



Government of Tripura
Forest Department

Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

Prakriti Bhawan, Gandhigram, West Tripura 799012

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Short Notice Inviting Quotation (SNIQ)

Quotation(s) in sealed cover are invited by the undersigned from *bona fide* resourceful seller / reseller (hereinafter referred to as 'agency') for supply of following Laptops to PMU, Tripura JICA Project (SCATFORM), Gandhigram for Tripura JICA Project (SCATFORM). The quotations along with technical document in sealed envelope may be dropped in the tender box kept in the 1st floor, PMU, Tripura JICA Project(SCATFORM) within 03:00 PM on 07 (Seven) working days from the day of signing of the SNIQ. The details of the items along with specification and quantity are as follows-

SL No	Specifications	Quantity
01	Processor - i7 (Latest Generation) or Xenon (Xenon Preferable) RAM – 16 GB or higher Storage – 1TB SSD Screen Size – 15.6 / 16 Inch Display Type – UHD + touchscreen display Preferred Brand - HP	1 (One)

D. Terms and Conditions:

- The sealed quotation should be addressed to the Director, (Administration, Finance & Audit), Tripura JICA Project (SCATFORM), Gandhigram, 799012. For any submission delay the office will not be responsible.
- The successful bidders shall have to deliver the products which are free from any defects.
- The supplier should provide all OEM warranty/guaranty certificate and other essentials with these products.
- The SNIQ number should be clearly written on the envelopes submitted.
- List of documents to be submitted as mandatory technical documents –
 - Self-attested photocopies of PAN / TAN
 - Self-attested photocopies of authorizations of dealership / distributorship etc. from concerned brand.
 - Self-attested photocopies of GST Certificate
 - Self-attested photocopies of Audited balance sheet for the Financial Year 2022-23.
 - Self-attested photocopies of Supply order of such work from Government / PSU / Corporation / Government Society / other similar organization.
 - Self-attested Copies of full address of agency.
 - Self-attested declaration for not being blacklisted.
- Any failure of suppling of above mentioned documents will be treated as cancellation of participations.

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7. The agency should have yearly turnover of atleast Rs. 50,00,000.00 (Rupees Fifty Lakhs) only for the last financial year (2022-23).
8. The lowest bidder who fulfilled all the criteria will be selected as a successful bidder and selection of L1 will be made on the basis of rates of individual items and supply order for individual item will be issued accordingly.
9. The arte should be quoted along with all taxes / GST in INR.
10. Taxes, as admissible, will be deducted as per norms.
11. Any quotation of rates including the lowest one may be rejected without assigning any reason thereafter.
12. Final payment will be released to the supplying agency only on receipt of the product with desired quality and with all necessary features.
13. The items should be delivered within 15 (fifteen) working days from the issuance of the Supply Order.
14. The quantity of the items may increase or decrease. The decision of Tripura JICA Project on quality/quantity/payment will be final.
15. For any disputes arising out of this work order to be assigned hereby for its execution the decision of Tripura JICA Project (PMU) will be taken as final.
16. Quotation(s) may be opened at 4.00 pm on the same date, if possible, in the presence of the bidders' representative(s), if any, who may remain present at the office of the Tripura JICA Project, PMU, Gandhigram. The successful bidder will be considered for issuing with work order for the above mentioned work, if found eligible and approved.

(Dr. Wangdup Bhutia, IFS)

Director (Administrative, Finance & Audit)
Tripura JICA Project (SCATFORM)

Copy to: -

1. PS to the PCCF & HoFF (Tripura), for kind information of PCCF & HoFF
2. Dir(AFA)/Dir(SFM)/Dir(LCD)/Dir (M & E) Tripura JICA Project
3. AD(M&E), Tripura JICA Project
4. MIS Officer for information and necessary action.
5. IC GIS/PM(M&E)/GISO/SWP
6. Office Notice Board, PMU, Tripura JICA Project, Gandhigram
7. Website of Tripura JICA Project (jica.tripura.gov.in)