

**THE HIGH COURT OF MEGHALAYA  
AT SHILLONG**

**Dated Shillong the \_\_\_ September, 2019**

**NOTICE INVITING QUOTATION**

**No. HCM II/88/2017/Comp/** : Sealed tenders are invited only from authorized dealers for Supply of 1 no of Display Monitor for Video Conferencing as per specification mentioned in the Technical Bid of the tender document.

Court fee stamp: Rs 500/-

Last date of submission of Bid: 14/10.2019 at 15.00 hrs.

Date and time of opening of Technical Bids: 14/10 2019 at 15.30 hrs.

Date and time of opening of Financial Bids: 15/10 2019 at 15.40 hrs.

**TERMS AND CONDITIONS FOR ALL BIDDERS**

- a. The firm must submit its quotation in sealed envelope (1Cover) containing Court fees, Authorised dealer/OEM certificate along with Annexure A and B addressed to the REGISTRAR GENERAL Superscripting thereon "Supply of Display Monitor for Video Conferencing".
- 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 bid.
- c. The tenders submitted without Court fees, OEM certificate will be rejected.
- d. 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.
- e. The bids received after the closing date will not be entertained.
- f. Rates should be quoted inclusive of taxes. Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2019-2020.
- g. The Authority concerned reserves the right to accept or reject any or all Tenders without assigning any reason and
- h. The decision of accepting authority shall be final.

**PLACE OF OPENING THE BIDS**

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the date and time aforementioned. Rates and

important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of bidding firms.

#### **EVALUATION OF TENDER:**

This Purchase Board will evaluate and compare the quotations determined to be substantially responsive i.e., which are;

- a) Properly signed, and
- b) Conform to the terms and conditions and specifications.

The financial evaluation would be done based on the lowest rates quoted.

#### **AWARD OF CONTRACT**

The Competent Authority will award the contract to the bidder whose quotation has been determined to be as per terms & conditions based on the lowest rate. The contract shall come into effect on the date of signatures of both the parties on the contract.

#### **TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER**

a. The supplier / firm will supply the required items within 10 (ten) working days from the date of placing the Supply Order. For any delay/non-supply of items the supplier / firm will inform / report to the undersigned. In case of failure the penalty of Rs. 100/- per day will be charged after the expiry of 10 (ten) working days.

b. The supplier / firm will be liable to supply genuine / original products only from original manufacturers that come in sealed, packed boxes with Maximum Retail Price (MRP), inclusive of all taxes, duly printed on the box/carton. The date of manufacture of these items should be clearly written on the items or its packing. Items with manufacturing date older than six months on the date of delivery will be rejected and bidder shall be liable to replace the same with new ones.

#### **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/88/2017/Comp 15822A Dated Shillong the 12<sup>th</sup> September, 2019**

**Copy to:**

1. Registrar-cum-PPS to Hon'ble Chief Justice, High Court of Meghalaya
2. Office Notice board.
3. ✓ System Analyst, High Court of Meghalaya with a request to upload the same in the Official Website.
4. Account Section.
5. Office File.

  
**REGISTRAR GENERAL**

**Technical Bid**

**Eligibility criteria& Technical specifications**

ELIGIBILITY CRITERIA			
NAME OF THE SUPPLIER	ADDRESS AND PHONE NO	IS THE SUPPLIER REGISTERED WITH THE GOVERNMENT OF MEGHALAYA (YES/NO)	AUTHORIZED DEALER/OEM REGISTERED (YES/NO)

TECHNICAL SPECIFICATION		
	Yes/No	Remarks if any
SONY MAKE		
LED, UHD for Video Conferencing		
Size 55"		
2160p		
Wall Mount Kit		
Cables & accessories		
EZcast kit		

**NAME OF THE TENDERER:**\_\_\_\_\_

**SIGNATURE AND SEAL:**\_\_\_\_\_

**Financial Bid**

<b>Sl no.</b>	<b>Name of the brand and model no</b>	<b>Rate</b>	<b>Taxes</b>	<b>Total Cost inclusive of tax</b>

**NAME OF THE TENDERER:**\_\_\_\_\_

**SIGNATURE AND SEAL:**\_\_\_\_\_