



**GOVERNMENT OF MEGHALAYA  
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE  
MAWDIANGDIANG, SHILLONG-793018**



✉: [matismegh@gmail.com](mailto:matismegh@gmail.com) / [mati-meg@gov.in](mailto:mati-meg@gov.in)

🌐: [mati.gov.in](http://mati.gov.in)

☎: 0364-2308219

No. MATI.56/2018/Pt.I/122

Dated: Shillong, the 17<sup>th</sup> November, 2025

**REQUEST FOR QUOTATION**

Sealed quotations affixed with court fee stamp of ₹100/- are hereby invited from interested and reputed firms for the supply of the following item to the office of the **Director, Meghalaya Administrative Training Institute, Shillong**. Quotations should reach the office of the undersigned on or before 17/12/2025 up to 3.00 p.m.

| Sl. No | Device Name                                                                                                      | Quantity |
|--------|------------------------------------------------------------------------------------------------------------------|----------|
| 1.     | D-Link DGS-1250-28X-24x Gigabit Port Smart Managed Gigabit Layer 2 Switch with 4x 10G SFP + Ports                | 5 nos.   |
| 2.     | D-Link DGS-1210-24x Gigabit PoE Ports Smart Managed Gigabit Layer 2 Switch with 4x Gigabit RJ45/SFP Combo ports. | 1 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(s) 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. For Non- Tribals, bidder should furnish a valid Trading License, issued by the KHADC and for Tribals, a Schedule Tribe (ST) certificate from Meghalaya should be submitted.
3. GST Registration Certificate and latest GSTR- 3 filed return, to be furnished.
4. A copy of PAN details must be furnished.
5. Professional tax clearance certificate from commissioner/ superintendent of Taxes to be enclosed.
6. Delivery should be within 20 days from the date of issue of supply order otherwise the Supply order will be cancelled.
7. Payment will be made after installation and on bill system. The bill is to be submitted in triplicate.
8. No advance payment shall be made by the office.
9. If vendor does not supply the items as per the specification, no payment will be made.
10. Rates once submitted cannot be changed and should be valid for at least 1 (one) year from the date of the quotation.
11. At-least one (1) year warranty period on the product.
12. Vendors should provide after-sales service in station i.e., Shillong.

**Swapnil Tembe, IAS**

**Director,**

Meghalaya Administrative Training Institute,  
Mawdiangdiang, Shillong.