



**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS**  
**HORSE SHOE BUILDING, LOWER LACHUMIERE, SHILLONG – 793 001**

RFP NO. DSCA.10/TMD/2021/Pl.IV/98

Dated: 2<sup>nd</sup> June 2025

**REQUEST FOR PROPOSALS**

**Sub: Supply and Installation of IT Hardware and Software**

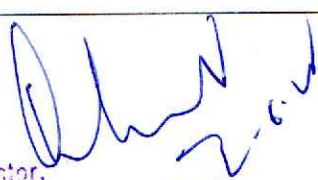
Directorate of Food Civil Supplies and Consumer Affairs, Meghalaya, Shillong, invites sealed quotations as a "Two Bid System"(Technical Bid & Financial Bid) from reputable original equipment manufacturers/local authorized dealers/suppliers for supply of genuine IT Hardware and Software at the offices of Food Civil Supplies and Consumer Affairs Govt. of Meghalaya as per the specification mentioned in this RFP.

Sl. No.	Item Description	Qty
1.	PC Desktop with Webcam, UPS, genuine OS & MS Office (3 years warranty)	50 Nos
2	Laptop (3 years warranty)	15 Nos
3	Printer (3 years warranty)	45 Nos
4	UPS (1 year warranty)	45 Nos.
5	Multi-functional Printer (3 years warranty)	5 Nos.
6	MS Office Professional 2021 or higher (lifetime)	10 Nos
7	MS Office Professional 365 ( 5 years validity)	10 Nos
8	Adobe Acrobat pro	10 Nos
9	Mini Projector with Screen (3 years warranty)	17 Nos
10	GPS Handheld devices (3 years warranty)	32 Nos
11	Switch with Wall Mount Rack (3 years warranty)	2 Nos.
12	Portable PA System	17 Nos

All eligible firms are invited to submit your most competitive quotation.

**Details of Event**

Sl No	Particulars	Remarks
	Contact details of the issuing department (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFP and for submission of Bids)	Directorate of Food Civil Supplies and Consumer Affairs, Shillong. Horse Shoe Building Ground Floor, Lachumiere Shillong. Email: <a href="mailto:fcsca-meg@nic.in">fcsca-meg@nic.in</a> , <a href="mailto:pmu.fcs-meg@gov.in">pmu.fcs-meg@gov.in</a> Contact No: 0364-2224108
	Bid Document Availability including changes/amendments, if any to be issued	RFP may be downloaded from FCSCA website <a href="http://megfcsca.gov.in">megfcsca.gov.in</a>
	Last date for requesting clarification	Upto 3:00 pm 6 <sup>th</sup> June- 2025 All communications regarding points / queries requiring clarifications shall be given in writing.

  
Director,  
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Meghalaya, Shillong

Last date and time for Bid submission	At 3:00 pm on on 23 <sup>rd</sup> – June -2025 Authorized representatives of Bidders may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the Bidder representatives
Opening of Financial Bids	Financial bids of technically qualified bidders only will be opened on a subsequent date that will be notified later
Tender Fee	Rs.25,000/- (Rupees Twenty Five Thousand)
Earnest Money Deposit	Rs.100000/- (Rupees One Lakh)

**Note:** The competent authority may increase or decrease the quantity of the items at the time of placing supply order.

- a. The tender (in English language only) for the above item is to be submitted along with detailed specifications and operational conditions and limits.
- b. Tender documents may be downloaded from FCS&CA website: <http://megfcsca.gov.in/>
- c. All details, regarding the subject tender are available on the websites <http://megfcsca.gov.in/>  
Any change/modification in the tender enquiry will be intimated through the above websites only. Bidders are, therefore, requested to visit the websites regularly to keep themselves updated.

  
 Director,  
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 Meghalaya, Shillong  
 Food Civil Supplies and Consumer  
 Affairs, Shillong





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## REQUEST FOR PROPOSALS

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	Bid Document Availability including changes/amendments, if any to be issued	RFP may be downloaded from FCSCA website <a href="http://megfcsca.gov.in">megfcsca.gov.in</a>
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 Shillong



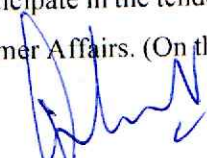
## 1) LETTER OF INVITATION

- a) Office of the Director of Food, Civil Supplies & Consumer Affairs, Lower Lachumiere (Horse Shoe Building, Ground Floor) Shillong - 793001, Requests For Proposals (RFP) from reputable original equipment manufacturers/local authorized dealers/suppliers for supply of genuine IT Hardware and Software at the offices of Food Civil Supplies and Consumer Affairs Govt. of Meghalaya.
- b) Interested Bidders are advised to go through the entire RFP before submission of Bids to avoid any chance of elimination. The eligible Bidders who meet the eligibility criteria mentioned and agree to all the terms and conditions contained in this RFP are invited to submit their Technical and Financial proposal in response to this RFP.
- c) More details on the services to be provided are under the Scope of Work in the RFP document.
- d) The Authority shall select experienced firms/suppliers as per procedures contained in the RFP.
- e) The contract will be effective after signing of agreement with the Authority.

## 2) OBJECTIVE

This document is a Request for Proposal (RFP) for Bidders to quote for Supply and Installation of IT Hardware and Software at the Directorate, Districts and Sub-Divisional Supply offices.

- 3) **ELIGIBILITY CRITERIA:** - The bidder must possess minimum eligibility criteria mentioned here under to participate in the tender
- a. Should possess minimum 5 years' experience in the relevant field of supplying genuine IT Hardware and Software as per the items mentioned above.
  - b. The Bidder must be a firm/organization registered under applicable Act in India.
  - c. The Bidder must have an average minimum Rs. 80 lakhs during last 3 financial year(s). (Turnover amount of the last 3 financial year(s) should specifically mentioned in the document as statements of the year (2021-22, 2022-23 & 2023-24) duly certified by the Chartered Accountant.)
  - d. Should have sold similar products to any Government Organization/PSU. Evidence for having supplied to State/Central Government departments/Public Sectors undertaken in the last 3 years. Work/supply orders or work completion report to be submitted.
  - e. The bidder must have GST Registration, PAN/TAN number, etc
  - f. For Non-Tribal, valid Trading License from KHADC/JHADC/GHADC, is mandatory.
  - g. Authorization Letter Format from OEM/Manufacturer to participate in the tender floated by the Department of Food Civil Supplies and Consumer Affairs. (On the

  
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**Food, Civil Supplies and Consumer Affairs**  
**Meghalaya, Shillong**

Letterhead of Manufacturer/OEM – to be submitted in original)

h. Bids must be accompanied by supporting documents related to eligibility criterion of the bidders.

i. Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Society/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP.

**4) TENDER FEE**

The tender document can be downloaded from our website: <http://megfcsca.gov.in/>. Bidders shall attach a separate Demand Draft of Rs.25,000/- (Rupees Twenty Five Thousand) only (Non-refundable) drawn on of any National/Commercial Bank in favour of the “Director, Food Civil Supplies and Consumer Affairs” payable at Shillong along with the Bid documents towards the cost of tender document, failing which the offer will be rejected.

**5) EARNEST MONEY DEPOSIT (BID SECURITY)**

Earnest money deposit of fixed amount of Rs.100000/- (Rupees One Lakh) only in the form of DD/Bank Guarantee/FDR valid for six months (validity may require further extension) from the date of submission of the tender of any National/Commercial Bank in favour of the “**Director, Food Civil Supplies and Consumer Affairs**” payable at **Shillong**”, should be submitted along with the BID. Shortfall in amount of Earnest Money Deposit, if any, will result in rejection of the Tender. In case of Bank Guarantee/FDR submitted by the Bidder, it should be unconditional in all cases.

EMD of the unsuccessful bidders will be refunded within 30 days of the award of contract on demand & EMD of the successful bidder would be released only after completion of the work at all the designated places.

- a) The firms/agencies registered under MSME are exempted for submission of EMD subject to submission of proper documentary evidence and submission of the Bid Security Declaration Form (Annexure XII). Bidders are required to submit valid UAM certificate and their claim for exemption will be considered for the service/category for which they are registered as per UAM certificate.



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



**6) CLARIFICATION AND AMENDMENTS ON RFP:**

- i. Bidder requiring any clarification on RFP may notify the FCSCA in writing within 5 days from issuing of the RFP.
- ii. A pre-Bid meeting will be held (if required) on a date and time specified at a later date, prior to the deadline for submission of Bids, which may be attended by the authorized representatives of the Bidders interested to respond to this RFP.
- iii. The queries received (without identifying source of query) and response of the FCSCA thereof will be posted on the Department website or conveyed to the Bidders.
- iv. The Department reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Department, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP, by amendment which will be made available to the Bidders by way of corrigendum/addendum. The interested parties/Bidders are advised to check the Department website regularly till the date of submission of Bid document specified in the Detail of Events/email. Such amendments/clarifications, if any, issued by the Department will be binding on the participating Bidders. Department will not take any responsibility for any such omissions by the Bidder. The Department, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account.
- v. No request for change in terms and conditions, other than what has been mentioned in this RFP or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.
- vi. Queries received after the scheduled date and time will not be responded/acted upon.

**7) BID PREPARATION AND SUBMISSION:**

- i. The Bid is to be submitted in two separate envelopes. One of the envelope is to be prominently marked as 'Technical Proposal for supply of in response to the RFP No. dated

The envelope should contain following documents and be properly sealed:

- (a) Index of all the documents, letters, bid forms etc. submitted in response to RFP along with page numbers.
- (b) Bid covering letter/Bid form on the lines of Annexure-I on Bidder's letter head.
- (c) Specific response with supporting documents in respect of Eligibility Criteria as mentioned in Annexure-II and technical compliance criteria on the lines of Annexure-.III
- (d) Bidder's details as per Annexure-IV on Bidder's letter head.

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

- (e) Audited financial statement and profit and loss account statement duly certified from the Chattered Accountant.
  - (f) Detailed explanation of functioning of hardware/firmware. Licensing details of operating software/firmware.
  - (g) Undertaking of Authenticity as per Annexure-VII.
  - (h) Format for Manufacturer's Authorization Form as per Annexure-VIII
- ii. A second sealed envelope prominently marked as Financial Proposal for supply of \_\_\_\_\_ in response to the RFP No. \_\_\_\_\_ dated \_\_\_\_\_ This envelope should contain the Grand Total price (inclusive of GST) quoted strictly on the lines of Annexure-VI and must include all the price components mentioned. Prices are to be quoted in Indian Rupees only and also should be indicated both in words and figures. If the rates quoted in figure and words are different, the amount in words only will be considered. The unit price should be for the same unit indicated in the tender notice. Prices should be at free delivery to the offices of Food Civil Supplies and Consumer Affairs Govt. of Meghalaya
- iii. The rate should be inclusive of all charges and GST etc. wherever applicable . In absence of any specific mention the rate shall be assumed to be inclusive of Tax
- iv. Goods and Service Tax (GST) should be indicated separately.
- v. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- vi. Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
- vii. The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Such bids with no proper details are likely to be disqualified.

**Bidders may please note:**

- a. The Bidder should quote for the entire package for Product and Services it proposes to supply.
- b. While submitting the Technical Bid, literature (user manual) on the hardware and its associated operating software should be segregated and kept together in one section / lot in a separate envelope.
- c. Care should be taken that the Technical Bid shall not contain any price information. Such proposal, if received, will be rejected.
- d. The Bid document shall be complete in accordance with various clauses of the RFP document or any addendum/corrigendum or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder and stamped with the official stamp of



- the Bidder. Board resolution authorizing representative to Bid and make commitments on behalf of the Bidder is to be attached.
- e. Bids are liable to be rejected if only one Bid (i.e. Technical Bid or Financial Bid) is received.
  - f. If deemed necessary, the Department may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
  - g. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - h. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.
  - i. The Bidder must provide specific and factual replies to the points raised in the RFP.
  - j. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.
  - k. All the enclosures (Bid submission) shall be serially numbered and contain the seal of the participating Bidder.
  - l. The Department reserves the right to reject Bids not conforming to above.
  - m. The two envelopes shall be put together and sealed in an outer envelope.
  - n. All the envelopes shall be addressed to the Director FCSCA and delivered at the address mentioned above and should have name and address of the Bidder on the cover.
  - o. If the envelope is not sealed and marked, the Department will assume no responsibility for the Bid's misplacement or its premature opening.
  - p. The bidder may note that the tender once submitted will not be altered after expiry of the dead line for receipt of tender till the date of validity of tenders and if they do so, their Earnest Money Deposit (Bid Security) will be forfeited. Completed Tender Document should not have any scope for ambiguity, cutting or overwriting. For inadvertent mistake, if any, the Bidder must strike off erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated signature of the Bidder. Tenders for items of lower configuration than specified above will summarily be rejected.
  - q. No consortium or joint venture is allowed.



Director,  
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Meghalaya, Shillong

## 8) TECHNICAL & FUNCTIONAL SPECIFICATIONS

To qualify in the Technical Evaluation, a Bidder must comply with all the requirements as listed in the table below.

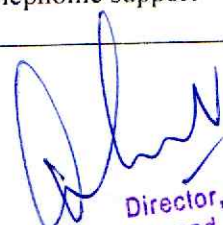
Note: Model of equipment to be quoted by vendor should be latest out of OEM offerings or higher and same will be validated while doing technical evaluation.

Sl. No	Items	Specifications	Quantity
1	PC Desktop with Webcam, UPS 600 VA, genuine OS & MS Office Professional 2021 or higher (lifetime validity) (3 years warranty)	<p>Operating system: Windows 11 Pro.</p> <p>Processor Generation: 12th Generation Intel® Core™ i5 processor</p> <p>Processor Name: Intel® Core™ i5-12500 (up to 4.6 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads)</p> <p>Chipset Intel® H670.</p> <p>Memory: 8 GB DDR4-2933 MHz RAM (1 x 8 GB)</p> <p>Memory slots 2 DIMM</p> <p>Hard drive description: 512 GB PCIe® NVMe™ M.2 SSD</p> <p>Optical drive: HP 9.5 mm Slim DVD-Writer</p> <p>Internal drive bays: Two 3.5" HDD</p> <p>Graphics Intel® UHD Graphics 770</p> <p>Audio features: Realtek ALC3867 codec, universal audio jack, headset support, audio line-out rear ports, multi-streaming capable</p> <p>Pointing device Wired Mouse</p> <p>Keyboard: Wired Keyboard</p> <p>Wireless: Intel® 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 combo</p> <p>I/O Port location: Front</p> <p>Ports: headphone/microphone combo; 2 SuperSpeed USB Type-C® 10Gbps signaling rate; 4 SuperSpeed USB Type-A 5Gbps signaling rate.</p> <p>I/O Port location: Rear</p> <p>Ports</p> <p>1 HDMI; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 VGA; 2 USB 2.0; 1 serial</p> <p>Internal drive bays: Two 3.5" HDD</p> <p>Expansion slots: 1 full-height PCI; 2 M.2; 1 PCIe 3 x1; 1 PCIe 4 x16</p> <p>Video connectors: 1 HDMI, 1 VGA, 1 DisplayPort.</p>	50 Nos

  
 Director,  
 Food, Civil Supplies and Consumer Affairs  
 Meghalaya, Shillong



2	Laptop (3 years warranty )	<p>Processor Generation :Latest Generation (Processor launch date not prior to 2024)</p> <p>Chassis:Military Standard tested Aluminium Chassis</p> <p>Processor Description :64 Bit Processor with Minimum 10 cores 12 MB cache support 5.0 GHz or higher frequency. 15W or lower TDP</p> <p>Mother board / Chipset security features: Integrated with processor with Discrete TPM 2.0 and Integrated hardware Diagnostic tool in laptop BIOS</p> <p>RAM: Minimum 16 GB DDR5 Memory (4400 MHz or better )</p> <p>HDD: Minimum 512 GB PCIe NVMe M.2 SSD Drive</p> <p>Communication &amp; I/O Ports (Integrated in the laptop motherboard): Minimum 3 USB ports out of which minimum - 2 Nos USB 3.2 and 1 No or more USB 3.2 Type C port , 1 x HDMI, Universal Audio port Jack, Chassis physical security Lock slot.</p> <p>Keyboard &amp; Mouse: Full size spill resistant Keyboard with touchpad</p> <p>Camera: Minimum Integrated High Definition Webcam with Integrated noise canceling Mic</p> <p>Graphics:Integrated UHD Graphics.</p> <p>sound card:High Definition Audio with Integrated stereo sound.</p> <p>Display:14" FHD Anti-Glare, LCD display</p> <p>Battery Type Minimum 4 cell 50 Wh. or higher battery with atleast 6 Hours battery life for the quoted model and config</p> <p>Wireless &amp; Bluetooth:Minimum Integrated Dual Band Wireless (supporting 802.11a/b/g/n/ac and network and Bluetooth v 5.2 or higher.</p> <p>Power and supply:AC adapter of same OEM make (Minimum Type C and 65W)</p> <p>Operating Systems:Factory pre-installed Windows 11 Professional (64 bit) with latest Service Pack and Preloaded License, Systems Hardware driver should be available in OEM website against the offered model.</p> <p>Certifications (for the quoted model ): For OEM: ISO 9001, 14001:2004, 45001 for India Factory For the quoted Laptop Model : TCO 9 (for the quoted laptop model not for the series ) , UL, FCC, CE, Energy Star 8.0, EPEAT India for the quoted model and not for the series, quoted model ROHS , Windows and Redhat/ Ubuntu Linux (offered Certifications must available in the public domain for quoted product model name) and Military Grade MIL 810 Std Certification</p> <p>Manageability software from same Laptop manufacturer:</p> <p>Hardware diagnostic tool through BIOS and Software that Improved battery runtime and Enhanced audio &amp; video quality.</p> <p>Carry Case (same OEM make): Standard Good Quality Carrying Case from the same laptop OEM.</p> <p>Warranty: 3 years On-site Comprehensive OEM Warranty (including battery 3 year warranty). OEM supplied model Warranty must be visible in OEM website in respect to each product serial number. OEM must have 24/7 Telephonic support toll-free phone no.</p>	15 Nos
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3	Printer (3 years warranty)	<p>Duplex printing: Manual (driver support provided)</p> <p>Print speed black (ISO): Up to 12 ppm</p> <p>Print speed color (ISO): Up to 5 ppm</p> <p>Print resolution (best): Up to 1200 x 1200 rendered dpi</p> <p>Maximum print area (metric): 216 x 355 mm</p> <p>Monthly duty cycle: Up to 3,000 pages</p> <p>Scan technology: Contact Image Sensor (CIS)</p> <p>Scan resolution, hardware: Up to 1200 x 1200 dpi</p> <p>Levels of grayscale: 256</p> <p>Bit depth: 24-bit</p> <p>Scanning options (ADF): Not Applicable</p> <p>Maximum flatbed scan size (metric): 216 x 297 mm</p> <p>Maximum flatbed scan size (U.S. standard): 8.5 x 11.69 in</p> <p>Twain version: Version 2.4</p> <p>Media sizes, duplex (U.S. standard): Letter; Executive</p> <p>Input capacity: Up to 100 sheets</p> <p>Standard input capacity (cards): Up to 30 cards</p> <p>Standard input capacity (envelopes): Up to 10</p> <p>Output capacity: Up to 30 sheets</p> <p>Media sizes supported (metric): A4; B5; A6; DL envelope, legal</p> <p>Media sizes supported (U.S. standard): Letter; legal; 4 x 6 in; 5 x 7 in; 8 x 10 in; No. 10 envelopes</p> <p>Media sizes, custom (metric): 88.9 x 127 to 215.9 x 355.6 mm</p> <p>Media sizes, custom (U.S. standard): 3.5 x 5 in to 8.5 x 14 in</p> <p>Media types: Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers</p> <p>Media weight supported (metric): Plain paper: 60 to 90 g/m<sup>2</sup>; Envelopes: 75 to 90 g/m<sup>2</sup>; Cards: up to 200 g/m<sup>2</sup>; Photo paper: up to 300 g/m<sup>2</sup></p> <p>Media weight supported (U.S. standard): 20 lb</p> <p>Borderless printing: Yes (up to 8.5 x 11 in, 210 x 297 mm)</p> <p>Memory: 64 MB Integrated DDR1</p> <p>Maximum Memory: 64MB</p> <p>Copier settings: Number of Copies, Resize, Quality, Lighter/Darker, Papersize, Papertype, ID Copy, Enhancement</p> <p>Color copy capability: Yes</p> <p>Maximum number of copies: Up to 99 copies</p> <p>Copy reduce / enlarge settings: Via HP Smart app</p> <p>Copy resolution: Up to 1200 dpi</p> <p>Ports: 1 Hi-Speed USB 2.0 (device); 1 Bluetooth Low Energy; 1 Wi-Fi 802.11b/g/n; 1 Wi-Fi Direct</p> <p>Wireless capability: Yes, built-in Wi-Fi 2.4G, Wi-Fi Direct, Bluetooth Low Energy</p> <p>Storage device and direct print support: Wireless Direct Printing</p>	45 Nos
4	UPS	<p>Colour: Black</p> <p>Form Factor: Rack</p> <p>Item Height: 21.8 Centimeters</p> <p>Item Width: 10.7 Centimeters</p> <p>Batteries: 12V batteries required.</p> <p>Voltage: 230 Volts</p> <p>Wattage : 360.00</p> <p>Lithium Battery Energy Content: 4 Watt Hours</p> <p>Lithium Battery Voltage: 230 Volts</p> <p>Lithium Battery Weight: 0.85 Grams</p>	45 Nos.
5	Multi-function Printer (3 years	<p>Functions: Print, copy, scan</p> <p>Print speed black (ISO, A4): Normal: Up to 20 ppm [7]</p> <p>Duty cycle (monthly, A4): Up to 10,000 pages</p>	5 nos.

10

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Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



	<p>warranty )</p> <p>Print technology: Laser</p> <p>Print languages: SPL</p> <p>Processor speed 600 MHz</p> <p>Wireless capability: No</p> <p>Compatible operating systems :Windows 8; Windows 8.1; Windows 10; macOS 10.14 Mojave; macOS 10.13 High Sierra; macOS 10.12 Sierra; macOS 10.11 El Capitan [11] Windows 10 or higher</p> <p>Memory: 128 MB</p> <p>Memory, maximum: 128 MB 128 MB (System Memory), Not expanded</p> <p>Media sizes, custom 76 x 127 to 216 x 356 mm</p> <p>Paper handling output, standard: 100-sheet output bin</p> <p>Display: 2-Line LCD (16 characters per line)</p> <p>Automatic paper sensor: No</p> <p>Minimum system requirements: Windows 10 or newer, Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher, 1 GB RAM, 16 GB HDD OS X v10.11 or newer, 1.5 GB HD, Internet, USB</p> <p>Media sizes supported A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL,C5)</p> <p>Paper handling input, standard 150-sheet input tray</p> <p>Maximum output capacity (sheets): Up to 100 sheets</p> <p>Duplex printing: Manual (driver support provided)</p> <p>Media types: Plain, Thick, Thin, Cotton, Color, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope</p> <p>Scanner type Flatbed</p> <p>Scan file format Windows Scan SW supports file format: PDF, JPG, TIFF, PNG, BMP</p> <p>Scan resolution, optical Up to 600 × 600 dpi</p> <p>Scan size (ADF), minimum 145 x 145 mm</p> <p>Automatic document feeder capacity Standard, 40 sheets</p> <p>Scan input modes: Front-panel copy, user application via TWAIN or WIA</p> <p>Copy speed (normal) Black: Up to 20 cpm Color: [5]</p> <p>Copy resolution (black text): Up to 600 x 600 dpi</p> <p>Copies, maximum: Up to 99 copies</p> <p>Power: 110-volt input voltage: 110 to 127 VAC, 50/60Hz and 220-volt input voltage: 220 to 240 VAC, 50/60Hz</p> <p>Operating temperature range: 10 to 30°C</p>	
6	MS Office Professional 2021 or higher (lifetime)	10 nos.

  
 Director,  
 Food, Civil Supplies and Consumer Affairs  
 Meghalaya, Shillong

7	MS Office Professional 365 ( 5 years validity)	10 nos.
8	Adobe Acrobat pro	10 nos.
9	Mini Projector with Screen (3 years warranty )	17 Nos
10	GPS Handheld devices (3 years warranty )	32 Nos

Projection System: 0.2" WVGA  
 Native Resolution: 854x480  
 Brightness: 300 (LED Lumens)  
 Contrast Ratio: 120000:1  
 Display Color: 1.07 Billion Colors  
 Light Source Type: LED  
 Light Source Life (hours) with Normal Mode: up to 30000  
 Lamp Watt: RGB LED  
 Lens: F=1.7, f=5.5mm  
 Projection Offset: 100%+/-5%  
 Throw Ratio: 1.2  
 Optical Zoom: Fixed  
 Image Size: 24"-100"  
 Throw Distance: 0.64m-2.66m, (38"@1m)  
 Keystone: +/- 40° (V)  
 Audible Noise (Normal): 26dB  
 Audible Noise (Eco): 25dB  
 Local Storage: Total 16GB , (12GB available storage)  
 Input Lag: 41.5ms  
 Resolution Support: VGA(640 x 480) to FullHD(1920 x 1080)  
 HDTV Compatibility: 480i, 480p, 576i, 576p, 720p, 1080i, 1080p  
 Horizontal Frequency: 15K-102KHz  
 Vertical Scan Rate: 23-120Hz  
 Input  
 HDMI: 1, (HDMI 1.4/ HDCP 1.4)  
 USB Type C: 1 (5V/ 2A)  
 Audio-in (Bluetooth): 1 (BT4.2)  
 USB Type A: 1, (USB2.0 Reader)  
 SD Card: Micro SD (32GB, SDHC)  
 Wifi Input: 1 (5Gn)  
 Output  
 Audio out (3.5mm): 1  
 Audio-out (Bluetooth): 1 (BT4.2)  
 Speaker: 3W Cube x2  
 USB Type A (Power): 1 , (USB2.0 - 5V/1A,, share with USB A Input)

Unit Dimensions (W x H x D) : 2.1" x 4.0" x 1.3" (5.4 x 10.3 x 3.3cm)  
 Display Size : 1.4" x 1.7" (3.5 x 4.4cm); 2.2" diag (5.6cm)  
 Display Resolution (W x H) : 240 x 320 pixels  
 Display Type : 2.2" transfective, 65K color TFT  
 Electronic Compass & Barometric Altimeter : GPS Compass Only  
 Weight: 5 oz (141.7g) with batteries  
 Battery Type (Recommended) : 2AA batteries (not included); NiMH / Lithium  
 Battery Life : 25 Hours  
 Internal Memory : 8 GB  
 Accepts Data Cards : Yes – microSD™ Card (Slot separately)  
 Water Rating : IPX7  
 Interface : USB  
 Waypoints and Routes : 2000 waypoints | 200 routes



		Track Log : 10000 points   200 saved tracks Box Dimensions (W x H x D): 3.4" x 5.4" x 2.7" (8.7 x 13.7 x 6.9cm) Box Weight : 8.0 oz (226.8g) Inside the Box (items): GPS device, USB Cable, Documentation	
11	Switch with Wall Mount Rack (3 years warranty)	Device Interfaces: 24 10/100/1000 Mbps LAN ports Standards: IEEE 802.3 10BASE-T • IEEE 802.3u 100BASE-TX • IEEE 802.3ab 1000BASE-T • IEEE 802.3x Flow Control • IEEE 802.1p QoS • IEEE 802.3az Energy-Efficient Ethernet (EEE) Switching Capacity: 48 Gbps switching fabric Advanced Features: • Auto MDI/MDIX crossover for all ports • Secure store-and-forward switching scheme • Full/half-duplex for Ethernet/Fast Ethernet speeds • Supports 9,216 byte jumbo frames • Back pressure at half-duplex operation • Wire-speed reception and transmission • Store and-Forward switching method • Auto-negotiation for each port • QoS (8 queues, strict mode) Data Transfer Rates: • Ethernet: • 10 Mbps (half duplex) • 20 Mbps (full duplex) • Fast Ethernet: • 100 Mbps (half duplex) • 200 Mbps (full duplex) • Gigabit Ethernet • 2000 Mbps (full duplex). Transmission Method: Store-and-forward MAC Address Table Size: 16,000 Packet Filtering/Forwarding Rates: • Ethernet: 14,880 pps per port • Fast Ethernet: 148,800 pps per port • Gigabit Ethernet: 1,488,000 pps per port. RAM Buffer: 512 KB per device.	2 Nos.
12	Portable PA System	Type Portable Trolley Speaker: USB Yes: Bluetooth Yes Recording Yes: Speaker 12" & Speaker, 1xHF Driver Power Output (BI-Amp) 50W Max. (LF+HF) LF: 35W Max HF: 15W Max Input Channels 2 x Mic 3mV/4.7kΩ, 1 x Aux: 100mV/47kΩ, Music 100mV/47kΩ, 2 x Wireless MIC Frequency Response 55-18,000Hz ±3dB (Bi-Amp) S/N Ratio 60dB:12 Tone Controls Bass ±5dB at 100Hz, Treble ±5dB at 10kHz Digital Player: MP3 player with USB, SD, MMC card reader, Recording function and Bluetooth Preamp Output 200mV/600Ω Protections AC Fuse: 1 Amp. 250V (T1A L) Power Supply: AC : 220V-240V 50/60Hz, DC : 12V Car Battery (external), 12V 7Ah Rechargeable battery (built-in) AC Power Consumption 60VA Dimensions W405 x H610 x D350 mm Weight 18.80 kg TRANSMITTER. Wireless Microphone 2 x Hand Held Frequency Stability ±0.005% Max. Modulation 45dB RF Output 10mW Frequency Response 50-15,000Hz Battery 3V (2 × 1.5V AA Pencil Cells) Current Consumption < 200mA Dimensions Ø52 × L242 mm Weight (w/o battery) 140g	17 Nos.

13

  
**Director,**  
**Food, Civil Supplies and Consumer Affairs**  
**Meghalaya, Shillong**

#### **DEADLINE FOR SUBMISSION OF BIDS:**

- i. Bids must be received by the Department at the address specified and by the date and time mentioned in the "Detail of Events".
- ii. In the event of the specified date for submission of Bids being declared a holiday, the Bids will be received up to the appointed time on the next working day.
- iii. In case the Department extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Department and Bidders will remain the same.
- iv. Any Bid received after the deadline for submission of Bids prescribed, will be rejected

#### **9) VALIDITY OF RATES**

The rates quoted in the tender must remain valid for 365 days (1 year) from the date of opening of **Bid**. Rates will not be changed under any circumstances.

#### **10) OPENING OF TENDERS: -**

- (i) The date and timing of opening of Bids will be intimated later to all the participating bidders.
- (ii) The representative of the Bidders / bidders may attend the opening of tenders along with letter of authority from the respective Bidder/bidder. Only one authorized representative from each participating vendor will be allowed to attend.

#### **11) PROCESS/OPENING OF TECHNICAL BIDS:**

- i. All the technical Bids received up to the specified time and date will be opened for initial evaluation on the time and date mentioned in the Detail of Events. The technical Bids will be opened in the presence of representatives of the Bidders who choose to attend the same. However, Bids may be opened even in the absence of representatives of one or more of the Bidders.
- ii. In the first stage, only technical Bid will be opened and evaluated. Bids of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP will be evaluated for technical criteria/specifications/eligibility. Only those Bids complied with technical criteria shall become eligible for indicative price Bid opening and further RFP evaluation process.
- iii. The Department will examine the Bids to determine whether they are complete, required formats have been furnished, the documents have been properly signed, EMD and Tender Fee for the desired amount and validity period is available and the Bids are generally in order. The Department may, at its discretion waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation.
- iv. Prior to the detailed evaluation, the Department will determine the responsiveness of each Bid to the RFP. For purposes of these Clauses, a responsive Bid is one, which conforms to all the terms and conditions of the RFP in total, without any deviation.
- v. The Department's determination of a Bid's responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.
- vi. After opening of the technical Bids and preliminary evaluation, some or all the Bidders

  
**Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong**



may be asked to make presentations on the hardware, operating software/firmware proposed to be offered by them.

- vii. If a Bid is not responsive, it will be rejected by the Department and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

## **12) TECHNICAL EVALUATION:**

- i. Technical evaluation will include technical information submitted as per technical Bid format, demonstration of proposed Product and Services, reference calls and site visits, wherever required. The Bidder may highlight the noteworthy/superior features of their Product. The Bidder will demonstrate/substantiate all claims made in the technical Bid along with supporting documents to the Department, the capability of the Product to support all the required functionalities at their cost in their lab or those at other organizations where similar Product is in use.
- ii. During evaluation and comparison of Bids, the Department may, at its discretion ask the Bidders for clarification on the Bids received. The request for clarification shall be in writing and no change in prices or substance of the Bid shall be sought, offered or permitted. No clarification at the initiative of the Bidder shall be entertained after bid submission date.

## **14) EVALUATION OF FINANCIAL BIDS AND FINALIZATION:**

- i. The envelope containing the Financial Price Bid(s) of only those Bidders, who are short-listed after technical evaluation, would be opened.
- ii. All the Bidders who qualify in the evaluation process shall have to participate in the Financial Bid Opening.
- iii. The Bidder will be selected as L1 on the basis of net total of the price evaluation as quoted on the lines of Annexure-VI and also on the quality of product quoted.

## **15) AWARD CRITERIA AND AWARD OF CONTRACT:**

- i. Among all qualified bids, based on the technical and financial bid a contract will be awarded accordingly.
- ii. The Department will notify successful Bidder in writing by way of issuance of purchase order through letter or email that its Bid has been accepted. The selected Bidder has to return the scanned copy of the same to the Department within 7 working days, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- iii. The successful Bidder shall be required to submit a PBG of 2% of the quoted value before the signing of the Contract with the Department, within 30 days. Issuance of Purchase Order will be after receipt of the PBG or within such extended period as may be decided by the Department
- iv. The Department reserves the right to stipulate, at the time of finalization of the Contract, any other document(s) to be enclosed as a part of the final Contract.
- v. Upon notification of award to the successful Bidder, the Department will promptly notify the award of contract to the successful Bidder.
- vi. This Tendering Process and Procurement is subject to the provisions of General Financial Rule 2017, Manual on Policies and Procedure for Purchase of Goods

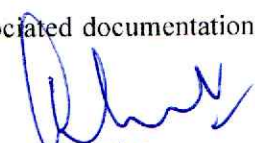
  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

published by Ministry of Finance, Department of Expenditure and related Guidelines issued by CVC from time to time.

- vii. The office will not provide any road permit to the successful bidder for the supply of the material at FOR destination.
- viii. No extra cost should be included over and above the quoted price in the financial bid by the vendor after opening of tender under any circumstances.

#### **16) DELIVERY AND INSTALLATION:**

- i. All the items/components are to be delivered at the Directorate, Districts and Sub-Divisional offices of Food Civil Supplies and Consumer Affairs. All Bidders must quote the price for delivery at Office locations as mentioned above.
- ii. Supplier/ Service Provider shall provide such packing of the Products as is required to prevent its damage or deterioration during transit thereof to the location given by the Department. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and open storage. Size and weight of packing cases shall take into consideration, where appropriate, the remoteness of the Products final destination and the absence of heavy handling facilities at all transit points.
- iii. Supplier/ Service Provider will have to supply the Product(s) in 'Factory Sealed Boxes' with System OEM seal.
- iv. Delivery, and installation of the Products shall be made by Supplier/ Supplier/ Service Provider in accordance with the system approved / ordered and within the time schedule given in the Scope of work given in Annexure-V of this document.
- v. The delivery will be deemed complete when the Products/ components/ associated software/firmware are received in good working condition at the designated locations, mentioned in this RFP.
- vi. The installation will be deemed to be completed, when the Product including all the hardware, accessories/components, firmware/system software, and other associated software have been supplied, installed and operationalised as per the technical specifications and all the features as per the technical specifications are demonstrated and implemented as required, on the systems, to the satisfaction of the Department. Supplier/ Service Provider has to resolve any problem faced during installation and operationalisation.
- vii. In addition, Supplier/ Service Provider will supply all associated documentation

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



relating to the Products/hardware, system software/firmware, etc. The Product(s) are considered accepted (commissioned and operationalised) after signing the acceptance test plan document jointly by the representative of the Department and the engineer from Supplier/ Supplier/ Service Provider. The component level checking for individual item may be included during the acceptance test. The acceptance test plan document shall be deemed to form a part of the agreement, to be signed between Supplier/ Supplier/ Service Provider and the Department. Supplier/ Supplier/ Service Provider should ensure that the Product meets the requirements of the Department as envisaged in the RFP.

- viii. The Supplier/ Service Provider may inspect the installation room for any additional requirements such as electrical works, sockets etc.
- ix. The details of the documents to be furnished by Supplier/ Supplier/ Service Provider are specified here under:-
- a) 2 copies of Vendor's Invoice showing contract number, products description, quantity, unit price and total amount ( Inclusive of GST).
  - b) Delivery Note or acknowledgement of receipt of Products
  - c) Manufacturer's warranty certificate.
- x. The above documents shall be received by the Department before arrival of Products (except where it is handed over to the Consignee with all documents). If these documents are not received, Supplier/ Supplier/ Service Provider will be responsible for any consequent expenses.
- xi. For the system & other software/firmware required with the hardware ordered for, the following will apply: -
- (a) Supplier/ Service Provider shall supply standard software/firmware package published by third parties in or out of India in their original publisher-packed status only, and should have procured the same either directly from the publishers or from the publisher's sole authorized representatives only.
  - (b) Supplier/ Service Provider shall provide complete and legal documentation of all sub systems, licensed operating systems, licensed system software/firmware, licensed utility software and other licensed software. Supplier/ Service Provider shall also provide licensed software for all software/firmware whether developed by them or acquired from others.
  - (c) The ownership of the supplied hardware shall be that of the Department from the date of delivery of the same, including use of software license embedded to the hardware in perpetuity. Evidence to this effect must be submitted before the payment can be released.


  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

## 17) SERVICES:

- i. Supplier/ Service Provider shall ensure that key personnel with relevant skill-sets are available at designated locations for installation and commissioning of the Product.
- ii. Supplier/ Service Provider shall ensure that the quality of methodologies for delivering the Supplier/ Service Provider shall be willing to transfer skills to relevant personnel of the Department, by means of training and documentation.
- iii. Supplier/ Service Provider shall provide and implement patches/ upgrades/ updates for Products (software/ firmware/ OS) as and when released by Supplier/ Service Provider / OEM free of cost. Supplier/ Service Provider should bring to notice of the Department all releases/ version changes.
- iv. Supplier/ Service Provider shall obtain a written permission from the Department before applying any of the patches/ upgrades/ updates. Supplier/ Service Provider has to support older versions of the OS/firmware/middleware etc in case the Department chooses not to upgrade to latest version.
- v. Supplier/ Service Provider shall provide maintenance support for the Product including embedded software/ OS/ middleware etc over the entire period of Contract.
- vi. All product updates, upgrades & patches shall be provided by Supplier/ Service Provider free of cost during warranty period.
- vii. Supplier/ Service Provider shall provide legally valid firmware/software. The detailed information on license count and type of license should also be provided to the Department.
- viii. Supplier/ Service Provider shall keep the Department explicitly informed the end of support dates on related Products including embedded software/ OS/ middleware.

## 18) WARRANTY PERIOD:

- i. The warranty for the items/products is mentioned in clause 8 Technical & functional Specifications.
- ii. During the warranty period, Supplier/ Service Provider will have to undertake comprehensive support of the entire Product (hardware/components/ operating software/firmware) supplied by them at no additional cost to the Department.
- iii. During the support period, Supplier/ Service Provider shall ensure that services of professionally qualified personnel are available for providing comprehensive on-site maintenance of the Product and its components as per the Department's requirements.
- iv. On site comprehensive warranty for the Product would include free replacement of spares, parts, kits, resolution of problem, if any, in Product.
- v. In the event of system break down or failures at any stage, protection available,

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



which would include the following, shall be specified.

- (a) Diagnostics for identification of systems failures
- (b) Protection of data/ Configuration
- (c) Recovery/ restart facility
- (d) Backup of system software/ Configuration

**19) INSPECTION AND TESTING:**

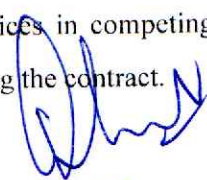
- i. The Department reserves the right to carry out pre-shipment inspection or demand a demonstration of the Product on a representative model at Supplier/ Service Provider's location.
- ii. The inspection and tests prior to dispatch of Products / at the time of final acceptance would be as follows:
  - (a) Supplier/ Service Provider shall intimate the Department before dispatching Products for conducting inspection and testing.
  - (b) Successful conduct and conclusion of inspection and testing shall be the sole responsibility of Supplier/ Service Provider . However, the Department may at its sole discretion, waive inspection of Products.
- iii. The inspection and tests may also be conducted at the point of delivery and / or at the Products' final destination.

**20) TECHNICAL DOCUMENTATION:**

- iv. Supplier/ Service Provider shall deliver the following documents to the Department for every hardware / firmware / software including third party software before software/ service become operational, which includes, user manuals, installation manuals, operation manuals, design documents, process documents, technical manuals, functional specification, software requirement specification, on-line tutorials/ computer based tests, system configuration documents, system/database administrative documents, debugging/diagnostics documents, test procedures etc.
- v. Any level/ version changes and/or clarification or corrections or modifications in the above mentioned documentation should be supplied by Supplier/ Service Provider to the Department, free of cost in timely manner.

**21) CORRUPT OR FRAUDULENT PRACTICES**

The Tender Committee/Board will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question during the bidding process or in executing the contract.

  
**Director,**  
**Food, Civil Supplies and Consumer Affairs**  
**Meghalaya, Shillong**

## **22) BLACKLISTING THE FIRM**

If a firm which is awarded the contract violates any of the terms & conditions, it shall be black listed & its EMD/Performance Security shall be forfeited.

## **23) TERMINATION FOR INSOLVENCY**

The purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to the Purchaser.

## **24) FORCE MAJEURE**

Notwithstanding the provisions relating to timeline fixed elsewhere in the Agreement, the Vendor/Parties shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the delay in performance or another failure to perform its obligation under the Contract/Agreement is the result of an event of Force Majeure. The Force Majeure in the context of this Contract/Agreement means an event beyond the control of the Vendor/Party and not involving the Vendor's/Party's fault or negligence and not foreseeable. Such events may include, wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes, earthquakes, explosions, strikes and other acts of God referred to as eventualities.

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under this Contract/Agreement shall be prevented or delayed by reasons of the eventualities then, notice of such happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract/agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however, be resumed as soon as practicable but not later than seven days after such eventuality has come to an end.



**Director,**  
**Food, Civil Supplies and Consumer Affairs**  
**Meghalaya, Shillong**



## 25) ARBITRATION CLAUSE

In the event of any dispute arising out of or relating to this tender, it should be referred to sole arbitration of, **Director, Food Civil Supplies and Consumer Affairs** or any other person nominated by him. The award of such arbitrator shall be final and binding on both the parties hereto.

If the dates of opening of bids falls on holiday, the same will be carried out on the next working day.

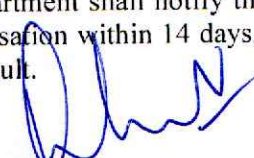
## 26) PERFORMANCE GUARANTEE:

The selected Agency shall be required to furnish a Performance Bank Guarantee 2% of contract value as per Annexure -K. The PBG should be issued by a Scheduled Commercial /Nationalized Bank in India, in favour of Director, FCS&CA payable at Shillong.

The PBG shall be denominated in the currency of the contract and will be for an amount as mentioned above. All charges with respect to the PBG shall be borne by the bidder. The PBG shall be remaining valid for a period of 3 years from the date of signing of contract. The Performance Guarantee must be submitted after the contract is awarded but before the contract is signed.

The PBG will be discharged / returned by the Department upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

In the event of the bidder being unable to service the contract for whatever reason, the Department would invoke the PBG. The Department shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

Director,  
Food Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

**BID FORM (TECHNICAL BID)**  
[On Company's letter Head]  
(To be included in Technical Bid Envelope)

Date: \_\_\_\_\_

To:

< Address of tendering office >

Dear Sir,

**Ref: RFP No.**

**dated**

We have examined the above RFP and we offer to supply, Install, test and support the desired Products detailed in this RFP.

While submitting this Bid, we certify that:

- The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
- We have quoted for all the Products/Services mentioned in this RFP in our Financial Bid.
- The contents of our Bid are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, the Department will have the right to disqualify us from the RFP.
- We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.
- We are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any State or Central Government or their agencies/departments.
- We hereby certify that we (if participating in RFP as OEM)/ our OEM have a support center and level 3 escalation (highest) located in India.
- We, further, hereby undertake and agree to abide by all the terms and conditions stipulated by the Department in the RFP document.

Dated this ..... day of ..... 2023

(Signature)

(Name)

Duly authorised to sign Bid for and on behalf of

**Seal of the company.**




Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



**BIDDER'S ELIGIBILITY CRITERIA: COMPLIANCE**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sl.No.	Eligibility Criteria	Compliance (Yes/No)	Documents to be submitted
1	The Bidder must be a firm/organization registered under applicable Act in India.		Certificate of Registration
2	The Bidder must have an average minimum Rs. 80 lakhs during last 3 financial year(s). (Turnover amount of the last 3 financial year(s). (2021-22, 2022-23 & 2023-24) should specifically mentioned in the document)		Copy of the audited financial statement and balance sheet for required financial years. (Certificate from statutory auditor for preceding/current 3 year may be submitted.)
3	Should have sold similar products to any Government Organization/PSU. Evidence for having supplied to State/Central Government departments/Public Sectors undertaken in the last 3 years. Work/supply orders or work completion report to be submitted		Copy of the order and / or Certificate of completion of the work. The Bidder should also furnish user acceptance report.
4	The bidder must have GST Registration, PAN/TAN number, etc.		Copy of the Valid Certificate(s) to be provided
5	For Non-Tribal, valid Trading License from KHADC/JHADC/GHADC/ Shillong/Tura/Jowai Municipal Board is mandatory.		Copy of the Valid Certificate(s) to be provided
6	Authorization Letter Format from OEM/Manufacturer to participate in the tender floated by the Department of Food Civil Supplies and Consumer Affairs. (On the Letterhead of Manufacturer/OEM – to be submitted in original)		Authorization Letter from the OEM
7	Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Society/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP.		Declaration letter from the firm.

  
 Director,  
 Food, Civil Supplies and Consumer Affairs  
 Meghalaya, Shillong

**TECHNICAL & FUNCTIONAL SPECIFICATIONS COMPLIANCE**

Bidder(s) must submit their response in yes or no only, any compliance with qualified statement shall be treated as non-compliance.

Note: Model of equipment to be quoted by vendor should be latest out of OEM offerings and same will be validated while doing technical evaluation.

Sl. No	Items	Specifications	Quantity	Complied (Yes/No)
1	PC Desktop with Webcam, UPS 600 VA, genuine OS & MS Office Professional 2021 or higher (lifetime validity) (3 years warranty)	<p>Operating system: Windows 11 Pro.            Processor Generation: 12th Generation Intel® Core™ i5 processor            Processor Name: Intel® Core™ i5-12500 (up to 4.6 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads)            Chipset Intel® H670.</p> <p>Memory: 8 GB DDR4-2933 MHz RAM (1 x 8 GB)            Memory slots 2 DIMM</p> <p>Hard drive description: 512 GB PCIe® NVMe™ M.2 SSD            Optical drive: HP 9.5 mm Slim DVD-Writer            Internal drive bays: Two 3.5" HDD</p> <p>Graphics Intel® UHD Graphics 770</p> <p>Audio features: Realtek ALC3867 codec, universal audio jack, headset support, audio line-out rear ports, multi-streaming capable            Pointing device Wired Mouse            Keyboard: Wired Keyboard</p> <p>Wireless: Intel® 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 combo            I/O Port location: Front            Ports: headphone/microphone combo; 2 SuperSpeed USB Type-C® 10Gbps signaling rate; 4 SuperSpeed USB Type-A 5Gbps signaling rate.            I/O Port location: Rear            Ports            1 HDMI; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 VGA; 2 USB 2.0; 1 serial            Internal drive bays: Two 3.5" HDD            Expansion slots: 1 full-height PCI; 2 M.2; 1 PCIe 3 x1; 1 PCIe 4 x16            Video connectors: 1 HDMI, 1 VGA, 1 DisplayPort.</p>	50 Nos	

  
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 Meghalaya, Shillong



2	Laptop (3 years warranty)	<p>Processor Generation :Latest Generation (Processor launch date not prior to 2024)</p> <p>Chassis:Military Standard tested Aluminium Chassis</p> <p>Processor Description :64 Bit Processor with Minimum 10 cores 12 MB cache support 5.0 GHz or higher frequency. 15W or lower TDP</p> <p>Mother board / Chipset security features: Integrated with processor with Discrete TPM 2.0 and Integrated hardware Diagnostic tool in laptop BIOS</p> <p>RAM: Minimum 16 GB DDR5 Memory (4400 MHz or better )</p> <p>HDD: Minimum 512 GB PCIe NVMe M.2 SSD Drive</p> <p>Communication &amp; I/O Ports (Integrated in the laptop motherboard): Minimum 3 USB ports out of which minimum - 2 Nos USB 3.2 and 1 No or more USB 3.2 Type C port , 1 x HDMI, Universal Audio port Jack, Chassis physical security Lock slot.</p> <p>Keyboard &amp; Mouse: Full size spill resistant Keyboard with touchpad</p> <p>Camera: Minimum Integrated High Definition Webcam with Integrated noise canceling Mic</p> <p>Graphics:Integrated UHD Graphics.</p> <p>sound card:High Definition Audio with Integrated stereo sound.</p> <p>Display:14" FHD Anti-Glare, LCD display</p> <p>Battery Type Minimum 4 cell 50 Wh. or higher battery with atleast 6 Hours battery life for the quoted model and config</p> <p>Wireless &amp; Bluetooth: Minimum Integrated Dual Band Wireless (supporting 802.11a/b/g/n/ac and network and Bluetooth v 5.2 or higher.</p> <p>Power and supply:AC adapter of same OEM make (Minimum Type C and 65W)</p> <p>Operating Systems:Factory pre-installed Windows 11 Professional (64 bit) with latest Service Pack and Preloaded License, Systems Hardware driver should be available in OEM website against the offered model.</p> <p>Certifications (for the quoted model ): For OEM: ISO 9001, 14001:2004, 45001 for India Factory For the quoted Laptop Model : TCO 9 (for the quoted laptop model not for the series ) , UL, FCC, CE, Energy Star 8.0, EPEAT India for the quoted model and not for the series, quoted model ROHS , Windows and Redhat/ Ubuntu Linux (offered Certifications must available in the public domain for quoted product model name) and Military Grade MIL 810 Std Certification</p> <p>Manageability software from same Laptop manufacturer: Hardware diagnostic tool through BIOS and Software that Improved battery runtime and Enhanced audio &amp; video quality.</p> <p>Carry Case (same OEM make): Standard Good Quality Carrying Case from the same laptop OEM.</p> <p>Warranty: 3 years On-site Comprehensive OEM Warranty (including battery 3 year warranty). OEM supplied model Warranty must be visible in OEM website in respect to each product serial number. OEM must have 24/7 Telephonic support toll-free phone no.</p>	15 Nos	
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3	Printer (3 years warranty)	<p>Duplex printing: Manual (driver support provided)</p> <p>Print speed black (ISO): Up to 12 ppm</p> <p>Print speed color (ISO): Up to 5 ppm</p> <p>Print resolution (best): Up to 1200 x 1200 rendered dpi</p> <p>Maximum print area (metric): 216 x 355 mm</p> <p>Monthly duty cycle: Up to 3,000 pages</p> <p>Scan technology: Contact Image Sensor (CIS)</p> <p>Scan resolution, hardware: Up to 1200 x 1200 dpi</p> <p>Levels of grayscale: 256</p> <p>Bit depth: 24-bit</p> <p>Scanning options (ADF): Not Applicable</p> <p>Maximum flatbed scan size (metric): 216 x 297 mm</p> <p>Maximum flatbed scan size (U.S. standard): 8.5 x 11.69 in</p> <p>Twain version: Version 2.4</p> <p>Media sizes, duplex (U.S. standard): Letter; Executive</p> <p>Input capacity: Up to 100 sheets</p> <p>Standard input capacity (cards): Up to 30 cards</p> <p>Standard input capacity (envelopes): Up to 10</p> <p>Output capacity: Up to 30 sheets</p> <p>Media sizes supported (metric): A4; B5; A6; DL envelope, legal</p> <p>Media sizes supported (U.S. standard): Letter; legal; 4 x 6 in; 5 x 7 in; 8 x 10 in; No. 10 envelopes</p> <p>Media sizes, custom (metric): 88.9 x 127 to 215.9 x 355.6 mm</p> <p>Media sizes, custom (U.S. standard): 3.5 x 5 in to 8.5 x 14 in</p> <p>Media types: Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers</p> <p>Media weight supported (metric): Plain paper: 60 to 90 g/m<sup>2</sup>; Envelopes: 75 to 90 g/m<sup>2</sup>; Cards: up to 200 g/m<sup>2</sup>; Photo paper: up to 300 g/m<sup>2</sup></p> <p>Media weight supported (U.S. standard): 20 lb</p> <p>Borderless printing: Yes (up to 8.5 x 11 in, 210 x 297 mm)</p> <p>Memory: 64 MB Integrated DDR1</p> <p>Maximum Memory: 64MB</p> <p>Copier settings: Number of Copies, Resize, Quality, Lighter/Darker, Papersize, Papertype, ID Copy, Enhancement</p> <p>Color copy capability: Yes</p> <p>Maximum number of copies: Up to 99 copies</p> <p>Copy reduce / enlarge settings: Via HP Smart app</p> <p>Copy resolution: Up to 1200 dpi</p> <p>Ports: 1 Hi-Speed USB 2.0 (device); 1 Bluetooth Low Energy; 1 Wi-Fi 802.11b/g/n; 1 Wi-Fi Direct</p> <p>Wireless capability: Yes, built-in Wi-Fi 2.4G, Wi-Fi Direct, Bluetooth Low Energy</p> <p>Storage device and direct print support: Wireless Direct Printing</p>	45 Nos	
4	UPS	<p>Colour: Black</p> <p>Form Factor: Rack</p> <p>Item Height: 21.8 Centimeters</p> <p>Item Width: 10.7 Centimeters</p> <p>Batteries: 12V batteries required.</p> <p>Voltage: 230 Volts</p> <p>Wattage : 360.00</p> <p>Lithium Battery Energy Content: 4 Watt Hours</p> <p>Lithium Battery Voltage: 230 Volts</p> <p>Lithium Battery Weight: 0.85 Grams</p>	45 Nos.	



5	Multi-functional Printer (3 years warranty)	<p>Functions: Print, copy, scan</p> <p>Print speed black (ISO, A4): Normal: Up to 20 ppm [7]</p> <p>Duty cycle (monthly, A4): Up to 10,000 pages</p> <p>Print technology: Laser</p> <p>Print languages: SPL</p> <p>Processor speed 600 MHz</p> <p>Wireless capability: No</p> <p>Compatible operating systems : Windows 8; Windows 8.1; Windows 10; macOS 10.14 Mojave; macOS 10.13 High Sierra; macOS 10.12 Sierra; macOS 10.11 El Capitan [11] Windows 10 or higher</p> <p>Memory: 128 MB</p> <p>Memory, maximum: 128 MB 128 MB (System Memory), Not expanded</p> <p>Media sizes, custom 76 x 127 to 216 x 356 mm</p> <p>Paper handling output, standard: 100-sheet output bin</p> <p>Display: 2-Line LCD (16 characters per line)</p> <p>Automatic paper sensor: No</p> <p>Minimum system requirements: Windows 10 or newer, Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher, 1 GB RAM, 16 GB HDD OS X v10.11 or newer, 1.5 GB HD, Internet, USB</p> <p>Media sizes supported A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL,C5)</p> <p>Paper handling input, standard 150-sheet input tray</p> <p>Maximum output capacity (sheets): Up to 100 sheets</p> <p>Duplex printing: Manual (driver support provided)</p> <p>Media types: Plain, Thick, Thin, Cotton, Color, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope</p> <p>Scanner type Flatbed</p> <p>Scan file format Windows Scan SW supports file format: PDF, JPG, TIFF, PNG, BMP</p> <p>Scan resolution, optical Up to 600 × 600 dpi</p> <p>Scan size (ADF), minimum 145 x 145 mm</p> <p>Automatic document feeder capacity Standard, 40 sheets</p> <p>Scan input modes: Front-panel copy, user application via TWAIN or WIA</p> <p>Copy speed (normal) Black: Up to 20 cpm Color: [5]</p> <p>Copy resolution (black text): Up to 600 x 600 dpi</p> <p>Copies, maximum: Up to 99 copies</p> <p>Power: 110-volt input voltage: 110 to 127 VAC, 50/60Hz and 220-volt input voltage: 220 to 240 VAC, 50/60Hz</p> <p>Operating temperature range: 10 to 30°C</p>	5 nos.	
6	MS Office Professional 2021 or higher (lifetime)		10 nos.	
7	MS Office Professional 365 ( 5 years validity)		10 nos.	
8	Adobe Acrobat pro		10 nos.	
9	Mini Projector with Screen (3 years warranty)	<p>Projection System: 0.2" WVGA</p> <p>Native Resolution: 854x480</p> <p>Brightness: 300 (LED Lumens)</p> <p>Contrast Ratio: 120000:1</p> <p>Display Color: 1.07 Billion Colors</p> <p>Light Source Type: LED</p> <p>Light Source Life (hours) with Normal Mode: up to 30000</p> <p>Lamp Watt: RGB LED</p> <p>Lens: F=1.7, f=5.5mm</p> <p>Projection Offset: 100%+/-5%</p> <p>Throw Ratio: 1.2</p>	17 Nos	

		<p>Optical Zoom: Fixed  Image Size: 24"-100"  Throw Distance: 0.64m-2.66m, (38"@1m)  Keystone: +/- 40° (V)  Audible Noise (Normal): 26dB  Audible Noise (Eco): 25dB  Local Storage: Total 16GB , (12GB available storage)  Input Lag: 41.5ms  Resolution Support: VGA(640 x 480) to FullHD(1920 x 1080)  HDTV Compatibility: 480i, 480p, 576i, 576p, 720p, 1080i, 1080p  Horizontal Frequency: 15K-102KHz  Vertical Scan Rate: 23-120Hz  Input  HDMI: 1, (HDMI 1.4/ HDCP 1.4)  USB Type C: 1 (5V/ 2A)  Audio-in (Bluetooth): 1 (BT4.2)  USB Type A: 1, (USB2.0 Reader)  SD Card: Micro SD (32GB, SDHC)  Wifi Input: 1 (5Gn)  Output  Audio out (3.5mm): 1  Audio-out (Bluetooth): 1 (BT4.2)  Speaker: 3W Cube x2  USB Type A (Power): 1 , (USB2.0 - 5V/1A,, share with USB A Input)</p>		
10	GPS Handheld devices (3 years warranty)	<p>Unit Dimensions (W x H x D) : 2.1" x 4.0" x 1.3" (5.4 x 10.3 x 3.3cm)  Display Size : 1.4" x 1.7" (3.5 x 4.4cm); 2.2" diag (5.6cm)  Display Resolution (W x H) : 240 x 320 pixels  Display Type : 2.2" transfective, 65K color TFT  Electronic Compass &amp; Barometric Altimeter : GPS Compass Only  Weight : 5 oz (141.7g) with batteries  Battery Type (Recommended) : 2AA batteries (not included); NiMH / Lithium  Battery Life : 25 Hours  Internal Memory : 8 GB  Accepts Data Cards : Yes – microSD™ Card (Slot separately)  Water Rating : IPX7  Interface : USB  Waypoints and Routes : 2000 waypoints   200 routes  Track Log : 10000 points   200 saved tracks  Box Dimensions (W x H x D) : 3.4" x 5.4" x 2.7" (8.7 x 13.7 x 6.9cm)  Box Weight : 8.0 oz (226.8g)  Inside the Box (items) : GPS device, USB Cable, Documentation</p>	32 Nos	
11	Switch with Wall Mount Rack (3 years warranty)	<p>Device Interfaces: 24 10/100/1000 Mbps LAN ports  Standards: IEEE 802.3 10BASE-T • IEEE 802.3u 100BASE-TX • IEEE 802.3ab 1000BASE-T • IEEE 802.3x Flow Control • IEEE 802.1p QoS • IEEE 802.3az Energy-Efficient Ethernet (EEE)  Switching Capacity: 48 Gbps switching fabric  Advanced Features: • Auto MDI/MDIX crossover for all ports • Secure store-and-forward switching scheme • Full/half-duplex for Ethernet/Fast Ethernet speeds • Supports 9,216 byte jumbo frames • Back pressure at half-duplex operation • Wire-speed reception and transmission • Store and-Forward switching method • Auto-negotiation for each port • QoS (8 queues, strict mode)  Data Transfer Rates: • Ethernet: 10 Mbps (half duplex) • 20 Mbps (full duplex) • Fast Ethernet: 100 Mbps (half duplex) •</p>	2 Nos.	



		200 Mbps (full duplex) • Gigabit Ethernet • 2000 Mbps (full duplex). Transmission Method: Store-and-forward MAC Address Table Size: 16,000 Packet Filtering/Forwarding Rates: • Ethernet: 14,880 pps per port • Fast Ethernet: 148,800 pps per port • Gigabit Ethernet: 1,488,000 pps per port. RAM Buffer: 512 KB per device.		
12	Portable PA System	Type Portable Trolley Speaker: USB Yes: Bluetooth Yes Recording Yes: Speaker 12" • Speaker, 1xHF Driver Power Output (BI-Amp) 50W Max. (LF+HF) LF: 35W Max HF: 15W Max Input Channels 2 x Mic 3mV/4.7kΩ, 1 x Aux: 100mV/47kΩ, Music 100mV/47kΩ, 2 x Wireless MIC Frequency Response 55-18,000Hz ±3dB (Bi-Amp) S/N Ratio 60dB:12 Tone Controls Bass ±5dB at 100Hz, Treble ±5dB at 10kHz Digital Player: MP3 player with USB, SD, MMC card reader, Recording function and Bluetooth Preamp Output 200mV/600Ω Protections AC Fuse: 1 Amp. 250V (T1A L) Power Supply: AC : 220V-240V 50/60Hz, DC : 12V Car Battery (external), 12V 7Ah Rechargeable battery (built-in) AC Power Consumption 60VA Dimensions W405 x H610 x D350 mm Weight 18.80 kg TRANSMITTER. Wireless Microphone 2 x Hand Held Frequency Stability ±0.005% Max. Modulation 45dB RF Output 10mW Frequency Response 50-15,000Hz Battery 3V (2 × 1.5V AA Pencil Cells) Current Consumption < 200mA Dimensions Ø52 × L242 mm Weight (w/o battery) 140g	17 Nos.	

**Name & Signature of authorised signatory**

**Seal of Company**

Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

**INFORMATION ABOUT THE BIDDER****(TO BE SUBMITTED ALONG WITH THE TENDER)**

SI. NO.	PARTICULARS	TO BE FILLED BY BIDDER
1.	Name of the Firm/Company	
2.	Year of Establishment	
3.	Status of the Firm/company (Partnership, Limited etc)	
4.	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable)	
5.	Bank Account Detail for payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
6.	Any authorized branches of the Firm/Company, if so, give details.	
7.	Name of the proprietor/partner/ Managing Director etc.	
8.	Nature of your Firm/Company/ Manufacturer/Stockiest/Dealer/ Distributor/Agent etc.	
9.	Details of products you are dealing in (catalogues for products may be enclosed, if available)	
10.	Turnover for the last three years in Rs. (Year Wise)	
11.	List of Existing Clients (Govt./PSU/Major Client)	
12.	If already doing business with FCS&CA Give details	
(a)	Item	
(b)	Since when	
(c)	Work/Supply order No.	
13.	Has your firm ever been black Listed by the Govt. or any other authority? Please give details and reasons thereof	
13.	If black listed & revoked give details of the same.	
14.	GST/PAN/TAN No. (copy to be enclosed)	

**Declaration**

I/We do hereby declare that the entries made in this quotation are true to the best of my/our knowledge and belief. I/We do also confirm that I/We have read and understood General conditions of



Director,  
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Meghalaya, Shillong



Contract as contained in these tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to FCSCA all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/information furnished, as above is/has been found false, the FCSCA may its absolute discretion reject/cancel any assignment, if any, awarded/agreed to be awarded to me/us and in such case I/We shall not be entitled to claim any damages/whatsoever in regard to that assignment.

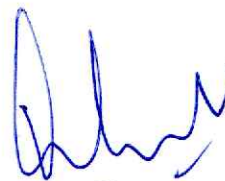
Signature of Proprietor/Director/  
Managing Director/Constituted authority.

Place:

Name:

Date:

Designation:



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Meghalaya, Shillong

**SCOPE OF WORK AND PAYMENT SCHEDULE**

1. Supply, installation and warranty support for all components of IT Hardware and Software as per technical specifications mentioned above.
2. To provide all necessary hardware and software required to make the equipment work strictly as per technical specifications. The specifications given are minimum. Bidders can quote equivalent or higher technical specifications to meet the Department's requirements. However, no weightage would be given for higher configurations.
3. Vendor/Bidder shall ensure that Support / Service / Upgrades /spares etc. of all supplies (hardware, software etc.) must be available for at least 3 years from date of delivery. In case model becomes out of support before expiry of 3 years, vendor has to arrange for change of equipment with equal or higher specifications (working in Department's environment) at no extra cost .
4. The IT equipments shall include all components and sub-components like power cables, mounting kit, any other cables, hardware& software licenses, accessories and other components should be supplied by the bidder at no extra cost.
5. All necessary entitlement papers of license for both hardware and software should be provided.
6. The Vendor shall arrange training plan, scope and duration of the same to be shared with the Department. In addition, hand holding support will be provided to the officials using the equipment.
7. The vendor should provide support with its own resources, which are on their permanent payroll and employee of the bidder's company.
8. All products updates, upgrades & patches should be provided by the Vendor free of cost during warranty support of 3 Years.
9. The Vendor should keep the Department explicitly informed the end of support dates on related products/ hardware.

**Note:** The Department reserves the right to procure extra quantity during the validity period of the offer.

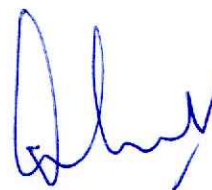


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Meghalaya, Shillong



### PAYMENT SCHEDULE

Sl. no.	Breakup of payment	Timelines	Payment terms
1	Delivery	6 weeks from the date of PO	1) 80% of the equipment cost on installation and acceptance of the IT equipments.
2	Installation		20% after installation of all devices subject to successful running of the devices in the production environment of the Department for at least two months or at the end of three months from the date of delivery whichever is later



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong


**FINANCIAL BID DOCUMENT**

- I. Name of the Supplier
- II. Address with contact No
- III. Authorized Person with Designation (Contact No.)
- IV. Rates quoted are all inclusive and no separate claims will be made towards any cess, GST, tax, delivery charges, testing charges etc.
- V. Terms of payment for supply of all or any item/s will be claimed only after delivery and successful installation of the same as per supply order and no advance will be claimed by this firm.
- VI. The applicant should submit their bids in sealed envelopes to, **Director, Food Civil Supplies and Consumer Affairs Govt. of Meghalaya, Shillong 793001.**
- VII. Total Quoted Price for all Items. (Both in words and figures) (All inclusive).

**DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my /our knowledge. I understand that in case any deviation is found in the above statement at any stage. I/We will be blacklisted and will not have any dealing with the Government in future.

Signature of Authorized Signatory with date.



**Director,  
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Meghalaya, Shillong**



**FORMAT OF QUOTATION**

Sl. No. <sup>1</sup>	Items	Specifications (complied or Not complied as per each specs .	Total Qty.	Quoted Unit Rate (in Rs. Inclusive of GST)	*Total Price per item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1						
2						
3						
4.						
Grand Total (in words and figures)						

  
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Meghalaya, Shillong

**UNDERTAKING OF AUTHENTICITY**

To:

(Name and address of Procuring Office)

Sub: **Undertaking of Authenticity for supplied Product(s)** Ref: RFP No dated \_\_\_\_\_

With reference to the Product being quoted to you vide our Bid No: \_\_\_\_\_ dated \_\_\_\_\_, we hereby undertake that all the components /parts /assembly/ software etc. used in the Product to be supplied shall be original new components / parts / assembly / software only, from respective OEMs of the Products and that no refurbished / duplicate / second hand components /parts/ assembly / software shall be supplied or shall be used.

2. We also undertake that in respect of licensed operating systems and other software utilities to be supplied, the same will be sourced from authorized sources and supplied with Authorized License Certificate (i.e. Product keys on Certification of Authenticity in case of Microsoft Windows Operating System).

3. Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

4. In case of default and/or the Department finds that the above conditions are not complied with, we agree to take back the Product(s) supplied and return the money paid by you, in full within seven days of intimation of the same by the Department, without demur or any reference to a third party and without prejudice to any remedies the Department may deem fit.

5. We also take full responsibility of both Product(s) & Service(s) as per the content of the RFP even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Dated this ..... day of.....201

(Signature)

(Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



**MANUFACTURERS' AUTHORIZATION FORM**

No.

Date:

To:

(Name and address of Procuring Office)

Dear Sir:

Ref: RFP No. \_\_\_\_\_ dated \_\_\_\_\_

We, who are established and reputable manufacturers / producers of having  
\_\_\_\_\_ factories / development facilities at \_\_\_\_\_  
(address of factory / facility) do hereby authorise  
M/s \_\_\_\_\_ (Name and address of Authorised Business Partner (ABP)) to submit a Bid,  
and sign the contract with you against the above RFP.

2. We hereby extend our full warranty for the Products and services offered by the above ABP against the above RFP.

3. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products supplied by the ABP:

(a) Such Products as the Department may opt to purchase from the ABP, provided, that this option shall not relieve the ABP of any warranty obligations under the RFP; and

(b) In the event of termination of production of such Products:

i. advance notification to the Department of the pending termination, in sufficient time to permit the Department to procure needed requirements; and

ii. following such termination, furnishing at no cost to the Department, operations manuals, standards and specifications of the Products, if requested.

4. We duly authorise the said ABP to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

(Name of Manufacturer / Producer)

*Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.*



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Meghalaya, Shillong

**ANNEXURE - IX**

**WARRANTY CERTIFICATE**

We warrant that everything to be supplied by us here under shall be brand new, free from all defects and faults in material workmanship and manufacture and shall be of the highest grade and quality and consistent with the established and generally accepted standards for material of the type ordered, shall be in full conformity with the specifications/drawings of samples if any and shall operate properly. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair & overhaul of the equipment or defective supply not conforming to the specifications if observed at the time of final inspection and thereafter within 3 years from the date of acceptance, we undertake the guarantee to repair/supply of free of cost the defective items up to the final destination and the inland expenses, borne by the indenter, will be at our cost.

This warranty shall survive inspection and payment for and acceptance of the goods but shall expire (Except in respect of complaints of which the supplier has been notified prior to such date) 12 months after their successful acceptance by the purchaser.

SEAL of manufacturer/supplier Enterprises.

Signature \_\_\_\_\_

Name & Address of Manufacturer/Supplier

Dated \_\_\_\_\_



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Meghalaya, Shillong



**AGREEMENT**

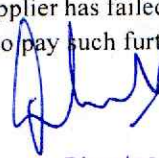
An agreement made ----- day of ----- between ----- (hereinafter called the supplier which expression shall include his legal representatives) of the one part and, The Director, Food Civil Supplies and Consumer Affairs, Meghalaya as the other part for the purchase of the under mentioned products at cost mentioned against them viz.: -

Sl. No. <sup>1</sup>	Items	Specifications (complied or Not complied as per each specs .	Total Qty.	Quoted Unit Rs. (Inclusive of GST)	*Total Price per item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1						
2						
3						
4.						
<b>Grand Total (in words &amp; figures)</b>						

And on the terms and conditions hereinafter mentioned viz.: -

That all items shall be delivered free of cost at consignee's address.

- (a) That all items supplied shall be new, genuine and of good quality and in exact accordance with the sample submitted/equipment quoted. That the inspection of their items shall be carried out by The Director, Food Civil Supplies and Consumer Affairs, Shillong 793001 himself or by a team of Officers deputed by him at the place mentioned in Para above. The items rejected must be removed by the supplier within a week from the date of rejection. All items not accepted shall lie at the risk of the supplier. If not removed within the period specified above, The Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, shall have the right to dispose of such items as he thinks fit at the risk of the supplier and on his account or if he prefers to charge him rent for the space occupied by same.
- (b) That the time for delivery stated above shall be of the essence of the contract and if the supplier fails to deliver the whole/any part of the items within the period specified in clause (2), the Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, shall have the right to forfeit the deposit mentioned in clause (16) and to purchase the items elsewhere which the supplier has failed to deliver as aforesaid at the expenses of the supplier and the supplier will be liable to pay such further sum as

  
 Director,  
 Food, Civil Supplies and Consumer Affairs  
 Meghalaya, Shillong

will be sufficient to meet the difference of cost between the rates tendered and those at which the purchases are actually made if they be higher. This is without prejudice to action being taken under clause (h) hereof.

- (c) That The Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, shall have full power to reject the whole or any part of the items which to the true intent and meaning is not in exact accordance with the approved sample and that his decision shall be final.
- (d) That the supplier will deposit 2% of the total quoted value as PBG for compliance with the terms and conditions of this contract.
- (e) That the supplier will be entirely responsible for the execution of this contract and shall not assign or sub-let the same.
- (f) If the supplier becomes insolvent or he or his Agent offers any bribe in connection with their contract or the supplier fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof The Director, Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, on behalf of the Government shall terminate the contract and forfeit the said deposit and recover from the supplier any loss suffered by the Government on account of the contract being terminated.
- (g) The rates approved by the purchaser are final and no further payment will be done. The supplier will have to bear the cost at his own. The purchaser will not be held responsible for such obligation.
- (h) The rates approved are inclusive of all prevailing taxes which are to be levied, any, non-inclusion of such amount/Tax will be the liability of supplier.
- (i) The goods received will be accepted only after receiving the satisfactory performance Certificate from the Director FCSCA.
- (j) The supplier will be fully responsible for efficient operation of equipment as per the warranty period from the date of acceptance. However, in case of equipment not working as per the warranty period. The vendor or his authorized representative the supplier will be held responsible and equipment will be replaced by new one at the cost of supplier.
- (k) In case of any latent defect, which is noticed later on within the warranty period from the date of acceptance of equipment, the supplier will be responsible to undertake such repair/supply the defective part, on free of cost at the final destination and inland expenses will also be borne by supplier.
- (l) If any dispute or difference shall arise including this contract, the settlement of which is not hereinbefore provided for the same, shall be referred to the arbitration of The Chief Secretary, Govt of Meghalaya (or any other person nominated by him) whose decision will be final and binding on both the parties.

Signed by the said supplier-----

In the presence of



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



<b>1<sup>st</sup> witness</b>  <b>Address</b>	<b>2<sup>nd</sup> Witness</b>  <b>Address</b>
-----------------------------------------------------	-----------------------------------------------------

Signed by the said for and on behalf of the  
Government of Meghalaya in the presence of

<b>1<sup>st</sup> witness</b>  <b>Address</b>	<b>2<sup>nd</sup> Witness</b>  <b>Address</b>
-----------------------------------------------------	-----------------------------------------------------

  
**Director,**  
**Food, Civil Supplies and Consumer Affairs**  
**Meghalaya, Shillong**

**DECLARATION BY BIDDER**

I / We ..... agree that we shall keep our price valid for a period of one year from the date of approval. I / We will abide by all the terms & conditions set forth in the tender documents No. /

I / We do hereby declare I / We have not been de-recognized / black listed by any State Govt. / Union Territory / Government of India / Government Organization / Govt. Health Institutions.

Signature of the bidder:

Date:

Name & Address of the Firm:



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



## **BID SECURITY DECLARATION FORM**

## **ANNEXURE - XII**

(On Company's Letterhead)

### **BID SECURITY DECLARATION FORM**

(To be signed and submitted/uploaded along with Technical bid documents)

Dated:

To  
The Director  
Food Civil Supplies and Consumer Affairs  
Government of Meghalaya.

Sub: Tender No. .... Opening on .....

Ref: Our Tender No. ...., dated ..... for the supply of .....

Sir,

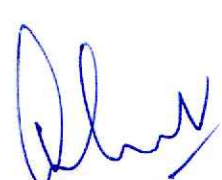
We the undersigned on behalf of and under the authority of M/s..... (herein after referred to as bidder) hereby undertake to declare:

1. That we, the bidders understand that bids can be supported with a Bid Security Declaration, in lieu of submitting Earnest Money Deposit (EMD) specified in above referred tender and
2. That we, the bidder, understand that we shall be automatically be suspended from being eligible for bidding in any contract with Department of Food Civil Supplies and Consumer Affairs, Government of Meghalaya (herein after referred to as purchaser) for a period of 2 years/or for a period as decided by the competent authority, commencing from the closing date of bid submission, on breach, by the bidder, of any of the following obligation(s) under the bid conditions:-
  - i) *On withdrawal from the proposal or on enhancement of the quoted price subsequent to the bid opening and/or during the bid validity period or of its extended period, if any.*
  - ii) *On failing to accept and /or execute the contract after being the successful bidder in accordance with the terms and conditions (including timelines for execution of the Agreement) of the said tender/work order issued thereof or on failure to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing Performance Security) of the said Tender/Purchase Order issued thereof.*
  - iii) *On indulging in any act that would jeopardize or unnecessarily delay the process of bid evaluation / finalization /execution of the proposed contract in accordance with timelines as specified by the purchaser.*
3. That we, the bidders understand that this declaration shall remain valid up to Bid validity of tender or it should be executed automatically in case of bid validity is extended.
4. That we, the bidders, understand that this declaration shall expire on our not being a successful bidder and on notice of award of the said contract to another bidder, whichever is earlier.

Authorized Signatory of the Company

Office Seal

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

**ANNEXURE XIII**

**FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)**

[Date]

To  
Director,  
Food & Civil Supplies and Consumer Affairs,  
Government of Meghalaya,  
Horse Shoe Building, Ground Floor,  
Lower Lachumiere  
Shillong - 793001

**Sub:** Performance bank Guarantee towards selection of System Integrator for supply of genuine IT Hardware and Software

**Ref:** RFP for Supply and Installation of IT Hardware and Software

(RFP No: \_\_\_\_ Dated: \_\_/\_\_/\_\_\_\_)

Dear Sir/Madam,

WHEREAS

M/s. (name of bidder co./firm), a company registered under the Companies Act, 1956, having its registered office at (address of the bidder), (hereinafter referred to as "our constituent", which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated ..... (Herein after, referred to as "Contract") with you the Department of Food Civil Supplies & Consumer Affairs for selection of Supply and Installation of IT Hardware and Software

We are aware of the fact that as per the terms of the contract, M/s. (name of bidder) is required to furnish an unconditional and irrevocable bank guarantee 2% of the total amount quoted INR \_\_\_\_\_ in favour of the Director, FCS&CA for an amount <<.....>> and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee. Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong



In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of amount <<.....>>), without any demur.

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This PBG shall remain valid for a period of 3 years from the date of signing of contract subject to the terms and conditions in the said Contract.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.

We hereby expressly waive all our rights to pursue legal remedies against the Department of Food & Civil Supplies, Government of Meghalaya and other concerned Government Departments/agencies of Government of India.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

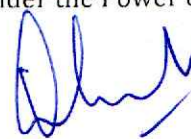
Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to amount <<.....>>), and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.



Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR <<....>>

The PBG shall be remain valid for the period of 1 year from signing of Contract; and We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only if we receive a written claim or demand on or before .... (Date) i.e. 6 Years from start of contract period for the engagement of Agencies for Supply and Installation of IT Hardware and Software

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the abovementioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in the for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated ..... this ..... Day ..... 2018.

Yours faithfully,

For and on behalf of the .....

Bank,

(Signature)

Designation

(Address of the Bank)

*Note: This guarantee will attract stamp duty as a security bond. A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.*

  
Director,  
Food, Civil Supplies and Consumer Affairs  
Meghalaya, Shillong