

**GOVERNMENT OF MEGHALAYA
ELECTION DEPARTMENT**

No. EL No.112/97/Pt.I/200

Dated Shillong, the 16th August, 2017

QUOTATION

Sealed Quotation affixing 100/- court fee stamp is hereby invited from interested and reputed firm for the supply and installation of the following items. The last date for receipt of the quotations is up to 3:00 P.M. on 30.8.2017 and the same will be opened at 3:30 P.M. on the same day in the presence of the quotationers of their representatives.

The envelope containing the quotation duly super-scribed with "QUOTATION FOR SUPPLY OF PHOTOCOPIER" must reach the undersigned on or before the stipulated date and time. Quotation received after the date and time will not be entertained.

The undersigned reserves the right to reject any quotation without assigning any reason thereof and does not bind himself to accept the lowest rate whatsoever.

Sl. No.	PARTICULARS	QUANTITY
1	Laser Multifunction Photocopier Duplex with DADF, 45ppm, maximum original size A-3, resolution scan: 600 dpi x 600 dpi, copy: 1200 x 600 dpi (interpolated) print : 1200 x 1200 dpi, copy ratio: 25-400%, first copy time: 3.8 sec or less, multiple copies: 1-999 copies, 2 x 2 paper cassette capacity 550 sheets each, multi purpose tray: 80 sheets, CPU: 1.8Ghz, Memory standard: 1.256 gb RAM, HDD: 160 gb, Network interface: Ethernet 10 base-T/100 base-TX/100 base-T (RJ-45) etc., Power consumption: 1.5 watt, Toner yield: 34200 prints, Drum yield: 172000 prints, OIS compatibility: Win8.1/8/7/Vista/XP/Windows Server 2003/Server 2008/Server 2008 R2/Server 2012, Rapid Fusing Technology, Mono component, Accelerated paper feeding mechanism (APFM)	01 No.
2	2KVA Stabilizer	01 No.
3	Extra toner	01 No.

TERMS AND CONDITIONS

1. Security deposit of 5% should be furnished by means of Bank Draft in favour of the Chief Electoral Officer, Meghalaya.
2. Price quoted should be inclusive of all applicable taxes, levies and freight charges to all Districts/Sub-Divisional Headquarters within Meghalaya.
3. Delivery should be within 30 days from the date of issue of supply order, failing which the supply shall automatically stand cancelled.
4. Payment will be made after successful installation. The bill is to be submitted in triplicate.
5. No advance payment shall be made by the Office.
6. Rates once submitted cannot be changed and should be valid for at least six months from the date of contract.
7. The material should be supplied with at least one year warranty.
8. The following particulars should be submitted by the quotationers
 - i. Distributor/Dealership certificate should be furnished.
 - ii. PAN card number.
 - iii. Latest VAT clearance certificate.
 - iv. Experience certificate and to indicate any previous experience with Election Department.
 - v. Copy of Electrical License/Supervisor and workman's certificate.
9. Supplier should be an authorized distributor.
10. To provide after sales service of the product along with proof of availability of technical persons.
11. Should execute AMC with the Department.

Yours faithfully

*Sd/- (F.R. Kharkongor),
Commissioner & Secretary to the Govt. of Meghalaya
Election Deptt. & Chief Electoral Officer,
Meghalaya, Shillong*

Copy to :

1. Secretariat Administration (Nazarat) Department, Government of Meghalaya, Shillong for hanging in the Notice Board.
2. CEO's Website.
3. All DCs/SDOs.
4. NIC Website.

By order etc.



*Under Secretary to the Govt. of Meghalaya
Election Deptt. & Asstt. Chief Electoral Officer,
Meghalaya, Shillong.*