



सत्यमेव जयते

GOVERNMENT OF MIZORAM
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
AIZAWL:: MIZORAM

No. G.12013/5/2010-ICT (DTE) : Dated Aizawl, the 5th February, 2018.

QUOTATION NOTICE

Sealed quotation in plain papers from registered firms are invited by the undersigned for and on behalf of the Governor of Mizoram for supply of Computer Accessories , etc. and Stationery items from reliable firms/stockist/dealer stationed in Aizawl for uses in the office of ICT Department as listed in the **Annexure** during 2018 which will be received on or before 01.03.18 at 12:00 pm and will be opened on the same day at 12:30 pm.

TERMS AND CONDITIONS

- 1 Submission of Tender:
 - 1.1 Quotation should be submitted to the Chief Informatics Officer, Department of Information & Communication Technology, Mizoram Secretariat ANNEX – I 3rd floor, Treasury Square, Aizawl, Mizoram, 796001.
 - 1.2 Quotation should be superscribed on the cover as “**QUOTATION FOR SUPPLY OF IT EQUIPMENTS & STATIONERY MATERIALS**”.
- 2 Rates for each item should be quoted both in figures and words. All corrections must be initialled and dated. No over-writing is permitted. Rates for each item quoted must be included all taxes.
- 3 Bidders belonging to Scheduled Tribes should enclose House Tax Payee Certificate issue by Govt. Of Mizoram with his quotation and bidders belonging to General categories should affix court fee stamp worth of Rs. 7.50 in the quotations.
- 4 The undersigned further reserves the right to accept or reject any or all tenders and is not bound to accept the lowest or any workable rates in view of the prevailing local market rates without assigning any reason thereof.
- 5 Revision of rates during the period of validity of quotation either from Government or Firms will not be entertained in any case.
- 6 Quotationers should clearly indicate in their quotation specifications like the type, brand, make, model and the name of manufacturer etc., of the items quoted in the quotation.
- 7 The undersigned reserves the right to increase or reduce the quantity to be supplied by the supplier even during the validity of the Supply Order/ Indent according to the exact requirement of the Department.

- 8 Samples catalogue (along with specifications), if any, should be submitted along with the tenders.
- 9 Warranty period should be indicated in the quotation.
- 10 Earnest Money Deposit: Each quotation must be accompanied by Earnest Money Deposit of Rs. 2000/- (Rupees Two Thousand) for non-tribal tenderers and Rs. 1000/- (Rupees one Thousand) for tribal tenderers which shall be in the form of call deposit from any nationalized Bank duly pledge in favour of Chief Informatics Officer, Department of Information & Communication Technology, Government of Mizoram.
- 11 Payment:
 - 11.1 Payment shall be made only after delivery and acceptance of the materials which must be countersigned by the officer in charge of the ICT Department.
 - 11.2 No advance payment will be made in any case.
- 12 Delivery of Materials:
 - 12.1 The delivery of the materials should be made within 30 days from the date of issuance of the purchase order by the Department of ICT, Aizawl or as directed from time to time.
 - 12.2 The selected tenderer or tenderers should supply the materials and equipments exactly of the same make, type, model, etc., as per the samples catalogue submitted.
- 13 Inspection:
 - 13.1 The Officer in-charge or the representative of the Department shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications.
 - 13.2 The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to the purchaser (Dept of ICT).
 - 13.3 In case, any inspected or tested goods fail to conform to the specifications, the purchaser may reject them and supplier shall either replaced goods or make all alterations necessary to meet specification required free of cost to the purchaser.

Sd/- LALTHLAMUANA
Chief Informatics Officer
Information & Communication Technology

Memo No. G.12013/5/2010-ICT (DTE) :Dated Aizawl, the ____ February, 2018.

Copy to:-

1. P.S to Hon'ble Minister, ICT Department.
2. PS to Secretary, Department of ICT, Govt. of Mizoram.
3. The Director, I & PR Department, Mizoram, Aizawl for information. He is requested to kindly take necessary action for publication for one issue each in 3 (three) Leading Local Newspapers as per short form attached.
4. Treasury Officer, Aizawl District, Aizawl (S) for information.
5. The Web Information Manager, Department of ICT for favour of information & necessary action.
6. Office Notice Board.

(LALTHLAMUANA)
Chief Informatics Officer
Information & Communication Technology.