



**INFORMATION TECHNOLOGY DEPARTMENT,
Government of Meghalaya,
Ground Floor, NIC Building, Secretariat Hill, Shillong 793 001.**

No. **ITR.21/2008/25**

Dated: 4th September 2008

**Tender for Annual Maintenance Contract for Computers purchased by the IT
Department of Meghalaya in the past 4 (four) years.**

Sealed tender for Annual Maintenance Contract (AMC) for Desktop Computers and Laptops, are invited for maintenance of machines that are distributed to the Officials and various departments of Govt. of Meghalaya.

AMC to also include providing standby machine(s) (CPU/Monitor/UPS/printer) in case of major breakdown where the item has to be removed from the site for more than one day. AMC to also include installation of licensed anti-virus softwares.

The Tenders must be submitted to reach the office on or before **30/09/2008, 2pm**. Opening of the Tenders will be on the same day at **3.00 PM**.

In your quotation please indicate the following.

1. The rate inclusive of all taxes.
2. Terms & Condition should be mentioned clearly
3. The offer should be valid for a minimum of 12 months.

In your quotation please include the following:

1. Non-refundable court fee stamp of Rs. 400/-
2. Attested copies of up-to-date Sales Tax and Professional Tax clearance certificates from the concerned Deptt
3. Firms should be registered under VAT and enclose proof thereof. TIN of the firms should be enclosed without which the tender will be outrightly rejected
4. Earnest money at the rate of 1% of the total value in the form of Deposit at Call duly pledged in favour of Commissioner & Secretary/ Under Secretary, IT Deptt. Firms belonging to ST are required to deposit half of the Earnest Money calculated above.
5. Successful tenderers will be required to furnish security deposit at the rate of 5% of the amount accepted. In the case of tenderer belonging to ST, at 2 ½ %

This office reserves the right to reject the lowest or any or all quotations without assigning any reasons whatsoever or to accept the quotation in part or in whole and will not be bound to accept the lowest quotations.

For details, please refer to Annexure-I.

Sd/-
(D.P.Wahlang, IAS)
Commissioner & Secretary,
IT Department

Memo No. **ITR.21/2008/25** -A

Dated: 4th September 2008

Copy to:

1. SIO, NIC, Meghalaya – To post in IT Meghalaya website

(B. Mawlong, MCS)
Deputy Secretary,
IT Department

ANNEXURE-I

Sl.No	Description	Quantity
1	UPS 800 VA APC make	121
2	HP Scanner 2400	10
3	AMD Desktop Wipro	20
4	UPS	20
5	HP Scanner 2400	10
6	Server ML- G2	3
7	Celeron Desktop PC with 15" CRT	204
8	UPS 500 VA Vesta	204
9	HP 1000 Printer (Inkjet)	10
10	HP 1010 Laserjet	50
11	HP desktop 5150 with 17" CRT	80
12	HP Laser Printer 1320	20
13	HP Laser Printer 1020 (A3 Size)	5
14	HP Laser Printer 1020	73
15	HP PC-6120	40



**INFORMATION TECHNOLOGY DEPARTMENT,
Government of Meghalaya,
Ground Floor, NIC Building, Secretariat Hill, Shillong 793 001.**

No. **ITR.21/2008/26**

Dated: 4th September 2008

NOTICE INVITING TENDER

Sealed tender for Annual Maintenance Contract (AMC) for Desktop Computers and Laptops, are invited by Information Technology Department, Govt of Meghalaya, for maintenance of machines that are distributed to the Officials and various departments of Govt. of Meghalaya.

The quotations must be submitted to reach the office on or before **30/09/2008, 2pm**

For further details, please refer to the Tender Document at <http://ditmeghalaya.gov.in> or from the Office of the Information Technology Department, Govt of Meghalaya, Ground Floor, NIC Building, Secretariat Hill.

Sd/-
(D.P.Wahlang, IAS)
Commissioner & Secretary,
IT Department

Memo No. **ITR.21/2008/26 -A**

Dated: 4th September 2008

Copy to:

1. The Director of Information & Public Relations, Govt of Meghalaya – to publish in one edition each of 1 English local daily & 1 Vernacular local daily
2. SIO, NIC, Meghalaya – To post in IT Meghalaya website
3. Notice Board

(B. Mawlong, MCS)
Deputy Secretary,
IT Department