

**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](mailto:sdma-assam@gov.in)

**NOTICE INVITING QUOTATION (NIQ)**

ECF No. 69365/443

Dated: 22<sup>nd</sup> 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 "**Onsite Comprehensive Annual Maintenance and Preventive measures for the Photocopier Machines installed at ASDMA office for a period of 2 years**".

The detailed specifications are listed below:

<b>Table 1:</b> Assam State Disaster Management Authority, Ancillary Block, Janata Bhawan.			
Sl. No	Name of the Item	Make and Model no.	Quantity
1.	Photocopier Machine	Canon Image Runner 2420L	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.
- c. Quotationers may visit the site for actual requirement of items.

**Eligibility Criteria/ Qualification for the Quotationers:**

- d. 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).
- e. Quotationers should have experience in the relevant areas and shall have at least one completed work orders within F.Y. 2017-18, 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.
- f. Please provide the authorization letter from OEM in case of Authorize Distributor/Dealer also mention the NIQ No in the OEM Letter Head.
- g. Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.
- h. The Successful Firm/Agency will sign the Service Contract Agreement with ASDMA for a period of 2 years.
- i. The Quotationers shall provide an undertaking regarding the same.(Self-Declaration as per **Annexure I**)
- j. Quotationers should submit the supporting document along with price quotation.
- k. The Quotationers should have registered Office in Guwahati City, Assam. Proof of Registration certificate of firm at Guwahati city is required.
- l. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
- m. The Authority is not bound to accept the lowest quoted rate.

The parties are required to verify the terms and condition for "Onsite Comprehensive Annual Maintenance and Preventive measures for the Photocopier Machines installed at ASDMA office for a period of 2 years" from ASDMA during office hours. The quotations must be submitted on or before 28/09/2021 during Office Hours.

The envelope containing quotation should be super scribed for "Onsite Comprehensive Annual Maintenance and Preventive measures for the Photocopier Machines installed at ASDMA office for a period of 2 years", due on 28/09/2021.

(Chinmoy Nath)  
Joint Secretary & Deputy CEO  
Assam State Disaster Management Authority

Memo ECF No. 69365/443-A

Dated: 22<sup>nd</sup> September, 2021

Copy to:-

1. Deputy Commissioner, Kamrup Metro for pasting it in the notice boards
2. ASDMA notice board.
3. The Director, Information and Public Relations, Assam, Last Gate, Guwahati-6 with a request to publish the Notice Inviting Quotation in the newspapers.
4. The Systems Expert (IT) for uploading the Short Tender Notice in its Official Website.

(Chinmoy Nath)  
Joint Secretary & Deputy CEO  
Assam State Disaster Management Authority

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 “**Onsite Comprehensive Annual Maintenance and Preventive measures for the Photocopier Machines installed at ASDMA office for a period of 2 years**”.

Ref: Notice Inviting Quotation No. : 69365/443, dtd.20<sup>th</sup> 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 "Onsite Comprehensive Annual Maintenance and Preventive measures for the Canon Photocopier Machine installed at ASDMA office for a period of 2 years"	
3	Total Cost	
4	GST on Total Cost	
	<b>Total Commercial Bid (In Figures)</b>	
	<b>Total Commercial Bid (In Words)</b>	