



## **Meghalaya Information Technology Society**

NIC Building, Secretariat Hill, Shillong 793 001.

No.MITS.15/2020/244

Dated Shillong, the 22<sup>nd</sup> September, 2025

### **Short Notice Inviting Quotation**

Quotations are invited from the authorized dealers & suppliers for Supply, Installation and Commissioning of 3 (three) numbers of Split Air Conditioners at the Meghalaya State Date Centre and Office of Meghalaya Information Technology Society (MITS), Shillong. Details specifications are available at the website <https://ditmeghalaya.gov.in>. The Quotation shall reach the Office of the Member Secretary, Meghalaya Information Technology Society, Shillong on or before **7<sup>th</sup> October, 2025 at 2.00 PM**

(K. L. Nongbri)

Joint Secretary to the Govt of Meghalaya  
Information Technology & Communication Department  
&

Member Secretary  
Meghalaya Information Technology Society  
Dated Shillong, the 22<sup>nd</sup> September, 2025

Memo.No.MITS.15/2020/244-A  
Copy forwarded to:

1. The Director, Information and Public Relation, Government of Meghalaya, Shillong – with a request to publish the “Short Notice Inviting Quotation” in one issue of English & Vernacular local daily **on 23<sup>rd</sup> September, 2025** positively.

Member Secretary  
Meghalaya Information Technology Society

o/c



## **Meghalaya Information Technology Society**

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(K. L. Nongbri)

Joint Secretary to the Govt of Meghalaya  
Information Technology & Communication Department  
&

Member Secretary  
Meghalaya Information Technology Society

## **Terms and Conditions:**

1. Bidders to mention the **Make and Model** number of the items quoted.
2. All Taxes should be indicated clearly in the quotation.
3. Warranty should be comprehensive for a period of 2 (two) years
4. Rates should be valid for 6 (six) months from the date of finalization of the Quotation.
5. Items should be delivered within 4 (four) weeks from the date of issue of the Purchase Order.
6. Rates should be FOR Shillong and should be indicated clearly in the quotation.
7. MITS reserves the right to make any changes in the terms and conditions of the Quotation and also reject any or all the bids without assigning any reason thereof

### **8. Support:**

1. The successful bidder should, compulsorily, conduct 2 (two) services/check of the ACs two times a year during the warranty period.
2. The successful bidder should provide support as and when needed during the warranty period. The response time for any complaint of the items to be supplied and installed should be within 24 hours and replacement of items, if any, should be within 15 days failing which necessary action will be taken against the supplier and no further orders shall be issued.

### **9. Place of Supply, Installation and Calibration:**

- (i) 2 (two) numbers of 2 Ton ACs to be installed at Meghalaya State Data Center **and**
- (ii) 1 (one) number of 1.5 Ton AC to be installed at UPS room of the Office of MITS, Ground Floor, NIC Building, Secretariat Hills, Shillong 793001

### **10. Cancellation:**

MITS reserves the right to cancel the order in the event of unsatisfactory services.

### **11. Payment terms:**

100% on Installation, Testing and Commissioning of the ACs – with proper sign-off from the Data Center Operator.

### **12. Instructions to Bidders for Bid Submission:**

The Bidders should submit the following documents to the Undersigned on the date and time stipulated in this tender. Bid submission should be submitted in the sealed envelope separately for (a) technical Bid and (b) Financial Bid.

#### **(a) Technical Bid:**

The Technical Bid shall consist of the **(i) Checklist** (documents to be enclosed) & **(ii) Annexure-I** (Specification Compliance Statement)

#### **(b) Financial Bid:**

The Financial Bid consists of the Annexure-II.



**13. Bid Purchase, Submission and Opening Date:**

Last date for bids submission : 7<sup>th</sup> October, 2025 at 2.00 PM

Date and time of Opening : 7<sup>th</sup> October, 2025 at 3.30 PM

**14. Contact details:**

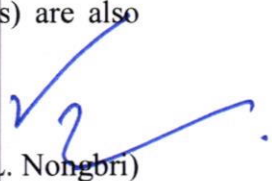
For any queries, contact

[kumbamut.nongbri@gov.in](mailto:kumbamut.nongbri@gov.in) Phone: 0364-2501208

[shelter.war@nic.in](mailto:shelter.war@nic.in) Mob: 9856050830

**Note:**

- (i) Existing Copper Pipe are already installed. Bidders are to check during the site inspection regarding usable of the same before submission of Quotations.
- (ii) Buy Back of Old ACs as detailed in Annexure- II (financial bids) are also included in the quotation



(K. L. Nongbri)

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## CHECKLIST

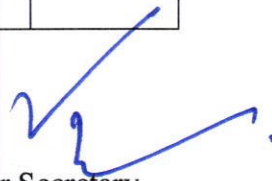
| Sl.No | Particulars   | Yes/No<br>(Attach document) |
|-------|---|-----------------------------|
| 1     | Authorized Dealership Certificate from OEMs/ OEM Support document                                   |                             |
| 2     | Valid Trading License for Non-Tribal (within one month from the date of issue of work/supply order) |                             |
| 3     | Warranty should be for 2 years comprehensive  |                             |
| 4     | Earnest Money Deposit of Rs. 5,000/- in the form of DD in favour of Member Secretary, MITS          |                             |
| 5     | The Average Annual Turnover of the firm should be at least Rs.2,00,000/- for the last three years.  |                             |
| 6     | GST Certificate   |                             |
| 7     | PAN Card  |                             |

### Annexure-I (Technical Specifications )

| S.No | Description  | Specification Parameter  | Quantity | Compliance (Yes/No) |
|------|--|--|----------|---------------------|
| 1    | Split AC with outdoor unit and all accessories required for the AC to function (separate outdoor unit for each AC) | Capacity: 2 Tons,<br>BEE Star Rating: 3 star<br>Eco-friendly refrigerant   | 2        |                     |
| 2    | Split AC with outdoor unit and all accessories required for the AC to function                                     | Capacity: 1.5 Tons,<br>BEE Star Rating: 3 star<br>Eco-friendly refrigerant | 1        |                     |

**Annexure-II (Financial Bid)**

| Sl. | Item  | Specification      | Make              | Qty | Rate/<br>Unit | Total<br>Rate<br>with all<br>taxes |
|-----|---|--------------------|-------------------|-----|---------------|------------------------------------|
| 1   | Split AC with outdoor units – 2 tons  | As per Annexure- I |                   | 2   |               |                                    |
| 2   | Split AC with outdoor unit – 1.5 Tons   | As per Annexure- I |                   | 1   |               |                                    |
| 3   | <b>Buy Back prices for 2 (two)</b><br>numbers of Old ACs with one<br>Outdoor Units –<br><br>i. Model No:<br>AS24BS4HRA<br><br>ii. Serial No:<br>A9KQJE0700N5L5V0046<br>&<br>A9KQJE0700N5L5V0040 |                    | Haier<br>(2 Tons) | 2   |               |                                    |

  
Member Secretary  
Meghalaya Information Technology Society