



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

REQUEST FOR QUOTATION

Dated: 12th September, 2023

NO DSCA.10/TMD/2021/Pt.I/41: The Director, Food & Civil Supplies & Consumer Affairs, Government of Meghalaya, invites sealed quotations as a "Single Bid System" from reputable original equipment manufacturers/local authorized dealers/suppliers for supply of genuine Office Consumables, Printer, Scanner and Computer Accessories. Interested firms may submit their quotation to the office of the undersigned on all working days from 12-09-2023 to 25-09-2023. Detailed Request for Quotation (RFQ) may be downloaded from the website <http://megfcsca.gov.in>

1. PARTICULARS OF QUOTATION:

Sl.	Activity	Details
1.	Date of release of RFQ Document	Date & Time : 12/09/2023
2.	Tender fee (Non-Refundable)	Rs.25,000/-
3.	Earnest Money Deposit	Rs.50,000/-
4.	Last Date / Time of Bid Submission	25 th September, 2023 / 3:00 PM
5.	Date & Time of opening of Quotations	25 th September, 2023 / 3:30 PM


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

Director
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong.

MEMO NO DSCA.10/TMD/2021/Pt.I/41

- A - Dated Shillong, the 12th September, 2023.

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.55/2015/155 Dated 6th September. 2023. (Copy of Detailed RFQ enclosed)
3. Smti. W. Rynjah, Senior Technical Director, NIC, Meghalaya, Shillong – 793001 with a request to upload the Detail 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
Meghalaya, Shillong



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

NO DSCA.10/TMD/2021/Pt.I/42

Dated Shillong the 12th September, 2023

REQUEST FOR QUOTATION

The Director, Food & Civil Supplies & Consumer Affairs, Government of Meghalaya, invites sealed quotations as a "Single Bid System" from reputable original equipment manufacturers/local authorized dealers/suppliers for supply of genuine Office Consumables, Printer, Scanner and Computer Accessories as per the specification mentioned in **ANNEXURE – I**.

All eligible firms are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

***Detailed Specifications given at ANNEXURE - I and ANNEXURE - III.**

Lot#	Items	Quantity	Consignee Address	Delivery Period
Lot#1	Toner/Cartridges	630 Nos	As Mentioned in the Sl. No. 10 of the Terms & Conditions	Within 30 days
Lot#2	a) A4 Size paper	148 Boxes		Within 30 days
	b) Legal Size paper	72 Boxes		
Lot#3	Flatbed Scanner legal size	25 Nos		Within 30 days
	HP Smart Tank 589 Printer	1 No.		
Lot#4	Computer Accessories	205 Nos		Within 30 days

****Bidder may apply for one or more Lots; however, they are requested to mention the Lot numbers they are bidding for.***

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


- The tender (in English language only) for the above item is to be submitted along with detailed specifications and operational conditions and limits.
- Tender documents may be downloaded from FCS&CA website: <http://megfcsca.gov.in/>

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

TERMS & CONDITIONS

- 1) **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 Office Consumables, Printer, Scanner and Computer accessories
 - b. Should have sold similar products to any Government Organization/PSU. Evidence for having supplied Office Consumables, Printer, Scanner and Computer accessories 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, PAN/TAN number, etc.
 - e. For Non-Tribal, valid Trading License from KHADC is mandatory.
 - f. 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)
 - g. Bids must be accompanied with supporting documents related to eligibility criterion of the bidders.
- 2) 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.
- 3) No consortium or joint venture is allowed.
- 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.25000/- (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.

The firms/agencies registered under MSME are exempted for submission of Tender fee subject to submission of proper documentary evidence.


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5) **EARNEST MONEY DEPOSIT (BID SECURITY):** - Earnest money deposit of fixed amount of Rs.50,000/- (Rupees Fifty 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. 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. 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 IX).

6) **TENDERING SYSTEM:** -Single Bid System.

BID shall contain the complete technical as well as financial qualifications and Commercial package with terms and conditions of supply etc. (except Price Schedule).

- 1) All ANNEXURES - I - IX duly filled in.
- 2) Demand Draft for Earnest Money Deposit (EMD).
- 3) Tender Fee as Demand Draft.
- 4) All other required documents.
- 5) Price Quotation (Price Bid)

All documents are to be placed in a single sealed envelope. Sealed Envelopes containing the respective Bids shall indicate on the face of it, the Tender No. i.e., the Bid shall contain the Name and Address of the Bidder/Bidder. The Outer Cover shall only indicate the Tender No. and the last date and time of receiving the tenders prominently along with the Address of Purchaser i.e. The Director, Food Civil Supplies and Consumer Affairs Govt. of Meghalaya Shillong-793001. Submission of Bids by itself does not confer any right or entitlements to the bidder to supply the items. Unsealed bids will be out rightly rejected.

7. **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.


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8. OPENING OF TENDERS: -

- (i) The Bid will be opened on the **25th September 2023 at 3:30 PM** in the office chamber of the Director, Food Civil Supplies and Consumer Affairs Govt. of Meghalaya Shillong-793001
- (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.

9. QUOTATION PRICE

- i) The bidder must mention the Lot number that they are offering. However, the quantity offered should be 100% of the requirement for the quoted Lot. Format of Quotation should be as per **ANNEXURE - V** of the tender document.
- ii) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- iii) The rate should be quoted in Indian rupees 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. and respective Districts and Sub-Division.
- iv) The rate should be inclusive of all charges and GST etc. wherever applicable and the chargeable amounts should be clearly mentioned in one sheet. In absence of any specific mention the rate shall be assumed to be inclusive of Tax
- v) Goods and Service Tax (GST) should be indicated separately.
- vi) 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.
- vii) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
- viii) 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.
- ix) Installation and working demonstration of all the material supplied shall be the responsibility of the bidder.

10. PLACE OF DELIVERY: -

- (i) Directorate of Food Civil Supplies and Consumer Affairs, Horse Shoe Building, Ground Floor.
- (ii) Office of the Deputy Commissioners (Supply Branch).
- (iii) Office of the Civil Sub-Divisions (Supply Branch).

All Bidders must quote the price for delivery at Office locations as mentioned above. List of Items to be delivered at respective Offices is mentioned at **ANNEXURE - II**.



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- 11. INSPECTION:** - Inspection of the items will be carried out by the supplier at the factory before dispatch. The final inspection will be carried out at the consignee's site after receipt of the consignment. In case of defective supply due to latent manufacturing defects/transit damage, the same has to be removed and replaced at the supplier's cost. Payment against Bills/Invoice shall be released only after receipt of supplies and verification of material by this office.
- 12. DELIVERY PERIOD:** - Bidders must be able to supply the entire material with installation within 30 days from the date of receipt of supply order.
- 13. EVALUATION OF QUOTATIONS:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e., which
- (a) are properly signed; and
 - (b) Confirm and complied to the terms and conditions and specifications.
 - (c) The Quotations would be evaluated lot wise; GST will be taken into consideration while evaluating the quotations.
 - (d) Any historical information, if required may be asked from the bidders during evaluation of quotes.
- 14. COMPREHENSIVE WARRANTY/ GUARANTEE: -**
- a. The items supplied should have Functional Guarantee for one year from the date of final acceptance.
 - b. The supplier will replace the defective material, free of cost, if noticed within the Guarantee/ Warranty period. The Warranty Certificate, as per specimen enclosed as **ANNEXURE-VI**, is also to be submitted duly signed along with the tender. The warranty will be valid for a period of 1 year after the date of final acceptance. In case of any break down during the warranty, the period of warranty shall get extended for the period for which the items remained out of service. The successful bidder has to submit the OEM warranty card with the items at the time of supply.
- 15. 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.
- 16.** Please note that Incomplete Tenders/Late Tenders/ Delayed Tenders or Postal Delayed Tenders will not be considered at all. Any bid received by the Addressee after the dead line for submission of tender will be returned to the bidder un-opened.


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- 17. 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.
- 18. 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.
- 19. 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.
- 20. AWARD OF CONTRACT:** The Purchaser will award the Supply Orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be published in megfcscs.gov.in
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
 - c. The **Director, Food Civil Supplies and Consumer Affairs**, reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
 - d. The competent authority reserves the right to cancel the tender without assigning any reason thereof.
 - e. The bid envelope should be sealed and properly super-scribed. The envelope should be addressed as below and NOT to any individual by name.



**Director,
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Meghalaya, Shillong**

Request for quotations for supply of Office Consumables, Printer, Scanner and Computer Accessories

(Last Date and Time of Receiving of Tender: 25th September, 2023 / 3:00 PM)

**Addressed to: 1) The Director,
Food Civil Supplies and Consumer Affairs
Horse Shoe Building, Ground Floor
Lachumiere Shillong 793001.**

21. This Tendering Process and Procurement is subject to the provisions of General Financial Rule 2017, Manual on Policies and Procedure for Purchase of Goods published by Ministry of Finance, Department of Expenditure and related Guidelines issued by CVC from time to time.
22. The office will not provide any road permit to the successful bidder for the supply of the material at FOR destination.
23. 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.
24. **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.
25. If the dates of opening of bids falls on holiday, the same will be carried out on the next working day.




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**Requirement of Office Consumables at the
Directorate / District and Sub-Division**

Items	Toner No	Brand	Qty
Toner	303	Canon	9 Nos
	47 BK	Canon	2 Nos
	790BK	Canon	2 Nos
	12A	HP	6 Nos
	36A	HP	7 Nos
	55A	HP	18 Nos
	88A	HP	77 Nos
	MX-273AT	Sharp	40 Nos
	TK-4109	Kyocera	19 Nos
	TN3478	Brother	5 Nos
	TK-7120	Kyocera	3 Nos
	280A	HP	2 Nos
	110A	HP	32 Nos
	103A	HP	2 Nos
	003 ink	Epson	112 Nos-Black
			98 Nos- Cyan
			98 Nos-Yellow
			98-Nos Magenta
Flat Bed Scanner	As per Specification mentioned in ANNEXURE - III		24 Nos
A4 Size Paper	JK copier		148 Boxes
Legal Size Paper	JK copier		72 Boxes
Computer Accessories	External HDD 1 TB		22 Nos
	Wired Mouse		15 Nos
	Wireless Mouse		4 Nos
	Wired Keyboard		15 Nos
	Wireless Keyboard		4 Nos
	OTG Pendrives 32 GB		50 Nos
	USB Wifi Wireless Adapter		6 Nos
	A4 Ivory Paper		1 box (10 reams)
	A4 Glossy Paper (100 sheets)		10 packets
	Anti-Virus (3 Users each)		25 Nos
	UPS		25 Nos
	RJ 45 LAN cable (10 meters)		15 Nos
	USB Portable Speaker		5 Nos
	Multi-port USB (more than 5 ports with atleast 5 m in length)		25 Nos
	Sony MHCV13 Portable Speaker with Bluetooth Technology and Microphone		1 No.
Printer	HP Smart Tank 589		1 No.


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ANNEXURE - II

Sl. No	Delivery Address	Item				
	District		Toner No/Brand		Qty	
1	Directorate of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong	Toner	36A	HP	3	
			55A	HP	4	
			88A	HP	22	
			110A	HP	7	
			303	Canon	7	
			MX-273AT	Sharp	8	
			TK-4109	Kyocera	3	
			TN3478	Brother	3	
			TK-7120	Kyocera	2	
			003 ink	Epson	Black-25 Cyan-15 Magenta-15 Yellow-15	
	Printer	HP Smart Tank 589		1		
	Flat bed Scanner legal size	Specification as per Annexure III		8		
	Computer Accessories	Details is mentioned in Annexure II		200		
2	Office of the Deputy Commissioner (Supply), West Garo Hills, Tura	Toner	55A	HP	2	
			88A	HP	4	
			12A	HP	4	
			MX-273AT	Sharp	2	
			003 ink	Epson	Black-5, CMY-3	
			Flat bed Scanner legal size	Specification as per Annexure III		1
			A4 size paper	JK Copier		10 Boxes
			Legal Size paper	JK Copier		5 Boxes
3	Office of the Deputy Commissioner (Supply) South West Khasi Hills, Mawkyrwat	Toner	88A	HP	3	
			TN3478	Brother	2	
			110A	HP	3	
			36A	HP	2	
			MX-273AT	Sharp	2	
			003 ink	Epson	Black-5, CMY-3	
			Flat bed Scanner legal size	Specification as per Annexure III		1
			A4 size paper	JK Copier		10 Boxes
			Legal Size paper	JK Copier		5 Boxes



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4	Office of the Deputy Commissioner (Supply), South West Garo Hills, Ampati	Toner	88A	HP	6
			110A	HP	3
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
		Legal Size paper	JK Copier		5 Boxes
5	Office of the Deputy Commissioner (Supply), North Garo Hills, Resubelpara	Toner	110A	HP	3
			88A	HP	3
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
			TK-4109	Kyocera	2
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
6	Office of the Deputy Commissioner (Supply), Eastern West Khasi Hills, Mairang	Toner	55A	HP	2
			88A	HP	3
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
			TK-4109	Kyocera	2
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
7	Office of the Deputy Commissioner (Supply), East Khasi Hills, Shillong	Toner	88A	HP	6
			TK-4109	Kyocera	2
			110A	HP	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-7, CMY-5
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
8	Office of the Deputy Commissioner (Supply), East Jaintia Hills, Khliehriat	Toner	88A	HP	3
			110A	HP	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
			36A	HP	2
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
		Legal Size paper	JK Copier		5 Boxes

9	Office of the Deputy Commissioner (Supply), West Jaintia Hills, Jowai	Toner	88A	HP	4
			55A	HP	2
			110A	HP	2
			TK-4109	Kyocera	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
10	Office of the Deputy Commissioner (Supply), East Garo Hills, Williamnagar	Toner	88A	HP	4
			MX-273AT	Sharp	2
			003 ink	Epson	Black-7, CMY-4
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
		Legal Size paper	JK Copier		5 Boxes
11	Office of the Deputy Commissioner (Supply), Ri Bhoi District, Nongpoh	Toner	55A	HP	2
			88A	HP	4
			TK-4109	Kyocera	2
			110A	HP	2
			790 BK	Canon	2 sets
			47 BK	Canon	2 sets
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
		Legal Size paper	JK Copier		5 Boxes
12	Office of the Deputy Commissioner (Supply), South Garo Hills, Baghmara	Toner	88A	HP	4
			103A	HP	2
			110A	HP	2
			303	Canon	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		10 Boxes
		Legal Size paper	JK Copier		5 Boxes


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13	Office of the Deputy Commissioner (Supply), West Khasi Hills, Nongstoin	Toner	88A	HP	4
			55A	HP	2
			TK-4109	Kyocera	2
			280A	HP	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
		Flat bed Scanner legal size	Specification as per Annexure III		1
14	Office of the Sub-Divisional Officer (Supply) Dadenggre Civil Sub-Division	Toner	A4 size paper	JK Copier	10 Boxes
			Legal Size paper	JK Copier	5 Boxes
			110A	HP	2
			88A	HP	4
			TK-4109	Kyocera	2
			MX-273AT	Sharp	2
			003 ink	Epson	Black-5, CMY-3
15	Office of the Sub-Divisional Officer (Supply) Sohra Civil Sub-Division	Toner	Flat bed Scanner legal size	Specification as per Annexure III	
			A4 size paper	JK Copier	7 Boxes
			Legal Size paper	JK Copier	3 Boxes
			55A	HP	2
			110A	HP	2
			TK-4109	Kyocera	2
			MX-273AT	Sharp	2
16	Office of the Sub-Divisional Officer (Supply), Amlarem Civil Sub-Division	Toner	003 ink	Epson	Black-5, CMY-3
			Flat bed Scanner legal size	Specification as per Annexure III	
			A4 size paper	JK Copier	7 Boxes
			Legal Size paper	JK Copier	3 Boxes
			55A	HP	2
			88A	HP	3
			110A	HP	2
17	Office of the Sub-Divisional Officer (Supply), Pynursla Civil Sub-Division	Toner	MX-273AT	Sharp	2
			12A	HP	2
			003 ink	Epson	Black-8, CMY-5
		Flat bed Scanner legal size	Specification as per Annexure III		1
		A4 size paper	JK Copier		7 Boxes
		Legal Size paper	JK Copier		3 Boxes
		Toner	MX-273AT	Sharp	2
			12A	HP	2
			003 ink	Epson	Black-8, CMY-5


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Specifications of Flat Bed Scanner

COMPONENTS	SPECIFICATIONS
Scanner Type	Flatbed, ADF (Automatic Document Feeder), Duplex
Scanning Speed	Simplex: 40ppm or Better Duplex: 80 ppm or better
Color Scanning	Feature for Black & White, Grey and Color scanning
Optical Resolution	600 x 600 dpi or higher
Supporting File Format	PDF, Searchable PDF, JPEG, PNG, BMP, TIFF
Document Size Supported	A4, Legal or above
Connectivity	USB 2.0 or higher, Integrated Ethernet LAN
Compatible OS	Windows 8.1 and higher (32 and 64 bits)
ADF/Feeder Capacity	50 or above Pages
Power Requirements	AC 100 to 240 V ± 10 % with necessary cable/adaptor
Twain version	TWAIN Certified. Version 2.0 or above
Memory	64 MB or higher
Control panel	Sleep/Power button along with LED Lights
Energy star certified	Yes
Warranty	1 year On-Site Warranty
Software	Included OEM provided software and Drivers
Other Accessories	All cables and Output tray
Duty Cycle	3000 Pages/Day or better
Imaging Features	Auto colour detection (Mandatory)
	Blank Page Detection (Optional)
	Content-based blank page removal (Mandatory)
	Background Smoothing (Optional)
	Image Rotation (Mandatory)
	Punch Hole Removal (Optional)
	Border Removal (Optional)
	Merging (Front and Back images) (Mandatory)
	Automatic brightness and contrast (Mandatory)
	Profile sets (Mandatory)


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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	
(a)	Name and address of organization Registered with	
(b)	Registration No.	
(c)	Date of Registration	
(d)	Date till which Registration is valid	
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.	


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14	GST/PAN/TAN No. (copy to be enclosed)	
15	TDS Accounts if any (copy to be enclosed)	
16	Copy of Income Tax Return for last 2 Years.	
17	Last 2 years Audited statement from Chartered Accountant.	

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 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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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.


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FORMAT OF QUOTATION

Sl. No.	Lot#	Items	Specifications (complied or not complied as per each specs.)	Total Qty.	Quoted Unit Rate (Lot wise at destination in Rs. Inclusive of GST)	*Total Price per item at Destination - inclusive of discounts, all taxes and duties	
						In Figures	In Words
1	Lot#1	Toner/Cartridges		630 Nos			
2	Lot#2	a) A4 Size paper		148 Boxes			
		b) Legal Size paper		72 Boxes			
3	Lot#3	Scanner		25 Nos			
		Printer		1 No.			
4	Lot#4	Computer Accessories		205 Nos			


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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 1 year 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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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 articles at cost mentioned against them viz.: -

Sl. No. ¹	Lot#	Items	Specifications (complied or Not complied as per each specs .	Total Qty.	Quoted Unit Rate (Lot wise at destination in Rs. Inclusive of GST)	*Total Price per item at Destination - inclusive of discounts, all taxes and duties	
						In Figures	In Words
1	Lot#1	Toner/Cartridges		630 Nos			
2	Lot#2	a) A4 Size paper		148			
		b) Legal Size paper		72 Boxes			
3	Lot#3	Scanner		25 Nos			
		Printer		1 No.			
4	Lot#4	Computer Accessories		205 Nos			

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 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 a sum of **Rs.50,000/-** only as EMD (exempted for MSME registered firms) for compliance with the terms and conditions of this contract.


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- (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 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 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

1st witness	2nd Witness
Address	Address

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

1st witness	2nd Witness
Address	Address

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
Jalajura 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.

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**