



TRIPURA HUMAN RIGHTS COMMISSION
KUNJABAN: AGARTALA
PIN-799006

Email- thrc16agartala@gmail.com



Dated : 14/09/2023

No. F.1(14)/THRC/2016/ 2610-13

SHORT NOTICE INVITING QUOTATION

On behalf of the Governor of Tripura, the undersigned invites sealed quotation for procurement of below mentioned items as given in table -1, under Tripura Human Rights Commission, Kunjaban, Agartala **during the financial year 2023-2024** from the registered and authorized Distributor/Agency/Dealer/Firm within the jurisdiction of Tripura dealing with the proposed stores.

The bidder should mention all the details and specification of the items separately in the format of bid as given at Annexure-I which may be down loaded from the official website of the Tripura Human Rights Commission (<https://thrc.tripura.gov.in>) , Kunjaban, Agartala **or from the Tripura State Portal (www.tripura.gov.in)**.

Table-1

SL No	Name of Items	Specification of the items	Quantity.
1	All-in-One (AIO) Desktop (sealed set) of brand HP along with its all accessories	INTEL CORE i3 (12 TH Generation), 8 GB RAM, 512 GB SSD, Wi-Fi, Bluetooth, 24 th Full HD Display, Window-11, MS Office and having at least 03 (three) years warranty.	03 (three) sets, which may be increased or decreased
2	LaserJet Printer of brand-HP	1020 plus / AiO 126a	03 (three) sets, which may be increased or decreased
3	APC Make-UPS	600VA Line interactive with SMF Battery backup having the capacity of minimum 20 minute backup	03 (three) sets, which may be increased or decreased

The rate should be quoted both in figures and words in the prescribed pro-forma attached.

The bidder has to attach D-Call amount of **Rs. 5,000/- (Rupees five thousand only) in form of Account Payee Demand Draft from any nationalized bank, in favour of the Drawing and Disbursing Officer (DDO), Tripura Human Rights Commission, Kunjaban, Agartala payable at State Bank of India, Kunjaban Branch, Agartala.**

The undersigned have the full right to reject any quotation or contract or whole process at any time without assigning any reason thereof.

The sealed quotation/bid may be dropped physically in the Tender Box of the office of the Tripura Human Rights Commission, Kunjaban, Agartala during the office working hours (i.e. Between 10 AM & 5.30 PM) with effect from 30/11/2023 to 07/12/2023 (except Government's Holidays).

The bidders sending their sealed quotation/bid through Department of Post or Courier etc shall be accepted till 3 PM on 07/12/2023.

The tender box shall be closed at 3 PM on 07/12/2023 and thereafter no tender bid /quotation shall be accepted by this office.

The tender box will be opened on the last day, i.e. 07/12/2023 (if possible) at 4 PM in presence of the willing bidders or their authorized representatives, who are willing to remain present at the time of opening of the Tender Box.

In case the date of dropping and opening of Tender is paralyzed due to any unforeseen reasons, the next working day will be the last date of dropping/opening of the Tender Box.

Terms and Conditions:-

1. The sealed cover envelop shall be superscripted by the expression "**QUOTATION FOR SUPPLYING OF ALL-IN-ONE COMPUTER SET, PRINTER AND UPS DURING THE FINANCIAL YEAR 2023-24**".
2. The bidder shall address his tender bid/quotation in favour of:-

**The Secretary,
Tripura Human Rights Commission,
Kunjaban, Agartala, Pin-799006**



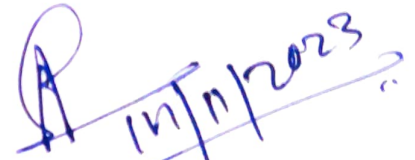
3. The rate should be quoted both in figures and words and should inclusive of all taxes, transportation charges, cost of fitting and fixing or commissioning, service charges, etc if any.
4. The bidder should have valid trade license and photocopy of which should be submitted along with the bid documents duly self attested.
5. The bidder should have valid GST registration and photocopy of which should be submitted along with the bid documents duly self attested.
6. The bidder should have valid PAN/TAN Card and photocopy of which should be submitted along with the bid documents duly self attested.
7. The bidder should have to submit the Bank details along with Account No and photocopy of which should be submitted along with the bid documents duly self attested.
8. The bidder should have to furnish photocopy of the Certificate of authorized Distributor/ Dealer ship / Agency etc duly self attested.
9. The lowest bidder shall sign an agreement with the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala within 10 days of receipt of supply order. If fails to do so, the 2nd lowest may be awarded the contract, if found suitable.
10. The bidder in whose favour the supply order is issued will have to complete the supply within 20 (twenty) days of receiving the supply order.
11. In case of inordinate delay in receiving the supply of materials and delay in supplying the undersigned shall not be responsible at any case and the 2nd lowest bidder may be called upon to supply the stores.
12. In case of failure to do the supply within the specified time frame, the supply order shall be liable for cancellation or may forfeit the earnest money deposited (EMD) partially or fully. In that case, the 2nd lowest if found suitable may be eligible for supply the same stores.
13. The supply order will be issued only on availability of required fund.
14. Without submission of D-Call amount as mentioned above along with other documents at the time of submission of bid shall be treated as invalid/rejected. However, exemption under Rule 170 of GFR for registered MSME permitted to supply such items is applicable.



15. The bidder shall be disqualified, if the documents as asked for are not enclosed with the bid/quotation deposited to this office.
16. The quantity of items may vary as per the requirement of the office from time to time within the tender period.
17. **There should be support available during the period of warranty for items to be supplied.**
18. The bidder shall be responsible for proper installation or commissioning of the stores so purchased in the O/o The Tripura Human Rights Commission, Kunjaban, Agartala.
19. No items shall be accepted beyond the supply order and agreed rates of items which is not included in the bid tender document.
20. The Tripura Human Rights Commission, Kunjaban, Agartala shall not be responsible for any postal delay in regards to sending of their quotation through Department of Post or Couriers etc and also supply order received beyond stipulated time frame.
21. The payment for the stores so purchased will only be made on proper delivery and successful installations, certification and acceptance by the storekeeper after necessary entries in his Stock Register.
22. The payment will be made through direct bank transfer (DBT) by the District Treasury No. 1, Agartala, Tripura (West).
23. **All specifications, rates, brand and quantity mentioned by the bidder in Annexure – I should be in printed form to avoid any confusion while finalizing the tender process.**
24. In case of high fluctuation of the rates in the market during the period of contract, the undersigned reserves the right to cancel the agreement and may call a fresh tender with intimation to the supplier.
25. The stores not having proper seal, shall not be accepted at the time commissioning/ installation.
26. Any item may be stuck off/out by the undersigned even after finalization of rate and bidder.
27. All statutory deduction as per government norms shall be made from the bills, as the rate quoted inclusive all Taxes in the quotation.



29. All statutory deduction as per government norms shall be made from the bills, as the rate quoted inclusive all Taxes in the quotation.
30. The undersigned reserves the right to reject or accept part or full quotation including the lowest one without assigning any reason.
31. The undersigned also reserves the right to approve, modify or reject any design/specification.
32. In case of any arbitration, the matter will be referred to the LR and Secretary, Law Department, Government of Tripura, Civil Secretariat, Agartala and the order of the LR and Secretary, Law Department, Government of Tripura, Civil Secretariat, Agartala shall be final. All disputes lie within the jurisdiction of Agartala under West Tripura District only.
33. **The contract shall be valid for the financial year 2023-24 (i.e. up to 31.03.2024).**



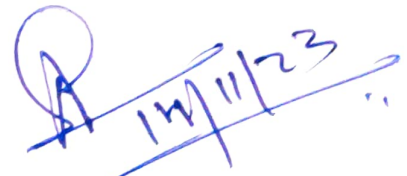
(Animesh Dhar, TCS Gr.-I)
Head of Office & OSD,
Tripura Human Rights Commission
Kunjaban, Agartala

To

1. The Director, Information & Technology Department, Government of Tripura, Agartala, Tripura (West) for kind information with a request to float the tender at the Tripura State Portal (www.tripura.gov.in).

Copy to:-

1. The Dealing Assistant, looking after web portal of THRC, Agartala for uploading the tender bid in the web portal of the Tripura Human Rights Commission, Kunjaban, Agartala (<https://thrc.tripura.gov.in>).
2. The Accounts Section, THRC, Kunjaban, Agartala.
3. Office Notice Board for wide publication.



(Animesh Dhar, TCS Gr.-I)
Head of Office & OSD,
Tripura Human Rights Commission
Kunjaban, Agartala

Annexure-I

**SHORT NOTICE INVITING QUOTATION FOR SUPPLY OF ALL-IN-ONE COMPUTER
AS MENTIONED IN TABLE-1 OF SNIQ UNDER
TRIPURA HUMAN RIGHTS COMMISSION, KUNJABAN, AGARTALA, TRIPURA
DURING THE FINANCIAL YEAR 2023-2024.**

1. Tender No. and date : F.1(14)/THRC/2016/____ dt ____/09/2023
2. Name and address of bidder :
3. PAN/TAN No of the Bidder :
4. GST Registration No. :
5. Authorize Distributor/Agency:
/Dealer/Firm code, if any
6. Contact No :
7. Email id of the Bidder :

8. Quoted Rate :-

Sl. No.	Item	Brand	Specification	Accounting unit	Rate (both in figure & words) and inclusive all taxes
1					

I have gone through the terms and conditions stipulated in the Short Notice Inviting Quotation (SNIQ) and agreed to supply of the above mentioned items as per quantity and specification mentioned including commissioning/ installation and transportation under Tripura Human Rights Commission, Kunjaban, Agartala by abiding all terms and conditions mentioned in the SNIQ.

Place:

Date:

(Signature of the Bidder
With seal)

Enclosures: