

**NOTICE INVITING TENDER**

Sealed Tender affixing Non-refundable Court Fee Stamp of R.100 (Rupees One Hundred) only is invited from interested Firms/Dealers/Suppliers for supply of the Printer, UPS, etc in the Directorate of IT&C as shown in ANNEXURE 'A'. Tender will be received by undersigned up to **22<sup>nd</sup> September, 2023** by **3:00 PM** and will be opened on the same day at **4.00 PM** at the Office of the Director, Information Technology & Communication, 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 Rs.50,000/- (Rupees Fifty Thousand) only. Earnest Money should be in the form of DD in favour of the Director, Information Technology and Communications, 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 Printer, UPS, etc.**' and be sent to the Office of the Director, Information Technology & Communication, 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. Valid Trading License for Meghalaya.
  - b. Professional Tax Clearance Certificate
  - c. Certified copy of PAN Card.
  - d. Valid GST Registration Certificate.
  - e. GST returns for the last quarter.
  - f. Bidders exempted from any taxes or licenses must submit clear certified photocopies of those certificates/licenses.
  - g. Copy of Authorized Dealership Certificate (Manufacturer's Authorization Form) from the principal company or OEMs. This must be Ink-Signed in original.

  
Director  
Directorate of IT & Communications  
Meghalaya, Shillong

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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 ₹.10,00,000/- (Rupees Ten 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.

  
Director  
Information Technology & Communications  
Govt. of Meghalaya

Directorate of IT & Communications  
Meghalaya, Shillong

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**ANNEXURE - A**

| <b>1. Laser Jet printer(Monochrome)</b>                                    |  | <b>Quantity</b> |
|--|--|-----------------|
| <b>Parameter</b>   | <b>Minimum Technical Specification</b>                                   |                 |
| Printer Type   | Laser  | 25              |
| Input Capacity   | Upto 150 Sheets  |                 |
| Output Capacity  | Up to 100 Sheets   |                 |
| Ports  | 1 Hi-Speed USB 2.0 or higher   |                 |
| Media size supported (metric)  | A4, A5, A5(LEF), B5(JIS), Envelope (DL, C5), 76 x 127 mm to 216 x 356 mm |                 |
| Media types  | Plain, Thick, Thin, Pre-printed, Labels, Cardstock, Bond, Envelope       |                 |
| Print Speed  | Up to 12 ppm black   |                 |
| Print Resolution:  | Up to 1,200 x 1,200 dpi  |                 |
| Memory   | 64MB   |                 |
| Energy efficiency:   | ENERGY STAR® certified   |                 |
| Monthly Duty cycle:  | Up to 10,000 pages   |                 |
| Input voltage  | 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)                            |                 |
| Compatible OS:   | Windows OS, Linux OS and Mac OS  |                 |
| Connectivity Features  | USB, Wireless, WIFI-Direct, Ethernet etc.                                |                 |
| <b>2. Line Interactive UPS 600 VA (Automatic Voltage Regulation (AVR))</b> |  |                 |
| <b>Parameter</b>   | <b>Minimum Technical Specification</b>                                   |                 |
| Phase  | Single   | 60              |
| Technology   | Line Interactive   |                 |
| Backup Time  | 10 to 15 Minutes   |                 |
| Nominal Input Voltage (Vac)  | 230+/-10%  |                 |
| Nominal Output Voltage   | 230V   |                 |
| Input Voltage Range (Vac)  | 140 ~ 300  |                 |
| Rated Input Current (A)  | 2.72 Automatic Voltage Regulation (AVR)                                  |                 |
| Frequency  | 50/60 Hz   |                 |
| Protection   | Surge Protection & Filtering   |                 |

**Note :** *Quantity mentioned above may vary.*

  
 Director  
 Directorate of IT & Communications  
 Meghalaya, Shillong