

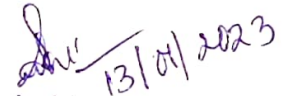
Government of Tripura
Education (Higher) Department
Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura

File No.F.1(21)-GDP/UDP/DNIT/2023(PC Maintenance)/ 5358

Dated: 13-01-2023

NOTICE INVITING QUOTATION

Sealed item rate quotations are hereby invited from bonafied, reputed, registered and experienced firms/organizations for providing “**Quotations for Repair/Maintenance of Desktop PCs, Laptop PCs, Printers**” at Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura. Detailed specification, necessary terms & conditions and requisite documents may be collected from the office of the undersigned or can be downloaded from the website: www.gdp.nic.in. Interested bidders may send or drop their bids and offers to the “Principal, Gomati District Polytechnic, Fulkumari” in sealed cover superscripting “**Quotations for Repair/Maintenance of Desktop PCs, Laptop PCs, Printers**” latest by **06-02-2023** upto **01:00 PM**. The quotations will be opened on the same day at **02:00 PM**, if possible, in presence of intending bidders. Quotations received after the due date and time will not be taken into consideration. The undersigned reserves the right to reject any quotation including the lowest one without assigning any reason thereof.

 13/01/2023

(Principal-in-charge)
Gomati District Polytechnic
Fulkumari Udaipur, Gomati Tripura

Copy to:-

1. The DDO, Gomati District Polytechnic, Fulkumari, Udaipur, for information.
2. The Member Secretary, Institutional Procurement Committee, GDP, Fulkumari, Udaipur for information.
3. The Account Section, GDP, Fulkumari, Udaipur, for information.
4. The Store Keeper, GDP, Fulkumari, Udaipur, for information.
5. The Convener (Website development & maintenance), GDP, Fulkumari, Udaipur for uploading the said Notice Inviting Quotations on the Institute website.
6. Notice board, GDP, Fulkumari, Udaipur.

GENERAL TERMS & CONDITIONS

1. Last Date & Time for submission of quotations/bids: **06-02-2023, upto 01:00 PM.**
2. Date and Time of opening of quotations/Bids: **06-02-2023 at 02:00 PM, if possible.**
3. If the date of opening bids specified in the notice happens to be a holiday, the bids shall be opened on the next working day at the same time without any further notice.
4. Quotations/Bids received after the last date will not be taken into consideration.
5. The bid documents should accompany the copies of necessary documents regarding **valid GST registration document, Trade License and PAN card.**
6. The quotations should be sent or dropped in a sealed cover and superscripted as **“Quotations for Repair/Maintenance of Desktop PCs, Laptop PCs, Printers”**
7. Declaration, typed on company letter head, stamped and signed by authorized signatory (**ANNEXURE-A**) must be submitted.
8. Unit rate and make/specification/quality, etc. for each item should be specified in the enclosed format as in **ANNEXURE - B.** While submitting the bid, the bidder shall submit the details in the prescribed format duly signed on each and every page of the quote.
9. Rates quoted must be valid for **01 (one) year.**
10. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
11. The bidder shall hold their offer valid for a minimum period of **01 (One) year** from the date of submission of their quotation(s).
12. The rate running contract will be for an initial period of **01 (One) year.** The same can be extended on mutual consent. The selected bidder will have to provide Maintenance service at the offered rate for a period of **01 (One) year** from the said date.
13. The engineer/service personnel should have sufficient technical qualification and experience to handle hardware, software, communication issues that may arise during the usage of the items.
14. Vendor service support is required during the office hours (10:00 AM to 5:30 PM) on working days at the Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura, whenever sought.
15. Payment will be effected after satisfactory performance of the items corresponding to each supply/work order and also subject to the availability of necessary funds at Gomati District Polytechnic (GDP), Udaipur, Gomati Tripura for procurement of the same.
16. Unless authorized by GDP, the Supplier must submit GST invoice/bill (**in triplicate**) in respect of the subsequent Purchase/Work Order, and such invoice must indicate the Purchase Order's identification number.
17. The prices shown in quotation should be final and may not be increased under any circumstances.
18. For clarification on any issue the bidder may contact Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura during the working days on or before **06-02-2023** between **11.00 AM and 3.00 PM.**
19. The actual quantity of items specified in the format may increase or decrease.
20. The quotation submitted shall remain valid for a period of **one (01) year** after the last date specified for submission.
21. The quotation is not transferable.
22. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
23. The Institute shall not be responsible for any delay / loss or non-receipt of quotations/tenders by post/ courier service.
24. No unsolicited correspondence shall be entertained after the submission of the offer.
25. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute authority, reserves the right to select any bid on the grounds of quality, brand reputation, offer of additional / special features, compatibility, etc.
26. The Institute also reserves the right to reject any bids with unbranded / sub-standard brand / un- certified brands even if they are found to be lowest.
27. Bidder must perform the work indented within due time mentioned in Supply/work/Service Orders.
28. Authentic GST rate as per GST notification of each item must be mentioned. If any ambiguous/false/misleading GST rate is quoted by any bidder, then the bidder shall be solely liable.
29. The bidder(s) are requested to visit the Institute website **www.gdp.nic.in** for any information/updates/corrigendum. The Principal, Gomati District Polytechnic, Fulkumari, Udaipur, Gomati Tripura may be consulted if required.
30. The bidder(s) shall quote the rates and amounts quoted by them **both in figures as well as in words.** If the amount in figure is not legible then the amount mentioned in words will be taken into consideration.

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

SPECIFIC MAINTENANCE & SUPPORT CONDITIONS

1. The work shall include the repair/replacement of the damaged/defective parts with the parts of equivalent or higher specification.
2. The work shall cover the on-site residential support contract for all services and parts of the **Desktop PCs, Laptop PCs, Printers** as specified in **ANNEXURE -B**.
3. The work shall include installation and updating of all kinds of software including operating system, office applications and anti-virus.
4. The repairing Engineer/service personnel should maintain a log register of all calls attended, pending issues, preventive maintenance records and details of all replaced spare parts.
5. The vendors shall furnish details of their centers for support.
6. **All calls should be attended by competent staff of the bidder within 24 hours of the notification of fault.**

ANNEXURE – A

(To be typed on the Company Letterhead)

DECLARATION

To
The Principal-in-Charge
Gomati District Polytechnic
Fulkumari, Udaipur, Gomati Tripura

Subject: Repair/Maintenance of Desktop PCs, Laptop PCs, Printers.

Dear Sir,

I/We, the undersigned bidder having read and examined in details, the instructions, and all bidding documents in respect to the quotation no. _____ dated: _____, do hereby propose to supply items as specified in the bidding documents. I/We also do hereby solemnly affirm and declare that:

1. My/Our organisation does not have any legal suit/ criminal case pending against it for violation of any law.
2. My/Our organisation has not been blacklisted or debarred by any state or central government organisation.
3. The information furnished in all parts of this bidding document is accurate and true to the best of my/our knowledge.
4. My/ Our firm shall not pay any type of commission to any person in regard to this bid.
5. The Terms & Conditions of this proposal are valid for a period of **One (01)** year from the last date specified for submission of the bids.

Thanking you,

Yours Faithfully,

Signature of bidder with seal and date

Signature of bidder with seal and date

Sd/- Principal-in-charge, GDP

ANNEXURE-B**Price Bid**

Sl. No	Item Description	Brand / Mfg. Name (prolific Brand/ Mfg.)/specifications(in case of replacement)	Basic Unit Rate in INR	Amount of GST in INR	% of Discount per unit in INR	Total Unit Price including GST in INR after discount
1	Desktop PC (Rate must include service charge)					
	(i) RAM					
	Cost of Repair					
	Cost of Replacement					
	(ii) SMPS					
	Cost of Repair					
	Cost of Replacement					
	(iii) HDD					
	Cost of Repair					
	Cost of Replacement					
	(iv) Monitor/Display					
	Cost of Repair					
	Cost of Replacement					
	(v) Keyboard					
	Cost of Repair					
	Cost of Replacement					
	(vi) Mouse					
	Cost of Repair					
	Cost of Replacement					
2	Laptop PC (Rate must include service charge)					
	(i) RAM					
	Cost of Repair					
	Cost of Replacement					
	(ii) Keyboard					
	Cost of Repair					
	Cost of Replacement					
	(iii) HDD					
	Cost of Repair					
	Cost of Replacement					

Signature of bidder with seal and date

3	Printer (Rate must include service charge)					
	(i) Printer roller					
	Cost of Repair					
	Cost of Replacement					
	(ii) Printer Head					
	Cost of Repair					
	Cost of Replacement					
	(iii) Any other (please specify)					
	Cost of Repair					
	Cost of Replacement					

Signature:

Name:.....

Business Address:

.....

Affix Rubber Stamp:.....

Place:-

Date:-

Note: Price bid should be submitted in the given format only. For additional information/extra items above format may be typed and used.