

OFFICE OF THE JAINTIA HILLS DISTRICT AUTONOMOUS COUNCIL :: JOWAI.

Memo No.JHADDC/SID/4/2016/24

Dated Jowai the 27th March 2018

SHORT QUOTATION NOTICE.

The Executive Committee, Jaintia Hills Autonomous District Council Jowai Invited Quotation in plain paper from the reputed firm/vendors/dealers for supply of the materials as listed below. The tender shall be affixed with the non refundable District Council Stamp fee of Rs. 200/-.

The interested firms/vendors or Dealers may submit their rates in sealed envelope on or before the 12th April 2018 up to 3.00 PM. For further details information, interested firms/vendors/dealers may meet the undersigned during working days in his Office chamber.

Sl.No	Particular materials	Quantity
1	Toner Cartridge no.11A Hp	2
2	Toner Cartridge no.12A Hp	30
3	Toner Cartridge no.16A Hp	2
4	Toner Cartridge no.88A Hp	2
5	Pen drive 8GB	20
6	External Hard disk(2TB)	2
7	Laser Jet Printer (A4 size)	2
8	Computer Chairs (Without wheels)	5
9	All in one Laser Jet Printer (A4 size)	2
10	Desktop Computer with Core i3(6th generation or above), 4GB RAM, 1TB HDD, 19" LED Monitor, Licensed Windows, mouse& keyboard, 600VA UPS	3
11	19" LED Monitor	1

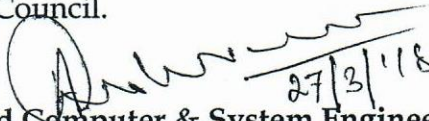
**Head Computer & System Engineer
Jaintia Hills Autonomous District Council,
Jowai.**

Memo No. JHADDC/SID/4/2016/24- A

Dated: Jowai, the 27th March 2018

Copy to:-

- 1) All MDC's, Jaintia Hills District Autonomous Council.
- 2) All Head of Department Jaintia Hills District Autonomous Council.
- ✓ 3) DIO, NIC, Jowai with a request to display in their Office notice board.
- 4) Notice board Jaintia Hills Autonomous District Council.


27/3/18
**Head Computer & System Engineer
Jaintia Hills Autonomous District Council,
Jowai.**

A. The important dates

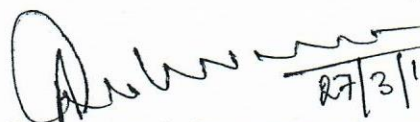
- 1) The last date to submit sealed quotation is on the 12th April 2018, 3:00 PM.
- 2) **Opening date of quotations: 12th April 2018, 3.30 PM.**
- 3) **Address and place for submission of quotations:** The quotations may be submitted in sealed envelope superscribing 'Quotation for supply of Printer Cartridge etc.' at the Office Chamber of the undersigned.

B. Document Required:

1. The firm/vendors/dealers should submit the Professional Tax Clearance Certificate issued by the Council and the registered GST number.
2. Non - Tribal firm/vendors/dealers should also submit the Trading License issued by the Council.

C. Terms & Conditions:

1. Materials are to be delivered to the Office of the Jaintia Hills Autonomous District Council at Jowai.
2. Price quoted should be inclusive of all applicable taxes and levies.
3. The office reserves the right to change the quantity as per its requirement at any stage. Further the Office reserves the right to place order either of all the items or only some of above items. The supplier shall have no right to claim any compensation in such case.
4. Delivery should be within **10 Days** from the date of receipt of order for supply.
5. No extra payment shall be made for carriage charge of the materials.
6. The Executive Committee does not bind itself to accept the lower Rates or any offer and reserves the right to reject any or all quotations without specifying any reasons thereof.
7. On delivery of materials, payment shall be made depending on fund position of the Council.
8. All disputes should be within the jurisdiction of Jaintia Hills District.
9. All Toner cartridges shall be of genuine HP product.
10. No Advance/part payment shall be made by the office.
11. If vendor does not supply the materials as per the specification, no payment will be made.
12. Rates once submitted cannot be changed and valid for at least 6 months from the date of contract.
13. Full address and contact phone nos. of the firm/vendors/dealers shall be enclosed with the quotation.



27/3/18

Head Computer & System Engineer
Jaintia Hills Autonomous District Council,
Jowai.