



**GOVERNMENT OF TRIPURA  
DIRECTORATE OF TRIBAL WELFARE  
E-mail: [twdtripura@gmail.com](mailto:twdtripura@gmail.com), phone number: 0381-2323565**

F.No.16-207/TW/PME/EAP/2022-23(Part-XIII)/ 19208


Dated, 10/08/2022.

**Notice Inviting Quotation**

Directorate of Tribal Welfare, Government of Tripura inviting sealed quotation from the authorized dealer/agency/enterprise/supplier/registered firm/ enlisted Govt. contractors/interested parties/Co-operative Society/NGO/other resourceful person for supplying and installation /commissioning of 03 ( three) nos. Multi Utility Printer Machine for Project Management Unit (PMU) in Tribal Welfare Department, Govt. of Tripura

Detailed quotation notice including specification, Terms and Conditions can be obtained from <https://twd.tripura.gov.in>.

**Last Date of submission of the quotation : 20<sup>th</sup> August, 2022 at 1500 hours (IST).**

  
(A.H. Jaisatia)  
Addl. Director, TW  
Govt. of Tripura

GOVERNMENT OF TRIPURA  
TRIBAL WELFARE DEPARTMENT  
P.N.COMPLEX, GURKHABASTI, AGARTALA  
E-mail: [twdtripura@gmail.com](mailto:twdtripura@gmail.com)

NO.F.16-207/TW/PME/EAP/2022-23 (Part-XIII)/ 19181

Dated 10<sup>th</sup> Aug, 2022

**NOTICE INVITING QUOTATION**

Sealed quotation is invited from the authorized dealer/agency/enterprise/supplier/registered firm/enlisted Govt. contractors/interested parties/Co-operative Society/NGO/other resourceful person for supplying and installation /commissioning of 03 ( three) nos. Multi Utility Printer Machine for Project Management Unit (PMU) in Tribal Welfare Department, Govt. of Tripura. Details are given below:

Sl.	Items	Quantity	Specification	
1	Multi Utility Printer Machine (ISI/ISO approved brand)	2 nos.	Brand	: Canon/ HP/ Brother/ Epson/ Ricoh/ Equivalent
			Function	: Print, Scan, Copy
			Printing Technology	: Laser
			Paper size	: A4, A3, Legal
			Printer output	: Monochrome
			Connectivity	: Wireless, USB
			Memory	: Minimum 128 MB
			Standard Accessories	: Toner, Power Cable, User Manuals, etc.
2	Multi utility Colour Printer Machine (ISI/ISO approved brand)	01 no.	Brand	: Canon/ HP/ Brother/ Epson/ Ricoh/ Equivalent
			Function	: Colour Print, Scan, Copy
			Printing Technology	: Laser
			Paper size	: A4, A3, Legal
			Printer output	: Monochrome
			Connectivity	: Wireless, USB
			Memory	: Minimum 128 MB
			Standard Accessories	: Toner, Power Cable, User Manuals, etc.
			Warranty	: 1 year (onsite)

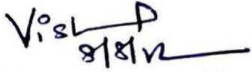
2. The rate of offer to be item wise including all applicable taxes and to be submitted as per enclosed format (Annexure) along-with a signed copy of terms & condition.

3. The last date of receiving/submission/dropping of quotation is **20<sup>th</sup> August, 2022 at 3.00 P.M.** in the tender box at the office chamber of the Addl. Director, TW and shall be opened on the same day at 4.00PM.

4. Details of terms & conditions is attached here-with.

**Earnest Money Deposit (EMD):**

- a) Earnest money deposit **Rs.6,000/-** (refundable) by Demand draft (DD)/ banker's Cheque obtained from any nationalized scheduled bank having branch at Agartala, payable to the DDO, Directorate of Tribal Welfare, P.N Complex, Gurkhabasti, Agartala-799006.
- b) The EMD shall be refunded to all the bidders including the lowest bidder in their respective bank account after award of contract.
- c) No interest shall be payable against the EMD deposited by a bidder.
- d) Bidders exempted under specific Government order/ rules from submitting EMD have to furnish scan copy of the related Government order/ rules for claiming such exemption.

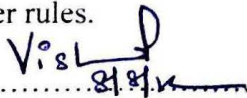
  
**(Dr. Vishal Kumar, IAS)**  
Joint Secretary to the  
Government of Tripura.

Terms & Conditions

1. The interested/willing quotationer may drop the tender/quotation in a plain paper along-with valid dealership or agency certificate/Registration/License/Govt. enlistment, PAN card, GST Registration Certificate. up to date Income Tax Clearance certificate issued by the competent authority failing which quotation will not be accepted. The quotation/rate shall be placed in a sealed envelop superscribed as "Quotation for supplying and installation of 03 ( three ) nos. Multi Utility Printer Machine for Project Management Unit (PMU) in Tribal Welfare Department, Govt. of Tripura".
2. The quotationer should quote item wise rate including all applicable taxes, delivery charges, loading-unloading, fitting-fixing, installation, commissioning etc. complete as may be required at work place both in figure and word neatly. There should not be any over writing /erasing / cutting in the quoted rate(s) otherwise, the quotation is liable to be rejected.
3. Quantity may increase or decrease.
4. Supply order may be given for single or bulk of item at once and supplier will have to supply and install the items immediately.
5. Incomplete and conditional Quotation will not be entertained.
6. Period of time/supply/delivery : 7(seven) days from the date of issue of work/supply order.
7. Parties shall/can be selected on the basis of the lowest rate and other valid considerations of the respective item as mentioned therein. The total amount to decide the competence of the Committees shall be determined on the basis of the offered price for each item and not for all items in that tender clubbed together.
8. The undersigned does not bind him-self to accept the quotation having the (overall) lowest rates and reserve the right to accept the tender at higher rates as may decide.
9. Payment will be made after deduction of applicable/admissible taxes (GST, Income Tax etc.).
10. The undersigned reserves the right to accept or reject any tender or cancel the whole tender process without assigning any reason whatsoever.
11. The last date of submission of sealed quotation is 20<sup>th</sup> Aug. 2022 at 3.00PM. in the tender box at the office chamber of the Addl. Director, Tribal Welfare.
12. Quotation(s)/tender(s) received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of quotations/tenders/offers shall be termed as "LATE" and shall not be considered.
13. Quotation will be opened on 20<sup>th</sup> Aug. 2022 at 4.00PM in the office chamber of the Addl. Director, Tribal Welfare.

/We, (on behalf of) .....

hereby declare that I/we have quoted my/our best possible rate for supplying and installation /commissioning of 03( three) nos. Multi Utility Printer Machine for Project Management Unit (PMU) in Tribal Welfare Department, Govt. of Tripura. I/We have carefully gone through the terms & conditions laid above. In case of violation of any of the said terms & conditions on my/our part, authority may take ex-parte decision as per rules.

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Signature of the issuing authority with seal

.....

Full signature of the tenderer with date

BoQ

Tender/Quotation Inviting Authority : Director, Tribal Welfare

Name of work : supplying and installation /commissioning of 03( three) nos. Multi Utility Printer Machine (including 01 Colour) for Project Management Unit (PMU) in Tribal Welfare Department, Govt. of Tripura during 2022-23.

Ref. Quotation NO.F.16-207/TW/PME/EAP/2022-23 (Part-XIII)/19/18/

Dated 10<sup>th</sup> Aug, 2022

Name of the Bidder/Quotationer/ Bidding Firm/Company/Agency (as may be)	
Enlistment/Registration/License No.	
GST No.	
PAN No.	

**Price Schedule**

Sl No	Description of item	Qty	Quoted Rate per unit	Amount	Amount in words
1	Multi Utility Printer Machine (ISI/ISO approved brand) Brand/Company name :.....	2 (two) Nos.			
	Multi Utility Colour Printer Machine (ISI/ISO approved brand) Brand/Company name :.....	1 ( one) no.			
Sub-total :					
GST .....					
		Total quoted rate :			
Total quoted rate in words :					

*VisLD*  
*stetn*

Signature of the issuing authority with seal

.....  
Full signature of the tenderer  
/bidder/quotationer with date