

STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT



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MEGHALAYA

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(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)
Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
Behind Bethany Hospital, Shillong -793003

GOVERNMENT OF MEGHALAYA

STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT (SCSTE)

Request For Quotation (RFQ)

FOR

Procurement of Equipment for Videographic Documentation

**Joint Secretary to the Govt. Of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology
& Environment (SCSTE), Meghalaya**

REQUEST FOR QUOTATION

Procurement of Equipment for Videographic Documentation

Purchaser: *State Council of Science, Technology & Environment, Meghalaya*

Contract title: *Procurement of Equipment for Videographic Documentation at SCSTE*

RFQ No: E-File No: PLN/SCSTE/0435/2024/NF/

S#	Description	Date & Time
1	Date of Issue of RFQ	27th February, 2024
2	Last Date and Time of submission of RFQs	4th March, 2024 at 2:00 P.M
3	Opening of RFQs	4th March, 2024 at 2:30P.M

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF EQUIPMENT FOR VIDEOGRAPHIC DOCUMENTATION AT SCSTE

TO

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Equipment for Videographic Documentation at SCSTE

You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

***Detailed Specifications given at Annexure I**

Sl#	Brief Description of Goods	Qty	Consignee Address	Delivery Period
1	Camera for Photography	4 Nos	As mentioned in T&C Cl. 4	To be mentioned in the Supply Order.
2	Lens	2 set		
3	Lights	6 Nos		
4	Mic	8 Nos		
5	Tripod	6 Nos		
6	Mobile Phone with Good Quality Camera	1 No		
7	Option 1 - High End PC	2 Nos		
8	Option 2- Mid Range PC	2 Nos		

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest as defined in the Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSU's or (ii) blacklisted or suspended by Central or any State Government Departments in India.

2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on <https://www.mbd.gov.in> or <https://scste.org> for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.

3. **Delivery of Items:** Within 30 days from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.

4. **Consignee Address (and quotation Delivery Address):**

State Council of Science, Technology & Environment Meghalaya
Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills
Behind Bethany Hospital,
Shillong-793003

5. **Quotation Price**

a) The quantity offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

c) The transportation and installations charges should be included in the financial quotations and no other additional cost than what is quoted by the vendor will be accepted by SCSTE

d) Goods and Service Tax (GST) should be indicated separately.

e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

f) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures.

g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Such bids with no proper details are likely to be disqualified.

6. **Qualification of Bidders**

a) Have the legal capacity to enter into a contract;

b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
7. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
8. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- a. Valid trading license/registration or equivalent/Exemption Certificate
 - b. Valid certificate of GST registration
 - c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
 - d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
 - e. Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2020 - 2023)
 - f. Audited Financial Statements of last three years (2020 - 2023) demonstrating the average annual turnover of INR 10 lakh
9. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- (a) are properly signed; and
 - (b) Confirm to the terms and conditions and specifications.
 - (c) Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - (d) Bid submitted should be in English Language only
 - (e) The quotation will be evaluated on a Lot wise basis.
10. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached)

- 11. Warranty/Guarantee:** Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
- 12.** You are requested to provide your sealed quote latest by 2:00 P.M on 4th March, 2024. Quotations that have been submitted on or before time will be opened at 2:30 P.M on 4th March 2024.
- 13. Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
- 14. Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at SCSTE Meghalaya, generally through RTGS / FUND TRANSFER. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
- (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No.
- 15. Installation Charges:** Supplier shall be responsible for installation whichever applicable and should have technical expertise and trained personnel to render “After Sales Services” during the warranty period.
- 16.** Expenditure involves towards any extra materials required or labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.
- 17.** Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION
- 18.** We look forward to receiving your quotations and thank you for your interest in this bid.

Important: - The SCSTE may accept or reject any or all the bids in part of in full without assigning any reason and doesn't bind itself to accept the lower bid. The SCSTE at its discretion may change the quantity / upgrade the criteria / drop any item or there-of at any time before placing the work Order.

Sd/
**Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya**

ANNEXURE 1: FORMAT OF QUOTATION

Sl. No.	Description of Goods	Unit	Quoted Unit Rate Lot wise at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Camera for Photography	4 Nos				
2	Lens	2 set				
3	Lights	6 Nos				
4	Mic	8 Nos				
5	Tripod	6 Nos				
6	Mobile Phone with Good Quality Camera	1 No				
7	Option 1 - High End PC	2 Nos				
8	Option 2- Mid Range PC	2 Nos				

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....
(Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/ guarantee of at least 12 months or it will be extendable shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier

SUPPLY ORDER

To:
M/s

.....
.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

Your quotation no.....of(Date) for the supply of has been accepted. You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
	Total				

1. Delivery Period: within 30 Day(s) from the date of issue of this supply order.
2. Place of delivery: As mentioned in Clause 4 of T&C
3. Consignee Address:
State Council of Science, Technology & Environment Meghalaya
Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills
Behind Bethany Hospital,
Shillong-793003
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
5. Extended Warranty/Guarantee shall be 1 Years from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)

Sd/
**Joint Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology
&Environment (SCSTE), Meghalaya**

Annexure I

Sl. No	Name of Equipments	Brief Description of Goods		Quantity
1	Camera for Photography	<p>Camera Mirrorless Camera</p> <p>Sensor Full frame sensor</p> <p>Megapixel 24 MP or more</p> <p>Shutter 10 fps or more Shutter speed:1/8000 to 30 sec Bulb Self timer</p> <p>Camera Mirrorless Camera</p> <p>Sensor Full frame sensor 5 axis stabilisation or more</p> <p>Megapixel 24 MP or more</p>	<p>Image quality Low noise reduction (ISO range 80-50000) Good dynamic range (12 stops or more) RAW, JPEG + RAW Colour Space: sRGB standard and Adobe RGB standard, compatible with TRILUMINOS Colour</p> <p>Autofocus system AF-A (Automatic AF), AF-S (Single-shot AF), AF-C (Continuous AF), DMF (Direct Manual Focus), Manual Focus 200 AF points or more Phase detection and contrast detection Face detection/eye detection</p> <p>Metering Exposure sensitivity (EV -3 to EV 20) Metering Modes (Multi-segment, Centre-weighted, Spot, Spot Standard/Large, Entire Screen Avg., Highlight) Scene selection (Portrait, Sports Action, Macro, Landscape, Sunset, Night Scene, Night Portrait)</p> <p>LCD Screen 7.5 cm or more 900,000 number of dots or more Touch functionality Adjustable LCD panel Brightness control enabled</p> <p>Interface PC Interface (Mass-storage,</p>	4 Nos

			<p>MTP, PC remote) Micro USB terminal/USB type C terminal NFC/Wireless LAN enabled HD output (HDMI micro connector, BRAVIA Sync, PhotoTV HD) Headphone terminal Microphone terminal Vertical grip connector</p> <p>Video quality Low noise reduction (ISO range 80-50000) Good dynamic range (12 stops or more) 4k 60p, FHD 100p, HD 120p or more Colour Space: sRGB standard and Adobe RGB standard, compatible with TRILUMINOS Colour</p> <p>Recording Video Recording format : XAVC S, AVCHD Video compression : XAVC S: MPEG-4 AVC/H.264, AVCHD: MPEG-4 AVC/H.264 Audio Recording Format: XAVC S: LPCM 2ch, AVCHD: Dolby Digital (AC-3) 2ch, Dolby Digital Stereo Creator Picture profile : Black level, Gamma (Movie, Still, , S-Log2, S-Log3, HLG, HLG1-3)</p> <p>Clean HDMI output (3840 x 2160 (25p), 1920 x 1080 (50p), 1920 x 1080 (24p), 1920 x 1080 (60p), 3840 x 2160 (30p), 3840 x 2160 (24p), YCbCr 4:2:2 8bit / RGB 8bit or more</p>	
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			<p>Autofocus system AF-A (Automatic AF), AF-S (Single-shot AF), AF-C (Continuous AF), DMF (Direct Manual Focus), Manual Focus 200 AF points or more Phase detection and contrast detection Face detection/eye detection</p> <p>Metering Exposure sensitivity (EV -3 to EV 20) Metering Modes (Multi-segment, Centre-weighted, Spot, Spot Standard/Large, Entire Screen Avg., Highlight)</p> <p>LCD Screen 7.5 cm or more 900,000 number of dots or more Touch functionality Adjustable LCD panel Brightness control enabled</p> <p>Interface PC Interface (Mass-storage, MTP, PC remote) Micro USB terminal/USB type C terminal NFC/Wireless LAN enabled HD output (HDMI micro connector, BRAVIA Sync, PhotoTV HD) Headphone terminal Microphone terminal Vertical grip connector</p> <p>Other accessories: Bag should be included Memory card of 128GB Compatible Battery</p>	
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2	Lens	Wide lens	24-105 mm or more Maximum Aperture: f4 or lower Minimum Aperture : f22 or higher Aperture blades: 9 or more Image stabilisation enabled Dust and misture resistant	2 sets
		Prime lens	85mm or 50mm Maximum aperture: f1.8 or less Minimum aperture: f22 or more Aperture blades : 9 or more Dust and moisture resistant	2 sets
		Zoom lens	70 - 200 mm Maximum aperture : f2.8 or lower Minimum aperture : f22 or higher Aperture blades : 9 or more Image stabilisation enabled Dust and moisture resistant	2 sets
3	Lights	LED Light	Ultra bright 500 led 5500k panel Dimmable output 16 V Mounting: Vertical or Horizontal with removable bracket AC and DC compatable	6 Nos
4	Mic	Lapel Mic	Transducer: Electret Condenser Polar Pattern: Omni-directional Frequency Response: 50Hz - 17 KHz Dynamic Range (Typical): 102.5 dB Signal-to-noise Ratio: Output Noise- 22.5 dB SPL Maximum Input Sound Level: 125 dB Power: +5V DC on Pin 2, Return on. Pin 1 (Ground) provided by wireless transmitters	8 Nos

			Output Impedance: 1800 ohms	
5	Tripod	Tripod for Video	Max loading weight - 33 lbs(15 kg) Adjustable in height range of 32"to 66"(41.5-159cm) Telescopic ground spreader that allows to set tripod legs at -70°and +90° for 360 degree panoramic shot	6 Nos
6	Mobile Phone with Good Quality Camera	RAM size	8 GB or better	1 No
		Memory storage	1TB or more	
		Colour	Any	
		Display Size	6.7 or higher	
		Display resolution	2796x1290-pixel resolution at 460 ppi	
		Display Type	LTPO Super Retina XDR OLED, 120Hz, HDR10, Dolby Vision, 1000 nits (typ), 2000 nits (HBM)	
		Features	Face ID, accelerometer, gyro, proximity, compass, barometer, Ultra Wideband 2 (UWB) support, Emergency SOS via satellite (SMS sending/receiving), GPS (L1+L5), GLONASS, GALILEO, BDS, QZSS, NavIC	
		Battery	4441 mAh Li-ion Battery or better	
		Wireless Charging	Yes	
		Fast Charging	Yes	
Sim type	Dual Sim, GSM+GSM			

	Connectivity	GPRS, 3G, 4G, 5G, 5G Bands, VoLTE, Wi-Fi with hotspot, Bluetooth v5.3, USB Lightning cable, USB Charging features or more
	Rear Camera	48 MP, f/1.8, 24mm (wide), 1/1.28", 1.22µm, dual pixel PDAF, sensor-shift OIS 12 MP, f/2.8, 120mm (periscope telephoto), 1/3.06", 1.12µm, dual pixel PDAF, 3D sensor-shift OIS, 5x optical zoom 12 MP, f/2.2, 13mm, 120° (ultrawide), 1/2.55", 1.4µm, dual pixel PDAF TOF 3D LiDAR scanner (depth)
	Features	Dual-LED dual-tone flash, HDR (photo/panorama)
	Video recording	4K@24/25/30/60fps, 1080p@25/30/60/120/240fps, 10-bit HDR, Dolby Vision HDR (up to 60fps), ProRes, Cinematic mode (4K@24/30fps), 3D (spatial) video, stereo sound rec.
	Front Camera	12 MP, f/1.9, 23mm (wide), 1/3.6", PDAF, OIS SL 3D, (depth/biometrics sensor)
	Front camera video recording	4K@24/25/30/60fps, 1080p@25/30/60/120fps, gyro-EIS
	Operating System	iOS 17
	Chipset	A17 Pro chip
	CPU	Hexa-core (2x3.78 GHz + 4x2.11 GHz)
	GPU	6-core graphics
	IP rating	IP68
	Accessories	Compatible Charger (USB and Adapter), EarPods, Hard phone case cover, Tampered glass

		Warranty	As applicable	
7	Option 1 - High End PC	Processor (CPU)	Intel Core i9-12900K 16-Core 3.2GHz (5.2GHz Turbo Boost) or equivalent AMD Ryzen 9 processor.	2 Nos
		Graphics Card (GPU)	NVIDIA GeForce RTX 3090 24GB GDDR6X or AMD Radeon RX 6900 XT 16GB GDDR6 graphics card	
		Memory (RAM)	64GB DDR4 3600MHz RAM (4x16GB) for seamless multitasking and handling of large files.	
		Storage	<ul style="list-style-type: none"> 1TB PCIe NVMe SSD for OS and software. 2TB SATA SSD for project files and scratch disks. 4TB HDD for long-term storage.	
		Display	<ul style="list-style-type: none"> 27-inch IPS monitor with a resolution of 3840x2160 (4K), supporting 100% sRGB color gamut and HDR 	
		Ports and Connectivity	<ul style="list-style-type: none"> 6x USB 3.2 Gen 2 ports, 2x USB-C ports. HDMI 2.1, DisplayPort 1.4 for multiple display setups. Gigabit Ethernet, Wi-Fi 6, Bluetooth 5.2 connectivity. 	
		Cooling and Case	<ul style="list-style-type: none"> High-airflow ATX mid-tower case. Liquid cooling solution for CPU. 	

			<ul style="list-style-type: none"> Additional case fans for optimal airflow. 	
		Power Supply (PSU)	<ul style="list-style-type: none"> 850W 80+ Gold Certified fully modular power supply for efficient and stable power delivery. 	
		Operating System	<ul style="list-style-type: none"> Windows 10 Professional 64-bit or later versions. 	
8	Option 2- Mid Range PC	Processor (CPU)	<ul style="list-style-type: none"> Intel Core i7-12700 12-Core 2.4GHz (4.9GHz TurboBoost) or equivalent AMD Ryzen 7 processor 	2 Nos
		Graphics Card (GPU)	<ul style="list-style-type: none"> NVIDIA GeForce RTX 3060 12GB GDDR6 or AMD Radeon RX 6700 XT 12GB GDDR6 graphics card 	
		Memory (RAM)	32GB DDR4 3200MHz RAM (2x16GB) for smooth multitasking and moderate file handling.	
		Storage	<ul style="list-style-type: none"> 500GB PCIe NVMe SSD for OS and software. 1TB SATA SSD for project files and scratch disks. 2TB HDD for additional 	

			storage	
		Display	<ul style="list-style-type: none"> • 27-inch IPS monitor with a resolution of 2560x1440 (QHD), supporting 99% sRGB color gamut 	
		Ports and Connectivity	<ul style="list-style-type: none"> • 4x USB 3.2 Gen 1 ports, 2x USB-C ports. • HDMI 2.0, DisplayPort 1.4 for single or dual display setups. • Gigabit Ethernet, Wi-Fi 5, Bluetooth 5.0 connectivity. 	
		Cooling and Case	<p>Mid-tower ATX case with good airflow and cable management options.</p> <p>Air cooler for CPU cooling.</p> <ul style="list-style-type: none"> • Included case fans for adequate ventilation. 	
		Power Supply (PSU)	<ul style="list-style-type: none"> • 650W 80+ Bronze Certified semi-modular power supply for reliable power delivery. 	
		Operating System	<ul style="list-style-type: none"> • Windows 10 Home 64-bit or later versions. 	

The rate quoted should include:

- Make/Brand Name with installation
- F.O. R SCSTE, Meghalaya.
- Warranty Period minimum 1 years or extendable with after sales service.
- Installation etc.