

**MEGHALAYA WATER RESOURCES DEVELOPMENT AGENCY (MeWDA)  
MEGHALAYA, SHILLONG**

No: MeWDA/QUOTATIONS/46/2019-20/1

Dated, Shillong 16<sup>th</sup> August 2019

**NOTICE INVITING QUOTATION**

Sealed Quotations affixing non-refundable court fee stamp of **Rs. 100 (Rupees One Hundred) only** are invited from firms/suppliers for the supply of the following material:

Sl. No.	Description of the material
1.	<b>Laptop Computers</b> <b>Specification:-</b> <b>Processor:</b> Intel core i5 8 <sup>th</sup> generation <b>Hard drive:</b> At least 1 TB HDD OR 256 SSD <b>RAM:</b> At least 8GB <b>Screen:</b> 14"-15.9" <b>Operating system:</b> Windows 10 Original <b>Graphics Card:</b> At least 2 GB <b>Weight:</b> Not more than 2.2 Kgs <b>Software:</b> Pre installed Microsoft Office
2.	<b>Photo Copier</b> <b>Specification:-</b> <b>Main function:</b> Copy, print, scan <b>Writing Method:</b> Semi conductor laser <b>CPU:</b> Minimum 500 MHz <b>Print speed(A4):</b> min. 18/11cpm <b>Memory:</b> Standard 256MB (maximum) <b>Paper capacity :</b> Min. 400 sheets Max. 1500 sheets <b>Paper size (cassette):</b> Min. A5R – Max. A3 (ledger) <b>Paper size (MPT):</b> Min. A6R – Max. A3 (ledger) <b>Power consumption (copy/print mode):</b> 385W or less <b>Power consumption (Stand-by mode):</b> 75W or less <b>Power consumption (Energy saver):</b> 1.54W or less <b>Drum life:</b> Min. 1,50,000 copies

Detail quotation papers can be obtained from the office of the undersigned on payment of **Rs. 500 (Rupees Five Hundred) only** during office hours or the detailed quotation papers can also be downloaded from the website [www.megwaterresources.gov.in](http://www.megwaterresources.gov.in). The quotation papers may be sent to the Chief Executive Officer, Meghalaya Water Resources Development Agency, Government Fruit Garden, Shillong- 793003, Meghalaya along with a Demand Draft amounting to **Rs. 500 (Rupees Five Hundred) only** enclosed with it. Quotations will be accepted upto **3:00P.M.** on **15<sup>th</sup> September 2019** and will be opened on the same date and time.

Sd/-  
Chief Executive Officer  
Meghalaya Water Resources Development Agency  
Shillong

Memo No:MeWDA/QUOTATIONS/46/2019-20/1-A

Dated, Shillong the 16<sup>th</sup> August 2019

Copy to:-

1. The Senior Technical Director and State Information Officer, Shillong for favour of updating in the Meghalaya Water Resources Department website.
2. Office copy.

Sd/-  
Chief Executive Officer  
Meghalaya Water Resources Development Agency  
Shillong

**Terms and conditions:-**

1. The Quoted rate should be of Ex Go down prices inclusive of cost for packing, Forwarding & Insurance Charge Carriage and all taxes as applicable.
2. The rates are to be quoted as per the prescribed format at Appendix 'A'.
3. Rate should be valid for 12 (twelve) calendar months from the date of notification of acceptance of rate and the selected Firms will have to execute Tender Agreements in the prescribed form as per rules.
4. Goods & Services Tax will be deducted as per rules.
5. The material should be strictly of ISI marks and guaranteed for a period of minimum 12 (twelve) months from the date of supply.
6. Quotationer should put his/ her full name and address in the Quotation papers. Quotation with only the initial and without giving full name, address and seal will be rejected.
7. Quotations should submit upto date Sales Tax, Professional Tax, Income Tax certificates.
8. Non-Tribal Contractors/ Firms should submit the trading License issued by the concerned District Council without which the Quotation shall be disqualified.
9. Corrections, if any in the rates quoted by the Firms should be initiated by the Quotationer. "White Ink" to erase and the rewrite to the rate should be avoided.
10. Notwithstanding the various conditions prescribed in the Quotation papers, the undersigned may relax or put more such conditions, if required, in favour of the deserving Quotationer, in the interest of the Government, without compromising the quality and standard so required for implementation of the work.
- 11. Meghalaya Water Resources Development Agency does not bind itself to accept lowest quoted rates but reserves the rights to reject any or all the Quotation without assigning any reason thereof.**
12. Payment will be made only after full delivery and subject to availability of fund.

Sd/-  
Chief Executive Officer  
Meghalaya Water Resources Development Agency

**APPENDIX 'A'**

The Chief Executive Officer  
 Meghalaya Water Resources Development Agency  
 Government Fruit Garden  
 Shillong-793003

Sub:- Quotation for the supply of Laptop Computers and Photo Copier

Sir,

Having examined and signed the quotation papers, terms and conditions, etc. I/We undertake to supply the materials at the rates as quoted below.

Sl. No.	Items	Configuration	Quantity	Quoted Rate per each	
				In figure	In words
1	Laptop Computers	<b>Processor:</b> Intel core i5 8 <sup>th</sup> generation <b>Hard drive:</b> At least 1 TB HDD OR 256 SSD <b>RAM:</b> At least 8GB <b>Screen:</b> 14"-15.9" <b>Operating system:</b> Windows 10 Original <b>Graphics Card:</b> At least 2 GB <b>Weight:</b> Not more than 2.2 Kgs <b>Software:</b> Pre installed Microsoft Office	3		
2	Photo Copier	<b>Main function:</b> Copy, print, scan <b>Writing Method:</b> Semi conductor laser <b>CPU:</b> Minimum 500 MHz <b>Print speed(A4):</b> min. 18/11cpm <b>Memory:</b> Standard 256MB (maximum) <b>Paper capacity :</b> Min. 400 sheets Max. 1500 sheets <b>Paper size (cassette):</b> Min. A5R – Max. A3 (ledger) <b>Paper size (MPT):</b> Min. A6R – Max. A3 (ledger) <b>Power consumption (copy/print mode):</b> 385W or less <b>Power consumption (Stand-by mode):</b> 75W or less <b>Power consumption (Energy saver):</b> 1.54W or less <b>Drum life:</b> Min. 1,50,000 copies	1		

The rates are ex-godown prices which are inclusive of cost for packing, forwarding, insurance charge, carriage and all taxes are applicable.

Yours faithfully,

Signature:- \_\_\_\_\_

Full name:- \_\_\_\_\_

Dated:- \_\_\_\_\_

Name and address of firm:- \_\_\_\_\_