

OFFICE OF THE DISTRICT & SESSIONS JUDGE
SOUTH TRIPURA DISTRICT :: BELONIA

No.F.71-DJ/S/BLN/AMC/2019-25/ 10535-49

Dated, Belonia
The 25th July, 2025

NOTICE INVITING QUOTATION

Subject : Annual maintenance Contract (AMC) of Computers & its peripherals etc. and LAN (Local Area Network) Materials for the year 2025-26.

Sealed tenders / quotations are invited from the reputed and experienced Service providers/ firms for **Comprehensive Annual Maintenance Contract for computer & its peripherals including LAN items installed at Belonia Court Complex** for a period of 1 (one) year as per terms & conditions mentioned herein 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.71-DJ/S/BLN/AMC/2019-25/
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	25 th July, 2025
6	Last Date and time of Submission of Bids	20 th August, 2025 at 4:00 PM Establishment Section of Belonia Court Complex
7	Date and Time of opening of the Technical Bids	20 th August, 2025 at 4:30 PM in the chamber of Ld. District & Sessions Judge, South Tripura, Belonia
8	Date and time of the opening of the Financial Bids	25 th August, 2025 at 4:30 PM in the chamber of Ld. District & Sessions Judge, South Tripura, Belonia

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

Computer & its peripherals including LAN items		
Sl. No.	Items with Specifications	Qty. (in nos.)
1.	Desktop Computer Items	
1(a)	HCL Slim Client (Make-HCL LX Infiniti pro SL 1280) (Intel Processor G620, 2.60Ghz, RAM 4GB, 320 HDD, 17 " monitor, optical mouse, keyboard)	2
1(b)	Dell Optiplex 5040 Desktop (I5) (Intel Core TM i5-6500 CPU, 3.2Ghz, RAM 4 GB 500 GB HDD, 17 " monitor, optical mouse, keyboard)	4
1(c)	Dell VOSTRO 3250 Desktop (I3) (Intel Core TMi3-4400 CPU, 3.3Ghz, RAM 4GB, 500 GB HDD, 17 " monitor, optical mouse, keyboard)	12
1(d)	Dell Optiplex 3020 (I3) (Intel Core TM i3-4160 CPU, 3.6Ghz, RAM 4 GB, 500 GB HDD, 17 " monitor, optical mouse, keyboard)	3
1(e)	HCL Desktop (Infinity M A380 Pro, Intel, 3.0Ghz, RAM 2 GB, 320 GB HDD, 15 " monitor, optical mouse, keyboard)	3
1(f)	Dell Optiplex 3050 (I3) (Intel Core TM i3-6100 CPU, 3.6Ghz, RAM 4 GB 500 GB HDD, 17 " monitor, optical mouse, keyboard)	3
1(g)	Dell Vostro 3671 (I3) (Intel Core TM i3-8100 CPU, 3.6Ghz, RAM 4 GB 500 GB HDD, 17 " monitor, optical mouse, keyboard)	1
1(h)	HP ProDesk 400 G1 SFF (Intel Core TM i5-4440 CPU, 3.1Ghz, RAM 4 GB 500 GB HDD, 17 " monitor, wireless-optical mouse & keyboard)	1
1(i)	Dell Thin Client System with accessories (Dell WYSE Thin Client)	4
2.	Laser Printers Items	
2(a)	Laser Printer Make HP Laserjet 1566	4
2(b)	Laser Printer Make HP P1108	10
2(c)	Laser Printer Make Samsung ML 2161	2
2(d)	Laser Printer Make HP P1106	1
2(e)	Laser Printer Make HP 1022	3
2(f)	Laser Printer Make HP 1020 Plus	3
2(g)	Multi Functional Printer Make Samsung Model ProXpress 3370 FD	4
2(h)	Duplex Printer Make Samsung Model Xpress M2830 DW	4
3.	Pedestal Server	
3(a)	HCL Xeon Pedestal Server (Intel Xeon CPU E5645 2.4 Ghz, 16 Gb Ram 320 GB + 320 GB HDD)	2
4.	Splitter	
4(a)	VGA Splitter 1:4 Output	4
5.	LAN Items	
5(a)	24 Port Switch-DAX	3
5(b)	24 Port Switch-HP Model 3100-24 V2 EI Switch	1

5(c)	8 Port Switch HP Model A3100-8 EI Switch	1
5(d)	IO Box	48
5(e)	Patch Cord 3 feet	48
5(f)	Patch Cord 10 feet	48
5(g)	LAN Cable Cabling (CAT-6)	2265 mtr
5(h)	5 port Switch Make Dlink	7
5(i)	Media Converter	1
5(j)	Patch Panel	5
6.	Desktop VC Setup	
6(a)	HP All-in One PC (AIO) (Intel Core TM i5- 4570T CPU, 2.90GHz, RAM 4 GB, 500GB HDD)	1
6(b)	Echo Canceling Microphone-Speaker	1
6(c)	40" Display Samsung Monitor	1
6(d)	Logitech PTZ Camera (BCC 950)	6
6(e)	Uniline 1 KVA UPS Make-Uniline	1
7.	Scanner	
7(a)	Scanner-HP Scanjet8270	1
8.	External Hard Disk	
8(a)	Western Digital HDD 500 GB	1
9.	Laptop	
9(a)	HP ProBook 4540S	5
10.	Display Monitor	
10(a)	Dell Monitor (24")	5
10(b)	43" Display Panasonic Monitor - PANASONIC LH 43 RM1DX	4
11.	Projector	
11(a)	Projector (EPSON EB- X05)	1
12.	KIOSK	
12(a)	KIOSK Make- Forbes Model- FGQ0100127 (Including CPU, Peripherals, Touch Screen Display and UPS)	1
13.	Optical Fiber Connection (OFC)	
13(a)	OFC Cable (4 Core)	300 mtr
13(b)	OFC to Ethernet Converter (Media Converter)	2
13(c)	SC-SM Fiber Patch Cord	2

- 1. Duration of Contract :** The contract will be for 01 (one) year from the date of acceptance of the agreement of the contract by the service provider (quotationer) and the agreement will be after observing official procedure and obtaining administrative approval from the concerned authority. 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 Rs. 300/- (Rupees Three Hundred) only in the form of a Demand Draft drawn on a Nationalized Bank in favor of the District and Sessions Judge, South Tripura District, Belonia payable at Belonia at the time of submission of bids. The tender fees will be non refundable. The date of 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, South Tripura District, Belonia payable at Belonia 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, South Tripura District, Belonia 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, 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, South Tripura District, Belonia 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 EVALUATION PROCESS:

5.1. 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, South Tripura District, Belonia before the last date & time of submission indicated above.

5.2. 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.

5.3. 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.

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

5.5. 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.

5.6. 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.

5.7. 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.

6. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
7. 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.
8. Required following document should be accompanied with tender: **(a)** Technical Bid (Annexure - A) **(b)** Financial Bid (Annexure - B) **(c)** PAN card **(d)** Trade License **(e)** GST Registration Certificate **(f)** Yearly turnover certificate (last 1 year) **(g)** Undertaking in company letter head regarding acceptance of terms and conditions. **(h)** 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.
9. **Superscripting CAMC Proposal Envelope:** The Bidders shall submit their Bids in three separate sealed envelopes in the following format: **a) COVER A** containing TENDER FEES should be sealed in a separate envelope subscribing "Tender Fees"; **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 envelopes 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.

10. Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.
11. Work Order shall be issued only after execution of the Agreement and submission of the PBG (Performance Bank Guaranty).
12. Incomplete tender will be rejected summarily.
13. 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.

14. PERFORMANCE SECURITY:

14.1 : Within 15 days after the receipt of notification of award of the Contract from the Office of the District and Sessions Judge, South Tripura District, Belonia the successful bidder shall furnish Performance Guarantee to the undersigned, 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.

14.2 : 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 District Court, Belonia, the successful Bidder shall fully remedy, free of expense to the District Court, Belonia, 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.

15. Amount as quoted in AMC for each item shall be inclusive of all taxes.
16. No over writing in the figure of quoted rate is to be entertained.

17. Soon after the problem is reported, the corrective measures shall be taken immediately and not later than 24 hours by the service provider.
18. Service support of service provider shall be during office hours (10.00 am to 05.30 pm) on working days. Service provider shall attend in the location from where complain received and hardware is installed.
19. Minor problem should be rectified within the same day on which it is reported. The reporting will be made through email/fax/over phones in urgent requirement.
20. 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 response time table given below:

Response Time	Period	Penalty
	Above 24 hours & below 48 hours	Warning but no penalty
	Above 48 hours & below 96 hours	A penalty of 2% of the contract amount per system
	Above 96 hours	A penalty of 5% of the contract amount per system

21. The Computer and its peripherals items will be covered under onsite Comprehensive Annual Maintenance, replacement of parts, shifting of components will have to be carried out.
22. The replacement of any part of the hardware items, whenever required, must be carried out by the vendor with new, standard and genuine items of same specification and warranty. In case where items are unserviceable and such items of the equipment need replacement, the bidder shall replace such items with new ones promptly at no extra cost to the Court.
23. All repair / replacement and servicing of the equipment's must be carried in the premises of the concerned Court Complex.
24. No transportation cost regarding any maintenance purpose will be borne by the Office of the undersigned.
25. Taxes (at source) will be deducted as per rules as applicable.
26. Quarterly Payment towards AMC shall be only after obtaining certificate from the System Officer of this Office to the effect that service of the service provider during quarter was satisfactory.
27. AMC will be terminated by the office, if service given by the service provider is found not satisfactory. The decision taken by the office in this regards shall be final and binding.
28. The quotation should reach this office positively on or before 20.08.2025 at 4.00 p.m. Tenders/ quotations will be opened, if possible on 20.08.2025 at 04.30 p.m.

on the same where tenderer or his authorized representative may remain present.

29. Incomplete tender will be rejected summarily.
30. Any dispute / problem arisen in connection with AMC, the decision of the District & Sessions Judge, South Tripura District, Belonia shall be final and binding.
31. The undersigned reserves the right to accept or reject the tendered rate without assigning any reason.
32. The successful tenderer shall have to execute an Agreement with the department on certain terms and condition as and when required.
33. Detailed information, if any required, may be obtained from the office during office hours on working days.



(Gobinda Das)

District and Sessions Judge,
South Tripura District, Belonia

Copy to :

1. The System Officer, O/o the District & Sessions Judge, South Tripura District, Belonia with a direction to upload the Notice Inviting Quotation in the Official website.
2. The Establishment Section/Account Section/ Nazarat Section of this establishment.
3. NOTICE BOARD, O/o the District & Sessions Judge, South Tripura District, Belonia.



District and Sessions Judge,
South Tripura District, Belonia

Tender Notice No. _____

PROFORMA FOR TECHNICAL BID

SL. No.	Particulars	To be filled in by Tenderer
1	Name of Agency:	
2	Details of Agency :	
	2(a). Year of establishment/incorporation	
	2(b). Whether proprietorship /partnership / limited company etc.	
	2(c). Name(s) of the Proprietor / Partner/ Managing Director etc.	
3	Details of Official Address of Agency :	
	Phone Number (s) :	
	Email Address :	
4	Whether the Bidder has any office or branch in South Tripura District, 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 No. (Copy to be enclosed) :	
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 with Specification (a)	Qty. (b)	Rate (c)	Total (d=b x c)	Tax (e)	Total (f=d+e)
1(a)						
1(b)						
1(c)						
...						
Total Amount in Words				Grand Total :		

Signature with Company Seal