

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF INFORMATION TECHNOLOGY & COMMUNICATIONS

No. DITC.44/2020/11

Dated Shillong, the 17th November, 2020

NOTICE INVITING QUOTATION

Quotation are invited from authorized dealers & suppliers in Meghalaya for the supply of computer items to the Office of the Undersigned. The details of items with specifications are available at the website www.ditmeghalaya.gov.in The last date for submission of the quotation is **30th November, 2020 at 2.00 PM.** **The quotation will be opened on the same day at 3.30 PM.**

Sd/-

(K. L. Nongbri)

Director,

Directorate of Information Technology & Communications

Meghalaya, Shillong

Memo No. DITC.44/2020/17-A

Dated Shillong the 17th November, 2020

Copy forwarded to :-

1. The Director, Information and Public Relations, with a request to publish the NIQ above in one vernacular daily and one English local daily in tomorrow's issue i.e. the **18th November, 2020 positively.**

By Order, etc..

Sd/-

(K. L. Nongbri)

Director,

Directorate of Information Technology & Communications

Meghalaya, Shillong

Terms and Conditions:

1. Quotation should be quoted separately for each item.
2. Rate quoted for each item should be written clearly both in figures and in words.
3. Quotation should be addressed to the undersigned, sealed envelope containing the quotation must be super scribed by words **‘Quotation for supply of computer items’** and be sent the office of the Directorate of Information Technology & Communications (DITC), Meghalaya, Shillong. **There should be separate envelop for**
 - (i) **Technical Bid:** which include compliance to **specifications at Annexure- A** with make and model) and the **Checklist**.
 - (ii) **Financial Bid** : prices of quoted items.
4. The following documents should be attached with Quotation :-
 - a. Copy of Authorized Dealership Certificate (Manufacturer’s Authorization Form) from the principal company or OEMs.
 - b. Valid Trading License for Non – Tribal.
 - c. PAN Card must be enclosed.
 - d. Professional Tax Clearance Certificate must be enclosed
 - e. GST number to be enclosed
5. Warranty should be onsite comprehensive for 3 years and should be indicated clearly in the bid document
6. Rates should be valid for one year.
7. In case the Bidders furnish false information their Quotations will be rejected.
8. The bidders has to follow the OM as per the directives of the Department of Expenditure, Public Procurement Division, Ministry of Finance, Government of India, Ref No. F.No.6/18/2019-PPD dated 23/7/2020 and its clarifications/ amendments (if any) available at:
<https://doe.gov.in/sites/default/files/OM%20dated%2023.07.2020.pdf>
9. DITC reserves the right to make any changes in the terms and conditions of the tender and also reject any or all the bids without assigning any reason thereof.
10. The Average Annual Turnover of the firm should be at least ₹.50,00,000/- (Rupees fifty Lakhs only) per annum for the last 3 (three) years

11. The bidders should have a functional service center in Shillong with at least 3 (three) service engineers along with the address and contact details of the service centers. The response time for any complaint should be clearly mentioned and any replacement needed for any computer items should be within 15 days, failing which necessary action will be taken against the supplier and no further orders shall be issued.
12. The last date for submission of the quotation is **30th November, 2020 at 2.00 PM.**
The quotation will be opened on the same day at 3.30 PM.

Sd/-
Director,
Directorate of Information Technology & Communications
Meghalaya, Shillong

CHECKLIST

Sl. No	Particulars	Yes/No	Reference of enclosed proof
1	Attested Manufacturer's Authorization Form from OEM		
2	Attested copy of valid and current District Council's Trading License (TL) for non-tribal tenderers.		
3	Attested copy of PAN Number must be enclosed.		
4	Attested copy of Professional Tax Certificate must be enclosed		
5	Attested copy of GST Certificate/Registration must be enclosed		
6	Onsite - Comprehensive Warranty for 3 years		
7	The Average Annual Turnover of the firm should be at least ₹.50,00,000/- (Rupees Fifty Lakhs) for each of the preceding 3 (three) years.		
8	Service Centre details (Address & Contact Details) along with minimum 3 numbers of service engineer		
9	Other terms and conditions as mentioned in this tender document.		

Annexure-A

Specifications:

Sl. No	Items	Specifications
1	All in one Desktop (HP Brand)	<p>Intel Core i7 or AMD Ryzen-7 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none">1. Processor: Intel Core i7 (10th Generation) or Ryzen 7 - 3rd (Gen) equivalent2. Memory: 8 GB DDR43. Solid State Drive (SSD) : 256GB NVMe m.24. Hard Disk Drive: 1 TB Note: OS and other applications should be loaded/installed on the SSD.5. Operating System: 64-bit Windows 10 Professional preloaded6. Display: 23 to 24 inch, Full HD Screen Resolution: 1920x 1080 Pixel7. Antivirus: latest Antivirus with 3 year license8. Industry Standard & Certification: FCC Compliance, EPEAT-Gold, Energy Star9. In-built webcam and speaker10. wireless keyboard and wireless mouse11. Warranty: 3 years comprehensive onsite warranty12. etc <hr/> <p>Intel Core i5 or AMD Ryzen-5 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none">1. Processor: Intel Core i5 (10th Generation) or Ryzen 5 - 3rd (Gen) equivalent2. Memory: 8 GB DDR43. Solid State Drive: 500GB4. Operating System: 64-bit Windows 10 Professional preloaded5. Display: 23 to 24 inch, Full HD Screen Resolution: 1920x1080 Pixel6. Antivirus: latest Antivirus with 3 year license7. Industry Standard & Certification: FCC Compliance, EPEAT-Gold, Energy Star8. In-built webcam and speaker9. wireless keyboard and wireless mouse10. Warranty: 3 years comprehensive onsite warranty11. etc <hr/> <p>Intel Core i3 or AMD Ryzen-3 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none">1. Processor: Intel Core i7 (10th Generation) or Ryzen 3- 3rd (Gen) equivalent2. Memory: 4 GB DDR43. Solid State Drive: 500GB4. Operating System: 64-bit Windows 10 Professional preloaded5. Display: 22 inch, Full HD Screen Resolution: 1920x 1080 Pixel6. Antivirus: latest Antivirus with 3 year license7. Industry Standard & Certification: FCC Compliance, EPEAT-Gold, Energy Star8. In-built webcam and speaker9. wireless keyboard and wireless mouse10. Warranty: 3 years comprehensive onsite warranty

		11. etc
2	External Hard Disk	<ol style="list-style-type: none"> 2 TB portable External Hard Disk Drive 4 TB portable External Hard Disk Drive
3	Speaker Phone	<p>Potable Speaker Phone</p> <ul style="list-style-type: none"> Omni-directional microphone, 360° coverage Frequency response: 50 Hz to 8 kHz or above Supports wideband and narrowband speech and HIFI audio Volume: adjustable 3.5 mm jack Compatible with PCs on Windows OS/macOS /Linux® and <i>Bluetooth</i> devices Up to 12 hours of talk time on full charge
4	Webcam	HD Web Camera with in-built Mic <u>for Video Calling/Video Conferencing</u>
5	LCD Projector	<p>1. <u>LCD Multimedia Wireless Projector 3000 ANSI Lumens</u></p> <p>Lamp Life: 5000 Hours Connectivity Inputs: 2 RGB D- Sub 15 pin (VGA input), 1 Composite, 1 Component Video, 1 s-video, 1 HDMI for video/display, 2 RCA Audio or 1 stereo Mini Jack for audio output, Wireless Network, IEEE 802.11 b/g/n ready for LAN/ internet connectivity Contrast Ratio: 5000 : 1 Resolution: WXGA - 1280 x 800 Accessories: 1 VGA Cable, and 1 HDMI cable (with converter from micro HDMI to standard HDMI). Other standard accessories</p> <p>2. <u>LCD Multimedia Wireless Projector 4000 ANSI Lumens</u></p> <p>Lamp Life: 5000 Hours Connectivity Inputs: 2 RGB D- Sub 15 pin (VGA input), 1 Composite, 1 Component Video, 1 s-video, 1 HDMI for video/display, 2 RCA Audio or 1 stereo Mini Jack for audio output, Wireless Network, IEEE 802.11 b/g/n ready for LAN/ internet connectivity Contrast Ratio: 5000 : 1 Resolution: WXGA - 1280 x 800 Accessories: 1 VGA Cable, and 1 HDMI cable (with converter from micro HDMI to standard HDMI). Other standard accessories</p>
6	Computer Speakers	<ol style="list-style-type: none"> Stereo PC Speaker (6 Watt Peak Power, Volume Controls) 2.1 PC Speaker {50 Watt peak power }
7	Wired Mouse	
8	Wired Keyboard	
9	Wireless Mouse	
10	Wireless Keyboard	

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