



TRIPURA HUMAN RIGHTS COMMISSION
KUNJABAN: AGARTALA
PIN-799006

Email- thrc16agartala@gmail.com

No. F.2(33)/THRC/STORE/AMC/2022/ 1442-1445 Dated : 23/04/2025

SHORT NOTICE INVITING QUOTATION

Tripura Human Rights Commission invites sealed Quotations from eligible, reputed, registered and experienced firms, who have executed similar nature of works in Government and Semi-government organisations and satisfying the terms and conditions as mentioned in here as under for providing Comprehensive Annual Maintenance Contract (AMC) for 12(twelve) nos. Computers and Peripherals under Tripura Human Rights Commission, Kunjabn, Agartala, as specified belows:-

Table-1

SL No	Name of Items	Quantity	Period contract of AMC	Amount (₹)
1	Desktop Computer	12 nos	01 (one) year	₹. 22,000/- per annum.
2	UPS	12 nos		
3	Printer	12 nos		
4	Scanner machine	04 nos		

The rate of AMC should be quoted both in figures and words in the prescribed proforma.

The bidder has to attach a deposit of call (D-Call) @ 5% of minimum tendered amount in the 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 shall 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 28/04/2025 to 05/05/2025 (except Government's Holidays).

[Handwritten signature]

The bidders sending their sealed quotation/bid through Department of Post or Courier etc shall be accepted till 3 PM on 05/05/2025.

The tender box shall be closed at 3 PM on 05/05/2025 and thereafter no bid /quotation shall be accepted by this Commission.

The tender box will be opened on the last day, i.e. 05/05/2025 (if possible) at 4 PM in presence of 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 opening of Tender Box is paralyzed due to any unforeseen reasons, the next working day will be the last date of opening of the Tender Box.


Terms and Conditions:-

1. The sealed cover envelop shall be superscripted by the expression **“providing Comprehensive Annual Maintenance Contract (AMC) for 12(twelve) nos. Computers and Peripherals DURING THE FINANCIAL YEAR 2025-2026” and 2026-2027.**
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, cost of fitting and fixing or commissioning, service charges, etc if any.
4. The bidder should have valid GST registration and photocopy of which should be submitted along with the bid documents duly self attested.
5. The bidder should have valid PAN/TAN Card and photocopy of which should be submitted along with the bid documents duly self attested.
6. 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.
7. The lowest bidder shall sign an agreement with the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala within 5 (five) days of receipt of confirmed work order. If the bidder fails to do so, the 2nd lowest bidder may be awarded the contract, if otherwise found suitable.
8. In case of failure to do the work within the specified time, the work order shall be liable to cancel and forfeit the earnest money deposited (EMD). In that case, the 2nd lowest, if otherwise shall found suitable, may be eligible for providing the required services under the AMC.




9. 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 provide such service an applicable.
10. The bidder shall be disqualified, if the documents as asked for are not enclosed with the bid/quotation .
11. 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 contract order received beyond stipulated time frame.
12. The payment will be made through direct bank transfer (DBT) by the Agartala Treasury No. 1, Agartala, Tripura (West).
13. 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.
14. All statutory deduction as per government norms shall be made from the bills, if the rate quoted inclusive all Taxes in the quotation.
15. The undersigned reserves the right to reject or accept any quotation including the lowest one without assigning any reason.
16. 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 will lie within the jurisdiction of Agartala under West Tripura District only.
17. **The contract shall be valid for the financial year 2025-26 and 2026-2027 (i.e. up to 31.05.2026).**

Maintenance & Support:-

1. AMC shall include the repair/replacement of defective parts with the parts of equivalent or higher specification.
 2. Maintenance shall include installation and updating of all kinds of software including operating system, office applications and anti-virus.
 3. Vendor should be well experienced in this field and should _ submit at least 3(three) years experience certificate served/serving in any government Organization/Department.
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4. Each and every call shall have to be attended by competent staff of the Quotationer within 3-4 hours of its notification of fault; otherwise it will lead to consequential financial damages to the Quotationer or even relinquishment of the contract.

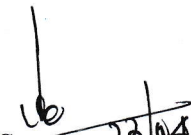

Secretary 23/04
Tripura Human Rights Commission
Kunjaban, Agartala

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.


Secretary 23/04
Tripura Human Rights Commission
Kunjaban, Agartala

