

**GOVERNMENT OF TRIPURA
DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING
AGARTALA, TRIPURA.**

NO.F.1(21)-D-ESMP/Store/2006/Part-I/8973-78 Dated Agartala 22nd December, 2016.

NOTICE INVITING TENDER

Sealed Tenders in plain paper are hereby invited by the undersigned from the bonafide manufactures /distributors/ authorized dealers/ agents for supplying of the following articles subject to fulfillment of terms and conditions. The Tender will be received in this Directorate during office hours from 10.30 a.m. to 3. pm in all working days up to 4th January, 2017 and will be opened on the same date at 3.00 p.m. if possible.

Sl. No	Particulars & Specifications	Quantity
1	Canon printer (Model No.LBP 6030B)	5nos
2	Emerson 2KVA UPS(online) 1 hours back up	1no
3	Fax machine (Panasonic) Model -981	1no

The detail terms and conditions etc. are noted below:-

a. GENERAL TERMS AND CONDITIONS:

1. The Vendor is required to attach a proper and latest authorization letter from the Original Company/Manufacturer on their letterhead indicating the Tender /Enquiry Ref. number and date. Authorization letter should also include commitment from the Original Company/Manufacturer that they will stand by the Vendor to provide services during the entire warranty period. Without proper authorization letter, the offer will be REJECTED.
2. This is a two part bid system (i). Technical & (ii). Commercial, bid should be submitted separately in two sealed cover super scribing on the cover. Both the (i). Technical & (ii). Commercial bid should be submitted in a sealed cover/envelope.
3. The vendor is required to deliver and install the items to the satisfaction of buyer at respective location at **Director of Employment Services & Manpower Planning, Agartala Tripura.**
4. The vendor is required to clearly mention the make/type/model of the item. The vendor is also required to attach original manufacturer's data sheet / Leaflets / Catalogues/specification detail; otherwise the quotation is liable to be rejected.
5. Vendors are to quote prices as per items mentioned above. Any deviation will not be accepted.
6. The Vendor should confirm supply, installation of all the equipments as per specification within 30 Days after the allotment of work/supply order from the Dte. of ESMP, Govt. of Tripura.
7. The bill should be submitted by the vendor after successful installation, ETDC verification and certification and will be considered for payment within reasonable period.




8. The vendor is required to supply all relevant user manuals/documentation, power cables, Anti Virus, connectors and required accessories along with the equipment.
9. The Rates are to be quoted as indicated in the attached format inclusive of all Taxes in ANNEXURE-II.
10. The rate so quoted should be valid up to 31st March, 2017.
11. The vendor should provide and attach the following details along with its quotations: Quantity of Similar items Sold in Last three Years, List of reputed Customers dealt with them. Latest copy of Income Tax Return ,PAN /TAN Copy of the Registration of Firm etc.
12. Warranty : The equipment offered should be guaranteed / warranted for a period of three years from the date of acceptance of the items for any manufacturing defect.
13. A Bidder may submit bid for single item or for all the items whatever he / she likes inclusive all taxes for which he/she must have authorization for dealership/distributorship for the period. Any deviation will not be entertained.
14. The tenderer should submit a refundable EMD of Rs. 5,000/- (Rupees five thousand only) in the shape of Demand Draft in favour of the **Director, Employment Services & Manpower Planning, Tripura** payable at Agartala along with Technical Bid.
In case of unsuccessful bidder EMD will be released after finalization of Tender process and for successful bidder, EMD will be released after successful ETDC certification and proper installation.
15. Address at which the tender is to be submitted:
Director, Directorate of Employment Services & Manpower Planning, Office Lane, Agartala, Tripura, PIN - 799001.
16. Bidder's terms & conditions if any will not be accepted. Rather all participating bidders have to submit separate under-taking or have to indicate that he/she will comply all terms & conditions set in this tender separately or in the tender along with tender page.

b. Bid Evaluation Method

- 1) DESMP, Tripura will examine the bids to determine whether they are complete, whether any errors have been made, whether required EMD have been furnished, whether the documents have been properly signed, and whether the bids are in order.
- 2) DESMP, Tripura will first evaluate the Technical bid of the bidder and the financial bid of only technically qualified bidder will be evaluated.
- 3) DESMP, Tripura may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.
- 4) If a bid is not substantially responsive, it will be rejected by DESMP, Tripura and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 5) DESMP, Tripura reserves the right to accept any bid and to cancel/abort the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder.
- 6) Arithmetical error will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.
- 7) The Bidder should sign and duly stamp the bid documents in every page of bid document.



- 8) **Technical Evaluation:** DESMP, Tripura will examine the eligibility of the bidders as per the Bid specification. Bids of the BIDDER, not satisfying the eligibility criteria, shall be rejected. DESMP, Tripura may ask for additional information from the bidders. On request from the DESMP, Tripura, the bidder may have to produce additional information. The time limit, in which the bidders have to submit additional information, shall be decided by DESMP, Tripura and its decision shall be final in this regard. Bids of the Bidder failing to adhere to the specified time limit shall be rejected.
- 9) **Financial Evaluation:** Financial bids of only technically qualified bidders shall be evaluated. The bids, found lacking in strict compliance to the financial bid format shall be rejected straightaway. On opening the financial Bids, the Evaluation Committee shall read out the financial Bid to all the Bidders and note the same. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on. L1 will be declared as Successful Bidder and his offer will be processed further.

 22/12/16

(B. Debbarma, IAS)
Director

Employment Services & Manpower Planning
Tripura, Agartala