



**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMERCE AND INDUSTRIES**

Plot No L/D 015, Lower Nongrim Hills, Shillong-793003,
Email-id:-industries-meg@nic.in
Website:- www.megindustry.gov.in

SHORT NOTICE INVITING QUOTATION

Dated Shillong, the 8th July, 2024.

No.M/Dind/Genl/41/2022/1:- Sealed tender affixing court fee stamp of ₹ 1,000/- (Rupees one thousand) only are invited from reputed Firm/Authorized Dealer for Supply of Desktop, Laptops, Inverter, and Printer cum scanner for the supplied goods, to the office of the undersigned under the component SLM portal, Raising and Accelerating MSME Performance Scheme. The destination for despatch is o/o Directorate of Commerce and Industries Plot No L/D 015, Lower Nongrim Hills, Shillong-793003

The details are as below:-

Sl No	Products
1	Desktop Processor: Intel Core i5-12450H Storage: 16GB RAM LPDDR5 512 GB SSD MS-Office, Integrated
2	Laptop "Processor: 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
3	Inverter Luminous Inverter & Battery Combo(1 Inverter,2 Inverter Battery,1 Trolley,1 Instruction Manuel)
4	Printer All-in-One Printer (Print, Scan, Copy) with Duplex printing feature Smart Wi-Fi and App enabled for easy and user-friendly usage.

The last date for submission has been fixed on or before 29th July 2024 at 3:00 p.m. Detailed information and other terms and conditions etc can be found from the departmental website www.megindustry.gov.in and also it can be found from the office of the undersigned.

Sd/-

Director of Commerce & Industries

Terms and Conditions:-

1. Rate should be quoted for “Supply of Desktop, Laptops, Inverter, and Printer” which should be inclusive of all taxes, transportation as per mention above and need to mention period of warranty and also should indicate separately in the GST component.
2. Authorized Dealer should furnish a copy of upto date valid Dealership Certificate from the Manufacturer
3. The quotation should be accompanied with the company profile.
4. No offer received through e-mail or FAX shall be entertained.
5. Quotations must be neatly typed, and any deviation in the offer shall lead to rejection.
6. The valid GST registration should be enclosed.
7. Rates quoted should be inclusive of all taxes at the destination as indicated above, clearly mentioning the Tax Component separately and should be accompanied by Catalogue/Test Report wherever applicable for Tools & Equipment.
8. All quotations must be valid for at least 90 (Ninety) days excluding the date of opening of Quotations.
9. A copy of PAN Card of the Supplier/Firm should be enclosed.
10. The copy of Professional Tax Registration from concerned District Council of Meghalaya to be enclosed.



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11. In case of Non-Tribal Supplier/Firm, a copy of up to-date valid Trading License from concerned District Council of Meghalaya should be enclosed.
12. The undersigned reserve the right to accept or reject any tender without assigning any reasons thereof or to change the supplier at any time if the supplies of the items or the service provided are found to be inferior quality or bad workmanship, or not comply with the NIQ referred above.
13. Preference will be given to registered supplier having after sale service facilities which should be clearly mentioned in the Quotation.
14. The Party are allowed to quote two or three model for each machine.
15. The Director of Commerce & Industries is not bound by the lowest quoted rates.
16. Technical bid should be placed in a separate envelope which clearly mention "Technical Bid for Supply of Desktop, Laptops, Inverter, and Printer"
17. Financial bid should also be placed in a separate envelope which clearly mention "Financial Bid for Supply of Desktop, Laptops, Inverter, and Printer"
18. The NIQ should be addressed to the Director of Commerce & Industries, Plot No L/D 015, Lower Nongrim Hills, Shillong – 793003. The word "Quotation for Supply of Desktop, Laptops, Inverter, and Printer" should be super scribed on the sealed cover containing the Technical bid of serial no-16 and Financial bid of serial no-17 above.
19. Delivery must be completed within 30 (thirty) days from the date of receiving the Supply Order.
20. The quotation should accompany an undertaking to the effect that in case the supply is found to be faulty the same will be liable to be rejected and will be required to be replaced by the concerned supplier.
21. Earnest Money of ₹ 10,000/- for General and ₹ 5,000/- for SC/ST subject to production of Scheduled Caste/Tribe certificate an in the form of Demand Draft from any nationalized bank drawn in favour of the Director of Commerce & Industries, Meghalaya, Shillong should be submitted along with Quotation.
22. Earnest Money will be converted into Security Money for the successful tenderer and will be released after 3 months only on satisfactory completion of delivery of all items, as per Supply Order. For the successful tenderer, the Earnest Money will be refunded after finalization of the Supply Order.
23. Security amount of 3% of the total value of the supply in the form of Demand Draft drawn in favour of the Director of Commerce & Industries, Meghalaya, Shillong should be submitted along with Quotation.

Sd/-

Director of Commerce & Industries