

**THE HIGH COURT OF MEGHALAYA
AT SHILLONG**

Dated Shillong the 28th August 2020

SHORT TERM NOTICE INVITING QUOTATION

No. HCM II/23/2017/Comp/2080 : Sealed tenders are invited from interested and eligible firms for Supply of 10 Nos of laser printers as per specification mentioned in the Technical Bid of the tender document.

Court fee stamp: Rs 500/-

Last date of submission of Bid: 10.09.2020 at 15.00 hrs.

Date and time of opening of Technical Bids: 10.09.2020 at 15.30 hrs.

Date and time of opening of Financial Bids: 10.09.2020 at 15.40 hrs.

The details of the tender is available in the High Court website
<http://meghalayahighcourt.nic.in>


REGISTRAR GENERAL

TENDER DOCUMENT
FOR SUPPLY OF PRINTERS

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TERMS AND CONDITIONS FOR ALL BIDDERS

- a. The firm must submit its quotation in sealed envelope (1 Cover) containing Court fees, OEM certificate, experience certificate, Annexure A and B addressed to the REGISTRAR GENERAL Superscripting thereon "Supply of 10 nos of Printers" along with contact numbers.
- b. Bidders are requested to quote for original and genuine items only. A certificate or a letter issued by the OEM declaring their firm sells original product is required to be produced along with the bid.
- c. The tenders submitted without Court fees, OEM certificate, experience certificate, Technical Bid and Financial bid will be rejected.
- d. The bidder should have at least three years experience in supply of printers or any other ICT equipments in any Govt./Semi Govt. Dept/PSU.
- e. The bidders are to fill the details for Eligibility Criteria as per Annexure 'A' and Financial bid as per Annexure "B" of the Tender document.
- f. The bids received after the closing date will not be entertained.
- g. Rates should be quoted inclusive of taxes. Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2020-2021
- h. The Authority concerned reserves the right to accept or reject any or all Tenders without assigning any reason and
- i. The decision of accepting authority shall be final.

BID OPENING PROCESS

- a. The Technical Bid and Financial bid will be opened on the same day in the presence of representatives of the bidders who chose to remain present at High

Court as mentioned in the "**TIME SCHEDULE**" through a virtual link which will be provided to the firm via SMS/Whatsapp before opening of the bids.

b. Technical bid will be evaluated first. The bidders not fulfilling Technical bid criteria will be rejected and their financial bid will no longer be evaluated.

c. Financial bids of only those bidders, whose bids found technically qualified, by the Purchase Board, will be evaluated in the presence of the vendor's representatives.

d. The bidder who quoted the lowest rates in the financial bid will be considered. Rates should be quoted inclusive of all charges and taxes.

TIME SCHEDULE

Bid Opening date: **10.09.2020** at **3:30 P.M** in the Office chamber of the Registrar General

AWARD OF CONTRACT

The bidder who quoted the lowest rates in the financial bid will be awarded with the contract.

TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER

The supplier / firm will supply the printers within 2 (two) weeks from the date of placing the work Order.

PAYMENT PROCESS

Payment will be made within one month of delivery and acceptance of the goods as per the prescribed technical specification with delivery challans and receipt of bills in triplicate.


REGISTRAR GENERAL

Memo No. HCM II/23/2017/Comp/2080A Dated Shillong the 28th August, 2020

Copy to:

1. *The System Analyst for uploading in the Official Website.*
2. *Office Notice board.*
3. *Account Section.*
4. *Office File.*


REGISTRAR GENERAL

Eligibility criteria

NAME OF THE SUPPLIER	ADDRESS AND PHONE NO	YEARS OF EXPERIENCE	OEM REGISTERED (YES/NO)

Laser Printer Specification Duplex Printer with Ethernet Port		Compliance Yes/No/Higher
Feature	Specification Description	
Printing Technology	Monochrome Laser Printing	
Duplex Printing	Auto Duplex	
Simplex Printing Speed (A4)	25 ppm or above	
First Print Out Time	8 seconds or less	
Resolution	600 x 600 dpi or better	
Paper Tray Capacity	250 pages	
Output Tray Capacity	100 pages	
Paper Type	Plain Paper, Heavy Paper, Transparency, Label, Index Card, Envelope	
Duplex Printing	A4 / Letter / Legal	
Interface	USB 2.0 Hi-speed or more 10/100 Base-T Ethernet (Network)	
Warranty	1 Years Comprehensive warranty including all parts except toner Cartridge with onsite support	

NAME OF THE TENDERER: _____

SIGNATURE AND SEAL: _____

Annexure -B

Financial Bid

Sl no.	Name of printer	Quantity	Rate per printer	Taxes	Total Cost inclusive of tax
1		10			

NAME OF THE TENDERER: _____

SIGNATURE AND SEAL: _____