

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিৱেশ পৰিষদ  
(বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**

(Science, Technology and Climate Change Department, Govt. of Assam)

BIGYAN BHAWAN  
G.S. ROAD  
GUWAHATI – 781005  
Assam, India



Telephone : 0361-2464621  
: 0361-2450646  
Fax : 0361-2464617  
E-mail : astec@rediffmail.com  
Website : astec.assam.gov.in

No.: ASTEC/ESTT/2069/2021/2516

Date: 16/12/2021

**Notice Inviting Quotations**

Sealed quotations along with non-refundable I.P.O. of Rs. 20.00 (Rupees twenty) only or Court fee Rs. 8.25/- or D.D. of Rs. 20/- in favor of Director, ASTEC are invited by the undersigned from Guwahati based Registered Firms / Authorized Dealers / Sub-Dealers for supply and installation of the items mentioned below. The offer should contain detailed feature of the items. The quotation should reach to the undersigned on or before 2.00 P.M. of 07/01/2022 and the same will be opened at 3:00 P.M. The rate of all the articles should be quoted inclusive of all applicable taxes and duties (i.e. T.D.S., G.S.T. etc.), transportation and installation etc.

| Sl. No. | Items to be purchased | Qty. | Technical Specification  |
|---------|-----------------------|------|--|
| 1.      | Photocopier Machine   | 3    | <b>Paper Size:</b> Max - A3, Min – A6 Size<br><b>Memory:</b> 320 MB or Higher<br><b>Copy/Print Speed in A4 Size:</b> 26 PPM or Higher<br><b>First Copy Out Time:</b> 5.5 Seconds or less<br><b>Scanning:</b> Colour<br><b>Duplex :</b> Standard<br><b>Network Printer:</b> Standard<br><b>Reverse Document Feeder:</b> 100 Sheets capacity or higher<br><b>Paper Weight:</b> Minimum 55 GSM upto 200 GSM<br><b>Standard Paper Tray Capacity:</b> 2 X 500 Sheets + 100 Sheets Bypass<br><b>Toner Cartridge Yeild:</b> 23,000 copies/ prints<br><br><b>Warranty:</b> 2 years comprehensive warranty includes parts, labor and on site repair. Extended warranty preferred. |

**Terms & Conditions**

1. PAN No. and valid G.S.T. No. are to be mentioned clearly (evidence are to be attached herewith) otherwise quotations will be rejected.
2. Evidences of Dealer / Sub Dealer to be furnished / enclosed.
3. Articles will be supplied within 10 days from the date of issue of the supply order.
4. 90% payment will be made on supply and satisfactory installation and remaining 10% will be released after 3 months.

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5. Guarantee/Warranty for a period of at least 2 years from the date of installation.
6. The rates should be quoted in rupees inclusive of all taxes i.e. T.D.S. & G.S.T. etc., Transportation and other applicable charge (if any). Applicable taxes will be deducted at source for which necessary tax deduction certificates will be issued to the supplier as and when asked for.
7. Any dispute what so ever will be confined under the jurisdiction of Gauhati High Court, Guwahati only.
8. The Director, ASTEC reserves the rights to accept any offer that would be advantageous to the Council or reject any or all quotation without assigning any reason thereof.
9. This office has 3 existing running photocopier machines which will be disposed off under buy back mode. So, bidders are hereby requested to visit our office during office hours for inspection of all existing 3 photocopiers. Because, bidders have to quote amount against these old 3 photocopiers.
10. Bidders must have Service Centre in Guwahati (evidence to be provided). Because post service is necessary.
11. At-least 3 (three) phone numbers to be submitted in the bid documents.
12. 3(three) days training to be provided by the supplier against their supplied machines for which no additional charge / payment will be entertained.

Director  
ASTE Council

No.: ASTEC/ESTT/2069/2021

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Copy to:

01. Notice Board, ASTEC & AEDA - for circulation
02. Director, ASSAC - for information
02. Addl. Director i/c, AEDA - for information
03. Head i/c, All Division - for information
04. Dy. A.O. (i/c), ASTEC - for information
05. Dy. F.A.O., ASTEC - for information
06. ASTEC Website - for publication
- 07 Office copy

  
Director  
ASTE Council