

# THE HIGH COURT OF MEGHALAYA AT SHILLONG

Dated Shillong, the 22<sup>nd</sup> 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: **1<sup>st</sup> June, 2026 at 15.00 hrs.**

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

Date and time of opening of Financial Bids: **3<sup>rd</sup> 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 22<sup>nd</sup> April, 2026**

**Copy to:**

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



**REGISTRAR GENERAL**

1276  
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 outrightly 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: **1<sup>st</sup> June, 2026 at 15.00 hrs.**

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

Date and time of opening of Financial Bids: **3<sup>rd</sup> 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.

sdf

**REGISTRAR GENERAL**

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

**Dated Shillong the 22<sup>nd</sup> 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**

1234  
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"> <li>• Manufacturer Authorization to be submitted by the front end bidder on company letter head as per <b>ANNEXURE IV</b>.</li> <li>• A letter from each manufacturers need to be furnished ensuring the support for 3 years</li> </ul> |   |
| 2   | The bidder(s) must be an IT solution provider; capable of handling IT projects on turnkey basis.   | <ul style="list-style-type: none"> <li>• Enclose relevant documentary proof. Self-certification on company letter head signed by the authorized signatory to be furnished by the bidder.</li> </ul>  |   |
| 3   | Tender fees and EMD or MSME or Single point NSIC Registration.   | <ul style="list-style-type: none"> <li>• Tender fees and EMD or</li> <li>• MSME or Single point NSIC Registration.</li> </ul>  |   |
| 4   | Technical Specifications   | <ul style="list-style-type: none"> <li>• Technical Specifications compliance as per Annexure II</li> </ul>   |   |
| 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"> <li>• Annual Turnover for the last 3 years (audited balance sheet)</li> </ul>   |   |
| 6   | Bidder must have direct service centers or their franchisees in any of the North Eastern States.   | <ul style="list-style-type: none"> <li>• Enclose relevant documentary proof.</li> </ul>  |   |
| 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"> <li>• Enclose GSTIN No. allotted by the Govt, as well as PAN number of the firm allotted by the Income Tax authorities</li> </ul>   |   |
| 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"> <li>• 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),</li> </ul>                      |   |

|    |   |   |  |
|----|---|---|--|
|    | 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"> <li>Declaration on affidavit to be submitted by the bidder on Rs 10/- non judicial paper.</li> </ul>   |  |
| 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"> <li>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.</li> </ul>                       |  |
| 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"> <li>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.</li> </ul>              |  |
| 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"> <li>Bidder's certificate in the letter heads of their respective firm/ companies confirming that the offered/quoted products conform to the tender specification.</li> </ul>         |  |
| 13 | List of important installation sites carried out by the bidder in the past years.   | <ul style="list-style-type: none"> <li>List of important installation sites carried out by the bidder in the past years</li> <li>Certificate of Completion</li> </ul>   |  |
| 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"> <li>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.</li> </ul> |  |

## ANNEXURE II: TECHNICAL SPECIFICATIONS

### ITEM 1: ALL IN ONE DESKTOP

| All in One Desktop PC Technical Specifications |  | Compliance<br>(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**

| <b>SPECIFICATIONS OF UPS FOR COMPUTERS<br/>600 VA LINE INTERACTIVE</b>      |   | <b>Compliance<br/>Yes/No/Higher</b> |
|---|---|-------------------------------------|
| 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),<br>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.  |                                     |
| <b>ALL THE ABOVE SPECIFICATIONS SHOULD BE READ AS EQUIVALENT OR BETTER.</b> |   |                                     |

**ITEM 3: High Speed Printer**

| <b>Technical Specifications</b> |  | <b>Compliance<br/>(Yes/No/Higher)</b> |
|---------------------------------|--|---------------------------------------|
| 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**

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

**ITEM 2: 600 VA UPS**

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

**ITEM 3: High Speed Printer**

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

**ITEM 4: High Speed Scanner**

| <b>SI no.</b> | <b>Item Description</b> | <b>Quantity</b> | <b>Unit Rate</b> | <b>Total Cost inclusive of tax</b> |
|---------------|-------------------------|-----------------|------------------|------------------------------------|
| 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: