



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


NOTICE INVITING REQUEST FOR QUOTATION (RFQ)
(Dated 4th May, 2020)

NO.PMU.1/2020/Misc/Pt.I/18 : The Director, Food & Civil Supplies & Consumer Affairs, Government of Meghalaya, invites for Quotation from Government Registered firms for supplying IT Hardware/Miscellaneous Items. Interested firms may submit their quotation to the office of the undersigned on all working days from 18-05-2020 to 28-05-2020 between 11:00 A.M. to 4:00 P.M. The RFQ can be downloaded from the website <http://megfcsca.gov.in>.

Sd/-
Director
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong.
Dated Shillong, the 4th May, 2020

MEMO NO.PMU.1/2020/Misc/Pt.I/18 - A -
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) and one National Paper (Telegraph). The Bills in triplicate may be sent to the undersigned for necessary payment.
2. The Under Secretary, Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong with reference to Letter No.SUP.55/2015/75 Dated 31st March, 2020 (Copy of Detailed RFQ enclosed)
3. Smti. W. Rynjah, Senior Technical Director, NIC, Meghalaya, Shillong – 793001 with a request to upload the RFQ (enclosed) on the Department website.
4. Office Notice Board.


Director
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong.



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HORSE SHOE BUILDING, LOWER LACHUMIERE, SHILLONG – 793 001

NO.PMU.1/2020/Misc/Pt.I/17

Dated Shillong, the 4th May, 2020

REQUEST FOR QUOTATION (RFQ)

The Director, Food & Civil Supplies & Consumer Affairs, Government of Meghalaya, invites for Quotation from Government Registered firms for supplying IT Hardware/Miscellaneous Items. Interested firms may submit their quotation to the office of the undersigned on all working days from 18-05-2020 to 28-05-2020 between 11:00 A.M. to 4:00 P.M.

Important Dates:

Opening Date & Time for submission of Quotation : 18th May, 2020 (10:00AM)

Closing Date & Time for submission of Quotation : 28th May, 2020 (4:00 P.M)

Opening Date & Time of Quotation : 28th May, 2020 (5:00 P.M)

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

TERMS /GUIDELINES OF REFERENCE:

1. FCS&CA invites Registered Government Firms for Supplying IT Hardware/Miscellaneous Items as mentioned below:

SL. No	Particulars	Description /Remarks
1	Name of the work	Supplying IT Hardware/Miscellaneous Items.
2	Client / Owner	Food Civil Supplies and Consumer Affairs Department, Government of Meghalaya, Shillong
3	Time of supplying	1 week from issue of LOA /Work Order
4	Non-refundable cost of Quotation document	₹.1000/- (Rupees One Thousand only)
5	Earnest Deposit Money (EMD)	₹10,000/- (Rupees Ten Thousand only)

2. The intending bidder(s) must read the terms and conditions of this contract carefully. They should only submit their quotation if eligible and in possession of all documents required.
3. Notwithstanding anything stated above, the Department reserves the right to assess the capabilities and capacity of the firm /agency to perform the contract in the overall interest of the said project.
4. Director, FCS&CA reserves the right to reject any or all quotations or cancel/withdraw the Invitation for quotation without assigning any reason whatsoever and in such case no agency / intending agency shall have any claim arising out of such action.
5. The intending firm /agency should be a registered firm /agency having registered documents, such as Goods and Service Tax registration, PAN card, certificate of registration, etc., issued by appropriate government for the required services.
6. The firm /agency should have local presence and should be able to provide local support.
7. An agreement will be signed between the Department & the successful firm /agency regarding Pre requisite/ site preparation (Hardware / system software / networking), warranty, License agreement, Installation & Training, time schedule, payment terms, facilities required for vendor, AMC charges (if any), etc.
8. The firm /agency can submit only one quotation either in its own name or as part of a Consortium. If a firm /agency submits or participates in more than one quotation, such quotation shall be disqualified.



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9. Earnest Money Deposit (EMD):

- a. Earnest Money Deposit of amount as mentioned shall be in the form of crossed Demand Draft /Cheque in favour of the Director of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong issued from any Nationalized Bank.
- b. Earnest Money Deposit shall be valid for a minimum period of 90 (Ninety) days from the last day of submission of Quotation.
- c. The Earnest Money Deposit of unsuccessful bidders will be returned within 30 days on their request, after issuance of LOA to the successful firm.
- d. The Earnest Money Deposit of the successful bidder will be discharged after the bidder has furnished the required acceptable performance guarantee and has signed the contract Agreement whichever is later.
- e. No interest shall be paid by the department on the Earnest Money Deposit.

10. The firm /agency should submit the following list of documents:

- a. Copy of firm registration /incorporation certificate, Copy of Goods and Service Tax registration number, PAN number, etc.
- b. Quotation document with pricing details of the project costs in INR (inclusive of all taxes).
- c. Other documents, if any.



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(To Be Filled by the Vendor/ Bidder)

1. Name of the Vendor

2. Full Address of the Vendor

3. Telephone/ Mobile No/email.

4. Fax. No. (If any)

5. Details of the D.D. -

a. For Bid Fee (Non
Refundable)

: D.D. No. _____ dated _____
drawn from the bank _____

b. for E.M.D Amount
(Refundable)

: D.D. No. _____ dated _____
from the bank _____

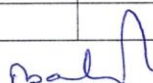


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Annexure – I

(1) Specifications to be filled by bidder:

Hardware/Miscellaneous Requirements					
Items	Units	Configuration	Make/Model	Compliance (Yes/No)	Remarks
Desktop PC	20	Desktop (Windows 10 & 1-year Anti-Virus), intel core i3 (8th Gen), 240 GB SSD and 1 TB HDD Storage, 8GB DDR4RAM, Wireless Connectivity (1-year warranty)			
Laptop (Lenovo ThinkPad E590)	8	Processor Make Intel Processor Generation: 8 No of Cores per Processor: 4 Processor Base Frequency (GHz) 1.6 Processor: Intel Core i5 Processor no: Intel Core i5 8265U Cache (MB): 6			
Projector (Epson X05 XGA 3LCD Projector with Wi-Fi connectivity)	2	Number of HDMI In Port 1 Analog RGB In Port Yes Audio In: Yes Video In: Yes Number of USB Type A: 1 Number of USB Type B: 1 Wi Fi Connectivity: Yes Wireless Screen Share: Yes			
Projector Screen with stand	2	Screen size: 84-inch x 60 inch			
Computer Printer brother (brother) (HL-L6200DW)	17	Color functions, Copy, Print, Scan, Fax 2-sided printing Warranty: 1 year No. of Paper Tray: 1			
Photo Copier Machine	1	Kyocera TASKalfa 32121 (Multifunctional Machine)			
External hard drive	26	2 TB			
Monochrome laser cartridge- 303	300				
Produt cartridge 12A	625				
Image king PLH cartridge-2612 A	400				
HP Laserjet cartridge- 55A	300				
HP Laserjet cartridge- 88A	625				
OTG pen drives	20				
Pen Drives 32gb	20				



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UPS 360W/600VA	20				
Antivirus (Genuine)	28				
Tablets 4G	8	Surface Go Y/4GB/64GB With Type Cover (Black) and 1 Year OEM Warranty (Microsoft) (Surface Go Y/4GB/64GB)			
Apple MacBook Pro 16 inches 1TB	1	Processor Make Intel Processor Generation 9 Number of Cores per Processor 8 Processor Base Frequency (GHz) 2.3 Processor Description Intel Core i9 Processor Number Intel Core i9, Turbo Boost up to 4.8GHz, with 16MB shared L3 cache			
Mobile phone for Call Centre	1	Redmi 4.0 GB / 64 GB 6.3 Inch Smart Phone			
Laptop Bag	9	Samsonite Tech Laptop Bag			
Computer Mouse	9	Logitech G302			
Microsoft Office software for Computer	1				
Mouse pad	28				
Bose S1 Portable Loudspeaker	1	Wireless Speaker			

Quotation in sealed hardcopy papers to be submitted to:

Directorate of Food Civil Supplies & Consumer Affairs,
Lower Lachumiere (Horse Shoe Building, Ground Floor),
Meghalaya, Shillong – 793001

Last Date of Submission of Quotation : 28-05-2020 (4:00 PM)

Opening Date & Time of Quotation : 28-05-2020 (5:00 PM)



Director
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong.

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