

GOVERNMENT OF MEGHALAYA
INFORMATION TECHNOLOGY & COMMUNICATIONS DEPARTMENT

No.ITR.2/2016/688

Dated Shillong, the 18th November, 2019

SHORT NOTICE INVITING TENDER

Sealed Tender affixing Non-refundable Court Fee Stamp of Rs. 25 (Twenty-five) only is invited from interested Firms/Dealers/Suppliers for supply of the Computer Dekstops and Laptops, Printer, UPS, Scanners, etc. as shown in ANNEXURE 'A'. Tender will be received by undersigned upto **10th December, 2019** and will be opened on the same day at **3.00 PM** at the Office of Information Technology Department, Meghalaya Shillong in presence of the Tenderers or Representatives if any.

Terms and Conditions

1. Tender should be quoted separately for each item to be accompanied by Earnest Money of 10% of bid value. Earnest Money should be in the form of DD in favour of the Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
2. Rate quoted for each item in Tender should be written clearly both in figures and in words any overwriting should be duly attested.
3. Tender should be addressed to the undersigned by designation, sealed envelope containing the tender must be super scribed by words **'Tender for supply of computer items'** and be sent the office of the Information Technology & Communications Department, Meghalaya, Shillong.
4. The following documents should be attached with Tender, Tender received without the required documents will be summarily rejected. The following documents should be enclosed with the Tender:-
 - a. Copy of Up-to-date Sales Tax Clearance Certificate.
 - b. Copy of Authorized Dealership Certificate (Manufacturer's Authorization Form) from the principal company or OEMs. This must be Ink-Signed in original.
 - c. Valid Trading License for Non – Tribal.
 - d. PAN Card must be enclosed.
 - e. Professional Tax Clearance Certificate must be enclosed
 - f. GST number to be enclosed
5. Bidder must give proper compliance statement for the items quoted along with the Make and Model number of the items quoted.
6. Warranty should be for comprehensive for 3 years or more and should be indicated clearly in the bid document

7. Rates should be valid for one year from the date of finalization of the Tender.
8. Items should be delivered within 4 weeks from the date of issue of the Purchase Order.
9. In case the Tenderers furnish false information their tenders will be rejected and their EMD stands forfeited.
10. Selected tenderers should supply as per quoted price failing which the firm would be disqualified. Tenderers can quote only for items, which they can supply.
11. IT & C Department 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.
12. 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
13. 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.

Sd/-
Secretary to the Government of Meghalaya
Information Technology & Communications Department
Meghalaya, Shillong.

Annexure - A		
Category	Product Description (Bidders may Quote for multiple Products [i.e. Brands and Model numbers] that meet the minimum Specifications)	Qty
Computer Laptops	<p>1. Intel Core i7 or AMD Ryzen 7 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Processor: Intel Core i7 (9th Generation) or Ryzen 7 3rd (Gen) equivalent 2. Memory: 8 GB DDR4, Expandable upto 16 GB 3. Hard Disk Drive: 1 TB SATA 4. Optical Disk Drive: DVD RW Drive 5. Operating System: 64-bit Windows 10 Professional preloaded, as specified, with Media and Documentation and Certificate of Authenticity 6. Display: 15.6 inch, resolution: 1920x 1080 Pixel 7. Security Lock Port: Security Lock provision 8. Pre-loaded application: latest Antivirus with 1 year license 9. Industry Standard & Certification: FCC Compliance, EPEAT-Gold, Energy Star 10. Webcam: HD webcam 11. Ports: HDMI - (1), Headphone / microphone Combo - (1), Power connector - (1), RJ-45/Ethernet -(1), Minimum 3 USB Ports with atleast 2 USB 3.1 12. Warranty: 3 years Comprehensive warranty including battery 	5
	<p>2. Intel Core i3 or AMD Ryzen 3 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. CPU: Intel Core i3 (9th Generation) or Ryzen 3 or equivalent. 2. Memory: 4 GB DDR4 RAM, expandable upto 16 GB. 3. Hard Disk Drive: 1 TB. 4. Display: 15.6 inch, resolution: 1366 x 768 pixel 5. Optical Drive: Built-in DVD RW Drive 6. Operating System: 64-bit Windows 10 Professional preloaded, as specified, with Media and Documentation and Certificate of Authenticity. 7. Security Lock Port: Security Lock provision 8. Application: latest Antivirus with 1 year license 9. Industry Standard & Certification: FCC Compliance, EPEAT-Gold, Energy Star 10. Webcam: HD webcam 11. Ports: HDMI - (1), Headphone / microphone Combo - (1), Power connector - (1) , RJ-45/Ethernet -(1), Minimum 3 USB Ports with atleast 2 USB 3.1 12. Warranty: 3 years Comprehensive warranty including battery 	150

	<p>1. Intel Core i7 or AMD Ryzen 7 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. CPU: Intel Core i7 (9th Generation) or AMD Ryzen 7 (3rd Gen) equivalent 2. Memory: 8 GB DDR4 RAM with 16 GB Expandability. 3. Hard Disk Drive: 1 TB 4. Monitor: 18.5" Full HD LED Display, Resolution: 1920 x 1080 Pixel 5. Input Devices: Optical wired Mouse and Wired Keyboard 6. Optical Drive: DVD RW Drive 7. Operating System: 64-bit Windows 10 Professional preloaded, as specified, with Media and Documentation and Certificate of Authenticity. 8. Preloaded Software: Antivirus with 1 year license (Norton or McAfee or eTrust or e-Scan or Fore front or Trend Micro or PC Tool or QuickHeal Antivirus (Latest Version) or equivalent). 9. Warranty: Comprehensive 3 Years Warranty 10. Motherboard OEM Motherboard with logo embossed (no sticker) 11. Minimum 6 USB Ports (2 USB 3.1 Gen 1, 4 USB 2.0) out of which 2 USB ports should be in front for easy access(1) VGA video port; (1) HDMI Port(1) RJ-45 network connector(1) RS-232 serial port1 universal audio jack for headphone& MIC1 audio line in, 1 audio line out 	5
Computer Desktops	<p>2. Intel Core i5 or AMD Ryzen 5 or equivalent (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. CPU: Intel Core i5 (9th Generation) or AMD Ryzen 5 (3rd Gen) equivalent 2. Memory: 4 GB DDR4 RAM with 16 GB Expandability. 3. Hard Disk Drive: 1 TB 4. Monitor: 18.5" Full HD LED Display, Resolution: 1920 x 1080 Pixel 5. Input Devices: Optical wired Mouse and Wired Keyboard 6. Optical Drive: DVD RW Drive 7. Operating System: 64-bit Windows 10 Professional preloaded, as specified, with Media and Documentation and Certificate of Authenticity. 8. Preloaded Software: Norton or McAfee or eTrust or e-Scan or Fore front or Trend Micro or PC Tool or QuickHeal Antivirus (Latest Version) or equivalent. 9. Warranty: Comprehensive 3 Years Warranty 10. Motherboard OEM Motherboard with logo embossed (no sticker) 11. Minimum 6 USB Ports (2 USB 3.1 Gen 1, 4 USB 2.0) out of which 2 USB ports should be in front for easy access (1) VGA video port; (1) HDMI Port (1) RJ-45 network connector (1) RS-232 serial port 1 universal audio jack for headphone& MIC 1 audio line in, 1 audio line out 	20

	<p>3. Intel Core i3 or AMD Ryzen 3 equivalent (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. CPU: Intel Core i3 (9th Generation) or AMD Ryzen 3 (3rd Gen) equivalent 2. Memory: 4 GB DDR4 RAM with 16 GB Expandability. 3. Hard Disk Drive: 1 TB 4. Monitor: 18.5" Full HD LED Display, Resolution: 1920 x 1080 Pixel 5. Input Devices: optical wired Mouse and wired Keyboard 6. Optical Drive: DVDRW Drive 7. Operating System: 64 bit Windows 10 Professional preloaded, as specified, with Media and Documentation and Certificate of Authenticity. 8. Preloaded Software: MS Office with license, Norton or McAfee or eTrust or e-Scan or Fore front or Trend Micro or PC Tool or QuickHeal Antivirus (Latest Version) or equivalent. 9. Warranty: Comprehensive 3 Years Warranty 10. Motherboard OEM Motherboard with logo embossed (no sticker) 11. Minimum 6 USB Ports (2 USB 3.1 Gen 1, 4 USB 2.0) out of which 2 USB ports should be in front for easy access (1) VGA video port; (1) HDMI Port, (1) RJ-45 network connector (1) RS-232 serial port, 1 universal audio jack for headphone & MIC, 1 audio line in, 1 audio line out 	40
Scanners	<p>1. Scanners (A4)(1200 x 1200 dpi) (24-bit/256) (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Document Scanner Size: A4 2. Resolution (in dpi): upto 1200 x 1200 dpi 3. Type: Flat Bed 4. Bit Depth: 24-bit/256 5. Scan file format: BMP, JPEG, TIFF, TIFF Compressed, PDF, PDF searchable 	10
	<p>2. Scanners with ADF (Legal)(1200 x 1200 dpi) (24-bit/256) (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Document Scanner Size: Legal, 2. Resolution (in dpi): upto 1200 x 1200 dpi 3. Type: Flat Bed with ADF, Auto duplex scanner 4. Bit Depth: 24-bit/256 5. Scan file format: BMP, JPEG, TIFF, TIFF Compressed, PDF, PDF searchable 	20

Printers	<p>1. Multi Functional Devices(MFD)(monochrome) (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Functions: Print, Copy, Scan 2. Print quality black (best): 600 x 600 dpi 3. Print speed black: Normal:20 ppm 4. Duty cycle (monthly, A4):7000 pages 5. Processor speed: 230 MHz 6. Paper handling input, standard: 150-sheet input tray, 10-sheet priority tray 7. Paper handling output, standard: 100-sheet face-down tray 8. Duplex printing 9. Media sizes supported: A4, A5, B5, C5, C6, DL, postcard 10. Media types: Paper (plain, laser), envelopes, transparencies, labels, cardstock, postcards 11. Connectivity, standard: 1 Hi-Speed USB 2.0, 1 built-in 10/100 Ethernet 12. Compatible operating systems: compatible to latest windows, linux and Mac OS 13. Power: Input voltage: 110 to 240 VAC (+/- 10%), 50/60 Hz 14. Scanner: Scanner type:Flatbed, ADF 15. Scan file format: Windows Scan Software supports file format: JPG, RAW(BMP), PDF, TIFF, PNGMac Scan Software supports file format: TIFF, PNG, JPEG, JPEG-2000, PDF, PDF-Searchable, RTF, TXTScan resolution, optical : 1200 dpi Scan size (flatbed 16. Scan speed: 7 ppm (b&w), 5 ppm (color) 	10
	<p>2. Laser Jet printer (Color, Duplex) – Minimum Indicative Specifications</p> <ol style="list-style-type: none"> 1. Printer Type:Laser 2. Print Speed: Up to 12 ppm blackand up to 8 ppm color 3. Print Resolution: 600 x 600 dpi 4. Standard Connectivity: 1 Hi-Speed USB 2.0, 1 built-in 10/100 Ethernet 5. Energy efficiency: ENERGY STAR® certified 6. Monthly Volume (Duty Cycle): Up to 30,000 pages 7. Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz) 8. Media sizes supported A4, B4, A6, DL envelope 9. Compatible operating systems: compatible to latest windows, linux and Mac OS 	5
	<p>3. Laser Jet printer(monochrome)– Minimum Indicative Specifications</p> <ol style="list-style-type: none"> 1. Printer Type:Laser 2. Print Speed: Up to 12 ppm black 3. Print Resolution:600 x 600 dpi 4. Standard Connectivity: 1 Hi-Speed USB 2.0, 1 built-in 10/100 Ethernet 5. Energy efficiency: ENERGY STAR® certified 6. Monthly Volume (Duty Cycle): Up to 30,000 pages 7. Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz) 8. Media sizes supported A4, B4, A6, DL envelope 9. Compatible operating systems: compatible to latest windows, linux and Mac OS 	30

	<p>4. Laser Jet printer (monochrome, wireless)– Minimum Indicative Specifications</p> <ol style="list-style-type: none"> 1. Printer Type:Laser 2. Print Speed: Up to 12 ppm black 3. Print Resolution:600 x 600 dpi 4. Standard Connectivity: 1 Hi-Speed USB 2.0, 1 built-in 10/100 Ethernet,1 Wireless 802.11 b/g/n 5. Energy efficiency: ENERGY STAR® certified 6. Monthly Volume (Duty Cycle): Up to 30,000 pages 7. Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz) 8. Media sizes supported A4, B4, A6, DL envelope 9. Compatible operating systems: compatible to latest windows, linux and Mac OS 	3
	<p>5. DeskJet printer (monochrome)– Minimum Indicative Specifications</p> <ol style="list-style-type: none"> 1. Functions: Print 2. Print speed black: Up to 7 ppm 3. Duty cycle (monthly, A4): Up to 1000 pages 4. Print Quality : Black: Up to 600 x 600 dpi 5. Energy efficiency: ENERGY STAR® certified 6. Connectivity, standard: 1 USB (2.0), 1 Ethernet,1 USB host 7. Media sizes supported A4, B4,A6, DL envelope 8. Media types :Plain paper, Photo paper, Brochure paper 9. Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz) 10. Memory:128 MB DDR3 SD RAM 11. Compatible operating systems: compatible to latest windows, linux and Mac OS 	10
UPS	<p>1. Line Interactive UPS 1000 VA (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Line interactive UPS with AVR for single phase 2. Power: AC 160V to 280V input 3. Rating of UPS: 1000 VA, 4. Back-up time: 30 Minutes 	25
	<p>2. Line Interactive UPS 500/600 VA (Minimum Specifications)</p> <ol style="list-style-type: none"> 1. Line interactive UPS with AVR for single phase 2. Power: AC 160V to 280V input 3. Rating of UPS: 500/600 VA, 4. Back-up time: 10 - 15 Minutes 	40
MS Office	1 MSoffice 2016 Professional Licence	35
	2 MSoffice 2019 Professional Licence	30
Anti Virus	<p>KasperskyInternet Security(Latest Version) 10 PCs (computer licences) with 3 years protection.</p>	3

Switches and Wireless Access Point	<p>1. Layer 2 Access Switch 24 port Manageable switch Number of Ports 24 10/100/1000 Mbps, Full/Half Duplex Full/half duplex for 10/100 Mbps speeds Full duplex for Gigabit speed Switching Capacity 56 Gbps Enable/ disable auto-learning of MAC addresses Easy management options, eg Web GUI, CLI, smart console etc. Security features like Access Control List, D-Link Safeguard Engine, Port Security, ARP Spoofing Prevention, Smart IP-MAC-Port Binding Auto Surveillance VLAN and Auto Voice VLAN</p>	3
	<p>2. Layer 2 Access Switch 48 port Manageable switch Number of Ports 48 10/100/1000 Mbps, Full/Half Duplex Full/half duplex for 10/100 Mbps speeds Full duplex for Gigabit speed Switching Capacity 104 Gbps Enable/ disable auto-learning of MAC addresses Easy management options, eg Web GUI, CLI, smart console etc. Security features like Access Control List, D-Link Safeguard Engine, Port Security, ARP Spoofing Prevention, Smart IP-MAC-Port Binding Auto Surveillance VLAN and Auto Voice VLAN</p>	3
	<p>3. CISCO AIR-AP2802I-D-K9I Indoor Access Point</p>	2
Optical Fiber Patch Cord	<p>1. SC-LC 3 meter Optical Fiber Patch Cord</p>	5

Note: *Quantity mentioned above may varies*