

**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)*

**SHORT NOTICE INVITING QUOTATION**

Date: 12<sup>th</sup> July 2024.

No. M/Dind/MSME.13/2024/25: Sealed Quotation affixing Court Fee Stamp of ₹ 400/- (Rupees Four Hundred) only are invited from the reputed Manufacturer/Authorised Dealer/Supplier for supply (including assembling, installation & commissioning) of Tablets, Desktop Computers for the Departmental Training Centres, under Upgradation of DCIC Training Centers, Offices and Industrial Estates through RAMP Programme, the destinations which are as follows:

<b>Delivery Destination</b>	<b>SI No</b>	<b>Products</b>
O/o Directorate of Commerce and Industries, Plot No L/D 015, Lower Nongrim Hills, Shillong.	<b>1</b>	Tablets preferably Samsung or Lenovo or any brand whose service is available in Meghalaya
		Operating System : Android v13 +
		SIM Slot(s) : Single SIM, GSM
		Network : 5G Supported in India
		Screen Size : 11.0 inches (27.94 cm)
		RAM : Min. 8 GB
		Internal Memory : Min. 128 GB
		Battery : 7000 mAh
O/o Directorate of Commerce and Industries, Plot No L/D 015, Lower Nongrim Hills, Shillong.	<b>2</b>	Desktop – with the following specifications:
		Processor : Intel Core i7
		OS : Pre-Loaded Licensed Windows 11 Professional
		Memory : 16GB RAM DDR4-3200
		Pre-Installed : Preloaded with licensed MS Office Professional
		Monitor : 23.8 inch LED
		UPS : 650 VA

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	<b>5<sup>th</sup> August 2024 at 2:00 PM</b>
Opening of quotation	<b>5<sup>th</sup> August 2024 at 3:00 PM</b>

Quotations received after the above mentioned last date 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 accordingly to the firms based on the Quotation and documents submitted.

Details on the same 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.

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**TERMS AND CONDITIONS**

1. The Quotation with reference to this Letter/NIQ No. must be addressed to the Director of Commerce & Industries, L/D015, Lower Nongrim Hills, Shillong – 793003 and the words “Quotation for Supply of Tablets, Desktop Computers and Computer Tables for Training Centres” should be superscribed on the sealed cover containing the Quotation and other related documents.
2. Technical bid clearly mentioning “Technical Bid for Supply of Tablets, Desktop Computers and Computer Tables for Training Centres” should be placed in a separate envelope inside the above mentioned envelope at Sl. 1.
3. Financial bid clearly mentioning “Financial Bid for Supply of Tablets, Desktop Computers and Computer Tables for Training Centres” should also be placed in a separate envelope inside the above mentioned envelope at Sl. 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. Authorised Dealers must furnish a copy of valid up-to-date Dealership Certificate from the manufacturer.
7. Quotationers must mention full address, with telephone/mobile numbers, e-mail address, and GST No. 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 quotationer has 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 above, clearly mentioning the Tax Component separately and should be accompanied by Catalogue/Test Report wherever applicable for Tools & Equipment.
13. All quotations must be valid for at least 90 (Ninety) days excluding the date of opening of Quotations.
14. The model for each machine 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
16. The quotationer who quotes the equipment, must provide terms & conditions, upgrade policy and installation etc. and maximum discount can be allowed to the Institute being a Vocational Institution be supplied.
17. Quotations must be accompanied with attested copies of up-to-date and valid GST Registration Certificate, Income Tax, Professional Tax and Trading License (For Non-Tribal), else, the Quotation shall be considered as invalid.
18. Parties are permitted to quote 2 or 3 models for each type of machine
19. Preference will be given to registered suppliers having after-sale service facilities in location, which should be clearly mentioned in the Quotation.

20. 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 quotationers belonging to SC/ST, only 50% of the Earnest Money may be deposited, subject to production of certificate.
21. Earnest Money will be converted into Security Deposit for the successful quotationer and will be released after 3 months, only on satisfactory completion of delivery of all items, as per Supply Order. For the unsuccessful quotationer, the Earnest Money will be refunded after finalization of the Supply Order.
22. Successful quotationer must furnish a Security Deposit of 3% of valuation of supply order amount in the form of Bank Guarantee in Nationalised Bank or through Demand Draft. SC/ST quotationers may deposit 50% of the Security Deposit amount, subject to production of SC/ST certificate.
23. All items as per Supply Order must be dispatched to the respective Training Centres of the Department across Meghalaya.
24. Delivery of all items, as per Supply Order, must be completed within 30 (Thirty) days from the date of receiving the Supply Order.
25. 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.
26. 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 quotationer shall be responsible for loss.
27. 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.
28. 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 supplies if items are found to be incomplete or of inferior quality or bad workmanship, etc.
29. Completion Certificate should be obtained from the authorized personnel of the respective centres where the items have been delivered.
30. 50% payment will be released against delivery and inspection of the material and balance 50% payment shall be released within 45 days after having the inspection and installation report of the equipment/material.
31. The Security Deposit of the successful quotationer will be released after the completion of all related processes.
32. Penalty: The Director of Commerce & Industries, Meghalaya, 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
33. 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.

  
Director of Commerce & Industries,