OFFICE OF THE DISTRICT & SESSIONS JUDGE
SEPAHIJALA JUDICIAL DISTRICT, SONAMURA

No.F.19(4)-DJ/SPJ/Estt./2021-2026/7073-75

Dated, Sonamura,
15th September, 2026

NOTICE INVITING TENDER

Fresh sealed tenders / quotations are invited from the reputed and experienced Service provider / firms / Supplier / Contractor for the **Annual Maintenance Contract for Computers, Printers and LAN Materials installed in the Bishalgarh Court Complexes** for a period of 1 (one) year as per terms & conditions and specifications mentioned below:

The important information and dates for the schedule of the key events of this tender is given as under :

Sl. No	Events	Date and Time
1	*Tender No. :*	*No.F.19(4)-DJ/SPJ/Estt./2021-2026/7073-75*
2	*Tender Fees :*	*Rs. 300 /-*
3	*Tender Bid Security/ Earnest Money Deposit:*	*Rs. 3000 /-*
4	*Bid Validity :*	*90 days from the bid due date.*
5	*Submission of Tender : Starting date*	*19th September, 2026*
6	*Last Date of Pre-Bid Queries*	*25th September, 2026 (Strictly via email : djsepahijala.itcell@indiancourts.nic.in)*
7	*Last Date and time of Submission of Bids*	*1st October, 2026 at 4:00 PM Nazarath Section of Sonamura Court Complex*
8	*Date and Time of opening of the Technical Bids*	*To be notified later on in Court Website : sepahijalatrp.dcourts.gov.in*
9	*Date and time of the opening of the Financial Bids*	*To be notified later on in Court Website : sepahijalatrp.dcourts.gov.in*

(1) Duration of Contract : The Annual Maintenance Contract shall remain valid for one year from the date of signing of final Agreement of Contract. It may be renewed after completion of one year subject to satisfaction of the authority.

(2) Tender Fees: The interested eligible bidder has to submit the tender fees of ₹300/- (Rupees Three Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank favor of the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura at the time of submission of bids. The tender fees will be non-refundable. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

(3) Bid Security/Earnest Money Deposit:

3.1 : Bidder has to submit an interest free Bid Security/ Earnest Money Deposit (EMD) of ₹3,000/- (Rupees Three Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

3.2 : The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.

3.3 : The E.M.D. may be forfeited due to following reasons:

a) If the Bidder withdraws bid during the period of bid validity.

b) If the Bidder, having been notified of the acceptance of its bid by the District and Sessions Judge, Sepahijala Judicial District, Sonamura payable at Sonamura during the period of bid validity.

i. fails or refuses to execute the Contract Form, if required;

ii. fails or refuses to furnish the Performance Security[17], in accordance with the terms of this NIT;

3.4 : Unsuccessful bidder's EMD shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.

3.5. : The Bid Security of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period and furnishing of the performance security.

(4) Period of validity of Bid: The offer submitted by the bidder shall be valid for a period of 90 days from the date of opening of the Technical Bid. A quotation valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, Office of the District and Sessions Judge, Sepahijala District, Sonamura may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing/email. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

(5) Bid Price: The Bidders would have to quote the prices in Indian Rupees only for the total scope of work. **No itemized bidding is allowed.** Prices quoted must be firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, whatsoever. The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated

separately, will not be taken into account for evaluation purpose. The Price quoted should be inclusive of GST and all other applicable Taxes/Duties.

(6) PRE-BID QUERIES: No pre-bid session shall be held with respect to this NIT. However, bidders may send their queries regarding this NIT in the official email-djsepahijala.itcell@indiancourts.nic.in up to **22nd September, 2026** by having subject line as 'Query regarding AMC of Computers at Bishalgarh - 2026'.

(7) BID EVALUATION PROCESS:

7.1. Technical Bids of only those bidders will be opened whose Earnest Money Deposit (EMD) /Bid Security and Tender Fees is received by the Office of the District and Sessions Judge, Sepahijala District, Sonamura before the last date & time of submission indicated above.

7.2. Each document comprising Technical Bid as mentioned in the NIT must be submitted with signature at all pages. The submitted documents must prove bidder's eligibility as specified in the NIT.

7.3. The Bidder will be disqualified in technical bid in case of absence of any one of the required documents fulfilling eligibility criteria as mentioned in the NIT.

7.4. Financial bid of only those bidders will be opened who qualifies in Technical Bid.

7.5. Financial bid in the same format as mentioned in the tender must be submitted with signature at all pages to be produced by the bidder.

7.6. Arithmetic Error, if any, in the price breakup will be rectified on the following basis: a) If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected.

7.7. The L1 bidder will be arrived at on the basis of the grand total. Ranking of the Bidders will be ascertained according to the total amount of price quoted for all the items. Bidder who has quoted the lowest rate in grand total will be ranked first and so on.

(8) The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.

(9) The Bids have to be submitted sealed in Two cover Bid System, in the proforma prescribed for the "Technical Bid"(Annexure A) and the "Financial Bid"(Annexure B). Bids not submitted in the prescribed proforma or Bids which are incomplete are liable to be summarily rejected.

(10) Required following document should be accompanied with tender: **(a)** Technical Bid (Annexure A) **(b)** Financial Bid (Annexure B) **(c)** PAN card **(e)** Trade License **(f)** GST Registration

Certificate**(g)** Yearly turnover certificate (last 1 year) **(h)** Undertaking in company letter head regarding acceptance of terms and conditions. **(i)** Address of the Company Main Office and Local Office (if any) – along with email Address, Phone Number and Whatsapp Number. (I) Income tax Clearance Certificate. The tenderer should submit **self-attested copies** of the documents mentioned.

(11) Along with the quotation the tenderer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.

(12) **Superscripting AMC Proposal Envelope**: The Bidders shall submit their Bids in three separate sealed envelopes in the following format: **a)** COVER A containing TENDER FEES & EMD should be sealed in a separate envelope subscribing "Tender Fees & EMD"; **b)** COVER B containing TECHNICAL BID should be sealed in a separate envelope subscribing "Technical Bid" along with all documents. **c)** COVER C containing FINANCIAL BID should be sealed in a separate envelope subscribing "Financial Bid".

All the above mentioned three envelops together should be enclosed and submitted in a properly sealed separate envelope mentioning the name of the NIT. If any bidder deviates from submitting its bid in this prescribed format, the Bid shall be summarily rejected and shall not be taken into consideration for evaluation.

(13) Incomplete tender will be rejected summarily.

(14) Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.

(15) Work Order shall be issued only after execution of the Agreement and submission of the PBG (Performance Bank Guaranty).

(16) The contract will be for 01(one) year from the date of acceptance of the agreement of the contract by the vendor and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.

(17) **PERFORMANCE SECURITY:**

17.1 : Within 15 days after the receipt of notification of award of the Contract from the Office of the District and Sessions Judge, Sonamura, the successful bidder shall furnish Performance Guarantee, which shall be equal to 3% of the total value of the Contract and shall be in the form of a Guarantee Bond from a Nationalized / Scheduled Bank. The validity of the Performance guarantee submitted should be for a period of two months beyond the expiry of contract tenure.

17.2 : The performance guarantee shall be deemed to govern the following guarantees from the successful Bidder, in addition to other provisions of the guarantee:

(i) The Service rendered under the contract shall be satisfactory in all respect and upon written notice from the Office of the Addl. District and Sessions Judge, Bishalgarh, the successful Bidder shall fully remedy, free of expense to the Office of the Addl. District and Sessions Judge, Bishalgarh, all such defects/bugs as developed under the normal use of the said equipment.

(ii) To fulfill the conditions of AMC.

(iii) The performance guarantee is intended to secure the performance of the entire scope of work. However, it is not to be construed as limiting the damages stipulated in any other clauses.

(18) During the Contract Period, all Items Covered under AMC shall be repaired or collected for repair from the Court Complex where the item is located.

(19) During the contract period, the vendor shall arrange weekly 2 visit of the site at Bishalgarh Court Complex by a qualified engineer for preventive maintenance and such engineer shall also carry some basic minimum spare parts with him during the visit. The vendor shall give prior intimation to the office by email regarding the name, phone no. And such other details of the engineer authorised by the vendor.

(20) All the visits and actions taken by the technical staff of the Vendor during visit shall be recorded in a register and countersigned by the Nodal officer of the station. The register shall be cross-checked for satisfactory performance of the Vendor.

(21) Response Time: Normal response time for repair is 24-hours from the actual time of reporting the problem to the Vendor of AMC, failure of which will strictly be followed as per the Response Time Table given below:

	Period	Penalty
Response Time	Above 24 Hours & below 48 hours	Warning but no penalty.
	Above 48 Hours & below 96 hours	A penalty of 1% of the contract amount per system.
	Above 96 hours	A penalty of 2% of the contract amount per system.

(22) Vendor service support is required during the office hours 10:00 am to 5:30 pm on working days. The vendor support staff is required to attend the location of the complained computer in both the Court Complexes.

(23) Problem, if not major, should be certified within the same day of reporting. The reporting will be made through e-mail/fax/over phones on urgent need.

(24) In case of major problem, the vendor should make alternative / standby arrangement immediately failing which AMC charge for the machine for each day of delay in correction will be deducted from the amount payable.

(25) If the problem is not rectified within reasonable time, this office shall have the right to get rectified the problem from other vendors and expenditure incurred thereon shall be borne by the AMC vendor. **The decision in this regard taken by this office shall be final and binding on the AMC vendor.**

(26) **Replacement of Parts:** Maintenance cost of the Laptop, Desktop Computers or any other items like adaptor, Battery of Laptops or CMOS Battery of AIOs/PCs (Hardware and Software including Operating System if any; WINDOWS, UBUNTU for Desktops & Laptop) & replacement of spare parts of any items, if any should be inclusive in the AMC. All other consumable items except cartridge /Tonner of Printers should be included under AMC.

(27) **Replacement of Non-repairable Items:** If the AMC Vendor unable to repair any item(s) which comes under AMC, the AMC Vendor should replace it by new one with same technical specification or higher specification.

(28) **Quality of Spares:** The AMC provider shall provide new and original spare parts (OEM spare Parts), or higher on assemblies and subassemblies in place of such items, which develop defects/suffer breakdown during the period of AMC.

(29) After each quarter of designated AMC period, the vendor shall submit bill in triplicate.

(30) Quarterly Payment towards AMC shall only be done after obtaining certificate from the System Officer/ System Assistant of the station that service of the vendor during previous quarter was satisfactory.

(31) Taxes (at source) will be deducted as per applicable rules.

(32) AMC will be terminated at any point of time by the office if service provided by the vendor is not satisfactory. The decision taken by the office in this regard shall be final and conclusive.

(33) **Force Majeure:** The right of the Contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to acts of God, war or revolutions or civil commotions, fires, epidemics, quarantine restrictions and freight embargos. If a Force Majeure situation arises, the Contractor shall promptly notify the Office of the District and Sessions Judge, Sepahijala Judicial District, Sonamura in writing/email of such condition and the cause thereof. Unless otherwise directed by the office of the undersigned in writing/email, the Contractor shall continue to perform its obligations under the

contract as far as reasonably practical, and shall seek, all reasonable alternative means for performance not prevented by the Force Majeure event.

(34) Detailed information, if any required, may be obtained from the office of the under signed in this regard.

(35) List of the Hardware items to be brought under in the Annual Maintenance Contract at Bishalgarh Court Complex are mentioned in the Annexure C.

15/09/2026

(S. Bhattacharjee)
District and Sessions Judge
Sepahijala Judicial District

Copy to:-

1. NOTICE BOARD of the Office of the District and Sessions Judge, Sepahijala Judicial District, Sonamura.
2. NOTICE BOARD of the Addl. Office of the District and Sessions Judge, Sepahijala Judicial District, Bishalgarh.
3. Official Website of Sepahijala District Judiciary.

15/09/2026

District and Sessions Judge
Sepahijala Judicial District

ANNEXURE A

OFFICE OF THE DISTRICT AND SESSIONS JUDGE

SEPAHIJALA JUDICIAL DISTRICT : SONAMURA

Tender Notice No. _____

PROFORMA FOR TECHNICAL BID

SL. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
3	Details Of Agency :	
	3a. Year of establishment/incorporation	
	3b. Whether proprietorship /partnership / limited company etc.	
	3c. Name(s) of the Proprietor / Partner/ Managing Director etc.	
4	Details of Official Address of Agency :	
	Phone Number (s) :	
	Email Address :	
5	Whether the Bidder has any office or branch in Sepahijala Distrcit, Tripura. If so, give details with complete address, Contact person & contact number(s).	
5	Agency Registration No. (Copy of Registration should be enclosed) :	
6	GST Registration No. (Copy to be enclosed):	
7	PAN Card (Copy to be enclosed) :	

Signature with Company Seal

8	Income Tax returns of the preceding Financial Year.	
9	Bankers' Name and address	
10	Bank Account No. And IFSC Code of Firm	
11	Whether agency is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partner anywhere in India:	
12	Length of Experience in field :	
13	Experience in dealing with Government Department : (Indicate names of Departments and attach copies of contracts placed with agency.)	
14	Whether a copy of terms and conditions (duly signed), in token of acceptance of same is attached :	
15	List of Documents Submitted with tender:	

Signature with Company Seal

ANNEXURE B

PROFORMA FOR FINANCIAL BID

Sl. No.	Items (a)	Specification (b)	Qty. (c)	Rate (d)	Total (e=c x d)	Tax (f)	Total (g=e+f)
Items included in Bishalgarh Court Complex							
Total Amount in Words						Total :	

..... Signature with Company Seal.

Annexure - C

LIST OF ITEMS TO BE COVERED UNDER AMC CONTRACT ALONG WITH THEIR SPECIFICATIONS:

BISHALGARH COURT COMPLEX

Office of the Addl. District and Sessions Judge, Sepahijala Judicial District, Bishalgarh

Sl. No	Item	Specification	Qty
1.	CPU (Slim Client)	HCL (Intel Processor G620, 2.60 GHz, 4 GB RAM) with keyboard and mouse	2
2.	CPU (Thin Client)	HCL	6
3.	Monitor	18.5 inch Monitor	11
4.	CPU (i5)	DELL Optiplex i5 6th Gen, 8GB RAM, 500 GB HDD with keyboard and mouse	2
5.	CPU (i3)	DELL Vostro i3, 4GB RAM, 500GB HDD with keyboard and mouse	6
6.	Monitor	19 inch Monitor	8
7.	CPU (Thin Client)	DELL WYSE 7020 with long VGA cable	2
8.	Monitor (Outdoor)	DELL 24 inch	3
9.	CPU	DELL Optiplex 3020	3
10.	CPU	HCL Infinity M A380 Pro, 2 GB RAM	1
11.	AIO	Acer Veriton with keyboard and mouse	2
12.	AIO	Dell Optiplex 3280 with keyboard and mouse	2
13.	CPU	Dell 3671 with keyboard and mouse	3
14.	MFP Printer	SAMSUNG ProXpress M3370FD with cables	2
15.	Duplex Printer	SAMSUNG Xpress M2830DW with cables	1
16.	Laserjet Printer	SAMSUNG 2161 with cables	5
17.	Laser Jet Printer	HP P1566 with cables	2
18.	Laser Printer	Canon L11121E with cables	1
19.	Laser Printer	HP 1022 with cables	3
20.	Laser Jet Printer	HP 1108 with cables	1
21.	Laser Jet Printer	HP 202dw with Cables	1
22.	2 KVA Online UPS	BETTER POWER	1
23.	1 KVA Online UPS	BETTER POWER	3
24.	650 VA Offline UPS	BETTER POWER	15
25.	600 VA Online UPS	BETTER POWER	1
26.	500 GB HDD	WD	1
27.	2 TB HDD	WD	1
28.	Scanner	Canon DR C-230	1
29.	24 Port Managed Switch	HP	1

30.	8 Port Managed Switch	HP	1
31.	9 U Rack	HCL	2
32.	24 Port Patch Panel	HCL	2
33.	Transceiver	HP	2
34.	LIU	HP	2
35.	IO Box	HCL	14
36.	24 Port Managed Switch	DAX	2
37.	16 Port Patch Panel	DAX	2
38.	IO Box	DAX	14
39.	Cat6 Cable	DAX	500 Mtr
40.	PVC for LAN Cable	DAX	150 Mtr
41.	8 Port Switch	D-Link	4
42.	5 Port Switch	D-Link	10
43.	Cat6 Cable	DAX	500 Mtr
44.	PVC for LAN Cable	DAX	150 Mtr
45.	OFC Cable (4 Core)	—	2500 Mtr
46.	Media Converter	OFC to Ethernet Converter with patch cords	1 Pair (2 Nos)
47.	16 Port Switch	D-Link	1 Nos
48.	5 Port Switch	D-Link	1 Nos
49.	DP Cable	5 Meter	3 nos
50.	HDMI Cable	10 Meter	3 nos