

NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING (ICAR)

Regional Centre, Jamuguri Road, PO - Borbheta, Jorhat-785004, Assam

NER/Quotation/Stores/2020/35

Date: 8/01/2020

To,

Sub: Quotation for Non-Comprehensive Annual Maintenance Contract of Desktop Computers, Laptop and Computer Printers at ICAR- NBSS&LUP, Regional Centre, Jorhat (due date 06/02/2020 (15.00 hrs)

Dear Sir(s),

You are requested to kindly to quote your lowest rates keeping in view the following conditions in respect of the articles indicated/ given overleaf:

- ✓ No advance payment will be made by office. However, the payment is normally made within 30 days from the date of receipt of material in good condition as per order.
- ✓ The quantity proposed in the quotation may increase or decrease at the discretion of the authority while placing the orders.
- ✓ Quotations not found according to specification will be rejected.
- ✓ The firm should deposited EMD @2.5% on total quoted price in the form of DD/Multicity Cheque in favour of "DDO, NBSS&LUP, Jorhat" with the quotation.
- ✓ Quotations should remain valid for 3 months from the date they are quoted.
- ✓ The rate should be on F.O.R. ICAR-NBSS&LUP, Regional Centre, Jorhat.
- ✓ The rates quoted should clearly indicate the rates of mentioned items is/are inclusive/exclusive of sales tax, central sales tax, excise duty, custom duty, Octroi etc (in percentage rates if any).
- ✓ Delivery will have to be made within 15 days of our order or as mentioned in the order unless such extension is allowed by the Regional Centre for which the firm has to seek extension.

The quotation may be sent to the office in sealed cover (with lac) super scribed with "Quotation for Non-Comprehensive AMC of Desktop Cmputer, Laptop and Computer Printer at ICAR-NBSS&LUP, Regional Centre, Jorhat (due date 06/02/2020 (15.00 hrs) and addressed to the Head, ICAR-NBSS&LUP, Regional Centre, Jamuguri Road, P.O. Borbheta, Jorhat-4 the same must reach to his Office on or before 06/02/2020 upto 3 P.M. falling which it will not be considered.

- ✓ In case of any disputes, the decision of the Director, ICAR-NBSS&LUP, Nagpur shall be binding on the part of the contractor/supplier.
- ✓ Director, ICAR-NBSS&LUP, Nagpur/Head of the Regional Centre Jorhat reserves the right to accept or reject any or all the quotations without assigning any reason.

S.No.	Description of the article	Qty.	Remarks
1.	Desktop computer		-
	Dell	5 nos.	
	Acer	3 nos.	
	HP	15 nos.	
	BenQ	2 nos.	
2.	Laptop	1 no.	
3.	Printer		
	B/W Printer HP	9 nos.	
	Color Printer Canon	1 no.	

For any clarification on the item required the supplier/Firm may visit the office on 05/02/2020 at 13.00 hrs. for clarify their doubt.

The quotation may be dropped in office Quotation Box which shall be opened on 06/02/2020 at 15.30 hrs. in front of the Purchase Committee members.

Yours faithfully,

Pradeep Kr. Verma
Asstt. Admn. Officer

Copy to:

1. For displaying on office Notice Board