



MEGHALAYA BASIN MANAGEMENT AGENCY (MBDA) -



HQR: SHILLONG

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Email: [mbdashillong@gmail.com](mailto:mbdashillong@gmail.com)

No. MBMA /MLAMP/46/2017/678(d)

Dated Shillong, the 8<sup>th</sup> September, 2017

**From**

Shri. S. M. Sahai, IFS  
Additional Project Director  
Meghalaya Basin Management Agency

**To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT: Meghalaya Livelihoods and Access to Markets Programme (LAMP)**

**REQUEST FOR QUOTATIONS FOR PROCURING TWO WHEELERS- EFC & LIVELIHOOD DIVISION**

Sir/Madam,

Meghalaya Basin Management Agency, Shillong invites your quotation for the items mentioned above.

The Government of Meghalaya has received a loan from the International Fund for Agriculture Development (IFAD), and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the IFAD Project Procurement Guidelines (September 2010) and its Handbook in accordance with the procedures described herein.

The quotations are invited for the following Packages. Bidders may bid for both or individual packages, however the evaluation will be done package wise. Bidders interested to bid for both the packages will have to meet the individual requirements of the package/s. Technical Specifications are provided at page # 5.

Packages	Description	Total Quantity
Package # 1	Scooty along with helmet	37
Package # 2	Motorbike along with helmet	47

**Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:

- the List of Goods and Price Schedule.
- the technical specification as offered along with the product brochures and other product details
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Validity of Quotations:** The quotation validity required is 90 days.

**Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked as **Quotation for “The supply of Two Wheelers (Package 1 or Package 2), LAMP – EFC & Livelihood Division”** as reference above and **the Bidders Name**.

**Submission of Quotations:** Quotations along with the supporting documents should be submitted to the address below within deadline (the date and time) as referenced below.

**Date of deadline: 4<sup>th</sup> October, 2017; Time of deadline: 16:00 hrs. (local time).**

**Address:** Meghalaya Basin Management Agency Office, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003

**Opening:** Quotations will be opened on **4<sup>th</sup> October, 2017; at:16:30 hrs. (local time)** in presence of the bidders who choose to attend. Bidders to make their own arrangements for attending such meeting. No expenses will be paid by MBMA to such effect.

**Address for communication:**

**Attn:**

Shri. S.M. Sahai, IFS  
Additional Project Director  
Meghalaya Basin Management Agency

**Facsimile:** 0364-2522921; **Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

**Eligibility Criteria:** Bidders are required to meet the following criteria to be eligible:

- a). Have the legal capacity to enter into a contract;
- b). Is an authorised dealer of the goods and services by the Manufacturer;
- c). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- d). Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

**Documents Evidencing Eligibility:** Bidders are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid trading license or equivalent;
- b). Valid certificate of GST registration or equivalent;
- c). Valid dealership documents; bidder must produce the copies of authorized dealership for the respective products offered by them.
- d). 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.
- e). Self-declaration that the bidder’s business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

**Technical Criteria:** The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.

**Currency:** Quotations shall be priced in Indian Rupees only.

**Best Evaluated Bid:** The best evaluated bid shall be the lowest evaluated priced quotation, which is eligible and technically compliant.

**Duties and Taxes:** Goods imported into India under this project are not exempt from import duties and taxes.

**Rates:** Bidders to quote separately for items and applicable taxes.

**Delivery Schedule:** Delivery required should be within 8 weeks from date of Purchase Order. The delivery of these two wheelers should be done in the following address as below:

Sl. No	Region	Delivery Address	Contact Person	Scooty	Motorbike
1	Khasi/Jaintia/ Ribhoi Region	Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, Meghalaya State Housing Financing Cooperative Society Complex, Upper Nongrim Hills, Shillong – 793003	Mamta Rai, Asst. Manager – Admin & Procurement, MBMA	21	23
2	Garo Hills Region	O/o the IBDLP, Basin Development Unit, 2 <sup>nd</sup> Floor, SMELC Building (IFAD), Dakopgre, Tura- 794001, West Garo Hills	V.Valentine Hembrom, District Project Manager, Tura, West Garo Hills	16	24
<b>TOTAL</b>				<b>37</b>	<b>47</b>

**Warranty:** Minimum twenty four months from the date of delivery.

**Terms of Payment:**

Payment shall be made within 60 days against submission of your Invoice and supporting documents following delivery of the Goods.

**Eligible Countries:** All countries are eligible, unless:

- as a matter of law or official regulation, the Government of India prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of India prohibits any import of Goods from or any payments to, a particular country, person or entity.
- A firm declared ineligible by IFAD

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours faithfully

Sd/-

(Shri. S.M.Sahai, IFS)  
Additional Project Director  
Meghalaya Basin Management Agency

**STATEMENT OF REQUIREMENTS**

**List of Goods and Price Schedule**

Procurement Reference: \_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

*CURRENCY OF QUOTATION:* \_\_\_\_\_

S#	Description	Total Quantity	Unit Price (Ex- Showroom Shillong)	Current Discounts	Add Special Discounts	Total Price (Ex- Showroom Shillong)
1	Scooty along with helmet	37 Nos.				
	Other additional costs (Registration cost, insurance, etc)					
2	Motorbike along with helmet	47 Nos.				
	Other additional costs (Registration cost, insurance, etc)					
<b>TOTAL</b>						

**Applicable taxes to be quoted separately.**

**Quotation authorised by:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized for and on behalf of:

(dd/mm/yy)

Company: \_\_\_\_\_

### Technical specification

Sl. No.	Item	Specification	Total quantity
1	Motorbike	<ul style="list-style-type: none"> <li>• <b>Engine Capacity:</b>Minimum 124 CC</li> <li>• <b>Stroke:</b>4 Stroke</li> <li>• <b>BHP:</b>Minimum 9 bhp</li> <li>• <b>Torgue:</b>10 NM torque</li> <li>• <b>Service Centre across the State:</b> the dealers should have service centres across the State in all Khasi, Jaintia and RiBhoi Regions</li> <li>• <b>Start:</b> in addition to push button start, should also have kick start facility</li> <li>• <b>Helmet:</b>Full Face Helmet</li> </ul>	47
2	Scooty	<ul style="list-style-type: none"> <li>• <b>Engine Capacity:</b>100 cc or more, 125 cc or 150 cc</li> <li>• <b>BHP:</b>more than 6 BHP</li> <li>• <b>Torgue:</b> more than 7Nm</li> <li>• <b>Power:</b> more than 6PS</li> <li>• <b>Universal to gender:</b> can be handled and easily maneuvered by both men and women</li> <li>• <b>Service Centre across the State:</b> the dealers should have service centres across the State in all Khasi, Jaintia and RiBhoi Regions</li> <li>• <b>Gears:</b> may or may not have gears</li> <li>• <b>Start:</b> in addition to push button start, should also have kick start facility</li> <li>• <b>Helmet:</b>Full Face Helmet</li> </ul>	37