

**STATE PROJECT DIRECTORATE
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
UNDER EDUCATION (HIGHER) DEPARTMENT
OFFICE LANE, AGARTALA.**

No.F.1(110)-SPD/RUSA/2020

Dated, Agartala, the 01/07/ 2025.

NOTICE INVITING SHORT QUOTATION

Sealed quotations are invited from authorized sellers/ service providers for supply of 02(two) nos. Laptop at the office of SPD(RUSA) & Higher Education Department, Tripura, 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

The detailed terms & conditions are available in the website of Higher Education Department <https://highereducation.tripura.gov.in>. The quotations should reach to the undersigned on or before 7/7/2025 at 5-00 P.M. during office hours positively.

(R. Bhattacharjee)
Addl. Director & ASPD (RUSA/PM-USHA)
Higher Education Department
Shiksha Bhawan, 1st Floor (Room No.15),
Office Lane, Agartala-799001.


(R. Bhattacharjee)

Addl. Director & ASPD (RUSA/PM-USHA)
Higher Education Department

Copy to:-

1. The Editor, Dainik Sambad, Jagannath Bari Road, Agartala with a request to publish the advertisement in your local daily on 02/07/2025 and send the bill in duplicate for arranging payment.
2. The Cashier, State Project Directorate (RUSA) for information and necessary action.

Notice inviting short Tender from authorized sellers/ service providers for supply 02(two) nos. Laptop at the office of SPD(RUSA) & Higher Education Department, Tripura, 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

1. Scope of Work

The State Project Directorate, RUSA, Tripura having office at Shiksha Bhawan, 1st floor, Agartala has been functioning since 2014-15 under the Directorate of Higher Education Tripura. Now, it is required to procure laptop to ensure proper functioning of the office of the SPD(RUSA).

2. Terms & Conditions

- (i) The hardware equipments are to be company fitted in the respective systems as instructed.
- (ii) Proper management and cable management must be ensured during installation.
- (iii) The Work regarding installation must be completed within a week's time.
- (iv) The willing Agencies can visit the office during office hours if they wish.
- (v) The detailed cost of installation and fitting equipments must be included in the financial quote. No additional charges whatsoever should be entertained.
- (vi) The proposed quantity of hardware may increase or decrease as per requirement.
- (vii) All up gradation and installation work must be done at the office premises.
- (viii) All the hardware equipments must adhere to the specifications as mentioned in this tender document.

3. Acceptance of Terms & Conditions

- (i) The Bidder must abide by the terms & conditions contained herein and submit the main envelope addressed to the **State Project Director, RUSA, Tripura, Room No. 15, 1st Floor, Shiksha Bhawan, Office Lane, Agartala, Tripura, 799001.**
- (ii) The last date of submission of quotation is 7/7/2025 till 05:00 PM. No quotation will be accepted after the last date as notified.
- (iii) The SPD, RUSA has the right to cancel the procurement process at any point of time without assigning any reason.
- (iv) The quoted price must comprise all the taxes.
- (v) GST and IT will be deducted as per prevailing norms.
- (vi) The bidder should accept all the technical specifications and scope of work given in the notice.
- (vii) Technical bids will be evaluated at first and on qualifying only financial Bids will be opened, preference will be given to overall L1 basis, i.e. lowest cost to SPD, RUSA.
- (viii) The date of opening of Technical Bids will be informed to the participating agencies accordingly. If desired they may participate during the opening.
- (ix) **The Main Envelope should be superscripted with the Title of the Tender, along with name of Participating Agency and contact details of the contact person. It should contain two smaller envelopes namely "Technical Bid" & "Financial Bid".**
- (x) **The Service provider shall mention the years of warranty to be provided in the Technical Bid.**




4. Penalty Clause, Force Majeure Jurisdiction & Applicable Law

- (i) The Laws of India shall govern the contract. All disputes shall be decided within the Jurisdiction of Hon'ble High Court of Tripura.
- (ii) The Successful (L1) Bidder must complete the supply within 15 days of the issuance of work order. Failing which the SPD, RUSA has the right to cancel the procurement process.
- (iii) The SPD(RUSA) Tripura may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms, lockdown etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's premises.

5. Eligibility Criteria

- (i) The Bidder should be an authorized sales and service dealer of such equipments. Specific Proof to be submitted.
- (ii) The Bidder should have supplied their services to any Government Establishment / Industry, Commercial complex with order value not less than Rs.15 lakhs in total during previous 2 years period. Documentary evidence has to be submitted.
- (iii) All identifying documents including Trade license (renewed for current year), PAN, GST Registration & IT returns for 2024-25 must be submitted.
- (iv) Submission of Declaration & Non-Blacklisting Certificated as provided under Annexure I and II.

6. Technical Specifications:

- a. Processor: 12th Gen Intel Core i5
 - b. RAM: Minimum 16 GB
 - c. Internal Storage: 512 GB SSD + Minimum 1 TB HDD
 - d. Storage Type: SSD + HDD
 - e. OS- Windows 11
 - f. Microsoft office: Yes
 - g. Display Screen Size: Minimum 14 inch.
 - h. Wifi + Bluetooth: Yes
 - i. HDMI: Yes
 - j. USB: 2 ports
- 

Proforma for submission of Technical Bid

(Separate envelope written Technical Bid inside the main envelope)

(Note: Valid self-attested Documents are to be submitted else the bid is liable to be rejected.)

Title: Technical Bid for supply of 02(two) nos. Laptop at the office of SPD(RUSA) & Higher Education Department, Tripura, 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

Qualifying Bid Documents

Sl No	Details	Documents to be Submitted
1	Name of Agency Address with Telephone No. & Mail Contact Persons Name & Number	Self-Attested Document with page marking
2	Trade License PAN NO GST Registration	Self-Attested Document with page marking
3	Tax Returns (2024-25)	Self-Attested Document with page marking
4	Experience Certificate/ Work order / Supply order/ Sanction for last 2 years showing supply and installation of Computer Hardware amounting to Rs. 15 lakhs	Self-Attested Document with page marking
5	Technical Specifications	Self-Attested Document as per Annexure - I
6	Self-Declaration	Self-Attested Document as per Annexure - II
7	Non Blacklisting Certificate	Self-Attested Document as per Annexure - III



7. Proforma for Financial Bid

(Separate envelope written Financial Bid inside the main envelope)

Title: Financial Bid for supply and installation of Solid State Drives (SSDs), RAM, and several other Hardware Equipments at the office of SPD(RUSA) & Higher Education Department, Tripura, 1st Floor, Shiksha Bhavan, Office Lane, Agartala.

Financial Bid				
SN	Name of the Equipment	Quantity	Rate	Total Price
1	Laptop	2 nos.		
	Basic Price Total			
	GST and other Charges			
	Total Price			

*The financial bid will be evaluated based on the "Total Price" quoted in the financial bid.

*All figures given above should be quoted net of taxes and should not include service charge.

(Name & Signature of agency with Stamp)



Technical Specifications

Sl No.	Specifications		Warranty	Model Name/ No.
1	Processor: 12th Gen Intel Core i5		3 years	
2	RAM: Minimum 16 GB			
3	Internal Storage: 512 GB SSD + Minimum 1 TB HDD			
4	Storage Type: SSD + HDD			
5	OS- Windows 11			
6	Microsoft office: Yes			
7	Display Screen Size: Minimum 14 inch.			
8	Wifi + Bluetooth: Yes			
9	HDMI: Yes			
10	USB: 2 ports			

* Please ensure compatibility before submission of specification.

(Name & Signature of agency with Stamp)



DECLARATION

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied I have quoted the rate of the item/items. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per term condition of the tender. I do affirm that all the term condition of the DNIT is unconditionally accepted by me.

Signature of the bidder:

Date:



(Declaration of non-Blacklisting)

Declaration by the Bidder:

Place

Date

To
The Director & SPD(RUSA),
Department of Higher Education
Government of Tripura
Agartala, Tripura

Subject: Self Declaration of not been blacklisted in response to the Tender for 02(two) nos.
Laptop at the office of SPD(RUSA) & Higher Education Department, Tripura, 1st
Floor, Shiksha Bhavan, Office Lane, Agartala

Ref: NIT No.

Dear Sir,

I confirm that my company/ firm/ agency, _____, is currently not blacklisted in any manner whatsoever by any of the State or UT or PSU and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on <last date of bid submission>.

(Signature of the Lead Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business Address:

