

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF LAND REQUISITION, ACQUISITION AND REFORMS, ASSAM
RUPNAGAR, GUWAHATI-32

No DLRAR/Computer/131/2018/61

Dated, Guwahati, the 9th July, 2021

✓ To : The Director, Information & Public Relations,
Dispur, Ghy-06.

Sub : Publication of Short Notice Inviting Tender for procurement of (one) Xerox
Machine in 2 (Two) leading English & Vernacular daily news papers.

Sir,

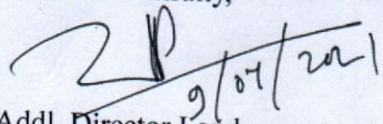
Enclosed herewith is the Short Notice Inviting Tender for supply & installation
of (one) Xerox Machine in the O/o, the Director Land Requisition, Acquisition and Reforms,
Assam Roopnagar, Ghy- 32.

In this regard, I am directed to request you to publish the aforesaid Short
Notice Inviting Tender in 2 (Two) leading English & Vernacular daily news papers. The
necessary expenditure for publicity shall be borne by the O/o, the Director Land Requisition,
Acquisition and Reforms, Assam Roopnagar, Ghy- 32.

Submitted for kind perusal & necessary action.

Enclosure : As stated above.

Yours faithfully,


9/07/2021
Addl. Director Land

Requisition, Acquisition and Reforms,
Assam Rupnagar, Guwahati-32.

Memo No. DLRAR/Computer/131/2018/61-A
Copy to:-

Dated, Guwahati, the 9th July, 2021

1. The Director Land Requisition, Acquisition and Reforms Assam Rupnagar,
Guwahati-32 for favour of kind information.

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Addl. Director of Land
Requisition Acquisition & Reforms
Assam, Roopnagar, Guwahati-32



GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF LAND REQUISITION ACQUISITION AND REFORMS
ASSAM::ROOPNAGAR::GUWAHATI-32

No. DLRAR/Computer/131/2018/60

Dated Guwahati the 7th July, 2021

SHORT TENDER NOTICE

Sealed Tender affixing non refundable Court Fee Stamp of Rs. 8.25 (non refundable) and as per approval from the Govt. (in Rev & DM) vide no. RRG.76/2018/33 dtd. 17/12/2020 are hereby invited from the intending firms for supply & installation of one (1) Xerox Machine in the O/o, Director of Land Requisition Acquisition & Reforms, Roopnagar, Ghy-32 as per specification enclosed herewith in Annexure - I during office hours.

Opening date of submitting tenders : 09/07/2021. 9.30AM

Closing Date & time of submitting : 19/07/2021 at 2.00 PM.

Opening Date & time of sealed tender : 19/07/2021 at 3.00 PM.

If the office remains closed due to unavoidable circumstances, the tender will be opened on the next working day at the same time.

Terms and Conditions :

1. Tender should be sealed and superscripted "Tender for supply of one (1) Xerox Machine" and should be addressed to office of the undersigned alongwith the following documents :

- (i) Copy of PAN Card.
- (ii) Copy of GST Certificate.
- (iii) Copy of GST Registration details.
- (iv) Copy of ITR.
- (V) Bank details for payment.

2. Rate quoted both in figure & words shall be inclusive of all taxes (including GST).

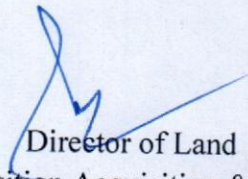
3. The supply order will be placed to the lowest quoted tenderer subject to fulfillment of all other conditions as prescribed in this Short Notice Inviting Tender .

4. The Undersigned reserves the right to accept or reject any or all the Quotations without showing any reason thereof .

5. The undersigned reserves the right to examine the sample of items before receipt in final.

CONTD... Page 2

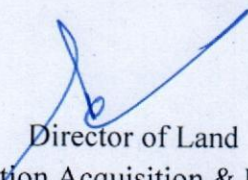
6. All bidders are to remain present during the opening of the tenders. In case of absence of bidders, on the date & time of tender opening even after due communication, the undersigned may open the tender in presence of the members of the procurement committee.
7. Payment shall be made as & when fund is received from Government. The undersigned shall not be responsible for payment beyond his control & authority.


Director of Land
Requisition Acquisition & Reforms
Assam, Roopnagar, Guwahati-32

Memo No. DLRAR/Computer/131/2018/60-A
Copy to:-

Dated Guwahati the 7th July, 2021

1. The Director, Information & Public Relations, Dispur, Ghy-06. for favour of kind information & necessary action.
2. PS to the Principal Secretary to the Govt. of Assam, Revenue & DM Department for favour of kind appraisal.
3. PS to the ~~Comm~~ Secretary to the Govt. of Assam, Revenue & DM Department for favour of kind appraisal.
4. Notice Board of the O/o Director of Land Requisition Acquisition & Reforms Assam, Roopnagar, Guwahati-32
5. Website of O/o Director of Land Requisition Acquisition & Reforms Assam, Roopnagar, Guwahati-32


Director of Land
Requisition Acquisition & Reforms
Assam, Roopnagar, Guwahati-32

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Annexure-I

Sl. No.	Parameter	Minimum Requirement
1	Function	Print ,Scan, Copy
2	Type	A4, A3, Legal Monochrome Multifunction device
3	Speed	22ppm and above
5	Memory	256 MB and Above
6	Operational Panel	3.5 inch Backlight Touch Sreen Panel
7	Interface	USB 2.0
11	Printing Protocol	UFRII LT Standard
12	OS Compatibility	Windows 10 / 8.1 / 8 / 7 / Vista / XP, Windows Server 2003 / Server 2003 R2 / Server 2008, Mac OS X 10.6.X or later
13	Power Consumption	Maximum 1.5 kW and 2W in sleep mood
14	Paper Handling :	
	Input capacity	250 Sheets
15	Warranty	3 Years
16	Accessories with Consumable	