

**OFFICE OF THE JUDGE
FAMILY COURT
AGARTALA, WEST TRIPURA**

No.F.16(1)/FC/AGT/2023/1576-77

Dated, Agartala, the 1st July, 2023

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed dealers/suppliers for supply and installation of below mentioned hardware items, as per specifications and quantity. Interested tenderers may submit the tenders on their own papers as per prescribed format, **Annexure-I & Annexure-II (Copy enclosed)**. The letter with superscription “**TENDER FOR SUPPLY OF PHOTOCOPIER MACHINE AND 2KVA VOLTAGE STABILIZER**” should be addressed to **the Judge, Family Court, Agartala, West Tripura, PIN- 799001**. Last date for receipt of the tenders is **15/07/2023 upto 04:30 pm**. The tenders will be opened on **17/07/2023 at 11:30 am** in the presence of interested tenderers in the chamber of the Principal Counsellor, Addl. Family Court, Agartala, West Tripura (Head of Office).

The rates quoted should be for the delivery and installation at the establishment of the Judge, Family Court, Agartala, West Tripura.

All items should be delivered to the Office of the Judge, Family Court, Agartala within **10(ten) days** from the issuance of the supply order.

Any tenders received after the time fixed on the due date is liable to be rejected. Tenders not stipulating period of firmness and with price variation clause and/or ‘subject to prior sale’ condition are liable to be rejected.

Table 1

Sl. No.	Specifications of the Photocopier machine
1.	A3, A4 & Legal size Network Printing Facility
2.	Scanning features
3.	20 copies per minute (20 CPM) minimum
4.	Duplex facility with Zoom 25% to 400% in 1 % increment
5.	Mobile Printing facility
6.	Digital Copier

Table 2

Sl. No.	Specifications of the 2KVA Voltage Stabilizer
1.	2 KVA Voltage Stabilizer

Table 3

Sl. No.	Price ceiling of the Photocopier machine and the 2KVA Voltage stabilizer
1.	Rs.99,550/- (Rupees ninety nine thousand five hundred and fifty)only.

The acceptance of the tender will be subject to the following terms and conditions:-

- The tenders shall be for entire supplies as mentioned above. The rates should be quoted for each item specially against each title. The tender offering the lowest rates in total will ordinarily be accepted. However, the Family Court reserves the right to reject all or any one of the tenders without assigning any reason.
- The prices quoted should be inclusive of all taxes, duties, cesses, transportation, etc. which are or may become payable to the supplier under existing or future laws or rules of the country or origin/supply or delivery during the course of execution of the contract.
- If any license or permit is required, tenderers must specify in their tender and also state the authority to which application is to be made.
- No representation for enhancement of price once accepted will be considered during the currency of the contract.
- The interested bidder should deposit earnest money for Rs. 5000/- (Rupees five thousand) only through demand draft in the name of the DDO, Office of the Judge, Family Court, Agartala payable in the A/c No.30914057128 IFSC Code.SBIN0005559 of SBI Bank, TLA House Branch, Colonel Chowmuhani.
- The successful bidder should deposit Rs.10,000 (Rupees ten thousand) only being security deposit at the time of signing agreement and the said amount will be paid after completion of extended implied warranty.
- The bidder should submit copy of all relevant documents viz. Trade license, GST Registration Certificate, PAN Card, Authorization letter of the concerned company (if any), Address of Registered Office with contact No. & Email ID along with bid.
- The bids of bidders blacklisted by the Central/State Govt or instrumentalities thereof shall not be considered. The Bids of the Bidders/their Partners/Directors/Agents against whom any criminal cases is pending before any Court shall also not be considered. A self declaration on the company's letter head stating that the Bidder is neither blacklisted by Central/State Govt or instrumentalities thereof nor any criminal cases against the Bidders/their Partners/Directors/Agents is pending before any Court shall be submitted by the Bidder in the Bid.
- Any attempt on the part of the tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderer.
- Withdrawal from the tenders after its acceptance for failure to supply items within a period of 15 days from the date of the order and for any loss incurred for the subsequent

purchases at the Officer's expenses from elsewhere, the defaulting party shall be liable. In such event, the Family Court, Agartala reserves also the right to remove the defaulter's name from the list of suppliers permanently or for a specified number of years.

- All payments to the supplier will be made by the purchasing authority on the availability of fund (LOC) in due course through e-Payment system of State Treasury.
- Supplier is required to furnish details such as:- Name of the Bank with its IFSC and Bank Account Number or Beneficiary Code given by the State Treasury to which the amount is to be credited.
- The tenders submitted via e-mail/fax will not be accepted.
- If due date of opening of the tender happens to be a holiday or strike etc. The tenders will be opened on the very next working day at the same time.
- For any further information, if required, regarding Official procedures, I/c Sheristader, Family Court, Agartala may be contacted during Office hours (Contact no-0381-2306484) and for queries regarding technical matters the System Officer, O/o the District & Sessions Judge, West Tripura may be contacted during Office hours.

Encl:- As stated.

(Smt Aparajita Debbarma)
Principal Counsellor
Addl. Family Court
Agartala, West Tripura
[Head of Office & Chairman of LPC]

Copy to:-

1. Notice Board
2. The System Officer, attached to the Office of the District & Sessions Judge, West Tripura with a request to upload the tender in the Official Website of the District & Sessions Judge, West Tripura.

(Smt Aparajita Debbarma)
Principal Counsellor
Addl. Family Court
Agartala, West Tripura
[Head of Office & Chairman of LPC]

ANNEXURE-I

PROFORMA FOR TECHNICAL BID

Sl No	Particular	To be filled by the tenderer
1	Name of the Registered Dealer/Firm/Agency/Supplier	
2	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Details official address of the Dealer/Firm/Agency/Supplier	
4	Registration No. (copy to be enclosed)	
5	GST Registration Number (copy to be enclosed)	
6	Whether the owner/Agency is/was black listed by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.	
7	Length of experience in the field	
8	Experience in dealing with Govt. Department(Indicate the names of the Department and attach copies of contracts order placed on the agency)	
9	Whether a copy of the terms and conditions (Annexure-I & II), duly signed, in token of acceptance or the same is attached.	
10	List of documents submitted with the tender	

ANNEXURE-II

PROFORMA FOR FINANCIAL BID

Name of the item with model No. & details	Rate per item
(1)	(2)

Note:- All figures should also be written in words