Local Authorities to provide the said service
- i. Experience of maintaining at manpower service for at-least one years in central/state Department/ministries or government undertaking (as per Para 2 (b) of Section II)

2. Financial bid

- l. The check list as per annexure-v
- m. Bid Application Cum Declaration Form as per annexure I
- n. Price Schedule as per annexure III – Wages & Administrative cost which should be minimum of 2 % of the wages is to be quoted by the bidder. Other Charges like GST, EPF & ESI will be Paid at the prevailing statutory rates. If administrative cost quoted

by any vendor is less than 2% of the wages than bid will be evaluated taking administrative cost as 2 % of the wages. Also, wages cannot be less than as prescribed in Annexure III.

Note: All the documents submitted (whether original or photocopy) must be legible and self-attested, otherwise the bid is likely to be rejected.

Bid Form

The Bidder should complete the bid form & appropriate price schedule furnished in the bid document (vide Annexure I to V).

Bid Prices

1. The bidder shall give the total composite price inclusive of all taxes & levies & the price need to be individually indicated against each person it proposed to service under the contract as per schedule given in annexure-III. The offer shall be firm in Indian Rupees.
2. The Rates quoted by the bidder shall remain fixed during the entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive.
3. The price approved by the O/o AG (A&E), Tripura for award of outsourcing service will be inclusive of all statutory deduction and all taxes and levies.
4. The applicable rate of statutory deduction should be mentioned clearly and amount comes on it should also be clearly mentioned.
5. Administrative charge should not be less than 2% of basic man power charges (i.e. Basic Wages). If any bidder quotes less than 2 % than administrative charges will be assumed to be 2% of the wages for evaluation of the bids.
6. Successful bidder will ensure payment of statutory deduction to the respective authorities. A copy of last month's payment schedule is to be attached with the claim.
7. Payment of remuneration to the outsourced persons is to be made in full any deviation will be viewed as breach of contract.

Documents Establishing Bidder's Eligibility & Qualifications

The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility. All the following documents or whichever is required as per terms and conditions of bid documents.

- a. Certificate of incorporation/Registration of Firm Certificate.
- b. Articles of Memorandum of Association or proprietorship deed of the company.
- c. Valid Income Tax Clearance Certificate / Income Tax return with PAN.
- d. Statutory deduction deposit documents statement.
- e. Experience proof
- f. License of Authorization by local authorities to provide the service.

Documents Establishing Goods Conformity to Bid Documents

The documentary evidence of services in conformity with the Bid Documents may be in the form of literature and data. The bidder shall furnish a clause-by-clause compliance of technical specifications and commercial conditions demonstrating substantial responsiveness

to these in the form of signing & stamping of all the pages of the original bid. In case of deviation a statement of deviations and exceptions to the provision of the Technical Specifications and commercial conditions shall be given by the bidder. A bid without clause-by-clause compliance of technical specifications, (Section-II) and commercial Conditions (Section-III) and schedule of requirements (Section-IV) shall not be considered.

Bid Security

The Quotations should be accompanied with an EMD of Rs.25,000/- (Rupees twenty five thousand only) in the form of Demand Draft issued by any Scheduled Commercial Bank drawn in favor of Deputy Accountant General (Administrations), office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006 payable at “Agartala” without which the quotations will not be considered. The Bid security (without interest) will be returned to all but the successful tender after the award of the contract. The bid security may be forfeited:

- a. If a bidder withdraws his bid during the period of bid validity by the bidder on the Bid form.

Or,

- b. In the case of a successful bidder, if the bidder fails, (i) to sign the contract (ii) to furnish the performance security or (iii) if the bidder is found to have given false/incorrect certificates.

Period of Validity of Bids

Bid shall remain valid for 90 days after the date of opening of Technical Bid. A bid valid for shorter period shall be rejected by this office as non-responsive.

Format & Signing of Bid

The Bidder shall prepare the Technical and Financial bids separately. The copy of the Bid shall be typed or printed and shall be numbered consecutively and signed by the bidder or a person or persons duly authorized by the bidder. The letter of authorization shall be submitted in written power-of-attorney accompanying the bid. All pages of the bid shall be signed & stamped by the person or persons authorized for signing the bid. The bids submitted shall be sealed properly. The bid shall contain no interrelations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person(s) authorized for signing the bid.

Submissions of Bids

1. Scaling & Marking Bids

- a. The bidders shall seal the technical and financial bids in separate envelopes and keep them in a bigger sealed envelope. The Technical Bid shall bear the name “TECHNICAL Bid for Outsource Personal” on the envelope, while the financial Bid shall bear the name “FINANCIAL” Bid for Outsource Personal” on the envelope for avoiding any mismatch. The Technical and Financial bid should contain documents as laid down in clause 5 of section II.
- b. The sealed envelope, containing Technical and Financial bids in separate sealed envelopes, shall be addressed to: Deputy Accountant General (Administration), Office of the Accountant General (A&E), PO Kunjaban, Agartala, Tripura-799006, and sent by post/hand so as to reach latest by 28/02/2023 at 4.00 pm.
- c. If the envelope is not sealed and marked as required in Point “a” above, the bid shall likely be rejected.
- d. Bids must be received by this office at the address specified in point “b” above not later than the prescribed time on due date.
- e. This office may, at its discretion, extend the deadline for the submission of the bids.

2. Late Bids

Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.

Bid Opening & Evaluation

1. Opening of Bids

The technical bid shall be opened by purchase committee in the presence of bidders or his authorized representatives who choose to attend on opening date and time. A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

2. Technical Evaluation / Technical Bid opening

- a. Purchase committee shall the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order as per the checklist given at the last.
- b. Prior to the financial Bid opening, pursuant to clause 3 below, Purchase Committee will determine technical qualification of each technical bid to the Bid documents. For purposes of these clauses, a technically qualified bid is one, which conforms, to all the terms and conditions of the Bid Documents without requirement deviations. Purchase Committee’s determination of bid’s technical qualification is to be based on the contents of the bids itself without recourse to extrinsic evidence.
- c. A bid determined as technically non-qualified, will be rejected by Purchase Committee and shall not subsequently qualify for the financial bid opening.

3. Financial Evaluation/Financial Bid Opening of Technically Qualified Bidders

- a. Purchase Committee shall open financial bids and evaluate the bids previously determined to be technically qualified pursuant to clause 2 above. Only technically qualified successful bidders or his authorized representatives would be called to attend opening of financial bids. The financial bids of non-qualified technical bidders shall not be opened.
- b. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by Purchase Committee. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- c. The evaluation shall be done on 1-1 vendor of **total package costs of all the item/services**. The comparison for evaluation shall be of price of the goods offered inclusive of all Taxes and levies.

4. **Award of Contract**

Purchase Committee shall consider placement of orders for the Outsource Person on that bidder whose offers have been found technically, commercially and financially acceptable.

5. **Performance security deposit**

The successful bidder (whose tender is accepted) shall furnish a performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the award of Outsource Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. (Valid up to 31.05.2024), EMD will not be refunded and payment will not be made till the firm deposits Performance Security.

6. **Right to vary quantities at time of award**

This office reserves the right at the time of award of contract of during the continuance of the contract to decrease or increase the quantity of items offered for Outsource Person on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and services specified in the schedule of requirements without any change in unit price for similar configured items on the same terms and conditions.

7. **Right to accept any Bid and to Reject any or all Bids**

This office reserves the right to accept or reject any bid and to annual the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for this office's action.



Sr Accounts Officer/ Admn

Section-III

General (Commercial) Conditions of Contract

1. The General Conditions shall apply in contracts made by this office for the Outsource Persons services rendered by the bidder. The services provided under this contract shall conform to the standards prescribed in the schedule of requirements as mentioned in Section-IV.
2. **Performance Security Deposit:** the successful bidder (whose tender is accepted) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian nationalized Bank within 15 days from the award of Outsource Persons Contract, which shall be equal to 10% of the contract value. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. (Valid up to 31.05.2024).
3. **Inspection & Warranty:** If any spares/ equipment or any part thereof supplied by the Outsource vendor is found defective, in case the same will be replaced from an outside source, the cost of any such replacement shall be paid by Outsource Vendor. The contractor shall be new and free from all defects and faults in material.
4. **Payment Terms:** The payment will be made on completion of each month after receipt of bills.
5. **Delays in the Performance:** Delay in performance of services shall attract penalty for the vendor in accordance with clause 23 of section-IV.
6. **Termination for Default:** The competent authority of this office reserves the right to terminate the maintenance contract in full or part of the contract at any time, if service is found unsatisfactory or without assigning any reason by serving one month's notice. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contract or for service already performed in terms of the contract, the same would be paid to him as per the contract terms on pro-rata basis. This office also reserves the right to deduct the amount from contractor's payment if any negligence of works occurs or found.
7. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Agartala and will be interpreted under Indian law.
8. Vendor will not deduct anything from the wages of the employees except employee's contribution towards EPF & ESI. A quarterly challan of submission of both employee & employer contribution has to be submitted for release of bill for the subsequent quarters.



Senior Accounts Officer/Admn.
Ph. +91 9436582495

Section IV

Schedule of Requirements

1. This Schedule of requirement shall supplement the 'Instruction to the Bidder' as contained in section II & General (Commercial) Condition of the Contract as contained in Section III and wherever there is a conflict, the provision herein shall prevail over those in Section II and Section III.
2. Service to be given for the period of contract with satisfactorily.
3. The vendor shall maintain a log book in which separate pages for each outsource person the firm shall record the calls attended.
4. The rate quoted by the firm must be the rate of minimum wages prescribed by the Government of India. The rate of minimum wages is given at annexure A. Minimum statutory payments such as GST, PF, ESI etc. shall be allowed as applicable (Not to be quoted by the bidders). The bidder applying for the NIT shall submit their bid in the format at annexure by providing information against relevant column.
5. The agency will have to make monthly payment to outsourced staff within the time frame as per the payment of wages act prior their submission of monthly bills. Such payment shall be by bank transfer (direct credit) to the bank account of the outsourced staff. No amount is to be deducted from the Basic cost of the outsource persons.
6. The successful bidder shall provide Driver, MTS, and Canteen Attendant with uniform.
7. The successful bidder shall issue identity card to all staff.
8. The successful bidder shall indemnify this office against any loss incurred due to action of the bidder of his staff.
9. Conditional quotation will not be accepted. The Purchase committee reserves the right to negotiate amongst all L-1 bidders, in case of multiple L-1 bidders.
10. A copy of terms and conditions duly signed by the tenderer in token of having understood and agreed to the same may be attached along with the tender (format enclosed).
11. The agency should undertake the responsibility of making payments towards EPF,ESI, GST etc. deduction to the department concerned.
12. The office working days should be 5 days in a week from 9.30AM to 6.00PM. As such, the quotation may be given keeping in view of the amount payable in a month.
13. The agency may clearly mention the breakup of various components like Basic pay, & Administrative Charges which should not be less than 2% (other statutory rates will be determined as per the statutory requirement by the office) .
14. The payments will be made on monthly basis on presentation of Bill. As a proof of deposit of previous month recovery from employees along with employers

contribution towards EPF/PPF and ESI, and the copies of receipt, issued by EPF/PPF and ESI authority should be submitted with the bill from 2nd month onwards, otherwise the payment of the bill keep pending until receipt of copy of such documents from concerned authorities.

15. The bidders will have to deposit the last income tax return and GST return with the tender documents.
16. At any point of time this office may intend to replace the persons engaged (those persons whose services are not satisfactory) and such replacement will have to be made within 3 days of intimation on priority basis.
17. Details of man power to be outsourced (number may vary) is as follows :-

| Sl. No. | Service | No | Minimum Qualification | Job Profile |
|---------|-------------------|----|---|---|
| 1 | DEO | 3 | Educational qualification of minimum HS(+2 stage) pass in any discipline from a recognized Board. | The persons should be proficient in typing in English. The persons should be able to undertake the typing work like Draft letters, Noting, Data Sheet etc. |
| 2 | Car Driver | 1 | Educational qualification of minimum 10 th standard pass from a recognized Board. Possession of a valid driving license for motor car. Experience of driving a motor car for at least 3 years for Govt/Public Sector Undertaking/Autonomous bodies etc. Knowledge of navigation/GPS. He should be in sound health and should be self-disciplined, polite and have good communication skills, bearing a pleasant disposition. | To drive office car. |
| 3 | MTS | 4 | Education qualification of minimum 10 th standard pass from a recognized Board. | The persons should perform duties at par with the MTS cadre posts in the Govt. offices in general like distribution and dispatch of letters/files dusting and cleaning of tables chairs almirahs shifting of furniture and records etc. They may be engaged for watch and ward duties as and when required. |
| 4 | Canteen Attendant | 2 | Should be passed class VII standard | To work in the Departmental Canteen, Cleaning work, Management of Cooking |

| Sl. No. | Service | No | Minimum Qualification | Job Profile |
|---------|----------------|----|---|--|
| | | | | & Miscellaneous work. |
| 5 | Stenographer | 2 | Educational qualification of minimum HS(+2 stage) pass in any discipline from a recognized Board. | Stenographer is to be aware of the shorthand language and also to have a good typewriter typing speed. Speed is required as they have to listen to the conversation and then quickly transcribe it into a documented form. |
| 6 | Sweeping Staff | 8 | | Working experience in cleaning works. |

18. Attendance of all the staffs shall be done in the office premises in DAG's Cell.
19. The Contractor and the resident personnel shall follow the system of monitoring the work and attendance of the Service personnel as stipulated by the office.
20. In the absence of any outsource personnel, it shall be the responsibility of the Contractor to depute another competent and experienced outsource personal during the period of absence of the designated engineer/personnel.
21. This Office reserves the right to disqualify, such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with this office. This Office also reserves the right to blacklist a bidder for a suitable period in case if he fails to honour his bid without sufficient grounds.
22. Bidders may inspect this office, if feels necessary before applying for tender.



Sr. Accounts Officer/Admn.

Annexure I

Bid Application cum Declaration Form

(On bidder's letter head)

To
Sr. Accounts Officer (Admn.)
O/o the Accountant General (A&E)
Tripura, P.O. - Kunjaban, Agartala,
PIN-799006

Subject: Engagement of Outsource persons.

Dear Sir,

With reference to your tender notice No.Dated....., I am to submit my tender documents for providing engagement of outsource persons in your office from 01/04/2023 to 31/03/2024 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the term and conditions laid therein; which are being signed in token of my acceptance.
2. The rates quoted by me/us are valid for 90(ninety) days from bid opening and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. If our Bid is accepted, we will obtain the guarantees of a scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.
4. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us
5. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
6. I/we understand that you are not bound to accept the lowest or any bid, you may receive.

Signature & Seal of Bidder

Date-
Name of the Firm:-
Mobile No :-
Email Address :-

Annexure II

Letter of Authorization for attending bid opening

Subject: Authorization for attending bid opening on(date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

| Order of preference | Name | Specimen signature |
|----------------------------|-------------|---------------------------|
| I | | |
| II | | |

Signature of bidder (s) with seal

Date-

Name of The Firm:-

Mobile No:-

Email Address:-

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Annexure III

Financial bid Format

| Sl. No | Service particulars | Skill | Minimum Wages per day (as per O/o Chief Labour commissioner) | No of personnel to be outsourced * | Wages/ Per day** | Administrative Charges Per day (should not be less than 2% of the wages) *** | Total cost per person per Day |
|--------|-------------------------------------|--------------|--|------------------------------------|------------------|--|-------------------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | DEO | Skilled | 671 | 3 | | | |
| 2 | MTS | Unskilled | 477 | 4 | | | |
| 3 | Driver | Skilled | 671 | 1 | | | |
| 4 | Canteen Attendant | Semi-Skilled | 557 | 2 | | | |
| 5 | Stenographer | Skilled | 671 | 2 | | | |
| 6 | Sweeping Staff (for cleaning works) | Unskilled | 477 | 8 | | | |

1. EPF, ESI (employer's contribution) & GST will be calculated as percentage of quoted wages based on prevailing statutory rates & will be paid over & above wages & administrative cost. Vendor shall not deduct any charges from the wages of the workers except EPF & ESI (employee's contribution) at prevailing statutory rates. Quarterly deposit of EPF & ESI has to be submitted with his office for release of monthly bills for the next quarter.
2. * No of Personnel may change while awarding the contract or in between the period of contract.
3. **Wages per day (5) to be quoted cannot be less than minimum daily wages prescribed by the O/o Chief labour commissioner (3).
4. *** Should not be less than 2% of Per person Daily wages (5).
5. Office reserves the right to check the suitability of the candidate for the Job & may reject any such candidate not found suitable for the job.
6. Monthly payment will be made depending on the working days in a month. Bill may be put up after receiving attendance from the office. In a week wherein there are 5 working days one paid holiday will be given (For Example, in a week wherein personnel have to work from Monday to Friday, wages of 6 days in that week will be payable & if a personnel work from Monday to Saturday than wages of 7 days in a week will be payable). However, if there are less than 5 working days in a week, no paid holiday is to be given in that week. Administrative charges will also vary depending on the number of working days every month.

Signature of bidder (s) with seal

Annexure IV

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

| Sl. No. | Documents (Please refer to clause 5.1 of Section II for filling this Checklist) | Page No. |
|---------|---|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2. | Authorization letter for attending the bid opening (format-Annexure II) | |
| 3. | Bid Security in the form of bank draft for Rs. 25000/- (As per Section I) | |
| 4. | Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice No..... Date..... by Bidder or Authorized person/persons | |
| 5. | Valid Income Tax Clearance Certificate/ Firm Registration Certificate as the case may be | |
| 6 | Copies of GST Registration | |
| 7. | Certificate of Incorporation / Firm Registration Certificate as the case may be | |
| 8. | License for Providing the said personnel issued by local Authorities | |
| 9. | Experience proof | |
| 10 | Other Documents as per this NIT (Please Specify) | |
| 11 | Undertaking by the vendor that Outsourced Personnel deployed in this office are not in any way related to existing employees of this office. | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Annexure V

CHECK LIST and the order in which the documents are to be submitted for the Financial Bid

| Sl. No. | Documents(Please refer to clause 5.2 of Section II for filling this Checklist) | Page No. |
|---------|--|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2 | BID APPLICATION CUM DECLARATION FORM as per Annexure – 1 | |
| 3 | Price Schedule as per Annexure – III | |
| 4 | | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-



महालेखाकार का कार्यालय (लेखा एवं हक) त्रिपुरा, अगरतला
Office of the Accountant General (A&E), Tripura Agartala -
799006

Ph: 0381-2350139, Fax: 0381-2350103, E-mail: agaetripura@cag.gov.in



Tender Document for Supply of Stationery items

Notice Inviting Tender

For supply of Stationery

1. Office of the Accountant General(A&E), Tripura, Agartala invites sealed tenders from the registered and eligible tenderers for supply of stationery to this office for 1(one) year from 01/04/2023.
2. The tender documents may be obtained from this office website or from office from the date of publication i.e. 15/02/2023.
3. The tender documents may be submitted along with prescribed tender form to this office within 28/02/2023 at 4 PM.
4. Interested parties/firms may submit their requirements duly completed in the prescribed manner as per Annexures and signed in sealed cover and super-scripted as "QUOTATION FOR SUPPLY OF STATIONERY, addressed to the Deputy Accountant General (Administration), Office of the Accountant General (A&E), P.O-Kunjaban, Agartala, Tripura-799006 , and send by post/hand so as to reach latest by 28/02/2023 at 4.00 pm (Technical & Financial Bid to be submitted separately by dropping in to respective boxes. Submitting two quotations in a single envelop will not be considered). The Technical Bid will be opened at 4.30 pm on 1/03/2023 & Financial Bid will be opened at 4.30 pm on 8/03/2023. Authorized representative of the participating firms may be present at the time of opening of bids.

Tender for supply of Stationery items

Tenderer are requested to read the tender document carefully including its Terms & Conditions, procedures to fill the tender form and tender assessment criteria.

Tender documents consists the following:

1. Eligibility Criteria
2. General Instructions to Tenderers
3. General Terms & Conditions of Contract
4. Special Terms & Conditions of Contract.
5. Technical Bid-Annexure A
6. Financial Bid-Annexure B
7. Proforma of Undertaking-Annexure C
8. Proforma of Bank Guarantee-Annexure-D

ELIBILITY CRITERIA

1. **Experience:** The bidder must have minimum One year of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Nationalized Banks. Copies of one such purchase orders consolidated value of Rs. 1 lac or more received during each of the last three year should be enclosed.
2. **Returns:** Annual Income Tax Return and GST return for last 1 financial year should be attached with Technical bid.
3. **Statutory Registrations:** The tenderer must have valid PAN No. GST No, Trade license copy which are to be submitted with Technical Bid.

INSTRUCTIONS FOR THE TENDERERS

1. Sealed Tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed
2. Last date of receipt and opening of tender is to be followed.

A set of tender documents can be obtained from this office website or from the office from the date of publication.

- 2.1 **Signing of Tender:** Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by this office.

3. **Validity of tenders:** The validity of rates quoted will be for a period of one year from the date of award of contract.
4. **Procedure for submitting Tenders**
The Tenders are to be submitted as per tow bid system i.e Technical bid and financial bid.

- A. Technical bid should contain the papers to fulfil all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.
- B. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super cribbed as “Technical Bid for supply of stationery items” and “Financial Bid for supply of stationery items” respectively. Bid Security in the form of bank draft for Rs.20,000/- (twenty thousand) only . Clause by clause Compliances in the form of signing & stamping all the pages of the Tender Notice by Bidder or Authorized person will be in Technical Bid packet.

5. **Documents to be attached with Technical Bid:**

- a. Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b. Bid security deposit
- c. Photocopy of PAN
- d. Photocopy of GST
- e. Photocopy of Trade license
- f. The undertaking form duly signed by the tender

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

6. **Rates:**

7. Rate should be quoted for all the items listed in Annexure-B without any overwriting/erasing/cutting. Use of white fluid/correction fluid etc is strictly prohibited.
8. GST should be quoted separately for each item. Price bid showing rates like “Tax included/Inclusive of tax/tax paid” etc are not acceptable and such officer shall not be considered.
9. The rates should be inclusive of freight charges, packing charges etc.
10. Conditional bids shall be rejected.
11. The rates for the quoted items should not be higher than those quoted in MRP.
12. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.

13. The tenderer are advised to quote their rates on the basis of costing/profitability of individual items because the office reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.
14. Right of rejection of tender: This office reserves the right to accept or reject any or all the tenders without assigning any reason.
15. Evaluation of Bids: on the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Purchase Committee constituted by the competent authority. Thereafter, on the basis of the evaluation of Technical Bids, the price bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (including GST) worked out in the price bid. The tenders may not that quantities mentioned in the price bid are only tentative in nature are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

GENERAL TERMS & CONDITIONS OF CONTRACT:

1. **Delivery of Stores:** At the time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the O/o the AG(A&E), Tripura, Agartala within 7 days from the date of despatch of purchase order.
2. The supply order may be issued time to time as and when required.
3. If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.
4. **Packing of Stores:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the items.
5. **Payment:** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated officials of this office. No advance payment shall be made.
6. **Subletting of contract:** The tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the office. In the event of the contractor contravening this condition, office has right to terminate the contract.
7. **Penalty clause & Risk Purchase:** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
8. **For Delay in Supply-** Penalty of 2% of the value of the order calculated at the items rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders.
9. **For Non Supply-** If the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from pending/subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual despatch of supply orders to date of receipt of supplies at the destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
10. **Security Deposit:** Performance security of Rs. 10000.00 shall have to be deposited by successful tenderer(s) through DD issued by any Scheduled Commercial Bank drawn in favour of Deputy Accountant General (Administration), Office of the Accountant General (A&E), Tripura payable at "Agartala" within 10 days from the receipt of accepting of contract from this office. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or

derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.

11. **Disputes and Arbitration**: In case of any dispute the decision of the office will be final. The venue of any arbitration shall be in Agartala. The office also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

SPECIAL TERMS & CONDITIONS OF CONTRCT

1. **Technical Specifications**: The specifications of stationery items offered by the tenderer must tally with specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies**: Supplied items shall be accepted subject to the complete satisfaction of office. Any defect found in the materials/stores supplied will render the supplies open to rejection and decision of the office, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specification/quality as acceptable to the office. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tendered.



Sr. Accounts Officer/Admn

Annexure I

Bid Application cum Declaration Form

(On bidder's letter head)

To
Sr. Accounts Officer(Admn.)
O/o the Accountant General(A&E)
Tripura, P.O.- Kunjaban, Agartala,
PIN-799006

Subject: Supply of Stationary items.

Dear Sir,

With reference to your tender notice No.Dated....., I am to submit my tender documents for Supply of Stationary items required in your office time to time from 01/04/2023 to 31/03/2024 along with annexure of Tender Notice.

Declaration:

1. I/We, the undersigned affirm and certify that I have examined the terms & conditions mentioned in the Tender Notice and agree to abide by all the term and conditions laid therein; which are being signed in token of my acceptance.
2. The rates quoted by me/us are valid for 90(ninety) days from bid opening and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. If our Bid is accepted, we will obtain the guarantees of a scheduled Bank for a sum of Rupees one lakh only for the due performance of the contract.
4. Until a format Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us
5. I/We hereby undertake to execute the work as per direction given in the tender document within stipulated period. In case, I fail to abide by any terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.
6. I/we understand that you are not bound to accept the lowest or any bid, you may receive.

Signature & Seal of Bidder

Date-
Name of the Firm:-

Mobile No :-
Email Address :-

Annexure II

Letter of Authorization for attending bid opening

Subject: Authorization for attending bid opening on(date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

| Order of preference | Name | Specimen signature |
|----------------------------|-------------|---------------------------|
| I | | |
| II | | |

Signature of bidder (s) with seal

Date-
Name of the Firm:-
Mobile No:-
Email Address:-

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Annexure III**List of required stationary items.**

(The bidder should clearly mention the quoted items Brand, specification etc with its quantity/pcs/no/metre for which they quoted rate for the items)

| Sl. No. | Required Items | Specification | Rate per pc/no/bdl/pkt (including GST) |
|----------------|-----------------------|---|---|
| 1 | Alpin | T-pin | |
| 2 | Bound Regd. | Ordinary 8 No | |
| 3 | Bound Regd. | Ordinary 10 No | |
| 4 | Bound Regd. | Ordinary 12 No | |
| 5 | Bound Regd. | Ordinary 20 No | |
| 6 | Bound Regd. | Oxford 6 No | |
| 7 | Bound Regd. | Oxford 8 No | |
| 8 | Bound Regd. | Oxford 10 No | |
| 9 | Bound Regd. | Oxford 12 No | |
| 10 | Bound Regd. | Oxford 16 No | |
| 11 | Bound Regd. | Oxford 20 No | |
| 12 | Brown Tap | 2 inch | |
| 13 | Carbon | Kores Size 210 mm x 330 mm | |
| 14 | Calculator | 12 digit | |
| 15 | Cello Tape | 1 inch | |
| 16 | Cello Tape | 1.5 inch | |
| 17 | Cello Tape | 2 inch | |
| 18 | Correction fluid | Pen type | |
| 19 | Envelop Brown | 5x12(Laminated) | |
| 20 | Envelop Brown | 10x12(Laminated) | |
| 21 | Envelop Brown | 12x16(Laminated) | |
| 22 | Envelop | Window, 85 GSM Paper, size 4.5 X10cm, Printed with silk print printing. | |
| 23 | File Cover | Best quality, Legal size | |
| 24 | File Binder | Best quality, Legal size | |
| 25 | Glue Stick | 1.5 Gm | |
| 26 | Gum | 300 MI | |
| 27 | Gum | 700 ML. | |
| 28 | Harpic | 500 MI | |
| 29 | Highlighter | Pen (yellow, Green) | |
| 30 | Hand wash (Detol) | 675 MI | |
| 31 | Jems Clip | Plastic cover | |
| 32 | Knife | Medium | |

| Sl. No. | Required Items | Specification | Rate per pc/no/bdl/pkt (including GST) |
|---------|-------------------------|--------------------------|--|
| 33 | Lizol | 500 MI | |
| 34 | Markin Cloth | White/metre | |
| 35 | Note Sheet | 80 GSM, Legal Size | |
| 36 | Napthaline | 100 gms | |
| 37 | Odonil | 50 gm | |
| 38 | Phenyle | 500 MI | |
| 39 | Pooker | Steel | |
| 40 | Punching Machine | Cangaro, FP 20 | |
| 41 | Pen | Red/Blue | |
| 42 | Pen | Ordinary | |
| 43 | Pin Cussion | Transparent | |
| 44 | Refill | Red/Blue | |
| 45 | Pen | Smart Gel | |
| 46 | Refill | Smart Gel | |
| 47 | Stamp Pad | big | |
| 48 | Stamp Pad | small | |
| 49 | Stamp Ink | 100 MI | |
| 50 | Sealing Wax | 8-10 stick per pkt | |
| 51 | Stapler Machine | Small | |
| 52 | Stapler Machine | Big | |
| 53 | Stapler Pin | Small | |
| 54 | Stapler Pin | Big | |
| 55 | Starter | Philips | |
| 56 | Bath Soap | 125 gm | |
| 57 | Thread Ball | 100 meter | |
| 58 | Towel | Small | |
| 59 | Tag | White | |
| 60 | Writing Pad | White | |
| 61 | Sketch Pen | camel per pack of 10 | |
| 62 | Jk Excel Bond (100 GSM) | Jk Excel Bond (100 GSM) | |
| 63 | Sticky Flag | 25 mm x 75 mm x 4 colors | |
| 64 | Markin Cloth | per meter | |
| 65 | Ribbon | Tally Genican 6600/6800 | |

Specification of items is to be mentioned by the bidders.

Supply order will be issued as per requirement of the office from time to time.

Seal & Signature of the Bidder

Annexure IV

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned Documents have been enclosed along with tender documents. The documents to be submitted in descending order with item no. 1 on top of all. Please also mention the page no. of the Technical Bid where these documents are given.

| Sl. No. | Documents (Please refer to clause 5.1 of Section II for filling this Checklist | Page No. |
|---------|---|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2. | Authorization letter for attending the bid opening (format-Annexure II) | |
| 3. | Bid Security in the form of bank draft for Rs. 20000/- (As per Section I) | |
| 4. | Clause by clause Compliance in the form of signing & stamping all the pages of the Tender Notice No..... Date..... by Bidder or Authorized person/persons | |
| 7. | Copies of GST Registration | |
| 8. | Certificate of Incorporation / Firm Registration Certificate as the case may be | |
| 13. | Other Documents as per this NIT (Please Specify) | |

Bidder to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s)
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-

Annexure V

CHECK LIST and the order in which the documents are to be submitted for the Financial Bid

| Sl. No. | Documents(Please refer to clause 5.2 of Section II for filling this Checklist) | Page No. |
|---------|--|----------|
| 1 | Annexure VI- Details of the bidder | |
| 2 | BID APPLICATION CUM DECLARATION FORM as per Annexure - 1 | |
| 3 | Price Schedule as per Annexure - III | |

Bidder to ensure :

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages submitted have been numbered.
- C. That all the documents are legible.

Signature & Seal of Bidder

Date-

Name of the Firm :-

Mobile No :-

Email Address :-