

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE  
SHILLONG**

No. MATI.8/2021/4

Dated, Shillong, the 30<sup>th</sup> March, 2021

**QUOTATION NOTICE**

Sealed quotations are hereby invited from interested and reputed firms for the supply of the following items to the office of the **Director, Meghalaya Administrative Training Institute, Shillong**. Quotations should reach the office of the undersigned on or before 21/4/21 up to 3.00 p.m.

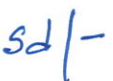
Sl. No.	Items and Specifications	Quantity
1.	Laptop <i>Specifications:</i> Apple MacBook Air M1 - (8 GB/256 GB SSD/Mac OS Big Sur) MGN63HN/A (13.3 inch, 1.29 kg)	6 Nos.
2.	Mini Projector <i>Specifications:</i> Portable LED Projector with in-built battery, WiFi, Hotspot, Wireless Display, Bluetooth Speaker, Tilt hinge, Auto Keystone, minimum 100 inch projection, Resolutions: 1920 x 1080 px, Aspect Ratio: 16:9	6 Nos.
3.	Projector Screen <i>Specifications:</i> Size of 6 ft x 4 ft.	6 Nos.
4.	Tripod stand for the projector screen	6 Nos.
5.	Speaker with a microphone <i>Specifications:</i> Wireless Speaker, Sound (15W), BT 5.0/Aux/USB/Radio, Integrated Controls, Free Microphone for Recording.	6 Nos.
6.	Presenter <i>Specifications:</i> Wireless Laser Presenter	6 Nos.
7.	Port Hub for Laptop <i>Specifications:</i> Hardware interface for MicroSD, HDMI, USB Type C, USB, etc.	6 Nos.
8.	Chrome cast	12 Nos.
9.	Digital Camera <i>Specifications:</i> Effective Pixels: 20.1 MP; Optical Zoom: 5   Digital Zoom: 13x; Auto Focus; Display Size: 3	6 Nos.

The envelope containing the quotation duly super-scribed with “**QUOTATION FOR MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE**” must reach the undersigned on or before the stipulated date and time. Quotation received after the due 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.

**TERMS & CONDITIONS:**

1. Price quoted should be inclusive of all applicable taxes, levies and freight charges (if vendors are out-stationed)
2. Delivery should be within 20 days from the date of issue of supply order otherwise order will be cancelled.
3. Payment will be made after installation and on bill system. The bill is to be submitted in triplicate.
4. No advance payment shall be made by the office.
5. If vendor does supply the items as per the specification, no payment will be made and performance security will be forfeited.
6. Rates once submitted cannot be changed and should be valid for at least one year from the date of contract.
7. At-least one year warranty period.
8. Vendors should provide after-sales service in station i.e., Shillong.

  
**Director,**  
Meghalaya Administrative Training Institute,  
Shillong