

GOVERNMENT OF ASSAM  
INDUSTRIES ,COMMERCE AND PUBLIC ENTERPRISES DEPARTMENT  
ASSAM SECRETARIAT , DISPUR, GUWAHATI

Notice No. eCF 174767/1

dated 15<sup>th</sup> Sept, 2021

**Notice Inviting Quotation**

Subject: Supply/Procurement of I.T Items

Industries, Commerce & Public Enterprises Department intends to procure the items mentioned in the enclosed proforma for office use. Interested firms/ suppliers who fulfill the following criteria may submit their quotation with court stamp fee of rupees eight and twenty-five paise.

1. Rates for each items should be quoted in typed form on company's letter head duly signed and having company's stamp/seal in the prescribed proforma -a and proforma-B (copy enclosed) including details of GST where ever applicable in a sealed envelope clearly superscribing "Quotation for I.T Items " and should be addressed to "The Secretary to the Govt of Assam, Industries, Commerce & Public Enterprises Department . The sealed quotations ( Proforma-A & Proforma-B duly filled in with required enclosures ) should be dropped in the Tender Box placed in the Industries, Commerce & Public Enterprises Department , Assam Secretariat, Block-C, 3<sup>rd</sup> floor by 1.00 P.M. on or before 1<sup>st</sup> Oct, 2021 positively . The quotations may be sent though post also to the Secretary to the Govt of Assam, Industries, Commerce & Public Enterprises Department , Room NO 409, Assam Secretariat, Block-A , 4<sup>th</sup> Floor, which should reach by 1.00 P.M. on or before 4<sup>st</sup> Oct, 2021 positively. The quotations received after due date/time and those which are not dropped in the tender box in stipulated time , will not be entertained at all. The quotations will be opened on the same day at 4.00 P.M in the office chamber of the Secretary to the Govt of Assam, Industries, Commerce & Public Enterprises Department , The renderers may send their representatives to remain present during opening of the quotations.
2. Earnest money amounting to Rs.20,000/- (Rupees Twenty thousand only)" in the form of Bank Draft payable in favour of Joint Secretary to the Govt. of Assam, Industries, Commerce & Public Enterprises Department should also be enclosed with the quotation which will be returned after finalization of the process to the unsuccessful firm/supplier whose tenders do not qualify. The earnest money of the successful firm/ supplier shall be retained till successful supply and installation of the items. Any quotation received without earnest money as stated above, will be rejected and not entertained at all.
3. The firm/supplier should be a authorized dealer/ manufacturer of the major items or should be a reputed supplier having a minimum five years' experience in supply of the major items of the list to the Government Ministries / Departments, PSUs, Statutory/ Autonomous Bodies etc.
4. Brochure/Catalogs of the items must be submitted with the proposal.
5. The sample should be displayed before supply of the items.
6. The firm should have valid documents of GST registration, PAN card,

7. Department may select more than one firm/supplier based on rates .
8. The firm should be in a position to supply approved items within 15 days from the date of placing order.
9. The approved items should be of standard quality as per specification and of the make specified. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Department to return back these items. In case of repetition of such an act on the part of the firm, the Department may terminate the contract and also forfeit the Earnest Money.
10. The rates should be quoted in figure and words . The rates of items as specification specified in proforma-B must be submitted. However, rates of similar items with equivalent specification may also be submitted separately. Quotation received without tax details would be considered as inclusive of taxes and no increase in the price of the quoted rate would be considered for any reason during the contract period.
11. The payment will be made on satisfactory delivery and installation of the supplied items in the Department for which bill (in triplicate) will be required to be submitted to this Ministry. Defective item, if any, supplied by the contractor will be replaced by the firm/supplier immediately at his cost.
12. The decision of the Department would be final and binding in all respect. It may be noted that this Department reserves the right to accept or reject any or all quotation in full or in part without assigning any reason whatsoever and also reserves the right to make the purchases on the basis of quotations for each items.
13. For any query please contact Shri T.C Saharia, Adviser, Industries Commerce & Public Enterprises Department , Mobile No- 9706237303 email: [adviser.dpe@assam.gov.in](mailto:adviser.dpe@assam.gov.in)

Deputy Secretary to the Govt of Assam  
Industries Commerce & Public Enterprises Department

**Proforma to be submitted along with the quotation**

S.L No	Particulars	Details of documents
1	Name of the Firm/Supplier	
2	Address with contact details	
3	Name of the proprietor/managing Partner/ Managing Director	
4	Average annual Turnover of the firm/ supplier for last 3 years ( submit supporting documents)	
5	Registration No of the Firm/ Trade License	
6	GST No	
7	PAN Card No	
8	Experience Certificate/Copy of supply order /Delivery challan copy in support of 5 years experience.	
9	Copy of Certificate as Authorised Dealer.	
10	Details of Earnest money deposited	
11	Undertaking to the effect that the firm/supplier is not blacklisted by any Govt Deptt/ Agency	
12	List of documents submitted	

Signature of Authorised Signatory

**Proforma-B****List of I.T Item proposed for procurement**

SI No.	Items	Qty.	Rate ( Rs) A	GST Amt B	Total Rate A+B	Total Amount
1	Wireless N Nano USB Adapter	2 nos				
2	Display port to HDMI Adaptor	1 no				
3	Head Phone Logitech H340 Wired USB Business Headset, Stereo Headphones	2 nos				
4	UPS (1 hr. backup) CYBERPOWER 1000VA UPS or of Equivalent Specification	5nos				
5	Cartridge of colour Laser jet Pro MFP M479 DW.	2 Sets				
6	HP Scan Jet Enterprises flow -5000 s4 Scanner/ Or Equivalent Specification	5 nos.				
7	HP Cartridge 88 -A	6 nos.				
8	HP Cartridge 12 - A	6 nos.				
9	Kyocera TK -2201 (Toner for Photostats machines )	4 nos				
10	HP 14s series Laptop (11th Gen Intel Core i5,1135G7/16GB/512GB SDD/Intel Iris Xe Graphics/Windows 10 Pro/MSO Pro/FHD), 35.56 cm (14 inch), 3 years warranty	3 nos				
11	Mic-with amplifier (Yamaha STAGEPAS 400BT) (Make must be mentioned)	2 set				
12	Panasonic Single line 2.4GHZ KX-TG3612 cordless phone	2 Set				
13	Projector with stand and screen BenQ , 6x4 screen, with accessories , 3 years warranty	1 no				
14	HP Pro MFP M126nw(CZ175A) Multi Function Laser Printer	3 nos				
15	Great Writing Simplified (Grammarly) software ( Yearly)	2 nos				
16	Hemingway App makes your writing bold and clear	2 nos				
17	Roller Blinds ( screen for Video conference)	5.80 sq. m				
18	Remote System for video conference with fitting charge	1 no				
19	HP AIO dp series 27-in 4K UDH All in One Business PC	1 no				
	Amount in Words					

Signature of Authorised Signatory

GOVERNMENT OF ASSAM  
INDUSTRIES ,COMMERCE AND PUBLIC ENTERPRISES DEPARTMENT  
ASSAM SECRETARIAT , DISPUR, GUWAHATI

Notice No. 174767/2

Dated 15<sup>th</sup> Sept, 2021.

**Notice Inviting Quotation**

Subject: Supply/Procurement of I.T Items

Industries, Commerce & Public Enterprises Department intends to procure I.T items for office use. Interested firms/ suppliers who fulfill the requisite criteria may submit their quotation with court stamp of Rs 8.25 as per detailed documents.

Details may be obtained from the Industries, Commerce & Public Enterprises Department Assam Secretariat, Dispur and its website: <https://www.dpe.assam.gov.in>

Also for detailed information please refer State Public Procurement Portal of Assam.

Deputy Secretary to the Govt of Assam  
Industries, Commerce & Public Enterprises Department