MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED
Government of Meghalaya

Meghalayan Medical Drugs & Services Ltd
Pasteur Hills, Lawmali Road,
Next to MECL,
Shillong 793001
+91-9863033404 / 9863048955
contactdesk@mmdsl.in

No. MMDSL/Procuremen/4/2026(38) Dated: 23/10/2026

SHORT NOTICE INVITING TENDER FOR SUPPLY OF IT EQUIPMENT

Open Tender is hereby invited from the interested suppliers on the Firm's Letter head. The tender must be addressed to the Managing Director, Meghalayan Medical Drugs & Services Ltd. (MMDSL), Meghalaya on an envelope superscribed "Tender for Supply of IT Equipment" and the same to be submitted not later than 4th Nov 2026 5 Pm.

Considering the urgent requirement and timely arrangement of the items, the invitation for Tender is being issued under a Short Notice period of Seven (7) days.

The short notice invitation is necessitated to ensure immediate procurement and availability of the IT Equipment.

Suppliers are requested to strictly adhere to the submission timeline mentioned in the notice. No extension or additional time shall be granted beyond the deadline under any circumstances.

Name of Items	"Short Notice Inviting Tender for Supply of IT Equipment"
Tender Documents	Can be obtained from the MMDSL office, Shillong or downloaded from https://mmdsl.in/
Date for downloading/obtaining the Document	26th Oct 2026
Last date and time for submission of Document	4th Nov 2026 5 Pm
Tender Opening Date	5th Nov 2026 11 Am

Copy of Tender documents may please be obtained from the Office of Managing Director, MMDSL or download from our website https://mmdsl.in/. Meghalayan Medical Drugs & Services Ltd. (MMDSL) reserves the right to reject any or all the tenders without assigning any reason.

All Tender must be submitted on or before 4th Nov 2026 5 Pm addressed to:

The Managing Director, Meghalayan Medical Drugs & Services Ltd. (MMDSL), Meghalaya

The envelopes must be clearly superscribed as **"Tender for Supply of IT Equipment".**

Tender received after the specified date and time will be summarily rejected and will not be considered under any circumstances.

Note: Any changes or any further notification in respect to the above documents shall be made available only at the above-mentioned website. Hence respective quotationers are advised to visit the website regularly for the above purpose.

Managing Director
MMDSL

Approved By Shri Ramkumar S(Managing Director) on October 23, 2026 07:30 AM IST
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The list of items along with their specifications and the prescribed price bid format is provided below. Any deviation from the specified technical requirements or the given bid format shall lead to summary rejection of the quotation.

Price quoted must be firm and fixed for the entire duration of the Rate of Contract, which shall remain valid for a minimum period of 2 (Two) year or until fresh appointment is made, whichever is earlier. No revision of rates shall be entertained during this period.

Note: This schedule specifies minimum technical requirements only. All equipment shall be new and genuine; bidders shall state make, model and compliance against each applicable requirement. Equivalent or higher specifications are acceptable subject to demonstrated compatibility and functional compliance. Procurement, commercial and eligibility terms are to be determined separately.

ANNEXURE-1 List of items with specifications

A. MAIN IT EQUIPMENT

1. Colour Laser / LED Multifunction Printer

Particular	Minimum Technical Specification
Functions	Colour printing, copying and scanning; A4 office/warehouse use
Print technology	Colour laser or LED
Speed	At least 25 pages per minute (A4), both monochrome and colour
Print resolution	At least 600 × 600 dpi
Automatic duplex printing	Mandatory
Scanning	Flatbed and automatic document feeder (ADF); automatic multipage scan and copy
ADF capacity	At least 50 sheets
Duplex scanning	Desirable; not mandatory
Optical scan resolution	At least 600 dpi
Output formats	PDF and JPEG
Paper input	At least 250 sheets
Paper support	A4, A5, Letter and Legal
Recommended monthly volume	At least 2,500 pages, manufacturer-documented
Maximum monthly duty cycle	At least 30,000 pages, manufacturer-documented
Connectivity	USB, Ethernet LAN and Wi-Fi
Toner	Separate replaceable black, cyan, magenta and yellow cartridges; high-yield genuine cartridges supported where offered
Print modes	Colour and user-selectable black-and-white/grayscale
Compatibility	Windows 11
Included	Power cable, starter cartridges, required drivers, installation and demonstration
Warranty	Minimum 3-year manufacturer warranty; carry-in/authorized service support acceptable

Note: A printer rated for 2,500 recommended pages/month is the general minimum for bulk procurement. Warehouses sustaining approximately 150 pages per working day may exceed this rating; deployment should account for actual print volume.

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2. Laptop – General Office and Warehouse

Particular	Minimum Technical Specification
Type	Business-class laptop; single standard category
Operating system	Genuine Windows 11 Pro, 64-bit
Processor	Intel Core i5 (13th generation or later), Intel Core 5 (Series 1 or later), AMD Ryzen 5 (7000 series or later), or equivalent; minimum 6 physical CPU cores. Bidder shall specify exact processor model and submit manufacturer documentation confirming model and core count.
Memory	At least 16 GB RAM; 32 GB upgrade path or configurable equivalent desirable
Storage	At least 512 GB NVMe SSD
Display	14–15.6 inches; Full HD (1920 × 1080) or higher; IPS or equivalent
Graphics	Integrated graphics acceptable
Wireless	Wi-Fi 6 or higher and Bluetooth 5.0 or higher
Ports	USB-A, USB-C, HDMI, audio
Ethernet	Built-in RJ45 or included compatible adapter
Camera	Integrated webcam and microphone
Battery	At least 45 Wh
Security	TPM 2.0 and Secure Boot
Accessories	OEM charger and laptop bag
Warranty	At least 3-year manufacturer warranty; carry-in/authorized service support acceptable

3. Desktop PC – Complete Bundle

Particular	Minimum Technical Specification
System	OEM-branded desktop; small form factor or tower
Operating system	Genuine Windows 11 Pro, 64-bit
Processor	Intel Core i5 (13th generation or later), Intel Core 5 (Series 1 or later), AMD Ryzen 5 (7000 series or later), or equivalent; minimum 6 physical CPU cores. Bidder shall specify exact processor model and submit manufacturer documentation confirming model and core count.
Memory	At least 16 GB RAM, expandable to 32 GB
Storage	At least 512 GB NVMe SSD
Graphics	Integrated graphics acceptable
Monitor	At least 23.8-inch Full HD (1920 × 1080), IPS or equivalent
Keyboard / mouse	Wired USB keyboard and optical mouse
Network	Gigabit Ethernet and Wi-Fi 5 or higher
Ports	USB-A, HDMI or DisplayPort, audio
UPS	Minimum 1000 VA line-interactive UPS with AVR and battery-backed outlets

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Security	TPM 2.0 and Secure Boot
Included	Desktop, monitor, keyboard, mouse, UPS, power/signal cables, installation and setup
Warranty	At least 3 years manufacturer warranty for desktop and monitor; UPS as specified separately

B. SEPARATELY QUOTED STORAGE & ACCESSORIES

4–7. External Storage

Particular	Minimum Technical Specification
4. External HDD – 2 TB	Portable USB 3.0 or higher, USB powered, Windows 11 compatible; 3-year manufacturer warranty
5. External HDD – 4 TB	Portable USB 3.0 or higher, USB powered, Windows 11 compatible; 3-year manufacturer warranty
6. External SSD – 1 TB	Portable USB 3.2 or higher, supplied with compatible cable; 3-year manufacturer warranty
7. External SSD – 2 TB	Portable USB 3.2 or higher, supplied with compatible cable; 3-year manufacturer warranty

8–13. Additional Computer Accessories

Particular	Minimum Technical Specification
8. Monitor – 24 inch	At least 23.8-inch Full HD IPS/equivalent; HDMI; 3-year manufacturer warranty
9. Monitor – 27 inch	At least 27-inch Full HD IPS/equivalent; HDMI; 3-year manufacturer warranty
10. Wired Keyboard	Standard USB keyboard; 1-year warranty
11. Wired Mouse	USB optical mouse; 1-year warranty
12. Wireless Keyboard/Mouse Combo	Wireless keyboard and optical mouse, USB receiver or Bluetooth; 1-year warranty
13. UPS – 1000 VA	Line-interactive with AVR and overload protection; minimum two battery-backed outlets; minimum 10-minute backup at declared load; 2-year unit warranty, battery warranty separately stated

14–17. Replacement Toner Cartridges

Particular	Minimum Technical Specification
14. Black toner	Genuine cartridge compatible with printer supplied under Item 1; bidder to disclose model, declared yield and high-yield variant if available
15. Cyan toner	Same requirements for cyan cartridge
16. Magenta toner	Same requirements for magenta cartridge
17. Yellow toner	Same requirements for yellow cartridge

Note: Cartridge yields shall be declared using the applicable ISO/IEC standard. Toner items shall be separately quotable for bulk purchase and distribution to warehouses.

C. CCTV SURVEILLANCE SYSTEM

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18–20. Complete CCTV Bundles

Particular	Minimum Technical Specification
18. Four-camera bundle	4 cameras plus minimum 8-channel compatible DVR/XVR, correctly sized surveillance HDD, power supply, UPS, cabling, mounts, rack/enclosure, installation and configuration
19. Six-camera bundle	6 cameras and all corresponding components as above
20. Eight-camera bundle	8 cameras and all corresponding components as above

Common CCTV Technical Requirements

Particular	Minimum Technical Specification
Camera resolution	At least 4 MP per camera
Camera types	Bullet/dome according to location; outdoor cameras at least IP66
Night vision	Infrared night vision
Recorder	Minimum 8-channel hybrid DVR/XVR supporting offered cameras and appropriate existing interfaces
Compression	H.265/H.265+ or equivalent
Recording	Continuous local recording for at least 15 days for every installed camera
Storage sizing	Bidder shall submit HDD capacity calculation based on camera count, bitrate, resolution, frame rate, codec and recording duration
Remote access	Live viewing and playback compatible with existing MMDSL Hik-Connect and iVMS-4200 monitoring arrangements
Network outages	Local recording continues without internet, subject to power
Playback	Time/date search and export of recordings
Detection	Motion detection; person/vehicle detection desirable where supported
Security	Unique credentials, role-based access and secure remote configuration
Power backup	UPS sized for recorder and supplied cameras; backup duration to be stated
Installation	Complete cabling, mounting, commissioning and head-office remote-access demonstration
Acceptance	Demonstrate remote live view/playback and configuration adequate for 15-day retention
Warranty	At least 3-year onsite warranty

Note: Compatibility with existing Hikvision infrastructure is required; brand-neutral equivalents may be offered only if interoperability with the specified existing monitoring arrangements can be demonstrated. Centralized video storage is not required.

21–26. Additional CCTV Items

Particular	Minimum Technical Specification
21. Additional CCTV camera	At least 4 MP, suitable type and protection, compatible with relevant recorder; installation included

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22. Surveillance HDD – 2 TB	Surveillance-rated HDD for continuous recording
23. Surveillance HDD – 4 TB	Surveillance-rated HDD for continuous recording
24. Replacement 8-channel DVR/XVR	Hybrid recorder compatible with existing system and remote monitoring applications
25. VMS client licence	Optional only, where applicable; separately quoted
26. VMS base/user licence	Optional only, where applicable; separately quoted

D. BIOMETRIC ATTENDANCE SYSTEM

27. Face and Fingerprint Attendance Terminal

Particular	Minimum Technical Specification
Authentication	Face and fingerprint; PIN/password optional
Capacity	At least 1,000 users, 1,000 face templates, 1,000 fingerprint templates and 100,000 event logs
Display	Colour display or touchscreen
Connectivity	Ethernet LAN and Wi-Fi
Offline use	Must record attendance while internet is unavailable and synchronize automatically when connectivity returns
Location management	Central device/site assignment and authorized user management
Security	Protected biometric templates, encrypted synchronization, role-based access
Installation	Supply, mounting, enrolment/configuration, testing and user orientation
Warranty	At least 3-year onsite warranty

28–29. Central Attendance Software, Hosting and Three-Year Support

Particular	Minimum Technical Specification
Coverage	Multi-location centralized dashboard for all designated MMDSL offices and warehouses
Reports	Daily/monthly, employee-wise, location-wise, check-in/out, late, missing punch and absence reporting
Export	Excel/CSV and full records export; documented API or equivalent integration/export mechanism
Offline synchronization	Reliable automatic upload of stored events when network service resumes
Hosting options	Both MMDSL-controlled hosting and vendor-hosted solutions permitted; MMDSL-controlled hosting preferred
Vendor-hosted disclosure	Hosting/data location, security, backups, access controls, availability, retention, migration and deletion arrangements
MMDSL-hosted deployment	Vendor to install, configure, maintain and support application on agreed MMDSL-controlled infrastructure
Data rights	Attendance records and employee data remain under MMDSL ownership and authorized control; complete export/migration supported

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Biometric data	Minimize central storage of biometric templates and raw images; secure storage and access restrictions
Licensing	All software/device licences, updates, hosting where applicable and technical support necessary for full operation included for first 3 years
Renewals	Disclose future annual renewal/AMC and hosting charges separately
Backups	Automated backup and documented recovery procedure
Support	At least 3 years software maintenance, security updates and troubleshooting

30–31. Additional Biometric Items

Particular	Minimum Technical Specification
30. Additional biometric terminal	Additional compatible face/fingerprint terminal with installation and integration into centralized system
31. Software renewal / AMC	Indicative annual renewal rate after initial 3 years; separately quoted and not an obligatory initial purchase

E. WARRANTY, SUPPORT & GENERAL TECHNICAL CONDITIONS

Warranty and service arrangement

Particular	Minimum Technical Specification
Printers, laptops, desktop PCs and monitors	Minimum 3-year manufacturer warranty; carry-in or authorized service centre permitted
External HDD and SSD	Minimum 3-year manufacturer warranty
Keyboard and mouse	Minimum 1-year manufacturer warranty
UPS	Minimum 2-year unit warranty; battery warranty disclosed separately
CCTV	Minimum 3-year onsite warranty
Biometric terminals	Minimum 3-year onsite warranty
Biometric software	Three years updates, maintenance and technical support

Onsite response for CCTV and biometric systems

- Complaint acknowledgement within one working day.
- Remote troubleshooting where feasible.
- The supplier shall undertake onsite inspection within three working days of complaint registration. Where road conditions, weather or access restrictions prevent attendance, the supplier shall promptly notify MMDSL, document the reason and obtain approval for a revised visit date.
- The supplier shall repair or replace defective CCTV or biometric equipment within seven working days of complaint registration. Any delay caused by documented access restrictions or exceptional circumstances shall be promptly communicated to MMDSL with an interim mitigation plan and a revised completion date for approval.
- Vendor to provide suitable genuine/compatible spare parts and support contact details.

General technical compliance

- All supplied products shall be new, genuine and supported by manufacturer documentation.

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- The bidder shall specify the exact make, model and offered configuration for each item.
- All required cables, power adapters, accessories and licences necessary for stated functionality shall be included unless separately listed.
- For fixed systems, commissioning and operational demonstration are mandatory.
- Bidders shall identify any limitations or exceptions to stated compatibility and functionality.
- Administrative tender terms, delivery schedules, bidder eligibility and commercial evaluation conditions are outside this technical schedule.

ANNEXURE-2

PRICE BID FORMAT

Sl no.	Name of Items	UOM	Basic Rate (per unit excluding Taxes	SGST@__%	CGST@__%	Total Amount with Taxes
1	Colour laser/LED multifunction printer					
2	Business-class laptop					
3	Desktop PC complete bundle					
4	External HDD 2 TB					
5	External HDD 4 TB					
6	External SSD 1 TB					
7	External SSD 2 TB					
8	Monitor 24 inch					
9	Monitor 27 inch					
10	Wired keyboard					
11	Wired mouse					
12	Wireless keyboard/mouse combo					
13	UPS 1000 VA					
14	Black toner cartridge					
15	Cyan toner cartridge					
16	Magenta toner cartridge					
17	Yellow toner cartridge					
18	CCTV 4 camera					

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18	CCTV 4-camera complete bundle					
19	CCTV 6-camera complete bundle					
20	CCTV 8-camera complete bundle					
21	Additional CCTV camera					
22	Surveillance HDD 2 TB					
23	Surveillance HDD 4 TB					
24	Replacement 8-channel DVR/XVR					
25	VMS client licence (optional)					
26	VMS base/user licence (optional)					
27	Face and fingerprint attendance terminal					
28	Central attendance software, hosting and 3-year support					
29	Additional biometric item					
30	Additional biometric terminal					
Grand Total with Taxes						

Note:

a) A soft copy of the duly filled **Annexure-2** shall be submitted along with the bid documents in **PDF format as a single file**.

b) The bidder quoting the **lowest rate for an individual item listed in Annexure-2** shall be considered the **L1 bidder for that particular item** and shall be awarded the Purchase Order for the respective item, subject to fulfilment of all other terms and conditions of the tender.

c) All columns shall be filled in completely for each item quoted.

d) Quoted Price must be neatly typed, and any deviation in the offer shall lead to rejection.

e) The **Basic Rate** shall be quoted on a **per-unit basis, exclusive of all applicable taxes**.

f) **SGST and CGST** shall be calculated at the applicable rates on the Basic Rate.

g) The **L1 (Lowest Bidder)** for each individual item shall be determined based on the **Total Amount inclusive of applicable taxes**.

h) Bidders shall **not modify the prescribed format or add/delete any column** in Annexure-2.

i) All quoted prices must be valid for at least 90 (Ninety) days excluding the date of opening of tender.

1. Terms and Conditions

1. Rate should be quoted for "Supply of IT Equipment" which should be inclusive of all taxes, transportation as per mention above and need to mention period of warranty and also should indicate separately in the GST component.
2. Non-refundable Court Fee Stamps of ₹ 25/- (Rupees Twenty-five Only.) must be affixed in the tender while

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submitting the same.

3. Bidder valid Company/Firm/Proprietor registration certificate.
4. Bidder valid GST Registration Certificate.
5. Bidder last 2 Quarter GST filing return.
6. Bidder PAN/TIN/ card of the firm.
7. In case of Non-Tribal a copy of up to-date valid trading License Certificate from KHADC/JHADC/GHADC of Meghalaya should be enclosed.
8. The copy of Professional Tax Registration from concerned District Council of Meghalaya to be enclosed.
9. The Managing Director, MMDSL Govt. Of Meghalaya reserves the right to reject /cancel any or all other including the lowest quotation without assigning any reason thereof.
10. All disputes can be addressed by amicable settlement by a committee constituted by Managing Director, MMDSL, Meghalaya.
11. All applications shall be submitted only on the official letterhead of the firm.
12. In case of dealer the bidder should submit a Valid Dealership Certificate from the Company and failing to meet the requirement shall be rejected.
13. Valid Authorisation Letter (tender specific) mentioning the above Tender no. from the OEMs for supply & Participation in Tender.
14. Copy of Valid and relevant Quality certificates.
15. If any tenderer has been blacklisted, debarred, or de-registered due to quality failure or any other reason, such tenderer—including their partners, directors, or owners—shall be ineligible to participate in this tender.
16. Bidders are strictly advised to quote only items that meet the exact specifications mentioned in Annexure-I. No deviations or 'equivalent' items will be accepted.
17. Both Bidders and the Manufacturer to submit, Affidavit on Non-Judicial Stamp paper attested by Public Notary that there are no vigilance/CBI Case or arbitration cases pending.
18. The tenders received after due date and time specified or unseal or incomplete or by facsimile or email will be summarily rejected.
19. The quotation should accompany an undertaking to the effect that in case the supply is found to be faulty the same will be liable to be rejected and will be required to be replaced by the concerned supplied
20. On receiving of the purchase order, the selected bidder will have to deliver within the delivery period specified in the purchase order.
21. Bid documents that do not provide complete information and /or that are submitted after the above specified date or time shall be rejected.
22. In additional to the above, the bidder should furnish the Following:

a. Presence of service centres i.e. Name of Service engineer, service centre address, contact no. etc, should be provided by the OEM and should state categorically that the OEM is having a fully trained technical staff for providing after sales services Moreover service centre address must be located within the state.

b. Turn Around time within 48 hours lor after sales service, A declaration of the same from bidders that 'The bidder is agreed with the specified Turnround Time i.e 48 hours and if fail to comply the bidder will have no objection with the penalty amount to be imposed as decided by the authority'

2. Submission of the Bid:

i) The Bid should be in sealed cover super-scribed "Supply of IT Equipment" and clearly mention the tender reference number and date. The super scribed sealed cover shall consist of three sealed covers inside (i) "Technical Bid" (ii) "Financial Bid".

ii) Super scribed Sealed Cover A – Technical bid:

a) Tender document duly filled and signed by the authorized person in all pages.

b) Tender fee of ₹5,000/- if Tender document is obtained from the office of the undersigned.

c) Minimum 3 numbers (each year) of customer feedback or supply order from Central/State Govt. Dept/ PSU or Private Limited Company completed within last three years, failing which bidders will be disqualified. The customer feedback or supply order as indicated above should be in the name of the firm participating in the tender.

d) Tender Document dully signs in all pages.

e) Earnest Money of ₹ 1,00,000/- in the form of Demand Draft from any nationalized bank drawn in favour of the Meghalayan Medical Drugs and Services Ltd (MMDSL) should be submitted along with Quotation.

f) In case of dealer the bidder should submit dealership certificate from the company and failing to meet the

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requirement shall be rejected.

g) Valid Authorization letter (Tender specific) mentioning the above Tender no. from the OEMs for supply & participation in Tender.

h) A Valid Company/Firm/Proprietor Registration certificate.

i) A valid Trade License Certificate from KHADC/JHADC/GHADC for Non-Tribal firm.

j) A Valid GST Registration certificate.

k) Last 3 quarter GST return.

l) PAN/TIN Card of the firm or the person in whose name the Company/Firm/Proprietor is registered under.

m) Copy of valid and relevant Quality certificates certified of the product/organization or as applicable.

n) "Presence of service centres i.e. Name of Service engineer, service centre address, contact no. etc, should be provided by the OEM and should state categorically that the OEM is having a fully trained technical staff for providing after sales services. Moreover, service centre address must locate within the state in order."

o) Within 48 hours Turnaround time for after sales service, **A declaration** of the same from bidders that "The bidder is agreed with the specified Turnaround Time i.e. 48 hours and if fail to comply the bidder will have no objection with the penalty amount to be imposed as decided by the authority."

p) The bidder shall have a minimum average annual turnover of ₹80.00 lakh per annum, and the Original Equipment Manufacturer (OEM) shall have a minimum average annual turnover of ₹2.00 crore per annum, during the last three financial years, i.e., 2023–24, 2024–25 and 2025–26. The bidder shall submit CA-audited financial statements/turnover certificates duly certified by a Chartered Accountant as documentary evidence in support of the above requirement.

q) Affidavit on Non Judicial stamp paper attested by Public Notary that there is no vigilance / CBI case or arbitration cases pending.

r) For Biometric, CCTV, Laptop, Desktop and Colour Laser/LED Multifunction Printer, the inception date of the Original Equipment Manufacturer (OEM) must be 10 (ten) years and above. Declaration of the same from the OEM should be furnish.

iii). Super Scribed Sealed Cover B for – Financial Bid/Price Bid

Annexure Wise Price Bid as per format Annexure – II (Both in Hard and Soft Copy)

3. Instructions:

I. Please mention clearly on each sealed cover the annexure, meant for. The main cover should be addressed to the Meghalayan Medical Drugs and Services Ltd. Pasteur Hills, Lawmali Road, Next to MECL, Shillong 793001

II. The Bid should be dropped in the box provided for this purpose in the office of Meghalayan Medical Drugs and Services Ltd. Pasteur Hills, Lawmali Road, Next to MECL, Shillong 793001

III. All documents submitted should be properly page numbered, signed and should have appropriate and relevant contents.

IV. Index sheet of each document should be submitted for ease & fast documentations verifications.

V. Bidder should quote their prices in the schedule format supplied in this tender (Annexure II) form giving the breakup of prices. Tenders received in any other form will not be entertained.

VI. Bidder should sign a **Self-Declaration** "That they have read and understood, all the Terms and Conditions stipulated for in the Tender, and are willing to abide by these tender terms and conditions", before submitting the tender documents. Tenders submitted without the Signed declaration certificate will be considered incomplete and will not be considered.

4. Bid Opening

1.Envelope A : Technical bid

2. Envelope B : Financial/Price Bid (As per Annexure – II)

3. If the envelopes are not sealed and marked as required above, the bid will be subjected to rejection at the tender opening stage itself.

4. The bid shall be opened in two stages. At the time of opening only first cover (Envelope A) containing the technical bid shall be opened at the first stage and the second cover (Envelope B) containing financial bid shall be opened after qualifying the technical bid. The date, time and venue for third stage opening will be intimated separately by the Tender Inviting Authority (TIA) only to selected/qualified bidders.

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5. Validity of the Tender:

The validity of the tender shall remain valid for **90 days** from the date of opening the tender.

6. Venue of Tender Opening:

The **"Tender for supply of Supply of IT Equipment"** will be opened in the presence of the bidders or their authorized representatives and Tender Committee Members at the venue mentioned hereunder.

Venue of Tender Opening:
Office of Meghalayan Medical Drugs and Services Ltd. Pasteur Hills, Lawmali Roads, Next to MECL, Shillong 793001.

7. Quantity of Delivered Items:

a) If the quantity received is less than the P.O Scheduled quantity, then the physical quantity received will be the quantity certified by the Purchaser.
b) If the quantity received is more than the P.O quantity, the excess quantity shall not be paid for, by the Purchaser.
c) In case of any supply quantity with an upper or lower tolerance of over 5%, MMDSL, Meghalaya will have the right to accept or reject the material immediately.

8. Taxes, Duties and Levies:

a) Tender must clearly mention their GST no. in their offers and invoices.
b) In case if there is a decrease in the Statutory Taxes / Duties / Levies, the same must be passed to the Purchaser.

9. Delivery:

a. Timely delivery is the essence of the contract & must be completed as per the dates specified therein,
b. The Supplier shall deliver the items in strict accordance with the delivery terms indicated on the Purchase Order issued to the successful bidder.
c. Notification of delivery or dispatch in regard to each and every consignment shall be made by the Supplier to the authorities named in the Contract.

10. Failure and Termination:

Should the Supplier fail to deliver the items or any consignment thereof, within the period prescribed for such delivery, the Purchaser shall be entitled at his/her option, to the following:

11. Delay Penalty & Liquidated Damages:

Up to 7 Days from Delivery Due Date	0.75% from the total PO value.
From 8th day to 15 Day	1.00% from the total PO value.
From 16th day to 22 Day	3.00% from the total PO value.
From 23th day to 30 Day	5.00% from the total PO value.
Above 30 Days	10.00% from the total PO value.

12. Compliance with the Laws of the Land:

The supplier shall comply with all state and local laws and regulations, shall obtain all necessary licensing for the operation of its business and shall further comply with applicable laws, rules, regulations, licences, standards and MMDSL requirements.

13. Infringements:

The supplier agrees to fully cooperate with MMDSL, Meghalaya in the prosecution of any such suit against a third party and shall execute all papers, testify on all matters, and otherwise cooperate in every way necessary and desirable for the prosecution of any such lawsuit.

14. Governing Law; Dispute Resolution:

a. This Agreement shall be governed by, and construed in accordance with, the laws of India; without regard to conflict of law principles, and under the jurisdiction of Meghalaya and language shall be English.

Meghalayan Medical Drugs & Services Ltd
Pasteur Hills, Lawmali Road,
Next to MECL,
Shillong 793001
+91-9863033404 / 9863048955
contactdesk@mmdsl.in

Approved By Shri Ramkumar S(Managing Director) on October 23, 2026 07:30 AM IST
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b. In all the above conditions, the decision of the Bid Inviting Authority, viz Managing Director, MMDSL, Meghalaya, would be final and binding, in case of any dispute regarding all cases under Bid procedure or in any other non-ordinary situation would be acceptable to all.

c. All litigations related to the supplier for any defaults will be done by Bid Inviting Authority and his decision will be final and binding.

15. Dispute Redressal Committee:

All disputes can be addressed by amicable settlement by a committee constituted by Managing Director of MMDSL, Meghalaya.

16. Saving Clause:

No suit, prosecution or any legal proceedings shall lie against Bid Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of the Tender.

17. Payment Terms:

a) Payment will be made after successful execution of the order in totality or postal delivery, inspection, acceptance and Receipts of the Goods.

b) No advance payment will be made to the Bidder.

c) On receipt of the prescribed consolidated invoice duly stamped and signed by authorized signatory, the payment would be made.

18. Force Majeure:

If at any time during the validity of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine Restrictions or other similar extraordinary events, hereinafter referred to as eventualities, then the Contract period will get extended for the period of Force Majeure, provided Notice of the happenings of any such eventualities is given, supported by a reasonable documentary evidence issued by competent Government authority or such other evidence as may be acceptable to MMDSL by either party to the other within 15 days from the date of occurrence thereof. Neither party shall by reason of such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least three months, the parties shall consult each other regarding further continuation of the Contract.

19. Arbitration:

a. In the event of any question, dispute or difference arising under this contract (except as to any matters the decision of which is specially provided for by the general or the special conditions.), the same shall be referred to the sole arbitrator or an officer appointed to be the arbitrator by the Managing Director MMDSL Meghalaya. It will be no objection that the arbitrator is a Government Servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as a government servant he has expressed views on all or any of the matters in dispute or difference. The 'Award' of the arbitrator shall be final and binding on the parties to this contract.

b. In the event of the Arbitrator dying, neglecting or refusing to act or resign or being unable to act for any reason, or his Award being set aside by the Court for any reason, it shall be lawful for the Managing Director MMDSL Meghalaya to appoint another arbitrator in place of the outgoing arbitrator in the manner aforesaid.

c. It is further a term of this contract that no person, other than the person appointed by the Managing Director MMDSL Meghalaya as aforesaid, should act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to Arbitration at all.

d. Upon every and any such reference, the assessment of the costs incidental to the reference and Award, respectively, shall be at the discretion of the arbitrator.

e. Subject as aforesaid, the Arbitration and Conciliation Act, 1996 as amended and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

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f. The venue of arbitration shall be the place from which formal Acceptance of Tender is issued or such other place as Managing Director MMDSL Meghalaya at his discretion may determine.

Shri Ramkumar S
Managing Director

Copy to: The Tender Committee, MMDSL

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