

Quotation for Supply of UPS/Pen Drives Reg.

Sealed Quotation for the articles appended below are invited by the undersigned on behalf of O/o Commissioner of Central Excise, Shillong upto 5 P.M. of 28th July'2011. Quotation should be sent under sealed envelope marked as **quotation for supply of UPS/Pen Drives.**

The Quotation shall be submitted according to the terms and conditions Specified hereto under column 1 to 10 unless specified other wise in the quotation it shall be construed that the terms and conditions stipulated hereunder have been agreed to.

1. The rates should be F.O.B and should include of all taxes & freight charges, any other taxes rates or imposition whatever liable in respect of the supplies. The Central Excise, Shillong shall not be liable to pay any extra charges in the event of acceptance of the quotation.
2. There should not be overwriting or correction in the quotation, if a figure is to be amended it should be neatly scored out the revised figure written above and the same attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected.
3. The undersigned does not bind himself to accept the lowest quotation and reserve the right to accept the quotation in whole or in part.
4. The name of the articles as shown below may be increased or decreased at the discretion of the undersigned without assigning any reason.
5. Prior to acceptance of the quotation the undersigned reserves the right to call for sample or demonstration and the supplier shall be liable to supply the sample or give demonstration free of cost.
6. In the event of acceptance of the quotation and placing of the order for purchase the articles ordered for would be subjected to an inspection by the undersigned or his representative/s and are liable to be as per specifications prescribed.
7. The Quotations, which do not comply the bove conditions, are liable to be rejected.
8. The accepted part/full quotation, the supply of the ordered articles should be executed within 12 days failing which the undersigned reserves the right to cancel the order without assigning any reason thereof.
9. Quotation should mention Brand/Make, Specifications and warranty clause etc. of the UPS/Pen Drives.
10. The rates quoted should be valid for 6 months.

Name of the Items.	Proposed Quantity
i) 500/600 VA UPS	15 Nos.
ii) Pen Drives (2 GB/4GB/8GB/16GB)	10 Nos.

Sd/-
(Ms. Temsunaro Jamir)
Assistant Commissioner (Computer)