



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

NOTICE INVITING TENDER (LIMITED TENDER)

(Dated 23rd October, 2024)

NO. DSCA.111/2007/239: The Director of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Lachumiere, Shillong invites Sealed Tender in a 2-bid system from reputed Firms/Companies for supply of 16 (Sixteen) Nos. (approx.) of New Desktop Personal Computers of a Reputed Branded Company at the Directorate of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Lachumiere, Shillong. Interested firms may submit their quotation to the office of the undersigned on all working days from 23/10/2024 to 07/11/2024 upto 3:00 PM. The detail Notice Inviting Tender may be downloaded from the website megfcsca.gov.in.

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

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

MEMO NO. DSCA.111/2007/239

- A -

Dated Shillong, the 23rd October, 2024.

Copy to: -

1. The Director of Information & Public, Relation, Meghalaya, Shillong for causing wide publicity through local newspaper (one in English and one in Khasi). Bills in triplicate may be sent to the undersigned for necessary payment.
2. The Under Secretary to the Government of Meghalaya, Department of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong in reference to Letter NO.SUP.28/2006/367 Dated 13th March, 2024.
3. Smti. W. Rynjah, Senior Technical Director, NIC, Meghalaya, Shillong – 793001 with a request to upload the Notice Inviting Tender (enclosed) on the Department website.
4. Office Notice Board.

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

**Director,
Food Civil Supplies and Consumer Affairs
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DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS
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1. The Bid is to be submitted in 2 separate envelopes, one marked „**Technical Bid**“ and the other marked „**Financial Bid**“ (Please refer to Annexures III & IV). The bids (duly signed) in sealed cover subscribed „**Bids for the purchase of New Desktop Personal Computers**“ should be addressed to the Director of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Lachumiere, Shillong.
2. The tender document can be downloaded from our website: <http://megfcsca.gov.in/> Bidders shall attach a separate Demand Draft of Rs. 1000/- (Rupees One 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.

The firms/agencies registered under MSME are exempted for submission of Tender fee subject to submission of proper documentary evidence. The last date of receipt of the Tender is 7th November, 2024 upto 3:00 PM.

3. Earnest money deposit of fixed amount of Rs.5000/- (Rupees Five Thousand) 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.
4. EMD of the unsuccessful bidders will be refunded within 60 days (working day) 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.
5. 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 VI).
6. The Date for opening the Technical and the Financial bid will be notified later separately. Financial bid of only those bidders would be opened who qualify technically. Those desirous to be present at the time of opening of tenders should carry proper authority letter.

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

Scope of Work

1. The specification of the computers is given in Annexure-I attached with this tender notice.

Terms and Conditions

1. The terms and conditions of the tender are given at Annexure-V.


Warranty and Rate Validity:

The Warranty period of the items shall be 3 years from the date of signing the contract and the rates quoted in the tender must remain valid for 180 days (6 months) from the date of date of signing the agreement. Rates will not be changed under any circumstances.

Eligibility Criteria: - The bidder must possess minimum eligibility criteria mentioned here under to participate in the tender

- a. Should possess minimum 3 years' experience in the relevant field of supplying IT Hardware.
- b. Should have sold similar products to any Government Organization/PSU. Evidence for having supplied IT Hardware to State/Central Government departments/Public Sectors undertaken in the last 3 years.
- c. Should have facility to organize/provide after sales service support in all the districts and sub-divisions of Meghalaya.
- d. The bidder must have GST Registration, Service Tax Registration, PAN/TAN number, VAT clearance certificate, etc.
- e. For non-tribal, valid Trading License from KHADC is mandatory.
- f. The bidder should submit an Application form duly filled and signed in the format given in **Annexure II**. The technical bid should be submitted in the format prescribed in Annexure-III and the Financial bid should be submitted as per the format prescribed in Annexure-IV.
- g. Submission of Bids by itself does not confer any right or entitlement to the bidder.
- h. Unsealed Bids will be out rightly rejected. The competent authority reserves the right to accept "the tender either in full or part". It further reserves the right to cancel the tender at any time without assigning any reasons whatsoever. Terms and Conditions on which the work will be awarded to the successful tenderer are appended below.

AGREEMENT: - The successful Bidders/Suppliers will be required to sign an Agreement on Non-Judicial Stamp Paper of appropriate value as per specimen as ANNEXURE-VII at their own cost.


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

Specifications for New Desktop Personal Computers

Processor	12th Gen Intel(R) Core (TM) i3-12100 processor, 3.3 GHz, 12MB Cache
Motherboard	B660 Chipset, Expansion Slots (PCIe x 1) (Number) x 2, Expansion Slots (PCIe x 16) (Number) x 1, Expansion Slots (M Dot 2) x 2
Graphics	Intel UHD Graphics 730 with shared graphics memory
Operating System	Windows 11 Professional
MS Office	MS Office (2021) Pro. Plus Genuine perpetual license
Memory	RAM 8GB DDR4 3200MHz, DIMM Slots Available x 2, Expandability up to 64GB
Storage	512GB M.2 PCIe NVMe Solid State Drive, Internal Bays available x 2, Number of 2 point 5 inches internal Bays x 1, Number of 3 point 5 inches Internal Bays x 1
Cabinet	Cabinet Form Factor - Tower, Cabinet Volume (Litres) =<14.8 litre, External Bays (Number) x 1, Audio-in - Yes, Audio-out - Yes, Headphone out-Yes & Microphone-in-Yes
Connectivity	Wireless Connectivity - Yes, On board Ethernet 10/100/1000 x 1, Wireless Connectivity - 802.11 ac, Bluetooth 5 Connectivity
Media Card Reader	Multimedia Card Reader 3.0 SD
Keyboard and Mouse	Wired keyboard and mouse
Monitor	19.5 inches, Maximum Preset Resolution 1600 x 900 at 60 Hz, Aspect Ratio 16:9, Pixel Pitch 0.27 mm x 0.27 mm, Pixel Per Inch (PPI) 94, Brightness 250 cd/m ² (typical), Color Support Color gamut (typical): 83% (CIE1976) 72% (CIE1931), Color depth: 16.7 Million, Contrast Ratio 1000:1 (typical), Viewing Angle 160°/170°, Response Time 5 ms typical (Normal) (gray to gray), Panel Type TN (Twisted Nematic) Display Screen Coating Anti-Glare, Backlight Technology LED


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

Application Form

To

The Director,
Food Civil Supplies and
Consumer Affairs-Shillong.

Madam/Sir,

I / We hereby accept all the terms and conditions mentioned in the Tender Notice No. _____ dated __/__/2024 for SUPPLY OF NEW DESKTOP PERSONAL COMPUTERS in the Directorate of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Lachumiere, Shillong.

I / We agree that the offer shall remain open for acceptance for a minimum period of three months from the date fixed for opening the tender and thereafter till it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tender and sent by registered post or delivered at the office of such authority.

Demand draft No..... dated __/__/2024 for 5000/- payable at Director, Food Civil Supplies and Consumer Affairs" payable at Shillong towards the earnest money is enclosed.

I / We understand that, the amount of earnest money will not bear interest and shall be liable to be forfeited to the Government if I/we fail (i) to keep the offer open for the period mentioned above and (ii) if this offer is accepted, fail to sign and complete the contract documents as required by the Directorate of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Lachumiere, Shillong or furnish the security deposit as specified under terms and conditions of the contract. The amount of earnest money may be adjusted towards the security deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

Date:

Full Address: Name in block letters. _____

Telephone Nos.

Mobile No.

Email address.

Authorize Signature and Seal



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

(To be submitted on the letter head of the Bidder)

Annexure-III

TECHNICAL BID

To

The Director of Food Civil Supplies
and Consumer Affairs-Shillong

Sir/Madam,

SUPPLY OF NEW DESKTOP PERSONAL COMPUTERS

With reference to your Tender No. Attached to Tender Notice No. _____
dated ____ / __ /2024, we Offer Technical Bid as under:-

1. Name of the supplier/service provider : _____
2. Address : _____
3. Name of the contact person : _____
4. Contact Number : _____

S.No.	Description of Items	Details
01.	Personal Computer details (Brand, Model Number and Specifications)	
02.	Copy of PAN Number, Authorization certificate for the quoted brand & Model enclosed	
03.	Declaration stating a. Supplies to be made within 15 days from the date of receiving the Supply Order, the breakdown calls to be attended within 1- 2 hrs during the 3- year warranty period.	

DECLARATION: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.



(Signature of the Authorised Bidder with Name & date)

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

(To be submitted on the letter head of the Bidder)

Annexure-IV

FINANCIAL BID

To

The Director of Food Civil Supplies
and Consumer Affairs-Shillong

Sir/Madam,

SUPPLY OF NEW DESKTOP PERSONAL COMPUTERS

With reference to your Tender No. _____ Attached to Tender Notice
No. _____ dated ____/____/2024, we Offer Financial Bid as under: -

1. Name of the service provider : _____
2. Address : _____
3. Name of the contact person : _____
4. Contact Number : _____

S.No.	Description of Items	Details
01.	Personal Computer details (Brand, Model Number and Specifications)	
02.	Rate per Desktop Personal Computer	
03.	GST per computer to be levied to be indicated in percentage as well as Rupee amount separately, if any	
04.	Total (Inclusive GST)	

DECLARATION: I hereby declare that details furnished above true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

(Signature of the Authorised Bidder with Name & date)



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

TERMS & CONDITIONS

- (1) The supplier must ensure supply of NEW DESKTOP PERSONAL COMPUTERS of a reputed branded company within 15 days from the date of receiving of Supply order and also arrange a technical personnel in case any problem in functioning of Computer.
- (2) All the computers supplied should be in good working condition and of branded company and accompany/Supplier a delivery challan which will be required to be given separately at the time of supply and Bills for payment.
- (3) Bills for supply of new computers to be raised only after delivery of all the material.
- (4) Payment against Bill/Invoice shall be released only after receipt of supplies and verification of material by this office.
- (5) Bids must be accompanied with a self-certified photocopy of PAN of Income Tax, GST Registration Certificate and Authorization certificate towards supply of new computers.
- (6) Tenders for items of lower configuration than are specified above will be summarily rejected. Erasing and overwriting in the rates quoted will make the tender void. All alterations in the rates should be signed in ink otherwise the tender will be not considered.
- (7) The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.
- (8) Minimum (3) three years warranty for the new computers is mandatory. During the warranty period, the supplier should replace the material free of cost in case of any defect in any of the computers.
- (9) The Operating system so stated in the specifications must be installed before the Personal Computers are handed over and the Licence key of the OS and the supporting drivers be provided along with each computer.
- (10) The competent authority reserves the right to accept "the tender either in full or part". It Further reserves right to cancel tender at any time without assigning any reasons whatsoever.
- (11) The exact number of New Desktop Personal computers to be supplied under this tender may increase or decrease and will be decided at the time of signing the contract/Agreement.



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

BID SECURITY DECLARATION FORM

(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-Shillong

Sub: Tender No. _____ Opening on _____

Ref: Our Tender No. _____ Date for the supply of _____

Sir/Madam,

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

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.



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

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

Name:

Office Seal

Designation:

Place:

Date :



**Director,
Food, Civil Supplies and Consumer Affairs
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 New Desktop Personal Computers.

Slno.	Items	Specification (Compliance or not compliance as per each spec)	Total Qty	Quoted unit Rate in Rs (Inclusive GST)	Total Price Per Items inclusive all taxes and duties	
					In Figure	In Words
1						

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

(a) That all items supplied shall be new, genuine and of good quality and in exact accordance with the sample submitted/equipment quoted. 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/she thinks fit at the risk of the supplier and on his account.

(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 the Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, shall have the right to forfeit the deposit mentioned in clause (3) 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 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.

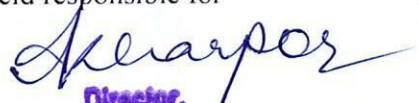
(c) That The Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, shall have full power to reject the whole or any part of the items which to the true intent and meaning is not in exact accordance with the approved sample and that his decision shall be final.

(d) That the supplier will deposit a sum of Rs.5000/- only as EMD (exempted for MSME registered firms) 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.


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

(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 for a period of 12 months of warranty from the date of acceptance. However, in case of equipment not working for maximum of 2 weeks from the time of reporting to the supplier by The Director, Food Civil Supplies and Consumer Affairs, Shillong 793001, or his/her 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 a period of 12 months 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

1 st witness :	2 nd Witness
Address :	Address

Sign by the said for and on the behalf of Government of Meghalaya in the present of

1 st witness :	2 nd Witness
Address :	Address

Date:

Place:


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