

**COMMUNITY-BASED FOREST MANAGEMENT AND
LIVELIHOOD IMPROVEMENT IN MEGHALAYA**

**Tender For
Supply of Office Equipment Phase I**

SINGLE-STAGE: TWO ENVELOPE BIDDING PROCEDURE

Tender publication date: 05.03.2021

Date & Time of Opening of the Tender: 26.03.2021 at 16.00 Hours

Submitted To:

Project Director

**Community-Based Forest Management and Livelihood Improvement in
Meghalaya**

**O/o Meghalaya Basin Development Authority (MBDA)
Upper Nongrim Hills, Shillong-793003 Meghalaya**

PART-I-TENDER FORM

(To be filled in by the tenderer)

To,

**Project Director
Community-Based Forest Management and Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority (MBDA), Shillong – 793003**

Sub: Tender for Supply of Office Equipment Phase I.

Sir,

I hereby submit my Tender for Supply of Office Equipment Phase I and associated accessories as follows:

1. Full name of the Tenderer (in block Letter):
2. Postal address of the Tenderer.....

.....
.....
.....
.....

Phone:Fax:.....Mobile:

Whatsapp: Email.....

3. GST registration number of the tenderer:
4. Permanent Account Number (PAN) of the tenderer:
5. Status of the tenderer (pl. tick Appropriately): Individual/ Partnership firm/ Co-operative Society/ Joint Stock Company/ Joint Venture.
6. In case of the tenderer being other than individuals, status of the person who sign the tender.....
7. In case of the tenderer being an individual, caste of the tender (pl. tick appropriately): General/ Other Backward Caste/ Scheduled Caste/ Scheduled Tribe/ Native Scheduled Tribe of Meghalaya.
8. Status of the Tenderer (pl. tick appropriately): Original manufacturer/ Authorised dealer of the original manufacturer / authorised distributor of original manufacturer.

9. In case the Tenderer is an authorised dealer or an authorised distributor of the original manufacturers, documentary proof in support thereof enclosed (pl. tick appropriately): Yes/ No.
10. Rate(s) quoted by the tenderer inclusive of all taxes, levies, cess and transportation up to office of the Project Director, Community-Based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority, Shillong – 793003.
11. Validity of the rates quoted by the tenderer from the date of opening of tenders for acceptance (**Note:** in no case, it shall be less than ninety (90) days from the date of opening of the tender):

Signature and Seal of the Tenderer

Date:

DECLARATION FORM

I agree that I will not withdraw from the tender offered by me during the time that will be required for its acceptance, nor will I withdraw it afterwards should my tender be accepted. If I withdraw the tender, then the entire amount of Earnest Money Deposit (EMD) furnished by me along with this tender will be forfeited in favour of the State of Meghalaya free from all encumbrances.

Further certified that during last three years, I have not defaulted in supply of material in accordance with supply orders placed in favour of me nor any of the supply orders placed in favour of me has been rescinded during the last three years.

Signature & seal of the tenderer

Date

Witness:

Signature:

Name:

Address:.....
.....
.....
.....

Occupation:

List of Enclosures

(a) Earnest Money Deposit (EMD)

Sl. No.	Nature of the payment instrument*	Bank on which drawn	Number and Date	Amount (Rs.)
1				

(*: Demand Draft)

- (b) If the tenderer is an authorised dealer or authorised distributor of the original manufacturer, a copy of a certificate from the original manufacturer for which rates have been quoted by the tenderer to appoint the tenderer as their authorised dealer or authorised distributor, as the case may be (pl. tick mark appropriately): enclosed/ not enclosed.
- (c) Copies of Supply/Purchase Order for Similar Works supplied by the tenderer to the Government Departments or Public Sector Undertakings (PSUs) of the Institutes and Organisations owned, controlled and managed by the Government during last three financial years (pl. tick mark appropriately): enclosed/not enclosed
- (d) Documentary evidence in support of the after sales services available with the tenderer (pl. tick mark appropriately): enclosed/ not enclosed
- (e) Up-to date Goods and Service Tax (GST) clearance certificate by the concerned competent authority of Government (pl. tick mark appropriately): enclosed/not enclosed
- (f) If the registered office of the tenderer is located in Meghalaya, an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council (pl. tick mark appropriately): enclosed/not enclosed
- (g) If the tenderer is a Joint Venture, a copy of Joint Venture Agreement clearly stating therein the share and the roles & responsibilities of each member of the Joint Venture (pl. tick mark appropriately): enclosed/ not enclosed
- (h) If the tenderer is a Co-operative society or a Firm or a Joint Stock Company:
- Original or certified copy of the Registration Certificate from the concerned Registration authority: enclosed/not enclosed
 - Certified copy of the resolution/document authorizing the person who signs the tender: enclosed/not enclosed
 - Statement regarding authorised, subscribed and paid-up capitals: enclosed/not enclosed
 - Up-to-date GST clearance certificate issued by the concerned competent authority of the Government: enclosed/ not enclosed
 - Up-to-date Professional Tax Clearance Certificate issued by the competent authority of the concerned Autonomous District Council: enclosed/ not enclosed
- (i) If the tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has its registered office at a place to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the Khasi Hills Autonomous District Council (KHADC)/Jaintia Hills Autonomous

District Council (JHADC)/ Garo Hills Autonomous District Council (GHADC): enclosed/ not enclosed

Signature & seal of the Tenderer

Date

Part-B- TERMS AND CONDITIONS

1. Tender Inviting Authority

- (a) For and on behalf of the Governor of Meghalaya, the Project Director, Community-Based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority (MBDA) under Planning Department, Government of Meghalaya invites sealed tenders from the reputed manufacturers/suppliers/authorized dealers/small scale industries/suppliers having experience in supplying the items of Office Equipment as per specifications as prescribed in the document.

2. Obtaining of Tender Document

- (a) Tender may be downloaded from the official website <https://mbda.gov.in> and the sealed tenders should reach the office of the Project Director, JICA assisted project, Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong - 793003 on or before **26.03.2021 up to 15:00 hours**
- (b) The Tender Booklet will be available in the website from **05.03.2021 at 14:00 hours**.
- (c) Last date and time for receipt of the completed tender is **26.03.2021 up to 15:00 hours**. The tenders will be opened on **26.03.2021 at 16:00 hours**.
- (d) MBDA shall not be responsible for any delay in sending the tender document by post. No plea of tender reaching late due to accident, traffic jam, strike etc. shall be entertained.

3. Qualification for tendering

- (a) Original manufacturers and the authorised dealers or authorised distributors of the original manufacturers having past experience in at least two similar works of supply of items of office equipment at Government Departments or Public Sector Undertakings (PSUs) of the Institutes and Organisations owned, controlled and managed by the Government during last three financial years.
- (b) If the tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has its registered office at a place in Meghalaya to which above regulation extends, he/she shall have to furnish the valid Trading License from the concerned Autonomous District Council without which he/she will not be eligible for the tendering activity. The tenders submitted by such firms and persons without enclosing a copy of valid Trading License from the concerned Autonomous District Council are also liable to be summarily rejected.
- (c) Should a tenderer or in the case of a partnership firm or company incorporated under the Indian Company Law should a partner or Director of any such firm or company is a relative of any of the members of the Purchase Board or the MBDA, the MBDA shall be informed of the fact at the time of submission of tender, failing which the tender is liable to be rejected, or if such fact subsequently comes to light the supply order placed in favour of the such tenderer may be rescinded.

Note: For the purpose of this clause, mother, father, sister, brother, wife, husband, daughter, son, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step parent, step child, step sister and step brother will only be treated as close relative.

4. Period for completion of supply

- (a) The successful tenderer will be required to complete the supply of the Equipment as specified in the Schedule of Supply (**Annexure III**).

5. Earnest Money Deposit (EMD)

- (a) Each tender shall be accompanied with refundable Earnest Money Deposit (EMD) amounting to **2%** of the gross value quoted in the form of a crossed Demand Draft drawn in favour of the Project Director, Meghalaya Basin Development Authority, JICA Project payable at Shillong from a Bank having a Branch in Shillong. If the tenderer is a member of a Scheduled Tribe (ST) or a Scheduled Caste (SC) of Meghalaya, he may submit EMD amounting to **1%** of the gross value quoted.

Note: Partnership firms, Co-operative Societies, Joint Stock Companies and Joint Ventures, even those fully owned by the members of Scheduled Tribes and Scheduled Castes will be required to submit the EMD amounting to **2%** of the gross value quoted.

- (b) Tenders submitted without the prescribed EMD shall be summarily rejected.
- (c) The EMD Shall remain valid for 90 days.
- (d) On finalization of the tender, EMD submitted by all unsuccessful tenderers shall be returned forthwith. In case of the successful bidder, EMD shall be returned only after furnishing of the prescribed Performance Security as outlined in the tender document.
- (e) If a tenderer attempts to withdraw the tender submitted by him after its opening or fails to submit the Performance Security within the period specified in the preliminary supply order and such extension(s) as the MBDA may provide, the EMD furnished by him/her may be forfeited to the revenue of the State of Meghalaya free from all encumbrances.
- (f) No interest shall be payable on the EMD furnished by a tenderer.

6. Performance Security

- (a) On finalization of the tender, successful tenderer will be required to furnish refundable 'Performance Security' amounting to 10% (ten percent) of the gross value of the supply of Office Equipment within 14 (fourteen) days from the date of issue of the Notice of Award (NoA).
- (b) Performance Security shall be furnished in the form of a Fixed Deposit Receipt or an irrevocable Bank Guarantee drawn in favour of the Project Director, Meghalaya Basin Development Authority, JICA Project payable at Shillong from a Bank having a Branch in Shillong. In case the Performance Security is furnished in the form of a Fixed Deposit Receipt or an Irrevocable Bank Guarantee, the same shall be valid till sixty (60) days beyond the expiry of the Warranty Period.
- (c) In case a tenderer fails to supply entire quantity of the equipment for which an order has been placed in his/her favour within the period specified in the supply order and such extension(s) as the MBDA may, for the reasons to be recorded in writing grant, the Performance Security furnished by such tenderer may be forfeited to the revenue of the State of Meghalaya free from all encumbrances.
- (d) In case any of the equipment develops any defect within the Warranty Period and the Supplier fails to rectify such defect within a reasonable time, the MBDA has the right to get such defect rectified from the Performance Security submitted by the tenderer.

(e) Performance Security shall be refunded back to the successful tenderer not later than sixty (60) days from the expiry of the Warranty Period after deducting such amount as the MBDA is authorised to deduct as per this tender document.

(f) No interest shall be payable on the Performance Security.

7. Submission of Tender

(a) The documents supporting compliance with the Term & Condition should be enclosed in a sealed envelope superscribing Envelop I: Technical Bid, Tender Advertisement No: MBDA/JICA/53/2020/255.

(b) The Financial Bid/rate quoted should be enclosed in a separate sealed envelope marked as Envelop II : " Financial Bid", Tender Advertisement No: MBDA/JICA/53/2020/255.

(c) Both the envelopes: Envelop I : "Technical Bid" & Envelop II : "Financial Bid" and third envelope marked EMD shall thereafter be placed inside a sealed cover superscribing "**Tender for Supply of Office Equipment Phase-I" and Tender No. MBDA/JICA/53/2020/255 Dated 05th March 2021.**

(d) The EMD and the Envelop I : "Technical Bid" shall be opened on the 26.03.2021 at 16:00 Hours. Thereafter only the Financial Bids of the Technically Qualified Bidders will be opened.

(e) The Bid shall be filled in by making neatly typed or hand written appropriate entries by the tenderer himself or by a person duly authorised to submit and sign the tender on behalf of the tenderer (hereinafter referred to as the 'authorised signatory').

(f) All entries in the tender shall be made in the English language only.

(g) Overwriting in the Tender Booklet is strictly forbidden. Cutting and corrections in the tender, if any, should be attested by the tenderer or authorised signatory by affixing full signature along with date. Tenders containing non-attested over-written or doubtful entries are liable to be rejected.

(h) The tenderer shall fill the Financial Bid as per **Annexure II** and shall send the price bid in separate sealed envelope quoting their lowest possible rate. The rate quoted by the tenderer shall be inclusive of all taxes, levies, cess, loading, unloading, and transportation up to the office of the Project Director, JICA assisted project, Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong - 793003.

(i) The rates shall be quoted by the tenderer both in letters and words. In case of any doubt or discrepancy the rates quoted in words shall be treated as final.

(j) The Bidder shall quote the Bid item-wise/Lot-wise and should technically match the specifications as specified in **Annexure I**. The bid shall be evaluated Item-wise/Lot-wise.

(k) The rates quoted by the tenderer shall be valid **for acceptance** for a minimum period of ninety (90) days from the date of the opening of the tender.

(l) Conditional tenders are liable to be rejected summarily.

(m) All pages of the Technical and Financial Bid together with terms and conditions and the documents enclosed with the tender shall be signed by the tenderer or authorized signatory. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.

(n) In case the space on any page is insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently and be signed by the tenderer. In such cases reference to the additional pages may be added in the covering letter.

(o) A complete tender shall contain the following:

- (i) A covering letter on the authorized letterhead of the tenderer clearly indicating complete address together with telephone, Mobile No, fax numbers and E-mail addresses.
 - (ii) Duly filled in Technical cum Price Bid in this Tender Booklet.
 - (iii) EMD in form of a Bank draft or a Bank Guarantee.
 - (iv) Copy of Supply/Purchase Orders supplied by the Tenderer to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during the period of last three financial years.
 - (v) In case the Tenderer is an authorised dealer or an authorised distributor of an original manufacturers, a copy of a certificate from the original for which rates have been quoted by the tenderer to appoint the tenderer as their authorised dealer or authorised distributor, as the case may be.
 - (vi) Copy of documentary evidence in support of after sale service facilities available with the tenderer.
 - (vii) Up-to date Goods and Service Tax (GST) clearance certificate by the concerned competent authority of Government.
 - (viii) If the registered office of the tenderer is located in Meghalaya, an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council.
 - (ix) If the tenderer is a Co-operative Society, a partnership Firm or a Joint Stock Company:
 - (a) Original or certified copy of the Registration Certificate from the concerned Registration authority.
 - (b) Certified copy of the resolution/document authorizing the person who signs the tender.
 - (c) Statement regarding authorised, subscribed and paid-up capital.
 - (x) If the tenderer is a person other than a tribal resident as defined in United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has his registered office at a place in Meghalaya to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the KHADC/GHADC/JHADC.
- (p) The envelope containing the Tender shall be addressed to the Project Director, JICA assisted project, Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong-793003.
 - (q) The tenderer should affix his full address on left bottom corner of the envelope containing the Tender.
 - (r) The envelope containing the completed Tender shall reach the office of the Project Director, JICA assisted project, Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong - 793003 on or before the due date and time prescribed in the paragraph 2 above.
 - (s) Due to any unavoidable reason(s), if the office of the MBDA remains closed on the last date prescribed for receipt of the tenders, the tenders will be received during the next working day at the same venue up to the same time.

9. Opening of Tenders

- (a) Tenders shall be opened by an officer or a committee of officers duly authorised by the MBDA in this regard, in the presence of the tenderers or their representative duly authorised by them who wish to remain present, at the office of the Project Director, JICA assisted project,

Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong – 793003 at the date and time prescribed in the paragraph 2 above.

- (b) Due to any unavoidable reason(s) if the office of the MBDA remains closed on the date prescribed for opening of the tender, the tenders shall be opened on the next working day without any change in the venue and time.
- (c) Following procedure shall be adopted for opening of tenders:
 - (i) The sealed envelope received from various tenderers will be initialled and be opened one by one in the same order in which they have been entered in the tender opening minute register. After opening the sealed cover, each page of the Technical Bid will be initialled by the officer or group of officers authorised by the MBDA for opening of tenders and details of EMD will be entered in the tender opening minute registers. All tenders received without prescribed EMD shall be summarily rejected.

10. Evaluation and Finalization of the Tenders

- (a) The tenders received shall be evaluated by a 'Tender Evaluation Committee' having adequate knowledge relating to the material being purchased, constituted by the MBDA.
- (b) The Technical Evaluation Committee will analyse the tenders, prepare an authenticated Comparative Statement and keeping in view the specifications, make/brand, rates quoted, after-sale service facilities available with the tenderers, past experience and any other information as it deems fit, shortlist and rank the tenderers and prepare a report containing its speaking recommendation as to the tenderer(s) in whose favour order(s) for supply of office equipment is/are awarded.
- (c) The Technical Evaluation Committee, if so desire, may require all or any of the tenderers to demonstrate the working condition of the equipment. No payment shall be made to the tenderer for expenditure to be incurred by a tenderer in connection with such demonstration.
- (d) Processing and acceptance of the Tenders shall be governed by all other orders/instructions/guidelines/ office memorandum issued by the MBDA from time to time.
- (e) The MBDA reserves the right to cancel or withdraw the tender at any time without assigning any reason(s) thereof.
- (f) Rates quoted by a tenderer shall remain valid for acceptance for a minimum period of ninety (90) days from the date of the opening of the tenders. Any unsolicited correspondence by any tenderer after opening of tenders is liable to render the tender submitted by him/her as invalid.

11. Supply Order

- (a) The Project Director, or any officer authorised in his behalf may place preliminary supply order(s) in favour of the successful tenderer(s)(hereinafter referred to as "Supplier") requesting each such Supplier to submit Performance Security at the rate of 10% (ten percent) of the gross value of the Office Equipments for which preliminary supply order has been placed in their favour by a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque or a Fixed Deposit Receipt or a Bank Guarantee drawn in favour of the Project Director, Meghalaya Basin Development Authority, JICA Project payable at Shillong from a Bank having a Branch in Shillong within a period of 14 (fourteen) days from the date of issue of such preliminary supply order.

- (b) Supply order shall be issued after the receipt of Performance Guarantee from the bidder.
- (c) A supply order shall be sent to the supplier through registered post/email or by hand.

12. Supply, receipt and inspection of the material

- (a) Within ten days from the date of issue of the final supply order, the supplier shall intimate to the MBDA the origin, estimated date of dispatch from the origin and estimated date of arrival at office of the MBDA each consignment of the material for which order has been placed in his/her favour.
- (b) The supplier shall complete the supply of the entire quantity of the material for which order has been placed in his favour within the period specified in schedule of supply (Annexure III) and in the supply order.
- (c) Entire cost of unloading shall be borne by the supplier.
- (d) Once the unloading of the consignment is completed the MBDA or any other officer authorised by him in this behalf shall acknowledge the receipt of consignment clearly stating therein the quantity of each material received. Such acknowledgement shall preferably be given on the body of the delivery Challan or way bill or transport Challan for the consignment.
- (e) The MBDA or any other officer authorised by him in this behalf shall have the right to refuse to accept and unload a consignment if:
 - (i) such consignment reaches the office of the MBDA after expiry of the delivery period including extension(s), if any, allowed by the MBDA by an order in writing from time to time); or
 - (ii) the consignment does not conform to the specifications given in the supply order.
- (f) No payment in respect of a consignment which has not been accepted or allowed to be unloaded at the office of the MBDA shall be made to the supplier.
- (g) Within five working days from the date of receipt of a consignment, the MBDA or any other officer authorised by him in this behalf shall inspect such consignment to ascertain that:
 - (i) the material supplied by the supplier conforms to the specifications given in the supply order; and
 - (ii) the quantity of material supplied by the same as the quantity claimed to be supplied by the supplier.
- (h) In case the whole or a part of a consignment does not conform to the specifications given in the supply order the same shall be rejected and the same shall be communicated to the supplier by the MBDA or any officer authorised by the MBDA in this behalf and the supplier on receipt of such communication shall lift the entire quantity of the rejected material from the office of the MBDA within one month from the date of issue of such communication.

13. Extension of delivery Period

- (a) In case for valid and cogent reason(s) beyond the control of the supplier, it is not possible for the supplier to complete the supply of the whole or a part of the quantities of the materials for which a supply order has been placed in his/her favour within the delivery period stipulated in the supply order, he/she may by an application in writing, request the MBDA to extend the delivery period by such further period as may be given in such application.
- (b) Application submitted by the supplier for extension of delivery period clearly stating therein the reason(s) for extension of the delivery period shall reach the MBDA at-least ten clear working days before the expiry of the delivery period. The MBDA, for the reasons to be

recorded, in writing may refuse or extend the delivery period for a maximum period of 30 (thirty) days at a time, with or without levy of penalty for delay in supply.

14. Penalty for Delay in Supply

- (a) In case a Supplier fails to supply the entire quantity of the material for which order has been placed in his/her favour within the period stipulated in the final supply order, the MBDA reserves the right to accept the material in part or in full and to deduct the penalty from the Bills of the supplier at the rate of 0.50 % (zero decimal five zero percent) of the value of the material which has been supplied late for each completed week of delay subject to the maximum of 5% (five percent) of the value of the such material which has been supplied after the expiry of the stipulated delivery period.

15. Warranty

- (a) The warranty for a period of twelve (12) months from the date of acceptance of the equipments by the MBDA or by the officer(s) authorised by the MBDA in this behalf, shall be provided by the Supplier. The name, address, telephone, fax and email of person responsible to provide warranty services shall be intimated to the MBDA along with the Performance Security.
- (b) If during the warranty period, any of the equipment fails to perform satisfactorily or develops any defect and the service personnel deputed by the Supplier fails to rectify the defect to the satisfaction of the MBDA within a reasonable time, the Supplier shall replace such defective unit with a new unit free of cost.

16. Making of Payment

- (a) Payment for the supply which have been accepted by the MBDA or an officer authorised by the MBDA in this behalf shall be made on receipt of pre-receipted Bills from the Supplier. Amount of the Goods and services Tax (GST) payable on the materials given in a Bill shall clearly be indicated separately in each such Bill.
- (b) Payment shall be made through an account payee crossed cheque or a demand draft or NEFT or RTGS. In case the payment is to be made by a demand draft or NEFT or RTGS the amount charged by the Bank for such payment shall be deducted from the amount payable to the supplier.
- (c) In case a supplier desires to receive the payment through NEFT or RTGS, full details of his bank account duly verified by the Manager of the Bank in which such account is located shall be provided to the Deputy Conservator of Forests, Wildlife.
- (d) No interest shall be paid to the supplier for delay in making payment for the materials supplied by him/her.

17. Deductions

- (a) In case total value of supply made under an individual supply order, exceeds Rs. 2,50,000/- (rupees two lakh fifty thousand) only or such other amount, Tax Deduction at Source (TDS) at the rate of 2% (two percent) or such other rate as may be specified by the Government of India, Ministry of Finances shall be deducted from the payments made to the supplier:

Provided that in case a supplier is Schedule Tribe resident of the Meghalaya and is exempted from the payment of income tax, no income tax may be deducted from the payment made to him/her.

- (b) Such other tax or levy or fee or cess as mandated under a statute or rule made thereunder, for the time being in force in Meghalaya shall also be deducted from the payments made to the supplier.
- (c) In case the materials have been supplied after expiry of the delivery period, penalty for the delay in supply at the rate specified by the MBDA shall also be deducted from the Bill of the supplier.

18. Prohibition to Sub-let

- (a) The supply order shall not be assigned or sub-let to any other person and if the supplier shall assign or sub-let his supply order, or attempt so to do, or become insolvent or commence any insolvency proceedings or make any composition with his creditors, or attempt so to do, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the supplier, or any of his servants or agents to any public officer or person in the employ of the State of Meghalaya in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the supply, the MBDA may, by notice in writing rescind the supply order and the earnest money deposit or the Performance Security of the supplier shall thereupon stand forfeited and be absolutely at the disposal of the State of Meghalaya, and in addition the supplier shall not be entitled to recover or be paid for any material supplied under the supply order placed in his favour.

19. Changes in Constitution of Firm

- (a) In the case of a tender by partners any change in the constitution of the firm shall be forthwith notified by the supplier to the MBDA for his information and record.

20. Dispute Resolution

- (a) All disagreements, disputes and differences that may arise between the MBDA or the State of Meghalaya and a Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of the relevant Indian laws. The venue of proceedings for arbitration shall be Shillong in Meghalaya.
- (b) The obligations and liabilities arising out of the supply to be made in accordance with this tender shall be construed in accordance with the laws applicable in the State of Meghalaya. The Court in Shillong in Meghalaya shall have the exclusive jurisdiction to try all or any such dispute.

21. Interpretation

- (a) Except where otherwise specified in the Tender Document or the supply order, the decision of the MBDA shall be final, conclusive and binding on the supplier upon all questions relating to the meaning of the specifications and instructions hereinbefore mentioned and as to any other question, claim right, matter or thing whatsoever in any way arising out of or relating to the quality and quantity of material supplied, instruction, orders of these conditions, or otherwise concerning the supply of the material or failure to supply the same whether arising during the progress of the supply, or after the supply or abandonment thereof.

(Dr. D. Vijaykumar D., IAS)
Project Director, JICA Assisted Project
MBDA, Shillong

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS
(FORM 1)**

I have read and fully understood the terms and conditions as laid down above in respect of the Tender for Supply Office Equipment.

I agree to abide by the same.

I have signed all the pages of the tender document as laid down.

Signature and Seal of the
Tenderer or his Authorized Signatory

Dated:

Address

.....

.....

Phone:.....Fax:.....

Email:..... Mobile:

**WORK EXPERIENCE
(FORM 2)**

Details of Similar Works carried out by the tenderer to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during the period of last three years:

Sl. No.	Name of Department/ PSU/ Institute/ Organisation	Work Description	Date of Supply Order	Date of Completion of Supply
1.				
2.				
3.				
4.				
5.				

(Please attach additional sheet(s), if required)

SPECIFICATIONS

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
1	High End Workstation (Type 1)	Processor	Min Dual Intel® Xeon® Silver 4215R Processor 8 Cores Processor Base Frequency 3.20 GHz Cache 11 MB Max Turbo Frequency 4.00 GHz 130 W or Higher	2		
Chipset	Intel C622					
BIOS	BIOS of the Workstation to have tool for Enhanced security features like self-healing, regular checks.					
RAM	256GB (4x64GB) DDR4 2933 DIMM ECC Registered, 24 DIMM Slots - all slots should be on motherboard itself. Workstation should support up to 3 TB Memory.					
Drive Controllers	Onboard 10-Channel 6Gbps SATA (RAID 0,1,5,10)					
Hard Disk	1 x 2TB SSD M.2 3 x 4TB 7200RPM SATA 3.5					
Optical Drive	9.5mm Slim SuperMulti DVD Writer					
Graphics Card	NVidia Quadro RTX 5000GB Graphics card					
Network Interface	Wireless Network & Bluetooth 5.1					
Bays Available/Supported	2 x External 5.25" 4 x Internal 3.5" Option to add up to 4 nos of M.2 SATA SSD System should be able to support a total of 16 drives along with a DVD drive.					
Slots	Minimum requirement: 4 x PCIe x16 Gen3 (with Dual socket Config) 1 x PCIe x8 Gen3 2 x PCIe x4 Gen3 Dedicated 2 x PCIe x4 Lane for PCIe over M.2 HDD's					
Ports	Front: 1 headset connector; 4 USB 3.1 (1 charging) Rear: 6 USB 3.1 Gen 1; 2 RJ-45 (1 GbE); 1 audio-in; 1 audio-out; 1 PS/2					

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
			mouse port; 1 PS/2 keyboard port; 1 serial			
		Input Accessories	Wired Keyboard & Mouse - Same make as that of the workstation			
		Audio	High-Definition Integrated Audio with Internal speaker.			
		Power Supply	Minimum 1700W, 90% efficient with EPEAT SILVER INDIA or Higher			
		Chassis	Completely tool less chassis with handles in front and rear side. Provision for Kensington lock and Panel lock required. System should be rack-mountable.			
		Operating System	Windows 10 Pro 64 Bit and system should certified for Red Hat® Enterprise Linux® Desktop 7.4 , SUSE Linux® Enterprise Desktop 12 SP3 ,Ubuntu 16.04 LTS or higher			
		Remote Collaboration Solution	Hardware or Software based Remote Collaboration system which can help remotely access 3D data across network has to be supplied with the system. - It should allow collaboration between multiple participants on an OpenGL 3D or DirectX applications. - It should support One to One for remote work and One to many for collaboration with keyboard and mouse control. - Application should be stateless and should not transfer actual data over the network. - Pixel information or images should be 128 SSL encrypted. - Should work on both Linux and Windows, and should be inter-operable.			

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
		Additional Software	<p>1. The hardware vendor should supply an automatic system performance tuning and monitoring software on Windows.</p> <p>2. The tuning software should have modules for resource monitoring over a long period of time, and should be capable of showing GPU utilisation (GPU, Graphics memory and Codec activity) for both Graphics and GPU Compute cards.</p> <p>3. A complete Offline Diagnostics and Asset Discovery software suite should be supplied along with the system.</p>			
		Warranty	5 years onsite parts and labor warranty for system and monitor			
		Vendor Status	The hardware vendor should be a reputed concern, having global presence in multiple countries. Vendor should have ISO certifications.			
		Cooling Solution	Air cooled forced convection			

Lot No	Item	Specifications	Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications																				
2	Workstation (Type 2)	<ul style="list-style-type: none"> • High capability processor (Intel Core i7 or higher). • 64GB RAM with expandable memory support upto 128 GB. • 8GB Professional Graphic card or higher • Hard Drive 2TB HDD (7200RPM). and 512 GB SSD • Monitor 24-inch professional LED monitor; 178 degree viewing angle; native resolution of 1920 x 1080. • Keyboard/Mouse. • Operating System GIS/RS software Compatible 64-bit Windows 10 professional OS. • Wi-Fi - 802.11ac Wi-Fi wireless networking IEEE 802.11a/b/g/n compatible • Bluetooth - Bluetooth 5 wireless technology • Mouse and Keyboard (USB interface) • Microsoft Office and Adobe (latest version) • Workstation Certification Geographic Information Systems (GIS) and Remote Sensing (RS). • Warranty: 3 years minimum on-site warranty(on-site strongly recommended) 	5																						
3	34" Curved Monitor	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Monitor Type</td> <td>Curved Monitor</td> </tr> <tr> <td>Display type</td> <td>SVA</td> </tr> <tr> <td>Display size (diagonal)</td> <td>Min 34"</td> </tr> <tr> <td>Viewing angle</td> <td>178° horizontal; 178° vertical</td> </tr> <tr> <td>Brightness</td> <td>400 cd/m²</td> </tr> <tr> <td>Contrast ratio</td> <td>3000:1 static</td> </tr> <tr> <td>Response Ratio</td> <td>16 msgray to gray</td> </tr> <tr> <td>Aspect ratio</td> <td>21:09</td> </tr> <tr> <td>Native resolution</td> <td>WQHD (3440 x 1440 @ 60 Hz)</td> </tr> <tr> <td>Resolutions to be supported</td> <td>1024 x 768; 1280 x 1024; 1280 x 720; 1280 x 800; 1440 x 900; 1600 x 1200; 1600 x 900; 1680 x 1050; 1920 x 1080; 1920 x 1200; 2560 x 1440; 3440 x 1440; 640</td> </tr> </table>	Monitor Type	Curved Monitor	Display type	SVA	Display size (diagonal)	Min 34"	Viewing angle	178° horizontal; 178° vertical	Brightness	400 cd/m ²	Contrast ratio	3000:1 static	Response Ratio	16 msgray to gray	Aspect ratio	21:09	Native resolution	WQHD (3440 x 1440 @ 60 Hz)	Resolutions to be supported	1024 x 768; 1280 x 1024; 1280 x 720; 1280 x 800; 1440 x 900; 1600 x 1200; 1600 x 900; 1680 x 1050; 1920 x 1080; 1920 x 1200; 2560 x 1440; 3440 x 1440; 640	4		
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Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
			x 480; 720 x 400; 800 x 600; 2560 x 1080			
		Display features	Asset control; Language selection; Plug and Play; User controls; Height adjustable			
		User controls	Brightness; Color control; Contrast; Image control; Information; Input source; Management; Menu; Power; USB host selection			
		Input signal	1 DisplayPort™ 1.2 (with HDCP support); 1 HDMI 2.0 (with HDCP support)			
		Ports and Connectors	3 USB 3.1 (3 downstream, fast charging); 2 Type-C™ (1 upstream, 1 downstream, power delivery up to 22.5 W)			
		Power	Input voltage 100 to 240 VAC			
		Power consumption	120 W (maximum), 70 W (typical), 0.3 W (standby)			
		Ergonomic features	Tilt: -5 to +20°			
		Certifications	ENERGY STAR® certified; EPEAT® 2019 registered			
		Warranty	05 Years Same Make of Workstation			
4	High End Mobile Workstation (Type 1)	Device Category	Mobile Workstation	2		
		Processor	Intel® Core™ i9-10885H (2.4 GHz base frequency, up to 5.3 GHz with Intel® Turbo Boost Technology, 16 MB L3 cache, 8 cores), supports Intel® vPro® Technology			
		Chipset	Intel® WM490			
		Memory	64GB (2x32GB) DDR4 2666 Min 04 DIMM Slots Memory Expandability Up to Min 128 GB			
		Storage	2 x 1TB NVMe SSD			
		Display	17.3" diagonal, 4K UHD (3840 x 2160), IPS, anti-glare, 550 nits, 100% DCI-P3			
		Camera	HP 720p HD camera			
		Graphics Card	Min 1 x NVIDIA Quadro RTX 5000 (16 GB GDDR6 dedicated)			
		Input	Wireless Keyboard & Mouse			

Lot No	Item	Specifications	Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications																																				
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Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
5	10" Graphic Tablet*	Processor	Intel Core i5-7300U vPro Processor (2.6 GHz up to 3.5 GHz with Intel Turbo Boost Technology, 3 MB cache)	2		
operating system	Windows 10 Pro					
RAM	8GB					
Graphic Chip	Integrated Intel HD Graphics 520					
Camera	Front: 2MP FHD					
Display	Rear: 8MP with autofocus and LED light (optional IR Camera)					
Storage	256 SSD					
LCD	10.1" high brightness WUXGA (1920x1200) display (up to 800cd/m ²)					
Touchscreen	10 finger capacitive multi-touchscreen + digitizer					
Bluetooth	Version 4.2 (class1)					
WLAN	Intel Dual Band Wireless-AC-8265					
Broadband	Integrated 4G + GPS Module					
Sound	120cm shock resistant WAVE and MIDI playback, Intel High-Definition Audio Subsystem support, Microphone arrays (build-in)					
Interface	USB 3.0: x1 Serial (16550A compatible): D-sub HDMI: x1 Headset: x1 Port Replicator Connector:					

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
		Power	24-pin GPS: (u-blox NEO-MBN GPS/GLONASS, SBAS, Beidou, GAGAN) x1 AC Adapter: Input: 100V-240V AC, 50Hz/60Hz, Output: 16V DC, 4.06A Battery operating time: Up to 10 hours battery life with user replaceable battery			
		Security features	TPM (Trusted Platform Module, TCG 2.0 complaint, integrated hardware security lock slot, Password security (supervisor password, user password, HDD lock)			
		Weight	Lightweight design - weights approx. 1.1kg			
		Warranty	The machines would be under 36 months warranty (onsite) from the date of delivery against manufacturing defects in material. All the accessories like Cables, Power Supplies, Cradles, Chargers, and Batteries etc. are warranted for 12 months.			
6	03 KVA Online UPS with 03 Hours Backup (Type 2)	Capacity (in kVA / kW)	3.0 kVA/2.4.0 kW Single Phase Input / Single Phase Output	3		
		Technology and Capability	a) True Online configuration with double conversion UPS with Micro Control Based			
			b) UPS should be designed at Rated PF of 0.8 Minimum			
		(1Ph Input & 1Ph Output)	(Isolation transformer should be provided on the input side of the UPS systems), Input Voltage range should be minimum 160-300 V AC			
		Model Name & Number				
		Input Input facility - Phases / Wires	1-Phase / 2-Wire &Gnd (Phase & Neutral + Ground)			
		Input Voltage Range	230V 160 - 300V AC (On 100% Load)			

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
			160 - 300V AC (On 100% Load) 110 -300 VAC (On 60% Load condition)			
		Input Power Factor	0.99 on Full Load			
		Input Current Harmonic Distortion (THDi)	< 10%			
		Generator Compatibility	Compatibility to genset supply required			
		Output Nominal Output voltage	230 V			
		Output Voltage Regulation	±1%			
		Nominal Output Frequency	50Hz ± 0.1 Hz			
		Output Frequency Regulation	47.5 to 52.5Hz			
		Output Wave Form	Pure sine wave			
		Output Voltage Distortion (THDv)	<2% Linear Load			
		Crest Factor	<5% Non-Linear Load ,3:1			
		Efficiency AC/AC (overall efficiency) (Double Conversion)	Up to 92%			
		Overload capacity				
		105 - 110%	10 mins			
		111 - 130%	1min			
		Battery Backup Backup Required	Min 180-Minutes			
		Battery Bank Van	Min 96000VAH (8 no's of 12v/100AH battery + M. S battery rack)			
		Batteries Type (VRLA)	Sealed Maintenance Free (SMF) - 12V Cells			
		Battery Makes	Amara Raja (Quanta make) /			

Lot No	Item	Specifications		Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
		Communication	Panasonic / Exide powersafe			
		RS232	Available			
		Intelligent slot	Optional - SNMP			
		Operating temperature	0~40°C Continuous			
		Electrical Input terminal	Input Breaker + Terminal			
		Output terminal	Terminal			
		Features				
		Converter mode	Available			
		Bypass parameters configurable	Available			
		Display	LED + LCD Display			
		Mechanical				
		Ingress protection Mandatory Requirement Standards	IP 20			
		Safety	EN 62040-1			
		EMI / EMC	EN 62040-2			
		Performance	IEC 62040-3			
		Certification	CE			
		Certification	ISO 9001: 2008			
		RoHS	Yes			
		Warranty	3-years on UPS & 2year Batteries			
7	A3 Color laser multi-functional printer	<ul style="list-style-type: none"> • Paper size: Maximum a3, minimum a5 • Copying /printing speed: 20 ppm and above • Warm up time: 50 secs or less • First copy time: Color copy- 10.5 seconds or less, mono copy - 9 seconds or less • Duplex: Standard • Automatic duplex feeder: Minimum 100 sheets • Network printing & scanning: Standard • Print resolution: 600 x 600 dpi • Interface: 10 baset/100 base-tx/1000base-t, usb2.0 • Memory: Minimum 2 GB 		1		

Lot No	Item	Specifications	Total quantity	Compliance (Y/N) – Against each line item & what is being offered	Offered Specifications
		<ul style="list-style-type: none"> • Continuous copy: Minimum 999 copies • Zoom: 25% to 400% • Color scan: Standard: • Scan destinations: Scan to usb/mail/desktop: • Standard paper capacity: 600 sheets (1 x 500 sheets tray + 100 sheets) • Paper weight: Minimum 55gsm, maximum 300gsm • Power consumption: Maximum 1.85kw • Warranty: 1 year • Toner/Cartridge: Extra black and white and color toner/cartridge <p>(The printer should be eco-friendly and the life cycle cost of the toners/cartridges should be economical)</p>			

ANNEXURE II

PRICE SCHEDULE

FORMAT OF QUOTATION

LOT No.	Item Name	Make	Qty.	Quoted Unit Rate in Rs.			Total Amount in Rs.
				Rate	GST	Amount	Both in Figures & in words
1	High End Workstation (Type 1)		2				
2	Workstation (Type 2)		5				
3	34" Curved Monitor		4				
4	High End Mobile Workstation		2				
5	10" Graphic Tablet*		2				
6	03KVA Online UPS with 03 Hours Backup		3				
7	A3 Color laser multi-functional printer		1				

We agree to supply the above goods in accordance with the technical specifications for a total contract price of (amount in figures) (Rupees..... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal Commercial Warrantee/Guarantee of months shall apply to the offered goods.

We, hereby, certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature & Seal of Supplier

SCHEDULE OF SUPPLY

Lot No	Item Name	Quantity	No of Days for Delivery
1	High End Workstation (Type 1)	2	45
2	Workstation (Type 2)	5	45
3	34" Curved Monitor	4	45
4	High End Mobile Workstation	2	45
5	10" Graphic Tablet*	2	40
6	03KVA Online UPS with 03 Hours Backup	3	30
7	A3 Color laser multi-functional printer	1	30

The address for delivery shall be: Office of the Project Director, Community-Based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority (MBDA), Upper Nongrim Hills, Shillong – 793003, Meghalaya.