



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/2020/03

Date: 24.11.2020

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

**For Dell Optiplex 755 (Desktop):**

Sl. No	Description	Quantity
1.	Processor(CPU)	1
2.	Motherboard	5
3.	Ram 2GB	10
4.	SMPS	4
5.	Hard Disk Drive (32 GB)	6
6.	Mother Board Repair Cost (If Repairable)	1
7.	Service Charge	15

**For Dell Optiplex 980 (Desktop):**

Sl. No	Description	Quantity
1.	Motherboard	20
2.	Ram 4GB	9
3.	SMPS	7
4.	Mother Board Repair Cost (If Repairable)	1
5.	Service Charge	20

**For Dell Inspiron N5010 (Laptop):**

Sl. No	Description	Quantity
1.	Battery	1
2.	Keyboard	2
3.	Touchpad	1
4.	Wi-fi port	1
5.	USB ports	1
6.	LAN ports	1
7.	Adapter	1
8.	Cooling Fan (If Required)	1
9.	Servicing	3

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



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**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) Quotation prepared with proper site survey would be appreciated.
- 11) **For any clarification kindly contact Prof. Goutam Saha, Head, Department of IT, North Eastern Hill University, Shillong-22.**

**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)						