

**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF COMMERCE & INDUSTRIES**  
**Lower Nongrim Hills, Opp. MES, Shillong-793003, e-mail: [industries-meg@gov.in](mailto:industries-meg@gov.in)**

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**NOTICE INVITING QUOTATION**

No.M/Dind/MSME/23/2024/200

Date: 15<sup>th</sup> September, 2025

Sealed Quotation affixing Non-Refundable Court Fee Stamp of Rs.2000/- (Rupees Two Thousand) only are invited from the reputed Manufacturer/Authorised Dealer/Supplier for supply (including assembling, installation & commissioning) of Machineries/ Equipment and Furniture for the 11 (eleven) District Commerce & Industries Centres (DCIC), 1(one) Superintendent of Industries (SI), Mairang and 16 (Sixteen) Departmental Training Centres, **on turnkey basis**, under DCIC Strengthening-Upgradation of DCIC, Training Centres through RAMP Programme, Ministry of MSME, GoI against each trade and destinations which are as enclosed in *Annexure 1&2*

Quotations must reach O/o Directorate of Commerce and Industries, Plot No L/D 015, Lower Nongrim Hills, Shillong on or before the date and time mentioned below:

Last date of receipt of quotation	15 <sup>th</sup> October, 2025 at 3:00PM
Opening of quotation	15 <sup>th</sup> October, 2025 at 3:30PM

Quotations received after the above-mentioned last date and time will not be considered.

The Quotations along with related documents will be evaluated by the Departmental Purchase Board Committee and Supply Orders will be issued to the firms based on the recommendations of the Committee.

The details on the specifications of the machineries and equipment and NIQ can be obtained from the departmental website – [www.megindustry.gov.in](http://www.megindustry.gov.in), or from Office of the undersigned on any working day.

Sd/-  
Director of Commerce & Industries

## **TERMS AND CONDITIONS**

1. The Quotation with reference to this Letter/NIQ No.M/Dind/MSME/23/2024/200 dated 12<sup>th</sup> September, 2025 must be addressed to the Director of Commerce & Industries, L/D015, Lower Nongrim Hills, Shillong — 793003 and the words "***Quotation for supply (including assembling, installation & commissioning) of Machineries/ Equipment and Furniture for the 11 (eleven) DCICs, 1(one) SI, Mairang and 16 (Sixteen) Departmental Training Centres under DCIC Strengthening --Upgradation of DCIC Training Centres***" should be superscribed on the sealed envelope containing the Quotation and other related documents.
2. Technical bid clearly mentioning "***Technical bid for supply (including assembling, installation & commissioning) of Machineries/ Equipment and Furniture for the 11 (eleven) DCICs, 1(one) SI, Mairang and 16 (Sixteen) Departmental Training Centres under DCIC Strengthening --Upgradation of DCIC Training Centres***" should be placed in a separate envelope inside the above-mentioned envelope at Serial no. 1.
3. Financial bid clearly mentioning "***Financial bid for supply (including assembling, installation & commissioning) of Machineries/ Equipment and Furniture for the 11 (eleven) DCICs, 1(one) SI, Mairang and 16 (Sixteen) Departmental Training Centres under DCIC Strengthening --Upgradation of DCIC Training Centres***" should also be placed in a separate envelope inside the above-mentioned envelope at Serial no. 1.
4. Quotations must be neatly typed, and any deviation in the offer shall lead to rejection.
5. Quotations must be on the Letterheads of the Manufacturer/Dealer/Supplier mentioning full address, location of office, with telephone/mobile numbers, e-mail address, GST No., PAN, etc. clearly mentioning whether he/she is a Manufacturer/Dealer/Supplier.
6. The quotations should include "**Authorised Dealership Certificate**", in the name of the supplier, for the brands to be supplied.
7. Bidders must mention full address, with telephone/mobile numbers and e-mail address on the envelope containing the Quotation.
8. The Quotation should accompany an undertaking to the effect that in case the supply of goods is found to be faulty and/or incomplete, the same will be liable to be rejected and will be required to be replaced by the concerned supplier within 15 days, at the destination.
9. The Quotation should also accompany an undertaking to the effect that the bidders have never been blacklisted from any State/Central/Private Organisation or any other institution.
10. No offer received through e-mail or FAX shall be entertained.
11. Financial Bids will be opened only for qualifying Technical Bids
12. Rates quoted should be inclusive of all taxes at the destination as indicated below and should be accompanied by Catalogue/Test Report wherever applicable for Tools, Equipment & Furniture.
13. All quotation must be valid for at least 90 (Ninety) days from the date of opening of Quotations.
14. The model for each Machine, Equipment & Furniture should be made specific and the rates quoted shall be for that particular type and quality. The Manufacturer's Brand Name should be clearly indicated.
15. Warranty period must be indicated against each Machine, Equipment & Furniture.
16. The bidders, who quote the item, must provide terms & conditions, upgrade policy and installation etc.
17. Quotations must be accompanied with attested copies of up-to-date and valid GST Registration Certificate, PAN, Professional Tax and Trading License (For Non-Tribal), else, the Quotation shall be considered as invalid.
18. Above NIQ is floated on turnkey basis, it is mandatory for Bidder to quote all items as specified in NIQ against each destination.
19. Selection of successful Bidder by Departmental Purchase Board of Commerce & Industries Department, Government of Meghalaya will be based on evaluation of terms and conditions and technical requirement stated in NIQ and also on the lowest bid on total cost quoted for all the items as specified in the above NIQ.

20. Parties are permitted to quote 2 or 3 models for each type of Machine, Equipment & Furniture with the same technical specifications as mentioned in this NIQ .
21. Earnest Money of 10,000/- (Rupees Ten Thousand) in the form of Demand Draft drawn in favour of the Director of Commerce & Industries, Meghalaya, Shillong should be submitted along with Quotation. For bidders belonging to SC/ST, only 50% of the Earnest Money mentioned above may be deposited, subject to production of certificate.
22. Earnest Money will be converted into Security Deposit for the successful bidders and will be released after 3 months, only on satisfactory completion of delivery of all items, as per Supply Order. For the unsuccessful bidders, the Earnest Money will be refunded after finalization of the Supply Order.
23. Successful bidders must furnish a Security Deposit of 5% of valuation of supply order amount in the form of Bank Guarantee in Nationalised Bank or through Demand Draft. SC/ST bidders may deposit 50% of the Security Deposit amount, subject to production of SC/ST certificate.
24. All items as per Supply Order must be dispatched to the respective Training Centres of the Department across Meghalaya.
25. Delivery of all items, as per Supply Order, must be completed within 30 (Thirty) days from the date of receiving the Supply Order.
26. Supplier should complete the work within the stipulated time, failing which, their performance Security Deposit will be forfeited by the office, for which an undertaking is required to be submitted along with the quotation.
27. Inspection of goods supplied will be carried out by the consignee or authorized personnel from the Department, at the destination, and rejected goods will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the supplier shall be responsible for loss.
28. The rejected goods must be replaced within 15 days of the dispatch advice by the indenting officer, failing which indenting officer will be entitled to plan its disposal without any further reference.
29. The undersigned reserves the right to accept or reject any quotation without assigning any reasons thereof or to change the supplier at any time, if the supply of items is found to be incomplete or of inferior quality or bad workmanship, etc.
30. Completion Certificate should be obtained from the authorized personnel of the centre where the items have been delivered as per Performa enclosed vide Annexure II.
31. On bidders' request, the Directorate may release 50% payment after the bidder has supplied equipment/machinery/furniture of at least 50% of the total tender value. Balance 50% payment shall be released within 45 days after having the inspection and installation report of the equipment/material along with complete invoice.
32. The Security Deposit of the successful bidders will be released after the completion of all related processes/warranty period of machineries and equipment.
33. Penalty: The Director of Commerce & Industries, Meghalaya, and Shillong reserves the right to impose 0.5% (Half) percent penalty per week on account of delay in supply, if delivery received after expiry of the original delivery period. The total penalty should not exceed 10% of the value of the delayed goods
34. If there is any dispute, the decision of the Director of Commerce & Industries, Meghalaya, Shillong shall be final. All disputes are subject to Meghalaya jurisdiction.

Sd/

Director of Commerce & Industries.



Annexure-1

Items to be supplied to DCIC offices in District Headquarters				
Sl No	Particular	Minimum specifications	Requirement	Delivery Locations
1	Portable Genset (Petrol)	Minimum 0.75 kVA, and at least 6 hrs continuous running time, portable for carrying to field	12	1 for each District HQ- Shillong, Nongpoh, Nongstoin, Mairang, Mawkyrwat, Jowai, Khliehriat, Tura, Williamnagar, Ampati, Resubelpara, Baghmara
2	Solar power Backup including installation and wiring and any other accessories (PV Module, PCU/Inverter, Battery, DC Cables, AC Cables, AJB/SCB, Module Mounting Structure (MMS), DCDB, ACDB, Lightning Arrester, Earthing System, Earth pits)	Minimum 5 kVA, sufficient to run 5 LED tubes, 5 Fans, etc. and provide backup to 2 desktops, 1printer, 1laptop.	12	
3	Field Awareness Program IT Tools kit (Laptop-50000+Projector-75000+Screen with stand-5000) to be used for training, workshop, seminars, etc.	Laptop: 12th Gen Intel Core i5OS: Pre-Loaded Windows 11 Home   Pre-Installed: MS Office Home and Student 2021, Memory: 16GB RAM DDR4-3200   Storage: 512GB SSD	12	
		Projector: 3500 lm, Low Latency, Enhanced Game Mode, 95% Rec.709, HDMI, 3D,10W Speaker, Auto Keystone, Digital Len Shift, 15000hrs Lamp Life		
		Projector Screen: (8 Ft.-(Width) x 6 Ft. (Height)), Back side black coated, HD quality. Tripod Stand for Projector Screen: Metal body-Aluminium, retractable sturdy legs		
4	CCTV- 16 channel with installation	16 Channel DVR with 5 MP 16 Bullet Cameras with Audio Recording + 4 TB HDD+Night Vision, Audio Recording, High Efficiency Video Coding	12	
5	Water purifier	100 LPH RO Commercial Water Purifier System Suitable For School Hospital Offices with 30 litre Storage Tank, Alkaline+UV, Electrical, inline PP filter, Sediment Filter, Active Carbon Filter, UV, with TDS Adjuster, Purification Capacity: Upto 100 Liter Per Hour, Full Square Pipe Stainless Steel Frame, stainless steel food grade water tank for storage.	12	
6	Almirah for storage	36 X 19 X 78 inch (WXDXH), 4 shelves/5 compartments, 4 shelves/5 compartments	12	
7	Steel Racks for file storage	78 x 41 x 18 Inch, 6 Shelves Storage, min. 22 Gauge Shelves & 16 Gauge Angle	12	

Annexure-1				
8	Visitor chair (3seater with Warranty 1Year)	3 Seater, Perforated Mild Steel, Medium Back, Fixed Arms, Seating Height-18 -19 Inches, Beam Thickness 2 MM, Mild Steel, Powder Coated or Chorme finished	12	2 for each District HQ- Shillong, Nongpoh, Nongstoin,Mairang, Mawkyrwat,Jowai, Khliehriat , Tura, Williamnagar, Ampati, Resubelpara, Baghmara,
9	Blower	2000 Watts Fan Heater   Temperature Control   2 Heat Setting (1000W / 2000W)   Auto Thermal Cut-Out   2 Yr Warranty	10	Mawkyrwat-4, Mairang-1, Nongstoin-5
10	Pedestal fans	400 mm, Oscillating, 6 Amp Plug top, Brushless DC Motor, 140 Volt, White/Gray, 3 ABS Blades, Suitable nuts and bolts, Clamp, Warranty: Minimum 12 months/As per OEM Standard	8	3 each for Shillong, Nongpoh, Williamnagar, Ampati, Resubelpara, Baghmara, Jowai, Khliehriat
11	Video Conferencing setup (Smart TV, camera, speaker) with installation	<b>Smart TV:</b> 55 inch Ultra HD Smart LED TV, O.S: Android with Google TV, connectivity: Ethernet, HDMI, USB, Wi-Fi	11	1 set each for Shillong, Nongpoh, Nongstoin, Mawkyrwat, Jowai, Khliehriat,Tura, Williamnagar, Ampati, Resubelpara, Baghmara
		<b>Camera:</b> Preffered 20 megapixel 4K sensors and 7x Digital Zoom or more. Field of view:120-degree, Video Conference Camera should be controlled by remote control and should be auto-tracking the speaker		
		<b>Conference Speaker and Microphone:</b> 360° Omnidirectional USB Speakerphone Microphone with USB Hub, Noise Reduction/Echo Cancellation, Computer Microphone for 8-10 People Business Conference		
12	Fire Extinguisher	6 kgs capacity powder based	15	4 for DCI-Shillong and 1 each for DCICs in Nongpoh, Nongstoin, Mawkyrwat, Mairang, Jowai, KhliehriatTura, Williamnagar, Ampati, Resubelpara, Baghmara.

Annexure-2				
Items to be supplied to 16 DCIC Training Centres				
Sl No	Particular	Minimum specifications	Requirement	Delivery Locations
1	All in one printer	Printer All-in-One Printer (Print, Scan, Copy) with Duplex printing feature	14	Mawsynram, Shillong-NH, Khliehriat, Mualsei, Jowai, Mairang, Nongstoin, Williamnagar, Asanangre, Cherangre, Dakopgre, Dalu, Baghmara, Rongjeng
2	Pedestal fans	400 mm, Oscillating, 6 Amp Plug top, Brushless DC Motor, 140 Volt, White/Gray, 3 ABS Blades, Suitable nuts and bolts, Clamp, Warranty: Minimum 12 months/As per OEM Standard	15	Mawsynram, Shillong-NH, Shillong-CFSW, Khliehriat, Mualsei, Jowai, Nongstoin, Umsning, Williamnagar, Asanangre, Cherangre, Dakopgre, Dalu, Baghmara, Rongjeng
3	Office Table with chair	Table: 42 inch X 24 inch X 30 inch (WxDxH) (wood/mdf top: min. 18 mm) Chair: Steel frame with back support, arm rest, padded back & seat, 4-legged, carrying capacity min. 150 kgs, min. dimensions 17x17x35 inches (WDXH)	16	Mawsynram, Shillong-NH, Shillong-CFSW, Khliehriat, Mualsei, Jowai, Mairang, Nongstoin, Umsning, Williamnagar, Asanangre, Cherangre, Dakopgre, Dalu, Baghmara, Rongjeng
4	Water purifier	100 LPH RO Commercial Water Purifier System Suitable For School Hospital Offices with 30 litre Storage Tank Alkaline+UV, Electrical, inline PP filter, Sediment Filter, Active Carbon Filter, UV, with TDS Adjuster, Purification Capacity: Upto 100 Liter Per Hour, Full Square Pipe Stainless Steel Frame, stainless steel food grade water tank for storage.	16	
5	Student lockers	20 Cabinet Lockers, Height:1830 mm, Depth:- 610 mm, Width: 1220 mm, Material Stainless Steel, Colour – Gray / Silver	16	
6	Visitor chair (3seater)	3 Seater, Perforated Mild Steel, Medium Back, Fixed Arms, Seating Height-18 -19 Inches, Beam Thickness 2 MM, Mild Steel, Powder Coated or Chorme finished	16	
7	Almirah for storage	36 X 19 X 78 inch (WDXH), 4 shelves/5 compartments, 4 shelves/5 compartments	16	

Annexure-2			
8	Fire Extinguisher	6 kgs capacity powder based	16
9	Tables & chairs for training (Chairs with half writing pads)	Writing Chairs with fixed Writing Pad, Matt Seat, Heavy 1" Inch Pipe, Anti Skid Buffer for Classroom, Training Room,	30
10	Lectern/podium with speakers	<b>Speakers/ Podium:</b> Power Output: 90 Watts Max; 60 Watts Rated	1
		Input Channels: 1 Gooseneck Mic (8mV),	
		Frequency Response: 50-16,000Hz	
		Tone Control: Bass ±5dB at 100Hz, Treble ±5dB at 10k Hz	
		MIX Output : 775mV	
		Digital Player: Mp3_recorder player with USB, SD MMC card & Bluetooth	
		USB Charger Outlet: DC 5V, 1A	
		External Speaker Impedance : 42 to 80	
		Power Supply: AC 220-240V, 50/60Hz Power	
		Consumption : AC 100VA	
		Dimensions: W580 x H1150 x D420 mm approx.	
		Weight: 18.20 kg approx.	
		<b>MICROPHONE (Handheld Transmitter):</b>	
		Microphone element: Dynamic, Cardioid	
		RF Output Power: 15mW (max.)	
		Frequency Response: 50 - 15,000HzPower	
		Requirement 3V (2x1.5VAA Pencil Cells)	
		Current Consumption <100 mA	
		Dimensions: 055 x L248 mm	
		Weight(w/o battery): 180g. approx.	
		<b>Features/General Description of Product</b>	
		Compact, reliable and easy-to-assemble PA Lectern System with built-in 90W Class D amplifier, Supplied with a 460mm (18") detachable gooseneck condenser microphone and a reading light, for the podium top.	
		Contains a built-in Dual Channel VHF wireless receiver and two nos. of VHF wireless handheld transmitters of different frequency.	
		Fitted with 3 nos. of6.5" (165mm) coated dual cone speakers. Provision for connecting external speaker, through an INT./EXT. speaker switch.	
		Annexure 2	
		Combo socket for connecting a wired microphone through a 6.3mm (1/4") phone plug or a line source through an XLR male plug.	
		Facility for connecting an auxiliary source through a 6.3mm (1/4") phone plug.	
		Built-in digital MP3 recording, playback and Bluetooth facility.	
		Output connector for MIX OUT, through a 6.3mm (1/4") phone socket, allowing the lectern system to be connected to external amplifiers for further amplification, if required.	
		Handheld wireless microphones & gooseneck podium microphone have voice priority over all other inputs.	
		Rugged & stable floor standing base. Mounting clamps for floor mounting	
11	Wifi router Setup	Fibre connection and router	1
12	Inverter Bulbs	9 Watt, 220 volts, 50/60 Hz	4

Mawkyrwat