

# ASSAM RAJIV GANDHI UNIVERSITY OF COOPERATIVE MANAGEMENT

(A State University of Govt. of Assam)

BASIC TINIALI, GODADHAR NAGAR, JOYSAGAR, SIVASAGAR

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Website: <https://argucom.assam.gov.in>



## NOTICE INVITING QUOTATION

No./Rucm/Admn/IT\_Accessories & softwares/2021/3-7

Date: 01/09/2021

Name of Goods:

1. Electronic Writing Pad
2. Optical Mouse USB
3. Speaker-USB for Desktop Computer
4. Web Cam for Desktop Computer
5. External Hard Disk Drive-1TB
6. LaserJet Printer
7. Tally Prime

Last Date for submission of Quotation: 14/09/2021

Time for completion of Supply after release of Purchase Order: 10 days

Address for submission of Quotation: Purchase Officer

Assam Rajiv Gandhi University  
Of Cooperative Management  
Basic Tiniali, Godadhar, Joysagar,  
Sivasagar-785655, Assam

Kind Attention: Dr. Ranjan Sarmah, SIT, ARGUCOM, Sivasagar  
Mob: 9435156782



**Assam Rajiv Gandhi University of Cooperative Management**  
A Govt. of Assam University  
Recognised by UGC and member of Association of Indian Universities  
Basic Tiniali, Godadhar Nagar, Sivasagar, Assam-785655  
Email: info.argucom@gmail.com;

No. Rucm/Admn/ IT\_Accessories & softwares/2021/3-9

Date:01/09/2021

**Notice Inviting Quotation (NIQ)**

The Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), Sivasagar invites sealed quotations affix with Rs.8.25 court fee as per the specification given in this NIQ for the following items subject to the terms and conditions, from the reputed manufacturers or its authorized dealers or supplier or contractor or registered firm so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Purchase officer, ARGUCOM, Sivasagar". The envelope shall be superscribed with the Quotation Notification Number and the name of the Goods for which quotation is submitted.

Name of Goods:

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4. Web Cam for Desktop Computer
5. External Hard Disk Drive-1TB
6. LaserJet Printer
7. Tally Prime

Time for completion of Supply after release of Purchase Order: 10 days

1. Last Date for submission of Quotation: 14/09/2021 before 1:30 PM
2. Bid opening Date : 15/09/2021 at 2.30 PM

Address for submission of Quotation: Purchase Officer

Assam Rajiv Gandhi University  
Of Cooperative Management  
Basic Tiniali, Godadhar, Joysagar,  
Sivasagar-785655, Assam

Kind Attention: Dr. Ranjan Sarmah, SIT, ARGUCOM, Sivasagar  
Mob: 9435156782

Note: Institute shall not be responsible for any postal delay about non-receipt/ non-delivery of the bids or due to wrong address.

*R. Sarmah*  
01/09/2021  
(Purchase office)  
ARGUCOM, Sivasagar

Purchase Officer  
Assam Rajiv Gandhi University of  
Cooperative Management, Sivasagar 2



### **Terms and Conditions**

1. The rates should be quoted for preferably FOR destination from supply.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemption if any.
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. **The bidder should furnished PAN card, Trade license, GST registration certificate along with the quotation.**
6. **Payment:** No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of bill from the supplier.
7. Guarantee and Warrantee period should be specified for the complete period conforming to the Specification of this tender document.
8. ARGUCOM may purchase the items in parts or whole depending upon the total price of the quotation.
9. The quantity may vary depending upon the requirement at the time of purchase.
10. ARGUCOM reserves the right to reject any or all the tender without assigning any reason whatsoever.
11. In case of dispute, the matter will be subject to Sivasagar Jurisdiction only.

(Signature with seal of Bidder)

## **Schedule of Requirements, Specifications and allied Details**

**Items Name to be Procured** : Electronic Writing Pad, Optical Mouse-USB, USB Speaker, Web Cam, 1TB External Hard Disk, LaserJet Printer, Tally Prime.

**Brief Specification of the Items** : Attached

**Quantity** : As per mentioned (The quantity may vary)

**Any other details/ requirement** : N/A

**Warranty/ Subscription Period required** : As per company policy

**Delivery Schedule expected after placement of Purchase order:** 10 days



## Technical Specifications

Sl. No.	Item Name	Brand	Description	Quantity
1.	<b>Electronic Writing Pad</b>	XP-Pen	<b>Surface Area:</b> 10X 6.25 inch <b>Resolution:</b> 5080 LPI <b>Compatibility:</b> Windows 7/8/10 Should includes: Pen Tablet, Passive Pen, USB cable, Quick Guide, 8 Pen Nibs, Pen Stand Protective Film, USB to USB-C adapter, USB to Micro USB adapter and Anti-fouling drawing glove	<b>6</b>
2.	<b>Optical USB Mouse</b>	Logitech	<b>Optical, type-USB</b>	<b>30</b>
3.	<b>Speaker</b>	HP	<b>Connector Type:</b> USB <b>Speaker Type:</b> Surround Sound, Computer <b>Mounting Hardware:</b> Speakers, 3.5mm Audio Jack, USB Cable Watt: 12W	<b>20</b>
4.	<b>Web Cam with mic for Desktop PC</b>	HP	<b>Resolution:</b> HD 1280 x 720P <b>Microphone:</b> Single digital Mic <b>Compatibility:</b> Windows 7, 8, 10 <b>Connectivity:</b> USB <b>Plug and Play</b>	<b>20</b>
5.	<b>External Hard Disk</b>	Seagate	<b>1 TB</b>	<b>1</b>
6.	<b>LaserJet Printer</b>	HP	<b>Model-P1108</b>	<b>1</b>
7.	<b>Tally Prime or latest version</b>		<b>Single User</b>	<b>1</b>

## **Price Schedule (To be Written in Bidders Letter Head Only)**

Sl. No. (1)	Item Name (2)	Brand (3)	Description (4)	MRP per Unit (5)	Quoted Rate Per Unit (in INR) (6)	Quantity (7)	Total Amount (in INR) (8)
1.	Electronic Writing Pad					6	
2.	Optical USB Mouse					30	
3.	Speaker					20	
4.	Web Cam with mic for Desktop PC					20	
5.	External Hard Disk					1	
6.	LaserJet Printer					1	
7.	Tally Prime					1	

1. Name & Address of the firm for placing purchase order:

2. Signature of the Bidder:

3. Name and Designation:

Place:

Date:

Seal of the Bidder's Firm



## **CONTRACT FORM**

(To be provided by the bidder in the business letter head)

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and Service will be rendered to the satisfaction of ARGUCOM, Sivasagar during this period.

Signature of the Bidder: \_\_\_\_\_

Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Place:

Date:

Seal of the Bidder's Firm