

OFFICE OF THE PRESIDING OFFICER/MEMBER, M.A.C.T::: NALBARI

No. MACT/N- 509 - 510

Date: 22/10/2019

NOTICE INVITING QUOTATION

Sealed quotations are invited from registered firm/Shop affixing court fee of Rs. 8.25/-(non-refundable) to supply and install the following items as per specifications mentioned bellow.

The quotations should have to reach to the undersigned on or before **1st Nov/2019**.

Sl. No	Item Description	Qty.
1	HP Desktop computer (Intel I5 Processor/1TB HDD/8GB RAM/18.5''-21'' LCD monitor/DVD RW/Win 10/3 Years Warranty)	1
2	HP Desktop computer (Intel I3 Processor/1TB HDD/8GB RAM/18.5'' LCD monitor/DVD RW/3 Years Warranty)	2
3	HP Multi-function Printer with duplex.(HP LaserJet 202DW or equivalent)	1
4	HP Laser Jet Printer (LJ 1020 Plus or equivalent)	2
5	1KVA UPS with 1Hour Battery Backup (Numeric/APC)	3

Terms and Conditions are as follows:

1. Sealed envelope duly marked as "**Tender for Computers, Printers and UPS**" and quotations should contain the following documents:

- (a) Copy of PAN Card
- (b) Copy of GST registration certificate
- (c) Copy of GST clearance
- (d) Copy of trade license
- (e) Copy of Experience certificate if any

2. Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of materials if its bid is accepted.

3. The sealed quotation should be submitted to the Presiding Officer/Member, MACT, Nalbari during office hours on working days.

4. The firm should clearly mention the Brand/Make, price list of the product with detail specification.
5. Supply should be carried out immediately on receipt of the work order from the undersigned.
6. The prices should be quoted against the items excluding of GST. GST is to be shown separately against the base price of each item.
8. Prices once approved will remain valid during the scheduled delivery period. Increase of taxes and other statutory duties will not affect the price during this period. The supplier will be responsible for any increase of taxes and duties.
9. The payment shall be made on completion of supply and installation of above noted works and acceptance with full satisfaction and on production of the following:
 - (a) Bill in triplicate
 - (b) Bank Account details
 - (c) Delivery challan dully signed by the consignee.
10. In the event of breach of any terms and conditions or delay or default the purchase order will be terminated.
11. Conditional tenders are liable to be rejected.
12. Quotations submitted after the stipulated time will summarily be rejected.
13. In case the successful bidder supplies sub-standard materials, its tender shall be cancelled. Thereafter, next successive bidder may be considered.
14. The undersigned has reserved the right of accepting/rejecting the quotation without assigning any reason thereof.
15. The undersigned is not bound to accept the lowest rate of any quotation if it arises in course of tendering.
16. The decision of the undersigned is final and binding on all.


Presiding Officer/Member, MACT,
M. Nalbari
J. Nalbari

Memo. No. MACT/N- 509 - 510

Date: 22/10/2019

Copy forwarded for information and necessary action to:-

1. ✓ The Systems Officer of this office. He is directed to upload this quotation in the official website.
2. The Notice Board of this office
3. The Concerning file.

Mh
22/10/19

Presiding Officer/Member, MACT,
Presiding Officer / Member
M.A.C.P., Nalbari
S. Dutta