

TERMS AND CONDITIONS

- a) The firm must submit its tender documents in a sealed envelope (1 Cover) containing Tender fee, Court fee stamp, EMD, OEM certificate, Dealership Certificate, GST certificate, Experience certificate (Optional), ISO Certificate 9001 (Optional), Technical bid (Annexure- C), Financial bid (Annexure- D) and Service Centre details (along with contact details) addressed to the **MEMBER SECRETARY**, Meghalaya State Legal Services Authority, Superscripting thereon “Supply of Laptops, Desktop Computers, UPS, Printers and Xerox Machines” along with contact numbers.
- b) The EMD amount, which is refundable, should be deposited through bank Demand Draft in favour of Shri. E. Kharumnuid, Member Secretary, Meghalaya State Legal Services Authority, Shillong. For any other details, please visit the O/o The Meghalaya State Legal Services Authority, Old MATI Building, Additional Secretariat, Room No-121, IGP Point, Meghalaya, Shillong-793001.
- c) The Tender fee, which is non-refundable, should be deposited through a Banker’s Cheque in favour of the Member Secretary, Meghalaya State Legal Services Authority, Shillong.
- d) Bidders are requested to quote for original and genuine items only. A certificate or a letter issued by the OEM declaring their firm sells original product is required to be produced along with the tender.
- e) The tender submitted without Tender fee, Court fee stamp, EMD, OEM certificate, Dealership Certificate, GST certificate, Experience certificate (Optional), ISO Certificate 9001 (optional), Technical bid (Annexure- C), Financial bid (Annexure- D) and Service Centre details (along with contact details) will be rejected.
- f) The bidders are to fill the details for Eligibility Criteria/Technical bid as per Annexure ‘C’ and Financial bid as per Annexure “D”.

- g)** Tender documents received after the closing date will not be entertained.
- h)** Rates should be quoted inclusive of taxes (GST rate should be mentioned). Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2024-2025.
- i)** The firm should not have been black listed from any Govt./Ministry/PSU Organization.
- j)** The Authority concerned reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- k)** The decision of accepting authority shall be final.

TENDER DOCUMENTS OPENING PROCESS:

- a)** The Technical Bid and Financial bid will be opened on the next day after the last date of submission of tender documents in the presence of representatives of the firms/bidders who chose to remain present at the office of the Meghalaya State Legal Services Authority as mentioned in the time schedule.
- b)** The Technical bid will be evaluated first. The bidders not fulfilling technical bid criteria will be rejected and their financial bid will no longer be evaluated.
- c)** Financial bids of only those bidders, whose bids found technically qualified, by the Meghalaya State Legal Services Authority will be evaluated in the presence of the representatives.
- d)** The bidder/supplier who quoted the lowest rates in the financial bid will be considered. Rates should be quoted inclusive of all charges and taxes.

TIME SCHEDULE:

Tender Documents opening date: **18th March, 2025** at **15:00 hours** in the Office of the Meghalaya State Legal Services Authority, Additional Secretariat, Old MATI Building, IGP Point, Shillong- 793001, Meghalaya.

SUPPLY ORDER:

The firm/supplier who quoted the lowest rates in the financial bid will be given the supply order.

TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER:

The supplier/firm will supply the equipment's immediately due to urgent need in connection with the implementation of the Legal Aid activities under NALSA Grant-in-aid (2024-2025).

PAYMENT PROCESS:

Payment will be made within one month of delivery and acceptance of the goods as per the prescribed technical specification with delivery challans and receipt of bills in triplicate.


(E. Kharumnoid, MHJS)
Member Secretary.

Memo No. MSLSA.5/2025/263-A,

Dated Shillong the 7th March, 2025.

Copy to:

1. *The Computer Operator, MSLSA for uploading in the Official Website.*
2. *Office Notice board.*
3. *The Accountant/Dealing assistant, MSLSA.*
4. *Office File.*


Member Secretary,
Meghalaya State Legal Services Authority,
Shillong.