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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 03/02/2017 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/4-7/2016-17/212-218

Dated 14/01/2017

Copy to :-

17 JAN 2017

1. M/s Spectrum, Keating Road, Shillong
2. M/s Techweb, JARA's Archade, Keating Road, Shillong.
3. M/s Classic Computers, Shillong
4. M/s Indian Export & Import Co., Nongthymmai, Shillong.
5. M/s Lifeline Enterprises, Shillong.
6. EDP cell for uploading in office website
7. Notice Board.

Sr. Audit Officer (Record)

LIST OF COMPUTER STATIONERIES

Sl. No.	Items	Brand/Trademark	Quoted price	Remarks if any.
1	925 A (Cartridge)			
2	85A (Cartridge)			
3	88A (Cartridge)			
4	49A (Cartridge)			
5	36A (Prodot) (Cartridge)			
6	21 A (Cartridge)			
7	818A (Cartridge)			
8	901 XL B & C (Cartridge)			
9	920 XL B & C (Cartridge)			
10	950 XL B (Cartridge)			
11	951 C (Cartridge)			
12	678 XL B & C (Cartridge)			
13	CD Mailer			
14	8 GB Pen Drive			
15	4 GB Pen Drive			
16	CD ROM			
17	DVD ROM			

Sr. Audit Officer (Record Sec.)