



**GOVERNMENT OF ASSAM  
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS &  
HEAD OF FOREST FORCE, ASSAM**

**ARANYA BHAWAN, PANJABARI, GUWAHATI-781037**

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Letter No: FG.1/Purchase of electronic items of Aranya Bhawan/2021

Dated: 7<sup>th</sup> October, 2021

**SHORT QUOTATION NOTICE**

The undersigned invites short notice quotation in sealed envelopes containing prices corresponding to every items (as mentioned below) from intending parties for installing a Video Conferencing System setup in the Conference Hall of the Principal Chief Conservator of Forests & Head of Forest Force, Assam, Aranya Bhawan, Panjabari, Guwahati-37 **before 2.00 PM on 22<sup>nd</sup> October, 2021**. Quotation received after due date and time will not be accepted.


Detailed cost may be submitted as per the following format:

Sl. No.	Item Description	Nature of cost	Quantity	Rate	GST	Total Amount
1	Full HD Camera for Video Conferencing with optical zoom	Fixed-One Time	1 set			
2	Communication/Conferencing Mic for VC having 3 extended Microphone, Speaker Connectivity USB	Fixed-One Time	1 set			
3	High Speed HDMI Cable with Ethernet (15 meter)	Fixed-One Time	4 set			
4	Connection Hub	Fixed-One Time	1 set			
5	4 (input) x 4 (output) Splitter	Fixed-One Time	1 set			
6	Table Pop-up Box Input (Power HDMI, USB, LAN Port)	Fixed-One Time	3 set			
7	Floor mount Network Rack for fixing the setup.	Fixed-One Time	1 set			
8	Installation & Commissioning charges	Fixed-One Time	1 time			
9	At least 3 years warranty and Service Support	3 years	3 years			

**Terms & Conditions:**

1. Work/supply order will be provided to the Lowest Bidder
2. No advance payment shall be paid

3. The work order will be placed as per requirement and payment will be made subject to availability of fund in the respective head of account after observing all formalities thereof. **No claim as regards payment, advance payment etc. will be entertained.**
4. The quotation should be addressed to the Principal Chief Conservator of Forests & Head of Forest Force, Assam and must be submitted at the **Drop Box** before 2.00 PM on 22<sup>nd</sup> October, 2021.
5. The rate should be quoted by the tenderer on their **Letter Head** in the **Format** attached herewith.
6. The tenderer may visit the conference hall during the office hours for proper understanding of the requirements for the video conferencing maintaining all the COVID-19 protocols.

  
07/10/2021  
Deputy Conservator of Forests (IT)  
Principal Chief Conservator of Forests &  
Head of Forest Force, Assam  
Aranya Bhawan, Panjabari, Guwahati