



सूचना प्रौद्योगिकी विभाग
पूर्वोत्तर पर्वतीय विश्वविद्यालय
उमशिगं, शिलांग-७९३०२२.
Department of Information Technology
NORTH-EASTERN HILL UNIVERSITY
UMSHING, SHILLONG – 793 022.

Notice Inviting Quotation

DIT/Purc/NIQ/2020/02

Date: 24.11.2020

Sealed quotations are invited with detailed specifications for different items to be used in the department of Information Technology.

Sl. No.	Item	Item Description	Nos.
1.	Commercial HD WebCam	<ul style="list-style-type: none">• Full HD 1080p video calling (upto 1920x1080 pixels)• 720p HD video Calling (upto 1280x720 pixels) with supported clients. Full HD Video recording (upto 1920 x1080 pixels)• H.264 video Compression, Built-in dual stereo mics with automatic noise reduction.• Automatic Low-light Correction, Tripod-ready universal clip fits Laptops, LCD or Monitors	10
2.	Portable Hard Drive	<ul style="list-style-type: none">• Capacity 1 TB	10
3.	Microphone	<ul style="list-style-type: none">• Condenser USB Microphone Kit with Adjustable Scissor Arm Stand Shock Mount for PC and MAC only	10

The Detailed terms and conditions may be found in Annexure-A and Annexure-B

Annexure-A

Terms & Conditions for the Quotation:

- 1) Prices should be mentioned inclusive of all taxes.
- 2) All vendors should mention unit price of each component along with the total price (i.e. unit price x quantity). They should also specify the bundled price of all components (inclusive of all taxes). Sample Price quoting format is shown in Annexure-B. The format should be strictly followed. Otherwise the quotation shall be liable to cancel.
- 3) Quotations should be submitted in sealed envelope to **The Head of The Department, Department of Information Technology, North Eastern Hill University, Shillong-22**. The last date of submission is **10/01/2021, on or before 12:00 Noon**. After that no quotation will be accepted.
- 4) The decision of purchase committee shall be final.
- 5) Vendors need to submit at least two numbers of Purchase Order Copies in their name from the state or central government department along with the quotation.
- 6) A copy of PAN in the name of the Proprietor/Organization concerned is needed to be submitted.
- 7) Bidder must have service center at Guwahati/Shillong for at least three years. Necessary proofs need to be attached.
- 8) A copy of PAN in the name of the Proprietor/Organization concerned is needed to be submitted, along with the Xeroxed balance sheet of last **3 years**.
- 9) It is to be noted that quantity of the items may vary as per the budget provisions. Departmental Purchase Committee reserves the right to cancel the whole tender, if necessary.
- 10) **For any clarification kindly contact Prof. Goutam Saha, Head, Department of IT, North Eastern Hill University, Shillong-22**



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Annexure -B

Sample format for quoting the price

Sl. No.	Components	Minimum Specification	Model/Make	Unit Price (inclusive of taxes)	Quantity	Total Price (Unit Price x quantity)
Grand Total (Inclusive of all taxes)						