

ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ANCILLARY BLOCK, JANATA BHAWAN, DISPUR, GUWAHATI-781006
Phone: 0361-2237221 (O), Fax- 0361- 2237010; E-mail: sdma-assam@gov.in

NOTICE INVITING QUOTATION

ECF No. 203063/6

Dated: 04th June, 2022

Assam State Disaster Management Authority (ASDMA) invites Price Quotation affixing court fees stamp of Rs. 8.25/- from reputed Firm/Dealers/Agency for the work **“Supply, Installation and Commissioning of 1 (one) no. of One Desktop PC and Laptop with 3 years onsite comprehensive warranty”**.

The detailed specifications are listed below Tables:

Table 1:			
Sl. No	Name of the Item	Specification (Minimum)	Quantity
1.	Desktop PC	Processor Intel i-7 11 th Generation Intel Original Mother Board Windows 10 Professional Microsoft Office 2016 Professional 16 GB DDR4 RAM 256 GB SSD 1 TB 7200 rpm SATA HDD Optical Drive Monitor 23 inch	1 no.
2.	Laptop	Processor Intel i-7 11 th Generation Intel Original Mother Board Windows 10 Professional Microsoft Office 2016 Professional 16 GB DDR-4 RAM 1TB SSD Optical Drive (External) Monitor 14 inch 2 GB Integrated Graphics Card Battery Backup – 8 hours Laptop bag.	1 no.

Terms and Conditions:

- a) Price quotation should be inclusive of all taxes as applicable. (**Annexure-II**)
- b) The rates are to be quoted in figures as well as in words.

Eligibility Criteria/ Qualification for the Quotationers:

- a) The Quotationers must be incorporated & registered in India, under the Indian Companies Act/Societies Registration Act/Firm Registration Act/Trust Act with minimum of 3 years' experience in the relevant field. (Proof of Registration and experience should be submitted).
- b) Quotationers should have experience in the relevant areas and shall have at least three completed work orders within F.Y. 2019-20, 2020-21 and 2021-22 from Government organization, State Government organization and PSU. Completion certificate/ repeat orders and Purchase Order/Work Order/ Agreement signed with the client.
- c) Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.

- d) The Quotationers shall provide an undertaking regarding the same. (Self-Declaration as per **Annexure I**)
- e) The Quotationers should have the Average Financial Turnover Rs 5.00 Lakhs during the last 3 years, ending 31st March 2021. Document related to Average Annual Financial Turnover along with audited balance sheet should be certified from Chartered Accountant (CA).
- f) The Quotationers should have registered Office in Guwahati City, Assam. Proof of Registration certificate of firm at Guwahati city is required.

The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof. The Authority is not bound to accept the lowest quoted rate.

The parties are required to verify the terms and condition for **“Supply, Installation and Commissioning of 1 (one) no. of One Desktop PC and Laptop with 3 years onsite comprehensive warranty”** from ASDMA during office hours. The quotations must be submitted on or before **08.06.2022 (02.00 PM)** during Office Hours.

The envelope containing quotation should be super scribed for “Supply, Installation and Commissioning of 1 (one) no. of One Desktop PC and Laptop with 3 years onsite comprehensive warranty” due on 08.06.2022 (02.00 PM). Opening of Quotation will be on 09.06.2022(2.30PM).

(Alakananda Medhi, ACS)
Deputy Secretary & SPC

Assam State Disaster Management Authority

Memo ECF No. 203063/6-A

Dated: 04th June, 2022

Copy to:-

1. ASDMA notice board.
2. Deputy Commissioner, Kamrup Metro for pasting it in the notice boards
3. The Systems Expert (IT) for uploading the **NOTICE INVITING QUOTATION** in its Official Website.

(Alakananda Medhi, ACS)
Deputy Secretary & SPC

Assam State Disaster Management Authority

Self-Declaration format

Annexure- I

Self-Declaration

To,

The Chief Executive Officer

Assam State Disaster Management Authority

Janata Bhawan, Dispur, Guwahati – 781006, Assam

Phone no- 0361-2237221, Fax- 0361-2237010

Sub: Self Declaration as a part of the Response to Notice Inviting Quotation Document on “Supply, Installation and Commissioning of 1 (one) no. of One Desktop PC and Laptop with 3 years onsite comprehensive warranty”.

Ref: Notice Inviting Quotation No. : 203063/6, dtd.04.06.2022

Dear Sir,

In response to Notice Inviting Quotation No. _____ dated dd/mm/yyyy as an employee of ----- in the capacity of -----, I/We hereby declare:

1. That our organization <organization name> is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.
2. That we are not currently debarred or blacklisted by any Government entity, PSU, Bank or corporate institution in India or abroad.

The declaration submitted by us is true and correct to the best of our knowledge and if it is proved otherwise at any stage of execution of the contract, ASDMA has the right to summarily reject the proposal and disqualify us from the process.

(Signature of the Quotationers Signatory)

Name:

Designation:

Seal:

Date:

Financial Bid Format

Sl. No.	Description	Value in INR
1	Total Cost against "Supply, Installation and Commissioning of 1 (one) no. of One Desktop PC and Laptop with 3 years onsite comprehensive warranty".	
3	Total Cost	
4	GST on Total Cost	
	Total Commercial Bid (In Figures)	
	Total Commercial Bid (In Words)	