



**Meghalaya
Information Technology Society**

NIC Building, Secretariat Hill, Shillong 793 001.

No.MITS 4/2007/187
2008

Dated Shillong, the 3rd November,

SHORT NOTICE INVITING SPOT QUOTATION

Sealed quotations are invited from reputed suppliers for supply of mini Laptop/ Notebook PC. Specifications, detailed Terms and Conditions can be downloaded from <http://www.ditmeghalaya.gov.in>. A sealed tender box is kept in the office of the Department in the Ground Floor, NIC Building, Shillong. Last date for submission of Quotation is on the **5th November 2008** at 12:00 PM. Quotations would be opened at 2:00 PM on the same day in the presence of the bidders or their representatives at the office chamber of Commissioner & Secretary, IT Department.

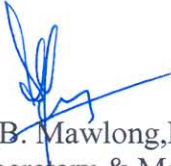
Sd/-
(B. Mawlong, MCS)
Deputy Secretary & Member
Meghalaya Information Technology Society

Memo No.MITS 4/2007/187-A
2008

Dated Shillong, the 3rd November,

Copy forwarded to :-

1. SIO, NIC for posting of the NIT at IT Department website.
2. Office Notice Board


(B. Mawlong, MCS)
Deputy Secretary & Member
Meghalaya Information Technology Society



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No. MITS 4/2007/188

Dated Shillong, the 3rd November, 2008

SPOT QUOTATION

Ref: No MITS 4/2007/187 dated 3rd November 2008

IT Department, Government of Meghalaya, through the Meghalaya IT Society (MITS), is interested to procure mini laptops for about 10 numbers as per the specifications mentioned below.

The quotations must reach the office on or before **5/11/2008, 12pm**. Opening of the Tenders will be on the same day at **2:00 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. 200/-
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. Firms are to enclose copies of Dealership Certificate from their Principal Companies
5. Successful bidders 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 %
6. Successful bidders will have to supply the items within 7 days on receipt of Purchase Order.

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.

Specifications :

Mini Laptop/ Notebook PC

Intel A 110 processor or equivalent/ 800 mhz/2 GB memory/ 7" WXGA wide screen TFT/ 80 GB SATA HDD/ SD Card slot/10/100 network card/built in camera / PCI express card slot/88 keys/ wifi blue tooth/ 2 USB ports/LION battery (2 hrs backup)/ 980 grams / Windows Vista Home premium / 1 year warranty/ MS Office, should contain MS Word, Outlook, Power Point, Excel, Access, etc (Latest version).

Sd/-
(B. Mawlong, MCS)
Deputy Secretary & Member,
Meghalaya IT Society.