

THE HIGH COURT OF MEGHALAYA AT SHILLONG

Dated Shillong, the 22nd April, 2026

NOTICE INVITING QUOTATION

No. HCM I/48/2025/Proc/26 : The High Court of Meghalaya invites online bids in 3 covers system (EMD & Tender fee/MSME/NSIC, Eligibility Criteria & Technical bid, Financial Bid) from eligible bidders which are valid for a minimum period of 90 days from the date of opening **"FOR SUPPLY & INSTALLATION OF ALL IN ONE DESKTOPS (81 NOS), UPS 600VA (81 NOS), HIGH SPEED PRINTERS (3 NOS), HIGH SPEED SCANNERS (13 NOS)"**.

Bid submission end date: **1st June, 2026 at 15.00 hrs.**

Date and time of opening of Technical Bids: **3rd June, 2026 at 11.30 hrs.**

Date and time of opening of Financial Bids: **3rd June, 2026 at 11.40 hrs.**

Court fee stamp: **Rs 500.00**

Earnest Money Deposit: **Rs 10000.00**

Interested parties may view and download the tender document containing the detailed instructions, terms & conditions from the High Court of Meghalaya website <http://meghalayahighcourt.nic.in>



REGISTRAR GENERAL

Memo No. HCM I/48/2025/Proc/26-A

Dated Shillong the 22nd April, 2026

Copy to:

1. The Director, DIPR, Shillong with a request to publish in 2 (two) Newspaper.



REGISTRAR GENERAL

1236
22/4/2026

TENDER DOCUMENT

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1. INSTRUCTION TO ALL BIDDERS

- a. The firm must submit its quotation in sealed envelope (3 Cover) as per time schedule addressed to the REGISTRAR GENERAL Superscripting thereon “FOR SUPPLY & INSTALLATION OF ALL IN ONE DESKTOPS (81 NOS), UPS 600VA (81 NOS), HIGH SPEED PRINTERS (3 NOS), HIGH SPEED SCANNERS (13 NOS)” along with contact numbers.
 - Cover 1: EMD & Court Fee or NSIC/MSME Certificate*
 - Cover 2: Eligibility Criteria Annexure I along with requisite documents, Technical Bid compliance Report Annexure II.*
 - Cover 3: Financial Bid Annexure III*
- b. Un-signed, un-stamped bids shall not be accepted.
- c. The bids received after the closing date will not be entertained.
- d. The rates quoted should also be inclusive of Packing, Forwarding, Freight & Delivery at the High Court of Meghalaya, Insurance, Installation charges and Warranty etc.
- e. Financial bid must be submitted as per Annexure III provided with the tender document for the corresponding configuration/description indicated in ANNEXURE II TECHNICAL SPECIFICATIONS.

- f. Financial bids will be evaluated on the basis of Lowest Quoted Price(Item-wise) i.e. on the lowest price quoted by a vendor for each specific item in "ANNEXURE II: TECHNICAL SPECIFICATIONS".
- g. Bidders shall indicate their rates in clear/visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
- h. In the case of extension of the last bid submission date, corrigendum will be issued and will be uploaded in the High Court of Meghalaya Website.
- i. Any alteration / overwriting / cutting in the bid should be duly countersigned else it will be out rightly rejected.
- j. The offers submitted by fax/ E-mail etc. shall NOT be considered. No correspondence will be entertained on this matter.
- k. Conditional tenders shall NOT be accepted on any ground and shall be rejected straightaway.
- l. The Authority concerned reserves the right to accept or reject any or all Tenders without assigning any reason.
- m. The decision of accepting authority shall be final.

2. ELIGIBILITY CRITERIA

Eligibility Criteria is given in *ANNEXURE I: ELIGIBILITY CRITERIA* and it must be filled up along with documentary evidence for compliance to each of the criteria. Must be enclosed along with the page numbers for reference.

3. EARNEST MONEY DEPOSIT

- a. Earnest Money Deposit (EMD) for an amount of Rs 10,000.00 only and Tender Fees of Rs 500.00 is required to be submitted by Account Payee Demand Draft from any of the commercial banks, drawn in favour of Registrar General, High Court of Meghalaya, payable at Shillong.
- b. The Bidders having MSME & Single point NSIC Registration are exempted from payment of EMD and Tender fees.
- c. The Earnest Money Deposit (EMD), without any interest accrued will be refunded as follows:
 - i. In the case of those Bidders who fail to qualify the eligibility criteria, and whose technical bids do not qualify, the Earnest

Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of Technical Bid.

- ii. In the case of those Bidders who are not awarded the contract, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month(s) of the acceptance of Financial Bid.
- iii. In the case of Bidders whose tender bids are accepted for supply, EMD will be refunded on receipt of Performance Security Deposit as per Award of Contract clause.

4. TECHNICAL SCHEDULE

Details of equipment and Technical Specifications/requirement to be procured are given in "ANNEXURE II: TECHNICAL SPECIFICATIONS".

5. TIME SCHEDULE

Bid submission end date: **1st June, 2026 at 15.00 hrs.**

Date and time of opening of Technical Bids: **3rd June, 2026 at 11.30 hrs.**

Date and time of opening of Financial Bids: **3rd June, 2026 at 11.40 hrs.**

6. FINANCIAL BID

Financial bid is to be submitted as per Annexure III: Financial Bid of the Tender Document.

Financial bids will be evaluated on the basis of Lowest Quoted Price(Item-wise) i.e. on the lowest price quoted by a vendor for each specific item in "ANNEXURE II: TECHNICAL SPECIFICATIONS".

7. 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**".
- b. The cover containing Tender Fees and EMD or MSME or NSIC Registration will be opened in the first instance in the presence of representatives of the bidders who chose to remain present at High Court as mentioned in the "**TIME SCHEDULE**".

- c. Eligibility Criteria and Technical bids of only those bidders, whose Tender Fees and EMD/ MSME/ NSIC Registration are found to be in order, will be opened afterwards in the same bid opening session by the Procurement Committee.
- d. Financial bids of only those bidders, whose bids found technically qualified, by the Procurement Committee, will be opened in the presence of the vendor's representatives subsequently for further evaluation.
- e. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

8. AWARD OF CONTRACT

The successful bidder shall be required to give Performance Security Deposit of 10% of the value of work before execution of tender agreement within 10 (ten) days of notifying of the successful bidder. This performance Security deposit shall be in the form of Bank Guarantee valid for a period of 3 years to be drawn in the name of Registrar General, High Court of Meghalaya. The vendor will have to renew the Performance Security Deposit for such further period of 90 days till satisfactory free warranty support has been provided by the Vendor for all the items supplied and installed, and thereafter the Performance Security Deposit shall be returned to the vendor by the Registrar General, High Court of Meghalaya without any interest.

This Performance Security Deposit will be invoked in case of non-compliance of maintenance schedule during warranty period.

9. PLACING PURCHASE ORDERS

- a. Purchase Order will be placed with the successful bidder in hard copy format or soft copy mode only after agreement is signed with the First Party and Performance Bank Guarantee is furnished by the successful bidder.
- b. In the event that additional quantity is required for any of the items in the year 2026-2027, separate purchase order will be issued by the Registry to the successful bidder at the same rate as mutually agreed.
- c. On receipt of purchase orders, the vendors shall obtain all necessary documents from the State Entry Permit wherever required, for complete safety and timely delivery of the ordered products.

10. ACCEPTANCE OF ITEMS

- a. The items must be supplied in full as per ordered configuration for acceptance.
- b. The High Court reserves the right to reject any item if found unsuitable and/ or not conforming to the approved specifications. The rejected items if any shall have to be taken back and replaced by good items forthwith at the cost of the vendor. No payment will be made for rejected items.

11. DELIVERY & INSTALLATION

- a. The vendors are required to deliver the items as per requisite quantity.
- b. All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the designation site, the cartons will be opened only in the presence of the concerned officials from the Computer and Procurement Section and the intact position of the seal for not being tampered with, shall form the basis for receipt in good condition.
- c. The Vendor must apply to the respective authority for issuance of road permit/ way bill in time.
- d. Delivery challans needs to be signed and stamped by the concerned Joint Registrar (Incharge Procurement) or the dealing assistant on behalf of the officer.
- e. The vendor should install all the items at the specified site without any additional charge.
- f. The items are required to be supplied and installed within 3 (three) weeks of issue of the supply order.
- g. During installation at site, if any item is found to be defective or broken, the defective item will be replaced by the vendor at its own cost and risk within 30 days from the date on which the vendor has been informed of such damage.
- h. Consolidated Delivery & Installation Report based on the successful delivery & installation of the individual items, duly signed by the Joint Registrar (Incharge Procurement) or the dealing assistant on behalf of the officer, should be submitted to High Court along with the bills.

12. PAYMENT PROCESS

Payment will be made within 30 (thirty) working days of delivery and acceptance of the goods as per the prescribed technical specification with delivery challans and receipt of bills in triplicate.

13. ONSITE WARRANTY MAINTENANCE

- a. The warranty period for the items supplied should be 3 (three) years free onsite comprehensive warranty support service from the date of installation including free provision of spare parts, kits as and when required.
- b. During warranty period besides service/maintenance of hardware, all services shall be provided free of cost by the vendor.
- c. Vendor would provide the helpdesk support services through telephone/email where users can lodge their complaint.
- d. The vendor should provide support for all supplied items in all the Locations during the warranty period.
- e. Any failure in the equipment supplied should be rectified within a maximum period of 2 (two) working days at the concerned Court Complex to a maximum of 7 (seven) days.
- f. Any item failing at least three times in three months, displaying defects or quality control problem will be totally replaced by the vendor at his cost and risk within 30 days.
- g. Vendors shall visit the site at least once in every six months to carry out preventive maintenance besides regular service calls during warranty period.
- h. On completion of the warranty period, the security deposit without any interest accrued shall be released after proper and satisfactory warranty support has been provided during warranty period of 3 years for all the items.

- i. After expiry of warranty, High Court has the option to enter into Annual Maintenance Contract with the supplier post warranty maintenance of the items at mutually agreed rates and terms and conditions.

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REGISTRAR GENERAL

Memo No. HCM I/48/2025/Proc/25-A

Dated Shillong the 22nd April, 2026

Copy to:

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



REGISTRAR GENERAL

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22/4/2026

ANNEXURE I - ELIGIBILITY CRITERIA.

S/N	Item		Reference of enclosed proof, along with corresponding page number
1	The bidder must be an Original Equipment Manufacturer (OEM) or System Integrator (SI) of IT products or Authorized Dealer.	<ul style="list-style-type: none"> • Manufacturer Authorization to be submitted by the front end bidder on company letter head as per ANNEXURE IV. • A letter from each manufacturers need to be furnished ensuring the support for 3 years 	
2	The bidder(s) must be an IT solution provider; capable of handling IT projects on turnkey basis.	<ul style="list-style-type: none"> • Enclose relevant documentary proof. Self-certification on company letter head signed by the authorized signatory to be furnished by the bidder. 	
3	Tender fees and EMD or MSME or Single point NSIC Registration.	<ul style="list-style-type: none"> • Tender fees and EMD or • MSME or Single point NSIC Registration. 	
4	Technical Specifications	<ul style="list-style-type: none"> • Technical Specifications compliance as per Annexure II 	
5	The Bidder's annual turnover from sales and support services of IT Products in India should be at least Rs 1 Crore for the last 3 years.	<ul style="list-style-type: none"> • Annual Turnover for the last 3 years (audited balance sheet) 	
6	Bidder must have direct service centers or their franchisees in any of the North Eastern States.	<ul style="list-style-type: none"> • Enclose relevant documentary proof. 	
7	A copy GSTIN No. allotted by the Govt, as well as PAN number of the firm allotted by the Income Tax authorities should be submitted.	<ul style="list-style-type: none"> • Enclose GSTIN No. allotted by the Govt, as well as PAN number of the firm allotted by the Income Tax authorities 	
8	A copy of the Registration number of the firm with attested copies of Articles of Association (in case of Registered firm),	<ul style="list-style-type: none"> • Enclose copy of the Registration number of the firm with attested copies of Articles of Association (in case of Registered firm), certificates of registration (in case of registered Societies), 	

	certificates of registration (in case of registered Societies), partnership deed (in case of partnership firm) should be submitted.	partnership deed (incase of partnership firm)	
9	The bidder and the OEM should not have been blacklisted or debarred from business from any government organization in last 3 (three) years.	<ul style="list-style-type: none"> • Declaration on affidavit to be submitted by the bidder on Rs 10/- non judicial paper. 	
10	A certificate from bidder's HR/ legal department must be enclosed with the bid certifying that the person(s) who signed the bid is an authorized person on behalf of company.	<ul style="list-style-type: none"> • A certificate from bidder's HR/ legal department certifying that the person(s) who signed the bid is an authorized person on behalf of company. 	
11	Name, office and after office hours addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures.	<ul style="list-style-type: none"> • Name, office and after office hours addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures. 	
12	Bidder's certificate in the letter heads of their respective firm/ companies confirming that the offered/quoted products conform to the tender specification.	<ul style="list-style-type: none"> • Bidder's certificate in the letter heads of their respective firm/ companies confirming that the offered/quoted products conform to the tender specification. 	
13	List of important installation sites carried out by the bidder in the past years.	<ul style="list-style-type: none"> • List of important installation sites carried out by the bidder in the past years • Certificate of Completion 	
14	Make and model of all items quoted should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write ups.	<ul style="list-style-type: none"> • Make and model of all items quoted should be mentioned in the technical bid and complete technical details should be provided in the form of brochures and write ups. 	

ANNEXURE II: TECHNICAL SPECIFICATIONS

ITEM 1: ALL IN ONE DESKTOP

All in One Desktop PC Technical Specifications		Compliance (Yes/No/Higher)
Make & Model		
Processor	Latest Intel Core Ultra 5 series processor with integrated Intel AI Boost (NPU)/Ryzen 5 8000 series or Higher	
Motherboard	OEM Motherboard with AI acceleration support	
Chipset	Suitable chipset for quoted processors - Q870 or higher/ AMD Pro 665 or higher	
Memory	16GB DDR-5 @ 5600MT/s or higher expandable upto 64GB	
Graphics	Integrated/ Discrete HD or better Graphic controller	
Storage	1TB SSD PCIe NVMe M.2 or Higher	
Network	Integrated Gigabit Ethernet controller with RJ-45 connector or better, WiFi-6 or Higher and Bluetooth 5.0 or Higher	
External Ports	Minimum 1 DP port, 1 HDMI port, Minimum 5 USB ports or higher including at least 1 USB Type-C and at least 3 USB 3.x (5 Gbps) or higher.	
Audio	Integrated sound controller or better	
Keyboard	Standard 104 Keys OEM Keyboard with Rupee Symbol and USB Interface or better	
Mouse	OEM Optical USB Scroll Mouse with Mouse pad or better	
Display	23.8" or higher IPS Display, FHD(1920x1080) or better, TCO/BIS certified	
Webcam	Integrated Full HD (1080p) camera (with mic) having HDR/ 5 MP Camera	
Power Management & DMI	System with Power management features & Desktop Management Interface implementation	
Power efficiency	Minimum 85% or better (Integrated Power Supply)	
OS	OS Certified: Offered AIO model should be certified on Windows 11 or higher, latest Ubuntu. AIO to be preloaded with Windows 11 Professional/ Ubuntu based on the buyer's requirement.	
Accessories	System user manual and all other necessary accessories	
Compliance & Certifications	Complete system should be BIS registered, BEE / Energy Star certified and RoHS	

	Complied and EPR Complied	
Stand	Standard Height adjustable	
Security	Hardware TPM or better	
Warranty	Complete systems (including all accessories such as keyboard, mouse, cables, etc.) shall be supplied with a minimum of three (3) years OEM on-site comprehensive warranty support. A Manufacturer's Authorization Form (MAF) from the OEM is mandatory	

ITEM 2: UPS 600 VA

SPECIFICATIONS OF UPS FOR COMPUTERS 600 VA LINE INTERACTIVE		Compliance Yes/No/Highe r
Capacity	600 VA LINE INTERACTIVE	
Input Voltage and Frequency	140-270 V, 47 to 53 Hz	
Output Voltage and Frequency (On Mains)	220 +/- 8 % with AVR (Automatic Voltage Regulation), 50 hz +/- synchronized with Input Power Frequency	
Output Voltage and Frequency (On Battery)	230 V +/- 3% with 50 Hz	
Backup Time	15 minutes on full load of 0.6 PF	
Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof	
Overload Capacity	110% for two minutes (On both Mains & Battery)	
Efficiency	75% or more at Full Load	
Output Wavetype	Quasi Sine Wave or better	
Transfer Time	<= 5 milliseconds	
Load Power Factor	0.6 leading to unity	
Other Features	Cold Start, Auto Start, Generator Compatible	
Protections from	Surge, Short Circuit, Spikes, DC Undervoltage and Overload, Low Battery	
Indicators	Mains, On Battery, Charge, Overload	
Alarms	Low Battery, Mains Off, Tripping	
Operating Environment	0 – 40 °C	
Operating Relative Humidity	0 – 95%	
Audible noise at 1 meter from surface of unit	Not more than 50.00 dBA	
Output Sockets	3 or more with 3 pin	
OEM	Original Equipment Manufacturer (OEM) Product	
Warranty	3 years Onsite on UPS & Two year on batteries.	
ALL THE ABOVE SPECIFICATIONS SHOULD BE READ AS EQUIVALENT OR BETTER.		

ITEM 3: High Speed Printer

Technical Specifications		Compliance (Yes/No/Higher)
Speed (Minimum)	35 PPM or higher (A4)	
Functions	Print, Copy, and Scan (Flatbed & DADF)	
Memory (Minimum)	512 MB	
Technology	Laser & Automatic Duplex Printing (DADF)	
Resolution (Print/Copy/Scan)	600 x 600 dpi or higher	
Language Support	PCL6 / UFR II or equivalent	
Interface	USB 2.0 & Ethernet	
Display Panel for Settings	LCD	
Monthly Duty Cycle	80,000 pages	
Media Size Support	A4, Legal, Letter & Envelope	
Drivers & Accessories	Yes – Power Cable, USB Cable	
Scanner	Flatbed and Duplex ADF Scanning (DADF)	
Scan to Email	Yes	
OS Support	Windows, Linux (Ubuntu), and any other compatible OS	
Environmental Compliance	BEE / Energy Star, RoHS and EPR Complied	
Comprehensive Onsite Warranty	3(three) years	

Item 4: Scanner (High Speed)

Technical Specifications		Compliance (Yes/No/Higher)
Make & Model to be given by the bidder		
Scanning Options	Color, Grayscale, Black & White (Lineart) etc.	
Scanner Type	ADF Auto Duplex Scanning with Integrated Flatbed	
Recommended	Daily Volume 10,000 pages per day or higher	
Throughput Speeds	60 PPM (200 dpi landscape, letter-size, black-and-white, grayscale, color)	
Scanning Software	OCR built-in	
Scanning Technology	CCD/ CIS scanning technology or better	
Optical Resolution	600 dpi	
Output resolution	100 to 600 DPI	
Page Size Support	A4, Legal Letter, FS, post card, Envelop and other pages etc.	
ADF Tray Capacity	200 sheets or better	
Connectivity	USB 2.0 or higher	
Imaging Features (in the scanner)	Automatic Image Orientation, Blank Page Removal, Automatic Crop & De-Skew, Image enhancement, batch separation, document merge	
File Format Outputs	Single and multi-page TIFF, JPEG, PDF, searchable PDF/A & PDF.	
Environmental Factors	ENERGY STAR qualified scanners;	
Operating temperature	15-32.5° C	
Operating humidity	15% to 80% RH	
Supporting Drivers and Bundle Software	TWAIN, ISIS, SANE, Windows Imaging Architecture Drivers, Scanning Software or better	
Supporting Operating System	Windows, Linux (Ubuntu) and Any other compatible OS	
Hardware Drivers	Supplier to provided latest drivers for Windows, Linux (Ubuntu) and Any other compatible OS	
Paper Thickness/ Weight	Weight: 34 to 413 gsm	
Other features required	Multi feed Detection (Required to stops double feeding), Mixed Document Feeding (Diff. Size & Thickness Fed Together), Crushed pages scan	
Environmental Compliance	BEE/Energy Star, RoHS and EPR complied	
Comprehensive On Site Warranty except for consumables	3 Years	

ANNEXURE –III FINANCIAL BID

ITEM 1: All in One Desktop

SI no.	Item Description	Quantity	Unit Rate	Total Cost inclusive of tax
1	All in One Desktop	81		(In figures and in words)

ITEM 2: 600 VA UPS

SI no.	Item Description	Quantity	Unit Rate	Total Cost inclusive of tax
1	600 VA UPS	81		(In figures and in words)

ITEM 3: High Speed Printer

SI no.	Item Description	Quantity	Unit Rate	Total Cost inclusive of tax
1	High Speed Printer	3		(In figures and in words)

ITEM 4: High Speed Scanner

SI no.	Item Description	Quantity	Unit Rate	Total Cost inclusive of tax
1	High Speed Scanner	13		(In figures and in words)

ANNEXURE- IV

Manufacturer's Authorization Format for Front Line Bidder

Ref: Date:

To

The Registrar General,
High Court of Meghalaya,
Shillong.

Subject: Manufacturer Authorization for Tender No _____.

Sir/ Madam,

We, <Bidder/ Frontline OEM/SI> having our registered office at < Bidder/ Frontline OEM/SI address>, are an established manufacturer/Suppliers of < name of quoted item. We <Frontline OEM/SI> solely authorized <bidder's name> to quote our product for above mentioned tender.

Our full support is extended in all respects for supply, warranty and maintenance of our products. We also ensure to provide the service support for the supplied equipments for a period of 3 years from date of installation of the equipments as per tender terms. In case of any difficulties in logging complaint at bidder end, user will have option to log complaint at our call support center.

We also undertake that in case of default in execution of this tender by the <Indicate names of all supporting OEM/SI >, the < Bidder/ Frontline OEM/SI > will take all necessary steps for successful execution of this project as per tender requirements.

Thanking You

For < Bidder/ Frontline OEM/SI>

< (Authorized Signatory)>

Name:

Designation: