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कार्यालय महालेखाकार (लेखापरीक्षा),  
मेघालय, शिलांग- 793 001  
Office of the Accountant General (Audit),  
Meghalaya, Shillong - 793 001.

### NOTICE INVITING QUOTATION

Sealed quotations are invited from the local bonafide firms/suppliers for supply of Computer Stationery items specified in the list enclosed for the Office of the Accountant General (Audit) Meghalaya, Shillong for the year 2016-17.

#### Terms and Conditions :-

1. The Tenderers are required to submit quotations quoting the rates including all other charges for the articles mentioned above.
2. The quotations addressed to the O/o the Accountant General (Audit), Meghalaya, Shillong 793 001 should be submitted under sealed covers superscribed with the words **“QUOTATION FOR SUPPLY OF COMPUTER STATIONERY”** so as to reach Record Section on or before **30/06/2016** either by Post or Messenger.
3. The tenderer shall indicate the Brand, Trademark and other particulars of the articles for proper identification.
4. No alteration or modification of the rates will be allowed after submission of the quotations. The rate(s) once accepted will remain valid for the year 2016-17. No representation whatsoever for enhancement of rates on the ground of increase in market prices or otherwise will be entertained. If the approved supplier fails to supply any articles at the accepted rates, the articles will be purchased from the market and the difference in cost, if any, be recovered from the subsequent bill of such approved supplier.
5. The rates for each item (including taxes) should be quoted separately both in figures and words.
6. Attested copy of VAT clearance certificate must be furnished along with quotation.
7. Articles supplied under the contract must conform to the approved quality and specification. Sub-standard articles will be rejected.
8. **The articles as ordered for are to be delivered as per specification within 7 (seven) days from the receipt of the demand from this office.**
9. **The Office of the Accountant General (Audit) reserves the right to allot the work to the lowest or any other tenderer without assigning any reasons what so ever.**
10. The contract will remain valid for year 2016-2017 unless the period is terminated or extended.

Sd/=

Sr. Dy. Accountant General (Admn.)

Memo No. Record/Audit/4-7/2016-17/66

Dated 14.06.2016

Copy to :-

EDP cell for uploading in office website

Sr. Audit Officer (Record)

**COMPUTER STATIONERIES**

Sl. No	Brand		UNIT	M.R.P.	Quotated Rate
1	HP Laserjet - 2035P	05A	Each		
2	HP Laserjet M - 1136 MFP	88A	Each		
3	HP Laserjet P - 1106				
4	HP Laserjet - 1505				
5	HP Laserjet P - 1106	78 A	Each		
6	HP Laserjet - 1566	36A	Each		
7	Cannon Laserjet - 6030 C	925A	Each		
8	Cannon Laserjet - 6018 B				
9	HP Laserjet P - 3005 D	51A	Each		
10	HP Laserjet - 1022	12A	Each		
11	HP Laserjet - 1102 W	85A	Each		
12	HP Scanjet - 2418	818 Colour	Each		
		818 Black	Each		
13	HP Scanjet - 2200	22 Colour	Each		
		21 Black	Each		
14	HP Office Pro - 6500A	920 Colour	Each		
		920 Black	Each		
15	HP Officejet Pro - 4580C All-in-One Inkjet Printer	901 Colour	Each		
		901 Black	Each		
16	HP Deskjet Advantage - 1515	678 Colour	Each		
		678 Black	Each		
17	HP Officejet Pro - 276dw	951 Colour	Each		
18	HP Officejet Pro - 8620	950 Black	Each		
19	CD Mailer		Pkt of 10 Nos.		
20	Optical Mouse		Each		
21	Pendrive of 4 GB, 8 GB, 32 GB, USB 3.0		Each		
22	CD Read Only		Box of 50		
23	DVD Read Only		Box of 50		
24	CD Re writable		Box of 50		
25	DVD Re writable		Box of 50		
26	Battery - 7AH / 12AH	EXIDE	Each		
27	External Hard Disk - 500 GB		Each		