

GOVERNMENT OF MEGHALAYA

REQUEST FOR QUOTATION (RFQ)

**FOR SUPPLY, DELIVERY AND
INSTALLATION OF IT EQUIPMENTs AT
DERT UNDER THE STATE SCHEME
“UPGRADATION OF IT
INFRASTRUCTURE AT THE
DIRECTORATE OF EDUCATIONAL
RESEARCH & TRAINING (DERT),
SHILLONG”**

No.DERT/UpgdIT/1/2023/PF/3

Dated Shillong the 3rd November 2023

REQUEST FOR QUOTATION (RFQ)

Scheme Name: “Upgradation of IT infrastructure at the Directorate of Educational Research & Training (DERT), Shillong”

Source of Funding: State Fund

Date of Issue of Request: 3rd November 2023

1. The Directorate of Educational Research and Training, Meghalaya, Shillong invites sealed price quotation(s) from interested registered manufacturers/authorised dealers/Govt. registered suppliers/firm for supply of IT Equipments’ at DERT under the State Scheme “Upgradation of IT infrastructure at the Directorate of Educational Research & Training (DERT), Shillong”. The proposed IT items are as below:

Items Proposed	Quantity
Desktop PC	30
Laptop	2
Uninterruptable Power Supply (UPS) 600 VA	30
Printer (A4/Legal) – Print, Scan & Copy LaserJet Pro Series	1
720p/1080p webcam with Mic	30
Mini Speaker 2.0	30
Wi-Fi Gigabit Router	3
Wi-Fi Gigabit Extender	6
Internet Security	30

2. **Scope of Work:** Supply, delivery and Installation of IT Equipment’s at DERT.
3. The Quotation(s) shall have to be submitted in 1-bids system (1 Envelope): Technical and Price Bid.
4. Detailed Technical Specifications and required quantities is at Annexure A.
5. Each quotation shall be evaluated and contract awarded to the firm(s) offering the lowest evaluated price for each item. Contract may also be awarded separately.
6. **Last Date for Submission:** The bid will be received by the undersigned up to 12:00 hrs on the 17th November 2023.
7. **Date of Opening of Sealed Price Quotations:** Sealed price quotation will be opened on the 17th November 2023 at 15:00 hrs in the office of the undersigned in presence of quotationers or their authorized representatives if any. Quotations received after due date and time either by hand or by post will be rejected.
8. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
9. **Purchaser Address: Director, Directorate of Educational Research and Training, Arbuthnot Road, Nongrimmaw, Laitumkhrah, Meghalaya, Shillong-793011.**
10. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - i) **Prices:** Prices shall be quoted in the currency of the Purchaser.
 - ii) **Evaluation of Bid:** The Purchaser will evaluate and compare only the quotations determined

to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - b. Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - c. If a Supplier refuses to accept the correction, his quotation will be rejected. In addition to the quoted price, the evaluated price shall include Goods & Services Tax (GST) in India.
- iii) **Award of Supply Order:** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and Terms and Conditions of supply.
- iv) **Validity of Rate:** Your quotation(s) should be valid for a period of Sixty (60) days from the deadline for receipt of quotation(s) as indicated in Sl.No 6 of this Request for Quotation.
- v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

11. **Eligibility Criteria:** The supplier must have the minimum eligibility criteria mentioned here under:

- 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.
- d. Supplier 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. In case of Schedule Tribe, Bidders who are exempted for the same will have to provide a copy of Schedule Tribe Certificate.

Sincerely,

Purchaser

FORM OF QUOTATION

To:

**Director, Directorate of Educational Research and Training,
Arbuthnot Road, Nongrimmaw, Laitumkhrah, Meghalaya, Shillong – 793011
Email: dert.megh@gmail.com**

We offer to execute the Contract FOR THE SUPPLY, DELIVERY AND INSTALLATION OF IT EQUIPMENTS AT THE DERT in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(amount in words and numbers) (_____) (name of currency)_____.

We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Price and Schedule for Supply

<u>S.No.</u>	<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Price</u>	<u>Total</u>	<u>Price</u>	<u>Delivery Time</u>
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- 1.
- 2.

Supply and Installation } Specify, if applicable.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT made on _____ 202____, between _____ (herein after called “the Purchaser”) on the one part and _____ (herein after called “the Supplier”) on the other part. WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. No _____, (herein after called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of _____ (_____) herein after called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a. Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b. Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS where of the parties here to have executed the Contract under the laws of Meghalaya, on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS

1. The said Items shall be supplied in compliance to the specifications as mentioned at Annexure-A.
2. The specifications of the Items as mentioned at Annexure-A are the requirements, however higher specifications of Desktop Computers, laptops, printer with scanner etc., may be considered subject to their cost economics i.e. competitiveness in financial terms for the particular location.
3. After the supply of said Items as mentioned at Annexure-A, the supplier has to execute its installation & commissioning at the designated site in the location(s). No extra cost shall be paid for this reason.
4. The purchaser interested for complete delivery of said IT Equipments by the supplier within sixty (60) calendar days from the date of issue of supply order.
5. The material shall be inspected on receipt at site and supplier shall be responsible for any damage during the transit of equipments.
6. The supplier shall offer on-site comprehensive 3 years warranty for Desktop Computers, 1 year for Laptops, 2 years for UPS, 1 year each for Printer, 720p HD Webcam, Speaker, Wifi Router, Wifi Extender and 3 years for Internet Security software for 1 user from the date of successful installation at the designated location & shall cover each and every part of the Desktop Computers, Laptops etc., including parts having limited life. The purchaser is not liable to pay any extra charges on any account during warranty period excluding softwares like Operating Systems.
7. Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the supplier shall have to replace them at the place of installation without asking for any charges.
8. During the warranty period, expert(s) shall be deputed at site by the supplier within three working days from the date of request from purchaser, to rectify and fixing the defects of Desktop Computers, Laptops, UPS at the location where supplied. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the supplier excluding softwares like Operating Systems.
9. The supplier shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.
10. The supplier will depute their engineer within three (03) working days to attend the service call received in writing from purchaser.
11. The person signing the form or any other documents on behalf of the Supplier shall be deemed to warrant that he has authority to bind the Supplier. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Supplier liable for all costs, charges and damages.
12. The Price of said Items as mentioned at Annexure-A shall remain firm & inclusive of all costs involved for the delivery to the destination(s) which include the cost of Installation at destination, Cost of services to be provided during Comprehensive Warranty of three years.
13. No extra payment or revision of "Price of said Items at Annexure-A before Taxes & Duties" shall be accepted on account of any discrepancy in nomenclature of items. The Supplier is advised to seek clarification, if any, desired before submitting the quotation.
14. The supplier shall provide packing of the said Items at Annexure-A, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
15. The said Items at Annexure-A shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according

to the nature of the material and mode of transport.

16. The successful Supplier shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The supplier shall complete supplies strictly as per the accepted delivery period.
17. The 100% payment of total bill will be made by the purchaser by crossed account payee cheque/RTGS/NEFT for which the supplier shall send bills in triplicate after complete Supply & Installation of materials as mentioned at Annexure-A giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Desktop Computers etc., from designated purchaser department. The details about the designated purchaser department who is authorized to take the delivery of Desktop Computers shall be informed to the successful supplier through the supply order to be place.
18. While submitting the quotation, if any of the prescribed conditions are not fulfilled or are incomplete in any form, it is liable to be rejected.
19. If the specification of supplied said Items at Annexure-A are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied said Items at Annexure-A and to claim for compensation from supplier. The supplier shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand.
20. The supplier shall be responsible for arranging the rejected Desktop Computers to be removed at his cost from purchaser premises.
21. Authorized Service Centre should be available locally.
22. Bid specific Authorization Certificate with OEM representative name, address, phone no, email-id should be provided.
23. CPU Cabinet, Keyboard, Mouse, Monitor should be of the same logo/make.
24. The Undersigned reserve the right to cancel or postpone the RFQ at any given day and time (but not after issuing official supply order).
25. The Contract shall be interpreted in accordance with the laws of the Purchaser's country and State.
26. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the State of Meghalaya (arbitration law or rules of the Purchaser's country).
27. The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

Name of Supplier with address: _____

Authorized Signature: _____

Place: _____

Address: _____

ANNEXURE – A

Sl.No	Items/Description of items	Quantity
1.	<p>Desktop Computer: -</p> <ul style="list-style-type: none"> a) X86 processor having minimum base clock speed of 3.3Ghz or higher; Minimum 12MB cache; minimum 4 core not launched before Q1'22 b) Intel H670 Chipset or higher OR equivalent AMD Chipset c) OEM motherboard with OEM logo printed on the same. No stickers allowed. Written confirmation from OEM that OEM logo will be printed on the motherboard to be part of bid submission signed by a person having Power of Attorney (POA) in the OEM. Such POA to be part of bid submission d) Minimum 8 GB(1X8GB) DDR4-3200 Mhz, Memory expandability upto 64 GB e) Minimum 512 GB NVMe SSD scalable up to 1 TB SSD f) Integrated/discrete graphics. Should be able to support upto minimum 4 GB graphic card in future or equivalent AMD graphics g) Integrated audio controller with internal speaker of at least 2W h) Microsoft Windows 11 Home/SL with OEM Recovery DVD or option of Cloud Recovery. OEM written confirmation on factory preloading and not of the participating bidder to be part of bid. The undertaking should mention that original and genuine operating system will be preloaded and that no image of the OS will be used to preload on the desktops. Such undertaking to be signed by a person having power of attorney in the OEM. Such POA to be part of bid submission i) Integrated 10/100/1000 Ethernet Controller, Integrated 802.11ac Wi-Fi and Bluetooth 4.2 j) Minimum 1 RJ-45, 1 HDMI, 1 VGA, 1 Serial, 1 line in, 1 line out, 1 power connector, 1 headphone/microphone combo USB: Minimum 8 USB ports; 2 ports with minimum superspeed 10gbps (without consuming any PCI/PCIe slots. Written confirmation from OEM on the same to be part of bid submission) k) Minimum 1 PCI Express x1, Minimum 1 PCI Express x16, Minimum 1 PCI Minimum 2 M.2 slot l) Minimum 1 x 3.5" (2.5") HDD m) USB Wired Keyboard, Same make as OEM of desktop n) USB Optical Wired Mouse, Same make as OEM of desktop o) Maximum 200 W with minimum 90% efficiency or better p) Not More than 16 L q) Firmware based TPM 2.0 r) Integrated utility to enable hardware level testing outside the operating system & Drivers should be available on OEM Website for download s) For desktop: Microsoft Windows 11, FCC, CE, RoHS, UL, EPEAT Silver India, Energy Star 8.0 or higher, For display: Energy Star, EPEAT, TCO 7.0 or higher, For OEM: ISO 9001, 14001, 20001, 27001 for OEM t) Minimum 21.5" display either of any 2 ports of HDMI/VGA/DP. Same make as OEM of desktop u) 3 Years onsite warranty from OEM on desktop and display. Written confirmation from OEM on the same to be part of the bid submission. Such undertaking to be signed by a person having power of attorney in the OEM. Such POA to be part of bid submission v) Bill of material with part code of the technical parameters to be part of bid submission. The same to be signed by a person having power of attorney in the OEM. Such POA to be part of bid submission w) Technical compliance of the offered product on OEM letterhead to be part of submission. Public URL (not of OEM website) of the quoted product to be submitted in the technical compliance. Datasheet of the quoted product will be verified for the offered technical compliance any mismatch in the same will lead to disqualification x) 3 Years Warranty 	30 nos

2.	<p>Laptop:-</p> <ul style="list-style-type: none"> a) Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) b) 12th Generation Intel® Core™ i5 processor c) Intel® Integrated SoC d) 8 GB DDR4-3200 MHz RAM (2x4 GB), Transfer rates up to 3200 MT/s e) 512 GB PCIe® NVMe™ M.2 SSD f) 25 GB Dropbox storage for 12 months g) 39.6 cm (15.6) diagonal, FHD (1920 x 1080), micro-edge, anti-glare,250 nits, 45% NTSC h) Intel® Iris® X: Graphics i) 1 USB Type-C® 5Gbps signaling rate; 2 USB Type-A 5Gbps signaling rate; 1 AC smart pin; 1 HDMI 1.4b; 1 headphone/microphone combo; 1 multi-format SD media card reader j) Dual speakers k) True Vision 720p HD camera with integrated dual array digital microphones l) Image pad with multi-touch gesture support; Precision Touchpadsupport m) Full-size, backlit, natural silver keyboard with numeric keypad n) Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth®5 combo o) 65 W Smart AC power adapter p) 3-cell, 41 W Li-ion q) EPEAT® registered r) 35.85 x 24.2 x 1.79 cm s) 1.69 kg or lighter t) Natural silver u) Trusted Platform Module (Firmware TPM) support v) Genuine Microsoft Office Home and Student 2021 and OS Windows SL 64 bit w) 1 Year Warranty 	2
3.	<p>Uninterruptable Power Supply (UPS) 600 VA</p> <ul style="list-style-type: none"> a) Main Input Voltage : 230 V b) Rated power in W : 360 W c) Rated power in VA : 600 VA d) Output connection type 3 India 3-pin 6 e) Cable length 1.22 m f) Battery power in VAH : 53 VAh runtime g) Number of cables 1 h) Battery type Lead-acid battery i) Battery recharge time 6 Hrs j) Number of battery replacement quantity 1 k) Battery voltage 12 V l) Battery power in VAH 53 VAh runtime m) Net weight 4.7 kg n) Network frequency 45...65 Hz auto-sensing o) Plug standard India 3-pin 6A p) Input voltage limits 145...290 V q) Maximum configurable power in W 360 W r) Output frequency 50 Hz sync to mains s) UPS type Line interactive t) Wave type Stepped approximation to a sinewave u) Full load runtime 360 W v) Maximum configurable power in VA 600 VA w) Transfer time 10 ms typical : 12 ms maximum x) Product certifications BIS y) 2 Years Warranty 	30
4.	<p>Printer (A4/Legal) – Print, Scan & Copy LaserJet Pro Series</p> <ul style="list-style-type: none"> a) Prints up to 20 ppm b) Duty Cycle up to 8,000 pages per month 	1

	<ul style="list-style-type: none"> c) RMPV: Up to 250 to 2,000 pages d) 600MHz processor with 128MB RAM e) 600 x 600 dpi print resolution f) 1 Hi-speed USB 2.0 port g) Black Toner - 1,500 pages h) 1 year warranty 	
5.	<p>720p/1080p webcam with Mic</p> <ul style="list-style-type: none"> a) Dimensions (H x W x D): 2.83 x 2.11 x 0.91 in (72 x 53.6 x 23 mm) b) Weight: 0.24 lb (0.107 kg) c) Cable length: 59 in (1500 mm) d) Resolution/FPS (maximum): 1080 Full HD 30fps e) Image sensor: 1/4" (inch) CMOS sensor, 5-megapixel f) Lens type: Plastic g) Field of view (FOV): 66 degrees h) Autofocus: No i) Auto-light correction: Yes j) Image correction: Yes k) Microphone: Yes l) Privacy enhancement: Privacy lens cap m) Connectivity: USB-A n) Mounting options: Universal mounting clip to mount the camera wherever it works best including LCD screen, notebook, tablet and tripod without tool. o) OS support: Windows 10, Windows 11, macOS and Chrome OS p) Plug & Play UVC support: Yes q) Compatible UC apps: Zoom, Microsoft Teams, Google Meet, XSplit, OBS and YouTube r) 1 Year Warranty 	30
6.	<p>Mini Speaker 2.0</p> <ul style="list-style-type: none"> a) Height: (110 mm OR 158 mm) b) Width: (90 mm OR 68 mm) c) Depth: (88 mm OR 64 mm) d) Weight: (0.25 kg OR 0.4 kg) e) Cable length: 3.93 ft (120 cm) f) Volume up and volume down buttons located on right speaker g) Power indicator light: Amber LED light on front of right speaker h) Total watts (RMS): 1.2W i) 1 Year Warranty 	30
7.	<p>Wi-Fi Gigabit Router</p> <ul style="list-style-type: none"> a) Dual-band 2x2 Wi-Fi 6 delivers blazing fast connectivity with increased range and reliability b) Up to 1201Mbps (5GHz) and 300Mbps (2.4GHz) speeds c) Mesh capability with other Eagle Pro AI devices d) 1 x 10/100/1000 Gigabit Ethernet WAN port e) 3 x 10/100/1000 Gigabit Ethernet LAN ports f) Supports WPA, WPA2, and the latest WPA3 Wi-fi Security g) Clean Network Initiative compliant for security and privacy h) Voice control compatibility with Google Assistant and Amazon Alexa i) Eagle Pro AI features including <ul style="list-style-type: none"> ▪ AI Wi-Fi Optimizer ▪ AI Mesh Optimizer ▪ AI Traffic Optimizer ▪ AI Parental Control ▪ AI Assistant j) 1 year warranty 	3
8.	<p>Wi-Fi Gigabit Extender</p> <ul style="list-style-type: none"> a) High-speed Wi-Fi connectivity for all nearby devices b) Dual-band c) Supports Wi-Fi Mesh and Mesh Smart Roaming d) Supports WPA3™ wireless encryption e) Fast Ethernet port for access point mode or to connect a wired device to your network 	6

	<ul style="list-style-type: none"> f) IPv6 ready g) Foldable antennas for maximum wireless coverage and reliability h) Sleek and discreet wall-plug design blends well into any environment i) Set up is quick and easy using the free OEM Wi-Fi App j) 1 year Warranty 	
9.	<p>Internet Security</p> <p>Cloud Based administration with graphical dashboard, Group & Policy management, e-mail notification, easy deployment, activity directory filtration.</p> <p>Must offer comprehensive client/server security by protecting enterprise networks from viruses, Trojans, worms, hackers, network viruses, mixed threat attack from multiple entry points, and spyware, IDS/IPS to scan and repair OLE files, Anti Ransom ware, e-mail, phishing & browsing protection. Must have the capability to detect all in-the-wild viruses and Antivirus Engine should be certified with reputed ICSA Labs, AV Test Certification Endpoint Security & Should be Make in India Product</p> <p>Solution should have its own indigenous developed Antivirus Scan Engine & should have 6 or above patents in the cybersecurity domain.</p> <p>Must have the capability to backup and restore data so that in case of Ransomware attack data can be easily retrieved.</p> <p>Option to add additional File Types for taking the periodic Backup. Should have capability to prevent a user from accessing the operating system in safe mode.</p> <p>OS support Windows XP Home to latest windows OS, MAC Platform, Linux platform 32/64 bit</p> <p>Technical Support: ISO 27001 & ISO 20000 certified Technical Support.</p> <p>Must have OEM own support team/office in North East</p> <p>License period for 3 Years</p>	30