

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
MEGHALAYA WATER RESOURCES DEVELOPMENT AGENCY (MeWDA)
MEGHALAYA, SHILLONG**

Dated: 24th September 2020

No: MeWDA/QUOTATIONS/46/2020-21/8

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.	Laptop/ Desktop (Preferably all-in-one PC) Specification:- 10 th Gen Intel® Core™ i5-10400 processor Windows 10 Home Single Language (license Windows 10 OS) NVIDIA® GeForce® GT™ 730 2GB GDDR5 8GB, 1x8GB, DDR4, 2666MHZ 256GB M.2 PCIe NVMe Solid State Drive + 1TB 7200 rpm 3.5" SATA Hard Drive Free Microsoft Office Home & Student 2019 21.5" Monitor (Full HD) Other peripherals (wired keyboard, Wifi, DVD, Bluetooth + card reader) 1 year onsite warranty

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. 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 2:00 P.M. on 7th October 2020 and will be opened on the same date and time.


Chief Executive Officer
Meghalaya Water Resources Development Agency
(MeWDA)
Meghalaya, Shillong

Memo No:MeWDA/QUOTATIONS/46/2020-21/8-A

Dated: 24th September 2020

Copy to:-

1. The Director of information & Public Relations, Meghalaya, Shillong for favour of publication the Notice in 1 (one) issue of a widely circulated daily local English newspaper & 1 (one) Khasi newspaper. The bills for publication may please be sent to the undersigned for payment.
2. The Senior Technical Director and State Information Officer, Shillong for favour of updating in the Meghalaya Water Resources Department website.

3/ Office copy.


Chief Executive Officer
Meghalaya Water Resources Development Agency
Meghalaya, 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.


Chief Executive Officer
Meghalaya Water Resources Development Agency
(MeWDA)

APPENDIX 'A'

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

Sub:- Quotation for the supply of Laptop/ Desktop (All-in-one PC)

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/ Desktop (All-in-one PC)	10 th Gen Intel® Core™ i5-10400 processor Windows 10 Home Single Language (license Windows 10 OS) NVIDIA® GeForce® GT™ 730 2GB GDDR5 8GB, 1x8GB, DDR4, 2666MHZ 256GB M.2 PCIe NVMe Solid State Drive + 1TB 7200 rpm 3.5" SATA Hard Drive Free Microsoft Office Home & Student 2019 21.5" Monitor (Full HD) Other peripherals (wired keyboard, Wifi, DVD, Bluetooth + card reader) 1 year onsite warranty	3 Laptops 3 Desktops		

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:-

Name and address of firm:-

Dated:- _____