



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER ..... MORIGAON.

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Tel. No. : 03678-240225 (O)

No. MAR.19/2022/29

Date:- 26-08-2022

**SHORT NOTICE INVITING TENDER**

Sealed quotations affixing Court Fee Stamps worth Rs. 8.25 (Rupees eight and twenty-five paisa) only (non- refundable) are invited from reputed suppliers/firms for supplying of Computer and hardwares for Mission Bhumiputra Project in Deputy Commissioner's Office, Morigaon has been fixed up to 01/09/2022 till 12 P.M. and will be opened at 2:00 P.M. on the same day. The quotations/representatives may remain present while opening the quotations.

Sl. No.	Particulars	Quantity	Rate		
			Unit Cost (in Rs.)	GST %	Total Cost (in Rs.)*
1	Desktop Computer	04 units			
2	UPS	04 units			
3	USB portable scanner (Canon imageFORMULA P-208II)	04 units			
4	Printer (HP)	02 Nos.			
5	Pen drives (32 GB)	04 units			
6	LAN cable	100 mtrs.			
7	A4 Paper	10 packets			

**Terms & Conditions:**

1. The rate fixed shall remain valid for 1 (one) year from the date of acceptance.
2. The rate should be quoted inclusive of all taxes and clearly written both in figure and words. Overwriting in the quotation paper will not be accepted.
3. The bidder must have a shop of his own and must have a trade license.
4. Sample of materials must be produced before supplying the items and good quality items only will be accepted. Supply of substandard, inferior quality material shall be rejected with forfeiture of security money and subsequent legal action.
5. Supplier should mention their brands which will be supplied at the price quoted compulsorily.
6. The intending Quotationers must submit the following documents with the quotation –  
a) Copy of PAN b) Documents of the firm, Trade License and GSTIN etc. c) Up to date IT & GST clearance certificate d) Bank account details
7. Payment shall be made after satisfactory supply of all equipments on bill basis subject to availability of fund.
8. Without the aforesaid documents the bid document will be treated as invalid.
9. The bidder should put his signature on all the documents.
10. The Competent Authority shall be under no obligation to accept the lowest rate or any quotation received in response to this quotation notice and shall be entitled to reject any quotation without assigning any reason whatsoever.
11. In case of violation of items & condition of the quotation document or unsatisfactory materials this office reserves the right to terminate the order by giving intimation to the firm.
12. Participating bidder must quote the rates for all the listed items otherwise the bid document will be treated as invalid.

Addr. Deputy Commissioner  
Morigaon

Dated 26<sup>th</sup> August, 2022

Memo No. MAR.19/2022/29

Copy to:

- 1) DIPRO, Morigaon for wide publicity and to arrange for publication of the NIT in a daily news paper.
- 2) TD & DIO, NIC, Morigaon for publication in the District website.
- 3) Notice Board.
- 4) Office file.

Addr. Deputy Commissioner  
Morigaoni