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GOVERNMENT OF MEGHALAYA
INFORMATION TECHNOLOGY & COMMUNICATION DEPARTMENT

No. ITR.2/2016/635

Dated Shillong, the 28th ...September, 2017

To: All Administrative Departments
Government of Meghalaya

Subject: Rate contract for computer & other electronic items.

Sir/Madam,

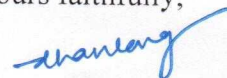
With reference to this Department letter No. ITR.2/2016/592 dated 30.11.2016 where the rates of various computer & other electronic items were included in the Rate Contract, this is to inform that the following terms and conditions had to be fulfilled by the supplier before the rate contract was awarded:

- a. Copy of Authorized Dealership Certificate (Manufacture Authorization Form) from the OEMs.
- b. The supplier should have a functional service center in Shillong with at least 3(three) service engineers along with the contact details of the service centers. The Service Engineers should be ready to travel to any part of the State within 24 hours of receipt of complaint and any replacement needed for any computer items should be within 15 days, failing which the supplier would be blacklisted and no further orders shall be issued.
- c. The supplier should have back-to-back arrangement with OEM for Warranty and AMC, scanned Certificate for the same should be submitted to the Department. A letter for warranty and support from original equipment manufacturer (OEM) shall also be submitted in addition to Manufacturer's Authorization Form. The letter to contain confirmation that the bidder shall be availing back to back warranty support from the OEM during the period of warranty for the equipment.
- d. OEM should also provide certificate that all equipment to be supplied will not be declared End of Life and End of Support for a minimum of 5 years from the date of Rate Contract.
- e. Suppliers must comply with the Make and Model number of the items mentioned in the RC.
- f. Warranty is for 3 (three) years.
- g. Rates should be Free On Road (FOR) Shillong and should be indicated clearly in the bid document.
- h. Copy of Up-to-date Sales Tax Clearance Certificate.
- i. Valid Trading License for Non – Tribal.
 - i. PAN Card must be enclosed.
 - ii. Professional Tax Clearance Certificate must be enclosed.

Some departments have sent proposal for procurement from different vendors at the same rate with the published rate contract but the ibid vendors have not satisfied the above conditions.

Therefore, it is reiterated again that the selected vendors of IT&C Department must be utilized for procurement of all rate contract goods.

Yours faithfully,



(D. P. Wahlang)

Principal Secretary to the Government of Meghalaya
Information Technology and Communication Department

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