

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

NOTICE INVITING QUOTATION

ECF No. 52522/673

Dated: 25th September, 2021

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 Desktop PC and LaseJet Printer with 3 years onsite comprehensive warranty"**

The detailed specifications are listed below Tables:

Sl. No	Name of the Item	Parameter	Minimum Specification
1	Desktop PC	Operating system	Windows 10 Professional
		Application	MS Office Professional
		Processor Name	Intel® Core™ i5-10500 (3.1 GHz base frequency, up to 4.5 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores)
		Chipset	Intel® H470
		Form factor	Microtower
		Screen Size	23.8"
		Memory	8 GB DDR4-2666 SDRAM (1 x 4 GB)
		Hard drive	1 TB 7200 rpm SATA HDD
		Optical drive	9.5 mm Slim DVD-Writer
		Internal drive bays	Two 3.5" (2.5") HDD
		Graphics	Intel® HD Graphics 630
		Ports	1 headphone/microphone combo; 4 SuperSpeed USB 5Gbps signaling rate; 2 SuperSpeed USB 10Gbps signaling rate
		Ports	1 HDMI; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 serial; 1 VGA; 2 USB 2.0
		Pointing device	Optical mouse, keyboard etc.
Warranty	3 year comprehensive onsite warranty		
2	LaserJet Printer	Print speed, black	21 - 30
		Color output	Black and white
		Product type	Laser printers
		Ports	1 Hi-Speed USB 2.0; 1 Ethernet 10/100
		Network ready	Standard (built-in Ethernet)
		Connectivity, standard	1 Hi-Speed USB 2.0; 1 Ethernet 10/100, built-in Ethernet
		Display HP	190 x 30 pixel graphic LCD
		Technology	Laser
		Warranty	3 year comprehensive onsite warranty

	Number of print cartridges	1 (black)
	Replacement cartridges	Original LaserJet Toner Cartridge (~1500 pages yield)
	Technology	Laser
	Duplex printing	Automatic (standard)
	Tray	Tray1 & 2. Paper size A-4 & Legal type.

Terms and Conditions:

- Price quotation should be inclusive of all taxes as applicable. (**Annexure-II**)
- The rates are to be quoted in figures as well as in words.
- Quotationers may visit the site for actual requirement of items.

Eligibility Criteria/ Qualification for the Quotationers:

- 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).
- Quotationers should have experience in the relevant areas and shall have at least One Completed work orders within F.Y. 2018-19, 2019-20 and 2020-21 from Government organization, State Government organization and PSU. Completion certificate/ repeat orders and Purchase Order/Work Order/ Agreement signed with the client.
- Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.
- The Successful Firm/Agency will sign the Service Contract Agreement with ASDMA for a period of 3 years.
- The Quotationers shall provide an undertaking regarding the same.(Self-Declaration as per **Annexure I**)
- The Quotationers should have the Average Financial Turnover Rs 5.00 Lakhs during the last 3 years, ending 31st March 2020. Document related to Average Annual Financial Turnover along with audited balance sheet should be certified from Chartered Accountant (CA).
- Quotationers should submit the supporting document along with price quotation.
- 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 Desktop PC and LaserJet Printer with 3 years onsite comprehensive warranty" from ASDMA during office hours. The quotations must be submitted on or before 01.10.2021 (02.00 PM) during Office Hours.

The envelope containing quotation should be super scribed for "Supply, Installation and Commissioning of 1 (one) no. of Desktop PC and LaserJet Printer with 3 years onsite comprehensive warranty" due on 01.10.2021.

Self-Declaration format

Annexure- I

Self-Declaration

To,

The Chief Executive Officer

Assam State Disaster Management Authority

Assam Secretariat, 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 Desktop PC and LaseJet Printer with 3 years onsite comprehensive warranty".

Ref: Notice Inviting Quotation No. : 52522/673, dtd. 25th September, 2021

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 Desktop PC and LaseJet Printer with 3 years onsite comprehensive warranty""	
3	Total Cost	
4	GST on Total Cost	
	Total Commercial Bid (In Figures)	
	Total Commercial Bid (In Words)	