

JAGANNATH BAROOAH UNIVERSITY

Jorhat- 785001, Assam

SHORT NOTICE INVITING QUOTATION (SNIQ)

SNIQ No.: JBU/Exam/Quot/2025/10 Date: 01.04.2026

Sealed quotations are invited from authorized and eligible firms based in Jorhat District for the supply & installation of HP Desktop Computer, Printer and UPS for use in Examination works of Jagannath Barooah University, Jorhat.

1. Schedule of Items

Sl. No	Item	Specification/Brand	Quantity (Appox)
01	Desktop Computer	HP Omni Desk Slim Computer (13 th generation i3 Processor, Window 11, UHD Graphic, 8 GB RAM, 512 GB SSD Hard Disc, 20-inch Monitor)	05 nos.
02	Printer	Canon G2010 ink tank all in one (Print Scan Copy)	01 no.
03	Printer	Canon G 1010 ink tank Printer	02 nos.
04	UPS	600 VA Make: Frontech/Foxin	04 nos.

2. Eligibility Criteria

The bidder must:

- Be a registered authorized dealer/supplier/vendor located in Jorhat District.
- Possess a valid Trade License issued by the competent authority.
- Be registered under GST with regular filing of GST returns.

3. Documents to be Submitted

Bidders must submit **self-attested photocopies** of the following documents along with the quotation:

- Valid Trade License
- GST Registration Certificate
- Latest GSTR-I and GSTR-3B returns

4. Submission of Quotation

The quotation must be submitted in a sealed envelope superscribed with: "**Quotation for Supply of HP Desktop Computer, Printer and UPS - SNIQ No. JBU/Exam/Quot/2025/10 dated 01.04.2026**"

The sealed quotation should be submitted to the Quotation Office of the Controller of Examinations, Jagannath Barooah University, Jorhat.

5. Important Dates

- Last Date & Time for Submission of Quotation: 06.04.2026 up to 14:00 hrs.
- Date & Time of Opening of Quotations: 06.04.2026 at 15:00 hrs.

Bidders or their authorized representatives may remain present during the opening of quotations, if they desire.

6. Terms and Conditions

- The quoted rates must be inclusive of transportation, loading/unloading, and delivery at Jagannath Barooah University campus.
- The materials supplied must conform to standard quality specifications and shall be subject to inspection by the University authority.
- In case of substandard or damaged materials, the supplier shall be liable to replace the same at their own cost.
- The supplier shall ensure timely delivery of materials as per requirement of the University authority.
- Payment shall be released after satisfactory delivery and verification of materials, subject to submission of valid invoice/bill.
- **Registrar, Jagannath Barooah University, Jorhat reserves the right to accept or reject any or all quotations without assigning any reason, and the decision of the Registrar shall be final and binding on all bidders.**


Registrar
Jagannath Barooah University