



**OFFICE OF THE DISTRICT & SESSIONS JUDGE
WEST TRIPURA DISTRICT :: AGARTALA**

No.F.10(239)(Main)-DJ/W/Estt./2020/ 5740-41

Dated, Agartala
The 26.05.2020

NOTICE INVITING TENDER

Subject :- Annual Maintenance Contract (AMC) of Studio Video Conferencing System for the Financial year 2020-21


Sealed tenders / quotations are invited from the recognized service provider for the Annual maintenance Contract for Online UPS installed in the Court Complex of District & Sessions Judge, West Tripura, Agartala.

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

Sl. No.	Item	Unit.
1	50" Panasonic LED TV	1
2	Polycom HDX 7000	1
3	Polycom HD Camera	1
4	Polycom HD Mike	1
5	Polycom Remote Control	1

- i. The contract will be valid for financial year 2020-21 and the agreement will be signed after the official procedure and obtaining administrative approval from the respective authority.
- ii. Amount quoted in AMC for each item shall be inclusive of all taxes.
- iii. Alongwith the quotation the Quotationer shall annex the copy of the letter of the company showing that he is the authorized AMC service provider.
- iv. As soon as the problem is reported, the corrective measures shall be taken immediately and not later than 24 hours by the vendor.
- v. Vendor service support is required during office hours (10:00 AM to 05:00 PM) on working days. The vendor support staff is required to attend location of the complained item in court complex of the District & Sessions Judge, West Tripura, Agartala.
- vi. Problem, if not major, should be rectified within the same day of reporting. The reporting will be made through e-mail/fax/over phones on urgent need.
- vii. In case of major problem, the vendor will 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.
- viii. 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.
- ix. The component /parts used by the vendor should be authentic and original. In case of hardware breakdown and if in case any part/equipment is beyond repairing and the same is not available/technology is obsolete or end of life, the same will be replaced with the equivalent or higher of replacing hardware.
- x. Taxes (at source) will be deducted as per applicable rules, if applied.
- xi. The quotationer should submit proper documents by mentioning annual turnover of the company and the annual turnover should be minimum 20 Lakhs.
- xii. **List of Engineers posted at Agartala from time to time should be sent to this office (submit supporting documents).**
- xiii. Any increase/decrease in quantity will be ON PRO-RATA BASIS. However, office of the District & Sessions Judge shall place the order for required additional quantity as and when required by giving a written request to the vendor.
- xiv. Quarterly Payment towards AMC shall be only after obtaining certificate from the System Officer of this office that service of the vendor during previous quarter was satisfactory. However, quarterly payment will be done, subject to release of fund by the state government and further subject to availability of fund with this establishment.
- xv. 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 regards shall be final and conclusive.
- xvi. **The quotations should reach this office positively by 15:00 hours of 23rd June, 2020.** Tenders / quotations will be opened in the chamber of Nodal Officer , if possible, at 16:30 hours on the same day where tenderer or his authorized representative may remain present.

- xvii. Required following document should be accompanied with tender : (a) PAN card (b) Trade License (c) GST (d) Yearly turnover certificate (e) undertaking regarding acceptance of terms and condition.
- xviii. Incomplete tender will be rejected summarily.
- xix. Any dispute/ problem arisen in connection with AMC the decision of the District & Sessions Judge shall be final.
- xx. The undersigned is not bound to accept the lowest rate and may reject all or any of the tender without assigning any reason.
- xxi. The successful tenderer shall have to execute an Agreement with the department on certain terms & condition as and when required.
- xxii. Details information, if any required, may be obtained from the office of the under signed in this regard.


26/05/20
(R. Roy)

Registrar,
Court of the District & Sessions Judge
West Tripura, Agartala
(Head of Office)

Copy to :-

1. NOTICE BOARD.
2. OFFICIAL WEBSITE.


26/05/20
(R. Roy)

Registrar,
Court of the District & Sessions Judge
West Tripura, Agartala
(Head of Office)