



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001

No.MITS 05/2024/06

Dated 15th May, 2024.

Short Notice Inviting Quotation

Sealed quotation/bid are invited from experienced Firms/Dealers of Meghalaya for “Replacement and buy back of Battery Banks(Supply, Installation and Calibration of batteries) at the Office of the Member Secretary, Meghalaya Information Technology Society, Shillong”. Details are available at the website <https://ditmeghalaya.gov.in>. Quotations shall reach the undersigned upto 3:00 PM of 24th May, 2024 and will be opened on the same day at 3:45 PM in the presence of the bidders.

(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&

Member Secretary
Meghalaya IT Society

Memo No.MITS. 05/2024/06-A

Dated Shillong the 13th May, 2024

Copy forwarded to:-

1. The Director, Information and Public Relations, Govt. of Meghalaya with a request to publish the ‘Short Notice Inviting Quotation’ in one issue of Khasi, Garo and English local daily on 16th May, 2024 positively inviting reference to The Election Commission Letter No.437/MEGH-HP/NES-II/2024; Dated:10.05.2024.
2. IT&C Website.

By Order, etc.

(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&

Member Secretary
Meghalaya IT Society



Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001

Tender Document

Quotation is invited in 2(Two) separate Envelopes ie.

1. Pre Qualification Bid and
2. Financial Bid from Authorized Dealers

for Replacement and buy back of Battery Banks(Supply, Installation and Calibration of batteries) at the office of the undersigned as per the Terms and Conditions and Specifications enclosed.


Sealed quotation/bid should reach this office on or before 24th May,2024 at 3.00 PM with the cover bearing **“Quotations for Replacement and buy back of Battery Banks(Supply, Installation and Calibration of batteries) at the Office of the Member Secretary,Meghalaya Information Technology Society, Shillong”** at the following address:

Member Secretary,
Meghalaya Information Technology Society (MITS)
NIC Building, Ground Floor
Secretariat Hills, Shillong -793001
Meghalaya

Tender received after the closure date and time will not be entertained. The bids shall be opened by the Tender Committee of this office on the 24th May,2024 at 3.45 PM. The Office reserves the right to cancel the empanelment of the firm at any time during the period, if the services are not found satisfactory or do not conform to the requirement of the offices or in violation to the terms and conditions.

In case of any disputes, the Member Secretary, MITS shall be the sole authority to decide the matter.

Encl: as stated above


(K. L. Nongbri)
Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&
Member Secretary
Meghalaya IT Society

Terms and Conditions:

1. Bidders to mention the **Make and Model** number of the items quoted.
2. Taxes should be indicated clearly in the quotation.
3. Warranty period should be clearly mentioned.
4. Rates should be FOR Shillong and should be indicated clearly in the quotation.
5. The firm/bidder should be an OEM Authorised Dealer.
6. The firms/bidders should have a functional Service Centre and support team at Shillong.
7. The Service Engineers should be visit the site within 24 hours of receipt of complaint and a resolution within 48 hours.
8. The specifications are as per Annexure B enclosed.
9. 100 % of payment will be made against successful delivery, installation and Calibration of the batteries
10. The bidding agency/firm shall submit the following documents along with the bids:
 1. Name of the Organization:
 2. Work experience:
 3. PAN/TAN card number:
 4. GSTIN number:
 5. OEM Authorized Certificate
11. Both the Annexures are to be signed and sealed by the firm/bidder.



(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya
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&

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Annexure- A
(Pre Qualification)

Sr. No	Checklist	Compliance (Yes/No)	Pg No.
1.	Make and Model number of the items quoted		
2.	Taxes clearly indicated clearly		
3.	Warranty period mentioned		
4.	functional Service Centre and support team at Shillong.		
5.	Service Engineers with the resolution time period of 48 hours after site visit within 24 hours after receipt of Complaint		
6.	Work experience enclosed		
7.	PAN/TAN card number		
8.	GSTIN number		
9.	OEM Authorized Certificate		

Signature and seal of the firm/dealer

Name:

Designation:

Annexure- B
(Specifications)

Sr. No	Descriptions	Quantity	Quoted Rate (A)	Buy Back Rate (B)	Net Quoted Rate (A)-(B)
1.	Battery Banks (Supply, Installation and Calibration of batteries) Battery AH: 120 Volts: 12V Type: VRLA	24 No.			

Signature and seal of the firm/dealer

Name:

Designation: