

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

REQUEST FOR QUOTATION

No. ASDMA-20012/3/2022-18

Dated: 14/08/2025

Assam State Disaster Management Authority (ASDMA) invites Price Quotation affixing court fees stamp of Rs. 10/- from reputed Firm/Dealers/Agency for the **"Supply of Computer Set along with UPS and Printer for the Office of the Additional Chief Secretary and Chief Executive Officer (CEO) ASDMA with a comprehensive onsite warranty for a period of minimum 1 year"** at Block C, Janata Bhawan, Dispur, Guwahati -6, Assam.

The detailed specifications are listed below Tables:

Sl. No.	Name of Item	Description	Qty.
1.	Desktop Computer	i5 Processor (12th Gen or above), 16 GB RAM, 512GB SSD, Windows 11 Pro, Monitor (24-26 inch), wired Keyboard & Mouse, Wifi, Bluetooth, latest perpetual (one-time purchase) version of Microsoft Office etc.	1 no.
2.	Printer	LaserJet Printer, Black & White, A4 & legal Size	1 no.
3.	Online UPS	1 KVA with 1 hour power backup.	1 no.

Terms and Conditions:

- Price quotation should be inclusive of all taxes as applicable.
- The rates are to be quoted in figures as well as in words.

Eligibility Criteria/ Qualification for the Quotationers:

- The Quotationers must be incorporated & registered in India, under the Indian Companies Act/Societies Registration Act/Firm Registration Act/Trust Act with minimum of 1 year experience in the relevant field. (Proof of Registration and experience should be submitted).
- Quotationers should have experience in the relevant areas and shall have at least three completed work orders within F.Y. 2023-24 and 2024-25 from Government organization, State Government organization and PSU. Completion certificate/ repeat orders and Purchase Order/Work Order/ Agreement signed with the client.
- Copy of PAN card issued by Income Tax Department and up-to-date GST registration in Assam must be submitted with the quotation.
- The Quotationers shall provide an undertaking regarding the same.(Self-Declaration as per **Annexure 1**)
- The Quotationers should have the Average Financial Turnover Rs 5.00 Lakhs during the last 3 years, ending 31st March 2025. Document related to Average Annual Financial Turnover along with audited balance sheet should be certified from Chattered Accountant (CA).
- The Quotationers should have registered Office in Guwahati City, Assam. (Proof of office setup)
- The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
- The Authority is not bound to accept the lowest quoted rate.

The parties are required to verify the terms and condition for **"Supply of Computer Set along with UPS and Printer for the Office of the Additional Chief Secretary and Chief Executive Officer (CEO) ASDMA"**

ASDMA with a comprehensive onsite warranty for a period of minimum 1 year" from ASDMA during office hours. The quotations must be submitted on or before 22/08/2025 during Office Hours.

The envelope containing quotation should be super scribed "Supply of Computer Set along with UPS and Printer for the Office of the Additional Chief Secretary and Chief Executive Officer (CEO) ASDMA with a comprehensive onsite warranty for a period of minimum 1 year", due on 22/08/2025.

Digitally signed by
MEENAKSHI DAS NATH
Date: 13-08-2025
20:31:40

(Meenakshi Das Nath)
Secretary & Addl. CEO
Assam State Disaster Management Authority

Memo No. ASDMA-20012/3/2022-18-A

Dated:

Copy to:-

1. Addl. Chief Secretary & CEO, ASDMA for kind information.
2. The Finance Officer, ASDMA for information.
3. The System Expert, ASDMA to upload the RFQ in the official website of ASDMA.

Sd/-
(Meenakshi Das Nath)
Secretary & Addl. CEO
Assam State Disaster Management Authority

Self-Declaration format

Annexure- 1

Self-Declaration

To,

The Chief Executive Officer

Assam State Disaster Management Authority

Janata Bhawan, Dispur, Guwahati – 781006, Assam

Phone no- 0361-2237221

Sub: Self Declaration as a part of the Response to Notice Inviting Quotation Document on “**Supply of Computer Set along with UPS and Printer for the Office of the Additional Chief Secretary and Chief Executive Officer (CEO), ASDMA with a comprehensive onsite warranty for a period of minimum 1 year**”.

Ref: Notice Inviting Quotation No. :

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	Make and Model No.	Qty.	Basic Rate (in Rs.)	Tax (in Rs.)	Total Amount (in Rs.)
1	Desktop Computer with UPS		1 No.			
2	Printer		1 No.			
3	UPS		1 No.			
Grand Total (in Rs.)						

(Amount in words):

(N.B. : Rates should be inclusive of all taxes)