

Dated, Guwahati, the 23rd August, 2021

No. DMA.678/2021/5

Notice Inviting Quotation

Sealed tenders affixing non refundable court fee of Rs 8.25 (Rupees Eight and Paise Twenty five) only , are invited from reputed firms undertaking by the office of the unsigned within 1400 hrs, 31st August/2021.

Name of the work: Procurement of IT Assets (Hardware & Software) and Stationery items.

Scope of work:

A. IT Assets (Hardware)

- (i) 1 PC (i7 processor or equivalent, 4 GB Graphics card, 16 GB RAM, 24" or above monitor.)
- (ii) Laptop
- (iii) Printer Colour

B. IT Asset (Software)

- (i) Auto CAD
- (ii) Sketch up pro
- (iii) Adobe Creative Cloud (Acrobat & Photoshop)
- (iv) Revit

C. Stationery items

- (i) A 3 Sketchbook (140 GSM +)
- (ii) Tracing Sheets (A4 and A3 size)
- (iii) Mechanical Pencil (2mm)
- (iv) Graphic Pen Set (0.05 mm -1 mm) Black
- (v) Sketch pen (24 color set)
- (vi) Graphic pen 0.5 mm (Assorted color set)
- (vii) Masking tape
- (viii) Pin Board
- (ix) White Board + Marker
- (x) Drafting table (Adjustable)
- (xi) Digital measuring device
- (xii) Metric scale (Triangular)

Value of Work: Rs. 5.00 lakhs (Rupees Five lakhs) only inclusive of all applicable Taxes.

Documents to be submitted :

- Copy of valid Trade license
- Copy of GST registration.
- Copy of PAN card.

Terms and conditions :

- Bidders may visit the site of work before bidding.
- The bids would be evaluated based on document submitted, experience, materials to be used and price quotation.
- The undersigned reserves the right to accept or reject any proposal without assigning any reason thereof.
- Order shall be placed as per quoted price by successful bidder and budget provision.
- Work order and subsequent payment on completion of work is subject to the Financial sanction and release of funds by higher authority as per Govt rules and procedures.
- All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Director of Museums, Assam
Guwahati-1

Memo No. DMA.678/2021/5-A

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Copy to :

1. Master Trainer, website (www.museums.assam.gov.in) – for publication
2. Office Notice Board

Director of Museums, Assam
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