

**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**

ECF No. 168148/26

Dated: 23<sup>rd</sup> July, 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 laptop, Projector, Audio Video equipment etc. at the Conference Hall of Hon’ble Minister, Revenue & DM Department with a comprehensive onsite warranty for a period of 3 years”**.

The detailed specifications are listed below Tables:

<b>Table 1:</b> Conference Hall, D Block, Janata Bhawan.			
Sl. No	Name of the Item	Specification (Minimum)	Quantity
1.	Laptop PC	11th Generation Intel® Core™ i7-1165G7 Processor 14 inch FHD IPS Touch 16 GB RAM 512 GB M.2 2280 SSD Integrated Intel® Iris® Xe Graphics Click Pad + Digital Pen Win 10 Operating System 1 year comprehensive onsite warranty + 2 year extended warranty Laptop Bag, wireless mouse, adapter etc.	1 no.
2.	Projector	Brightness (ANSI) = 4000 Contrast : 20000:1 Lamp Life: 15000 Hrs. High Contrast Ratio Long Lamp Life HDMI, USB Type, VGA in/Out, S video In,, Audio In/Out 2 watt speaker 3 years comprehensive onsite warranty	1 no.
3	Projector Mounting Kit	-	1 no.
4	Motorised Projector Screen	3 years comprehensive onsite warranty	1 no.
5	HDMI cables 15 meter	-	1 no.
6	Electrical Cable + wire	-	1 unit
7	Installation Charge +wires etc.	-	1 unit

**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 three completed work orders within F.Y. 2017-18, 2018-19 and 2019-20 from Government organization, State Government organization and PSU. Completion certificate/ repeat orders and Purchase Order/Work Order/ Agreement signed with the client.
- f. Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.
- g. The Successful Firm/Agency will sign the Service Contract Agreement with ASDMA for a period of 1 years.
- h. The Quotationers shall provide an undertaking regarding the same.(Self-Declaration as per **Annexure I**)
- i. The Quotationers should have the Average Financial Turnover Rs 5.00 Lakhs during the last 3 years, ending 31<sup>st</sup> March 2020. Document related to Average Annual Financial Turnover along with audited balance sheet should be certified from Chattered Accountant (CA).
- 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 **“Supply, Installation and Commissioning of laptop, Projector, Audio Video equipment etc. at the Conference Hall of Hon’ble Minister, Revenue & DM Department with a comprehensive onsite warranty for a period of 3 years”** from ASDMA during office hours. The quotations must be submitted on or before **29/07/2021 during Office Hours**.

**The envelope containing quotation should be super scribed for “Supply, Installation and Commissioning of laptop, Projector, Audio Video equipment etc. at the Conference Hall of Hon’ble Minister, Revenue & DM Department with a comprehensive onsite warranty for a period of 3 years”, due on 29/07/2021.**

(Dhiraj Saud)

Deputy Secretary & State Project Coordinator  
Assam State Disaster Management Authority

Memo ECF No. 168148/26-A

Dated: 22<sup>nd</sup> July, 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.

(Dhiraj Saud)

Deputy Secretary & State Project Coordinator  
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 **“Supply, Installation and Commissioning of laptop, Projector, Audio Video equipment etc. at the Conference Hall of Hon’ble Minister, Revenue & DM Department with a comprehensive onsite warranty for a period of 3 years”**.

Ref: Notice Inviting Quotation No. : 168148/ , dtd. July, 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 <b>“Supply, Installation and Commissioning of laptop, Projector, Audio Video equipment etc. at the Conference Hall of Hon’ble Minister, Revenue &amp; DM Department with a comprehensive onsite warranty for a period of 3 years”</b>	
3	Total Cost	
4	GST on Total Cost	
	<b>Total Commercial Bid (In Figures)</b>	
	<b>Total Commercial Bid (In Words)</b>	