

SHORT NOTICE INVITING QUOTATION (2nd Call)

Dated, Agartala, the 11th October, 2019

Sealed quotations are hereby invited on behalf of the Governor of Tripura from the manufacturers / authorized dealers / distributors / reputed resourceful firms having experience for supplying, fitting-fixing and initialization / commissioning of Biometric Attendance System at the Tripura State Museum, Ujjayanta Palace, Agartala.

The sealed Quotations in plain white paper along with all necessary documents should reach to the office of the Tripura State Museum, Ujjayanta Palace, Agartala during the office hours (11:00 a.m. to 6:30 p.m.) of the working days on or before **22/10/2019** positively. The sealed quotations would be opened at the office of the undersigned preferably within 3(three) days of the last date of receiving the Quotations in presence of the bidders, unless decided otherwise.

The specifications as well as terms & conditions may be seen in the Departmental website (www.highereducation.tripura.gov.in).



(P. B. Bhattacharjee)
Archivist cum Head of Office & DDO
Tripura State Museum

**TERMS & CONDITIONS FOR SHORT NOTICE INVITING QUOTATION (2nd call)
FOR BIOMETRIC ATTENDANCE SYSTEM AT
TRIPURA STATE MUSEUM, UJJAYANTA PALACE, AGARTALA**

Terms & Conditions:

1. The Aadhaar based Biometric Attendance System should be able to record attendance of at least 50-60 employees and should have facility of printable monthly attendance report of employees.
2. The vendor should have produced past work orders issued by the Government Departments (at least three in numbers) for similar work. Experience Certificate should accompany the Quotation documents.
3. The sealed Quotations in plain white paper should contain all necessary documents including Trade License, PAN no., I.T. Return for last three years, GST Registration Certificate and Manufacturers Product Catalogue in which the product along with Make, Model No., detail specifications and Warranty Clauses must be clearly mentioned and identified and details of Post Purchase Service and Maintenance facilities should also be mentioned. The unit price of the item, total taxes applicable, if any and charges of fitting-fixing must be quoted clearly.
4. The sealed Quotations must be sent through Registered Post / Speed Post only or dropped in the Tender Box placed at the Office Room of the Tripura State Museum, Ujjayanta Palace, Agartala during the **office hours** (11:00 a.m. to 6:30 p.m.) of the **working days** on or before **22/10/2019**. The Quotations sent through Registered Post / Speed Post should reach the Tripura State Museum on or before **22/10/2019** positively, otherwise they would be liable to be disqualified.
5. The authority reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all Quotations at any time prior to the award of contract without assigning any reason there off.
6. The work should be completed within one week from the date of issue of the Work Order.
5. Income Tax etc. as admissible will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition by the vendor.


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