



## **Meghalaya Information Technology Society**

**NIC Building, Secretariat Hill, Shillong 793 001**

No.MITS.15/2020/46

Dated Shillong the 28<sup>th</sup> April, 2022

### **SHORT NOTICE INVITING TENDER**

Sealed Tender is invited from interested Firms/Dealers/Suppliers for supply of the items as shown in **Annexure below**. Bids shall reach the undersigned upto **3.00 PM of 12<sup>th</sup> May, 2022** and will be opened on the same day at **3.30 PM** at the Office of Information Technology Department, Meghalaya Shillong in presence of the bidders or representatives if any.

#### **A. Scope of the Tender:**

The scope of the tender is for “Supply, Installation and Calibration of the items mentioned at Annexure-A at the Meghalaya State Data Center” Shillong.

#### **B. Terms and Conditions:**

1. Tender Fee (Non-Refundable) of Rs.500/- (Rupees Five Hundred) only in the form of Cash of Demand Draft drawn in favour of Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
2. Tender to be accompanied by Earnest Money Deposit of Rs.40,000/- (Rupees Forty Thousand) only in the form of Demand Draft in favour of the Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
3. The Average Annual Turnover of the firm should be at least ₹.5,00,000/- (Rupees Five Lakhs only) each for the last 3 (three) years.
4. Rate quoted should be written clearly both in figures and in words.
5. Warranty should be for comprehensive for 3 (three) years and should be indicated clearly in the bid document.
6. Rates should be valid for 6 (six) months from the date of finalization of the Tender.
7. All taxes should be indicated clearly in the bid document;
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. MITS 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.

11. Bidders should provide quotation of the items from reputed OEM.
12. Buy back prices for items at **Part A & Part B** should be clearly indicated.
13. **Support:** 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.

**14. Place of Supply, Installation and Calibration:**

Meghalaya State Data Center, NIC Building, Secretariat Hills, Shillong 793001

**15. Cancellation:**

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

**16. Payment terms:**

100% on installation, commissioning and calibration.

**17. 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** (Compliance Statement)

**(b) Financial Bid:**

The Financial Bid consists of the **Annexure-II**.

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

Last date for bids submission : **3.00 PM on 12<sup>th</sup> May, 2022**

Date and time of Opening : **3.30 PM on 12<sup>th</sup> May, 2022**

**19. 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

[robert.tariang@nic.in](mailto:robert.tariang@nic.in) Mob:9436993844

sd/-

(K. L. Nongbri)

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

## CHECKLIST

Sl.No	Particulars	Yes/No (Attach document)
1	Non Refundable Tender Fee of Rs.500/-	
2	The Average Annual Turnover of the firm should be at least RS.5,00,000/- for each of the preceding three years.	
3	Earnest Money Deposit of Rs. 40,000/-	
4	Valid Trading License for Non-Tribal (within one month from the date of issue of work/supply order)	
5	Tax Clearance Certificate	
6	GST Certificate	
7	Authorized Dealership Certificate from the OEMs or principal company for items quoted	
8	PAN Card	
9	Warranty should be for 3 years comprehensive	

**Annexure-I (Compliance Statement )**

Sl.	Items	Specification	Make	Qty	Compliance (Yes/No)
<b>Part A</b>					
1	Battery	150 AH, 12V SMF Battery		136	
<b>Part B</b>					
1	Comfort - AC	1.5 Ton, Split Type Green AC, Inverter compressor, copper condenser coil, min 4 star rating.		5	
2	AMC for existing Comfort AC	Haier-2Ton-AS24NS1HRA	Haier	4	

**Annexure-II (Financial Bid)**

Sl.	Items	Specification	Make	Qty	Rate/ Unit	Buy back Rate /Unit	Rate/ Unit minus buy back	Total Rate with all taxes
<b>Part A</b>								
1	Battery	150 AH, 12V SMF Battery		136				
							<b>Total A:</b>	
<b>Part B</b>								
1	Comfort-AC	1.5 Ton, Split Type Green AC, Inverter compressor, copper condenser coil, min 4 star rating.		5				
2	AMC for existing Comfort AC	Haier-2Ton- AS24NS1HRA	Haier	4				

**Total B:**

**Note:**

- 1. Part A** Sl. 1, the item is for replacing the existing battery banks of 2 nos 120KVA UPS System which thus includes Supply, Installation & Calibration of batteries. Bidders should also, compulsorily, quote the buyback rate per unit.
- 2. Part B:** Sl. 1, the items is for replacement of existing defective ACs, which thus includes Supply, Installation & commissioning. Bidders should also, compulsorily, quote the buyback rate per unit.

**Part B:** Sl.2, the item is for AMC of existing CACs.

Rate quoted for Part B will be the Total of both Items at Sl. 1 & 2

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