

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SOCIAL WELFARE
MEGHALAYA SHILLONG**

QUOTATION NOTICE

Sealed Quotation for approval of Rate Contract affixed with Non Refundable Court Fee stamp of Rs.1000/- (Rupees One Thousand only) are invited from reputed registered suppliers/firms/manufacturers for supply of Desktop, Laptop computers and printer cum scanner to the Directorate of Social Welfare Shillong, Meghalaya.

The list of the items to be supplied, terms and conditions and other details of the supply contract may be seen at Annexures A – C below and the office of the undersigned.

The last date of receipt of the Quotation is 31st July 2020 at 12:00 pm and will be opened on the same date/hour in the office of the undersigned. Quotationers/Authorized Agents who desire to attend the opening of the quotations may also attend.

Sd/-

D. D Shira, M.C.S
Director of Social Welfare
Meghalaya Shillong

M.No.SW/CW/NNM.1/2018/3716-719

Dated Shillong the 16th July 2020

Copy to:

1. The Commissioner & Secretary to the Government of Meghalaya Social Welfare Department for information.
2. The SIO NIC Meghalaya Shillong with a request to upload the notice in the Government website.
3. The Director of Printing and Stationery Meghalaya Shillong for publishing the Quotation notice in the next issue of Meghalaya Gazette.
4. Office Notice Board.

Director of Social Welfare
Meghalaya Shillong

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Annexure A . Details of terms and conditions for the supply of Desktop computer and Laptops.

1. Each quotation should be properly sealed and superscribed on the envelope with the words in Bold Letters **“SUPPLY OF DESKTOP COMPUTER, LAPTOPS AND PRINTER CUM SCANNER TO DIRECTOR OF SOCIAL WELFARE MEGHALAYA FOR ICDS ACTIVITIES”**
2. Performance / experience certificate/Supply Order that the firm/suppliers(s)/manufacturer are reliable and previously supplying to States/ Central Govt. are to be enclosed.
3. Quotationer should be financially sound and a bank solvency certificate of Rs. 20 Lakhs to that effect should furnish.
4. If the Quotationer is participating in the quotation for a manufacturer / Agency, the Authorisation Certificate for the same should be enclosed and all the supporting document of the Manufacturer / Agency should also be submitted.
5. The rates quoted against each Item should be both in figures and in words, inclusive of all taxes and other charges.
6. (I)Rates quoted for all the items should be accompanied/ enclosed/ produced along with the description by including the sizes/ specifications/ etc.

(II)Materials to be supplied should be of good quality. Type of Materials, Brand Name should be indicated.
7. Each Quotation should be completed / accompanied with the following documents:-
 - a. A non-refundable court fee stamp of Rs. 1000/- (Rupees One Thousand Only)
 - b. Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Bank Draft pledged to the undersigned. Quotationers belonging to Schedule Caste/Tribes may deposit 50% of the Earnest Money if they do not belong to General category.
 - c. Copies of upto date Schedule Tribes / Caste Certificate/ GST Registration / Income Tax Acknowledgement/Professional Tax and up to date Trading License from the District Council and any other relevant supporting documents be furnished along with the quotation.
 - d. ISO Registration certificate should be enclosed for both bidder & manufacturer.

- e. PAN card and Latest 3 Years ITR Returns.
 - f. Minimum Annual Turnover of Rs. 50 Lakhs for the Last 3 Years duly Certified by Chartered Accountant
 - g. The firm should have an experience of Rs. 20, 00,000.00 for min 3 years for any of the Last 5 Years for item offered in State Govt. /Central Govt./ Semi Govt. and the proof of the same to be enclosed.
 - h. Manufacturer Authority certificate if bidder is not a manufacturer
 - i. License of manufacturing computers from manufacturer
 - j. Undertaking that the bidder is not black listed by any Govt. or semi Govt. Organization and an affidavit to this effect duly notarized must be submitted along with the tender and date of the affidavit must be after date of publication of this tender.
8. (a) The Earnest Money of the unsuccessful quotationers shall be released after finalization of the contract. In the case of successful supplier(s) the Earnest Money shall be retained till the supply contract is completed.
- (b) Successful Quotationer should furnish a Security Deposit of Rs. 2, 00,000/- (Rupees Two Lakhs Only) in the form of Call Deposit/ Bank Draft pledged to the undersigned as applicable SC/ST may deposit 50% of the Security Money if they do not belong to general category. If the quotationer failed to furnish the Security Money the offer is liable to be cancelled and the Earnest Money forfeited.
- (c) The Security Deposit of the successful quotationer will be released after completion of the contract.
- (d) The Successful quotationer have to enter into a rate contract and have to sign an agreement for the same with the department within 7 days from the date of issue of acceptance letter from the department.
9. The Rate accepted shall remain in force from the date of acceptance for a period of 1 (one) year and can be extended with due consent by both the parties.
10. (a) Successful Quotationer should supply in full and good condition the required Items within one month from the date of issue of the indent order.

(b) If the Quotationer failed to comply the aforesaid terms and conditions the Earnest Money / Security Deposit will be forfeited to the Government.

11. The supplier should have original equipment manufacturing authorization certificate from company and a service centre detail list

12. The undersigned reserves the right to accept/ reject and cancel any quotation without assigning any reasons thereof.

Sd/-

Director of Social Welfare
Meghalaya, Shillong

ANNEXURE B SCOPE OF WORK

1. Supply of Desktop, Laptop's and Printer cum scanner: The vendor has to deliver the Desktops, Laptops, Printer cum scanner as per the location provided after finalizing the tender and ensure installation of the same along with related drivers.
2. Maintenance of Desktop, Laptops, and Printer cum scanner: The vendor has to maintain all supplied Desktops, Laptops and Printer cum scanner for one year.
3. Replacement of Parts: The vendor has to ensure rectification of the faulty Desktops, Laptops and Printer cum scanner providing replacement for the same as per requirements.
4. At present 1 no Desktop, 1 printer cum scanner and 42 nos Laptop are required; quantity may be increased/ decreased as per requirement.
5. Rates should be valid for 3 months from the date of submission of tender.

On Company Letter Head

ANNEXURE C

SNo	Item	Specification/ Configuration	Rate (per System)
1.	Laptop Computer's (Dell/HP) Onsite Warranty:3 years	PROCESSOR: Intel Core i3 10th Gen RAM: 8 GB HDD: 500 GB Integrated Graphics Card DVD/CD ROM Drive USB port 4+(out of which at least two are USB 3.0+) HDMI Port 1 VGA Network Gigabit Ethernet, WIFI and Bluetooth 1Headphone/ microphone combo pack Integrated stereo speakers Web camera (720 p HD min) Click pad and full size keyboard Display 13.2-14 inches OS: Windows 10 Pro MS Office Professional	
2.	Desktop Computer (HP/Dell/Lenovo) Onsite Warranty:3 years	PROCESSOR: Intel Core i5 7th Gen RAM: 4GB min (6GB will be better) HDD: 500 GB Integrated Graphics Card DVD/CD ROM Drive USB port 6+(out of which at least two are USB 3.0+) HDMI Port 1 VGA Network Gigabit Ethernet and WIFI Integrated audio controller Audio Port (Front: 1Mic, 1 Speaker out rear 1 Line in,1 Line out) Monitor 18" or more USB Keyboard USB Optical Mouse Small Form factor(SFF) casing OS: Windows 10 Pro MS Office Professional	
3.	Printer cum scanner	EPSON Multi-function Inkjet Printer	

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and Director of Social Welfare on the basis of the information given by me/us can be treated as invalid by the Director of Social Welfare and I/we will be solely responsible for the consequences.

2. I/We agree that the decision of Director of Social Welfare in selection of successful bidders will be final and binding to me/us.

3. All the information furnished by me/us above is correct to the best of my/our knowledge and belief.

4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us in above and/or in the accompanying sheets.

Place:

Date:

Signature:

Name & Designation & seal of the company: