

National Competitive Bidding (NCB)

Request for Bid (RFB) for Office Furniture, Fixtures, IT and other equipment for establishment of CM Connect Centres at Blocks in Meghalaya

List of event(s)	Schedule
Date of issuance of RFB	11-03-2026
Last date & time for receipt of queries	13-03-2026, 14:00 Hours Email ID : procurementmbma@gmail.com
Date & time of pre-bid meeting	14-03-2026, 12:30 Hours
Mode of pre-bid meeting	Off-line
Last date & time for receipt of bids	26-03-2026, 15:00 Hrs
Date & timing for opening of Bids	26-03-2026, 15:30 Hrs
Website for downloading the RFBs	www.mbda.gov.in
Mode & Venue for pre-bid meeting	Off-line Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in
Place of opening of Bids	Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in
Officer inviting the RFB	Executive Director, Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in

Section I: Letter of Invitation

Procurement of Office Furniture, Fixtures, IT and other equipment for establishment of CM Connect Centres at Blocks in Meghalaya

RFB No.: PLN/MBMA/17837/2025/NF/101

Date: 11-03-2025

Dear Sir/Madam,

1. Meghalaya Basin Management Agency (MBMA) now invites sealed Bids (Off-line) comprising of Technical & Financial Bids from eligible suppliers (refer to Section II. Clause No. 3 for eligibility criteria) for the supply and delivery of the following items mentioned in the table below:

Table 1					
Lot #	Description of Goods	Quantity	Specification	EMD Amount	Delivery location/ address
1	Laptop (Type-1)	45	Please refer to "Schedule of Technical Specifications of Goods"	Rs. 1,58,000/-	Delivery shall be made strictly as per the details provided in Annexure-1
	Laptop (Type-2)	3			
	Web Camera	55			
	Wired Optical Mouse	45			
	Printers (All-in-One)	22			
	Online UPS with Battery	20			
	Smart Television	20			
	CCTV Camera (Indoor)	40			
	CCTV Camera (Outdoor)	40			
	CCTV - 6 Channel NVR (PoE) combo	20			
	8 Port Gigabyte Switch - CCTV	20			
	CCTV - 20 inch Monitor	20			
	Biometric Device	20			
	Hard disk Drive	3			
	Telephone (Basic)	23			
2	Sofa 3 Seater with Side table	20	Please refer to "Schedule of Technical Specifications of Goods"	Rs. 1,56,000/-	Delivery shall be made strictly as per the details provided in Annexure-1
	Work Stations	47			
	Executives Chair	45			
	Visitor's Chair	184			
	Storage Cabinets	41			
	Round Table	20			
	Portable Fire Extinguisher	46			
	Notice Board	21			
	Wall Mount Fans	60			
	Pedestal Fan	20			
	Room Heater	17			
	Blower	30			
	Air Conditioner	40			
Water Dispenser	20				

Interested eligible Bidders may obtain further information from:

Meghalaya Basin Management Agency (MBMA)

Procurement Unit,

O/o Meghalaya Basin Development Authority,

C/o Meghalaya State Housing Financing & Cooperative Society,

Upper Nongrim Hills,

Meghalaya, Shillong - 793003

Website: www.mbda.gov.in

2. Bids shall be submitted in sealed envelopes, with the Technical Bid and Financial Bid enclosed in separate sealed envelopes, each clearly marked as: **“Procurement of “Office Furniture, Fixtures, IT and other equipment for establishment of CM Connect Centres at Blocks in Meghalaya””**

RFB No.: PLN/MBMA/17837/2025/NF/101

Addressed to:

Meghalaya Basin Management Agency,

Procurement Unit,

O/o Meghalaya Basin Development Authority,

C/o Meghalaya State Housing Financing & Cooperative Society,

Upper Nongrim Hills,

Meghalaya, Shillong - 793003

Website: www.mbda.gov.in

3. The deadline for receipt of your sealed bid is **26-03-2026 by 15:00 Hrs.** (IST). Bids will be opened on **26-03-2026 by 15:30 Hrs.** All late submissions will be rejected outright.
4. A complete set of bidding documents is available to interested Bidders at www.mbda.gov.in
5. All bids must be accompanied by the following documents. Offers with incomplete documents will be rejected:
 - a) Declaration of Undertaking (Section III) – **Part of Technical Bid**
 - b) Form of Quotation (Section IV)- **Part of Financial Bid**
 - c) List of Goods and Price Schedule (Section VI)- **Part of Financial Bid**
 - d) Schedule of Technical Specifications of Goods Offered (Section VII)-**Part of Technical Bid**
 - e) Company’s Business registration- **Part of Technical Bid**
 - f) Trading License from the respective Autonomous District Council or municipal authority of Meghalaya-**Part of Technical Bid**
 - g) GST Registration Certificate & PAN- **Part of Technical Bid**
 - h) Manufacturers or Technical Brochures (catalogues) on the items offered-**Part of Technical Bid**
 - i) Non- Manufactures’ Bidders will submit the Manufacturer’s Authorization Form (MAF)- **Part of Technical Bid.**

- j) Copies of past contracts/supply orders and completion certificates, as required in the document, to demonstrate in compliance with the **experience** criteria as stated at **3.d** under Section II i.e **Instructions to Bidders- Part of Technical Bid**.
 - k) Certificate issued by a Chartered Accountant with UDIN, along with Audited Financial Statements, confirming the bidder's average annual turnover for the financial years specified in the RFB to demonstrate in compliance with the **Financial capability criteria as stated at 3.e under Section II i.e Instructions to Bidders- Part of Technical Bid**.
 - l) Bidders shall submit an Earnest Money Deposit (EMD) for the required amount as specified in the RFB in the form of an account Insurance Surety Bonds, account payee Demand Draft, Fixed Deposits receipt, Banker's Cheque in favour of **Meghalaya Basin Management Agency payable at Shillong**, Meghalaya or in the form of a Bank Guarantee from a commercial bank, safeguarding the purchaser's interest in all respect., which shall valid for a minimum period of three (3) months. The EMD of unsuccessful bidders will be returned without interest after finalization of the tender. **The EMD of the successful bidder will be retained and released without interest upon successful completion of the contract. In the event that the EMD submitted by the successful bidder expires before the completion of the contract, the bidder shall renew the EMD or submit a fresh one to ensure continuous validity until contract closure- Part of Technical Bid.**
 - m) EMD submitted in a form not listed above will not be taken into consideration.
 - n) EMD exemption will not be permitted.
 - o) **A separate EMD must be submitted for each lot.**
6. Tenderers are required to complete the quotation Form and Price Schedule on their company's letter head in the formats provided in **Section IV and VI** of the bid documents.
 7. Bid shall be fixed and presented in Indian Rupees. Price Bid shall indicate any discount separately. The evaluation will be conducted on a lot-wise basis, and the contract will be awarded accordingly. The vendor who submits the lowest quoted price for a particular lot shall be awarded the contract for that lot.
 8. Price bids will indicate all applicable taxes separately.
 9. Tenders shall be valid for **120 days** from the last date of tender submission.
 10. **The Bid shall be submitted under a Two-envelope system, consisting of a Technical Bid and a Financial Bid, to be submitted separately in accordance with the tender conditions.** A bidder may apply for any single lot or both the lots. For each lot, the bidder must submit two separate sealed envelopes:
 - * Technical Bid
 - * Financial Bid

These two envelopes shall be placed inside one outer envelope. The outer envelope must be clearly superscribed as: "RFP for Supply of Items under Lot ____".

Submission for both Lots

Bidders submitting bids for both the lots must submit their documents lot-wise as follows:

For each lot, the Technical Bid and Financial Bid must be placed in separate sealed envelopes, clearly marked with the respective lot number. The envelopes for each lot must remain separate and distinct. All such lot-wise envelopes must then be placed together inside a single outer envelope.

For clarity, if a bidder intends to submit bids for Lot 1 and Lot 2, they must place:

- Two (2) separate sets of envelopes (one set per lot),
- Each set containing one Technical Bid envelope and one Financial Bid envelope, inside the outer envelope.

The outer envelope must be clearly superscribed as: “RFP for Supply of Items under Lot ____”. For each lot, the Technical Bid and Financial Bid must be submitted in separate envelopes. **If a bidder submits both the Technical and Financial documents in a single envelope for any lot, the bid shall be rejected.**

- 11. Delivery Schedule: The total quantity of goods under this contract may be required to be delivered in a staggered manner over the contract period, based on purchaser’s requirement. For each staggered delivery, a separate supply order shall be issued by the purchaser. Each supply order will clearly specify: the item(s) to be delivered, quantity, delivery location(s), Delivery schedule and timelines and any other relevant terms and conditions in accordance with the RFB. Notwithstanding the above, the delivery location shall remain the same as specified in the RFB.**
- 12. Purchaser’s right to vary quantities at time of award: At the time the contract is awarded, the purchaser reserves the right to increase or decrease the quantity of goods originally specified in the bid document, provided this does not exceed 15% (fifteen percent) and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.**
13. 100% payment will be paid within thirty (30) days after full delivery against the supply order and accepted by the Purchaser and the Recipient.
14. When preparing their bids, tenderers shall be guided by the Instructions and Conditions of supply in Section II and other parts of the bid RFB.
15. Requests for clarifications shall be submitted within five (5) days after the date of Issuing of the RFB to the address: procurementmbma@gmail.com
16. Not more than one tender shall be submitted by one bidder or bidders having a business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
17. Bidder who has downloaded the tender from the website www.mdba.gov.in shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected.

18. Intending Bidders are advised to visit again the website www.mbda.gov.in at least 2 days prior to closing date of submission of tender for any corrigendum / amendment.
19. At any time prior to the deadline for submission of RFB, the Purchaser, for any reason, whether at its own initiative may modify the technical specification or any condition of the tendering documents by amendments.
20. The valid means of communications for this RFB shall be in writing a letter through e-mail or by speed/registered post/courier.
21. The Director(s)/Owners of the tendering firms having near relative working in the procurement division at a Senior level position (in the rank of Manager & above) in MBMA are debarred from tendering. Any breach of this condition would result in the blacklisting in all future works by MBMA.
22. It is suggested that the tenderers may acquaint themselves with the requirements before submitting the bids.
23. The successful bidder shall not be allowed to sub-contract to any vendor.
24. **The rates quoted by the bidder(s) for all items under Lot 1 and Lot 2 shall remain firm for a period of Four (4) months from the last date of RFB submission.**
25. Bidders are required to bid for the full (100%) quantity of all items under the Lot they have quoted.
26. Bids will be opened as per date/time as mentioned in the RFB.
27. **Cancellation of Tender:** MBMA reserves the absolute and unconditional right to cancel, modify, withdraw, or annul this tender process, either wholly or partially, at any stage prior to the issuance of the Letter of Award, without assigning any reason and without incurring any liability whatsoever.

No bidder shall have any claim for costs, damages, loss of profit, or compensation of any nature arising out of or in connection with such cancellation or modification of the tender process.



(Executive Director)
Meghalaya Basin Management Agency

Section II: Instructions to Bidders

1. RFB Number	PLN/MBMA/17837/2025/NF/101
2. Context of the requirement	Procurement of Office Furniture, Fixtures, IT and other equipment for establishment of CM Connect Centres at Blocks in Meghalaya

<p>3. Eligibility criteria to participate in public procurement</p>	<p>The suppliers established in India shall:</p> <p>a.) be in conformity with the provisions of the law and</p> <p>b.) have fulfilled their obligations with regard to the payment of duties and taxes and</p> <p>c.) have no conflict of interest. In particular</p> <ul style="list-style-type: none"> • not being owned or controlled by the purchaser; • not having business or family relationship with Purchaser's staff involved in the procurement process or the supervision of the resulting contract; • not being associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement; • not having the same legal representative as another bidder. <p>d.) Experience: The bidder should have successfully supplied similar items to any Government Department/Undertaking or PSU in Meghalaya through one or more supply orders in the preceding five years ending February 2026, with the total order value as specified in the table below. A copy of the relevant supply order(s) must be submitted along with the other documents.</p> <table border="1" data-bbox="641 831 1398 1200"> <thead> <tr> <th>Lot No.</th> <th>Value of the supply order(s) in INR</th> <th>Definition of similar item(s)</th> </tr> </thead> <tbody> <tr> <td>Lot 1 (IT equipment)</td> <td>Rs.64,00,000/-</td> <td>Similar item shall mean the supply of laptops, desktops, and/or other IT equipment.</td> </tr> <tr> <td>Lot 2 (Furniture, Fixture & other equipment)</td> <td>Rs.62,00,000/-</td> <td>Similar item shall mean the supply of office furniture & fixtures.</td> </tr> </tbody> </table> <p>e) Financial capability: The bidder shall have a minimum average annual turnover, as specified in the table below, during the last three (3) financial years, i.e., 2022-23, 2023-24, and 2024-25.</p> <table border="1" data-bbox="687 1400 1390 1675"> <thead> <tr> <th>Lot No.</th> <th>Average Annual Turnover in INR (2022-23, 2023-24, and 2024-25)</th> </tr> </thead> <tbody> <tr> <td>Lot 1 (IT equipment)</td> <td>Rs.24,00,000/-</td> </tr> <tr> <td>Lot 2 (Furniture, Fixture & other equipment)</td> <td>Rs.23,00,000/-</td> </tr> </tbody> </table> <p><i>Note : In case a bidder(s) submit its bids for both the Lots, the Average Annual Turnover amount shall be calculated on cumulative basis. For avoidance of doubt, it is clarified that in case a bidder submit its bids for Lot 1 & 2, S/he should have the average annual turnover amounting to >=47 Lakhs.</i></p>	Lot No.	Value of the supply order(s) in INR	Definition of similar item(s)	Lot 1 (IT equipment)	Rs.64,00,000/-	Similar item shall mean the supply of laptops, desktops, and/or other IT equipment.	Lot 2 (Furniture, Fixture & other equipment)	Rs.62,00,000/-	Similar item shall mean the supply of office furniture & fixtures.	Lot No.	Average Annual Turnover in INR (2022-23, 2023-24, and 2024-25)	Lot 1 (IT equipment)	Rs.24,00,000/-	Lot 2 (Furniture, Fixture & other equipment)	Rs.23,00,000/-
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Lot 1 (IT equipment)	Rs.24,00,000/-															
Lot 2 (Furniture, Fixture & other equipment)	Rs.23,00,000/-															
<p>4. Pre-selected firms/OTE</p>	<p>Open Tender Enquiry</p>															
<p>5. Clarifications</p>	<p>Requests for clarifications shall be submitted to: procurementmbma@gmail.com</p>															

<p>6. Submission of bid</p>	<p>Refer Clause 10 under Section I: Letter of Invitation</p> <p><u>The Bids must be sent or delivered to the address:</u></p> <p>Meghalaya Basin Management Agency (MBMA) Procurement Unit O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in</p> <p><u>The outer envelope must clearly mention the RFB number and name</u></p>
<p>7. Submission deadline for the bid</p>	<p>Date: No later than 26th March, 2026 by 15:00 Hrs.</p> <p>Any bids received after the deadline prescribed in this section will be rejected and returned unopened to the bidder.</p>
<p>8. Opening of bid</p>	<p>The opening will be held on 26th March, 2026 at 15:30 Hrs in the following address:</p> <p>Procurement Unit, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in</p> <p>The bid will be opened in the presence of the Bid Evaluation Committee and the bidders' representatives who prefer to attend.</p>
<p>9. Period of validity of bid</p>	<p>120 Days (effective from the last date of submission of RFB)</p>

<p>10. Documents comprising the bid</p>	<p>Each bidder shall submit only one bid for each lot.</p> <p>Bids submitted by the bidders shall comprise the following documents:</p> <p><u>Technical Bid</u></p> <p>a.) Earnest Money Deposit (EMD) b.) Declaration of Undertaking (Section III) c.) Schedule of Technical Specifications of Goods Offered (Section VII) d.) Company's Business registration e.) Trading License from the respective Autonomous District Council or municipal authority of Meghalaya f.) GST Registration Certificate & PAN g.) Manufacturer's or Technical Brochures (catalogues) on the items offered h.) Non-Manufacturer Bidders will submit the Manufacturer's Authorization Form (MAF). i.) Copies of past contracts/supply orders/completion certificates as mentioned in the <u>Table at 3.d under Section II.</u> j.) Certificate issued by a Chartered Accountant with UDIN, along with Audited Financial Statements, confirming the bidder's average annual turnover for the financial years specified in the RFB to demonstrate in compliance with the Financial capability criteria as stated at 3.e under Section II i.e Instructions to Bidders. k.) Any other document(s) as specified under the RFB, if any.</p> <p><u>Financial Bid</u></p> <p>a.) Form of Quotation (Section IV) b.) List of Goods and Price Schedule (Section VI)</p> <p>Note:</p> <p><i>i. <u>Incomplete offers will be rejected.</u></i> ii. <u>Submission of any financial information within the Technical Bid shall render the bid liable to rejection.</u></p>
<p>11. Brief description of the required goods (Technical details in Section VII)</p>	<p>As per Table 1 & Section VII</p>
<p>12. Language of bid</p>	<p>The bid prepared by the Bidder, and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.</p>
<p>13. Currency of quotation</p>	<p><input checked="" type="checkbox"/> Indian Rupee (INR) ₹</p>
<p>14. Bid prices</p>	<ul style="list-style-type: none"> • The Bidder shall indicate, on the appropriate Price Schedule attached to these documents (Section VI), the total Bid Price quoted CIP (Carriage and Insurance Paid To) for goods, transport and insurance to the named place of destination (specified in No. 23). • The prices indicated in the quotation are fixed and not subject to any adjustment during the period of validity. • In case of any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected.

15. Taxes on price quotation	Bid/quotation must be exclusive of any Taxes. Applicable taxes shall be quoted separately as specified in the format.
16. Partial bid/quotations	Bidders may submit bids/quotations for any or all lots; however, all required documents must be provided for each lot being quoted.
17. Clarification of quotations	The Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation, if necessary.
18. Correction of arithmetical errors	Provided that the quotation is substantially responsive, the Purchaser shall correct arithmetical errors on the basis that the respective unit price and amount expressed in words shall prevail.
19. Evaluation criteria	<ul style="list-style-type: none"> • The Technical Bids shall be opened first and evaluated in accordance with the criteria stipulated in the RFB. The Financial Bids of only those bidders who are found technically qualified shall be opened in the second stage. The date and other details regarding the opening of Financial Bids shall be communicated to the technically qualified bidders in due course. • In addition to the other criteria specified in the RFB for Technical Bid evaluation, the technical evaluation shall include an assessment of compliance to confirm that all requirements of Section VII: Technical Specifications have been met without any material deviation, reservation, or omission. • The <u>financial evaluation</u> will be conducted on a lot-wise basis, and the contract will be awarded accordingly. The vendor who submits the lowest quoted price for a particular lot shall be awarded the contract for that lot, after the evaluation of the technical compliance of the bids. • The financial evaluation will be evaluated without the GST. Financial evaluation will be conducted lot-wise. <p><i>Note: The bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements. Failure to mention complete details of the offered products shall result in rejection of the bid.</i></p>
20. Award of contract	<ul style="list-style-type: none"> • The Purchaser will award the Contract to the successful Bidder whose bid has been determined to be administratively and technical compliant and has been determined as the lowest evaluated bid. • In the event that two bidders quote the same amount in their financial bids, the contract shall be awarded to the bidder having a higher annual average turnover during the last three financial years (2022–23, 2023–24, and 2024–25). If both bidders have the equal average annual turnover, the successful bidder shall be selected through a draw of lots.
21. Notification of award	<ul style="list-style-type: none"> • Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. • Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

<p>22. Signing contract</p>	<ul style="list-style-type: none"> • At the time as the Purchaser notifies the successful Bidder that his bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in this RFB Document, incorporating all agreements between the parties. • Within seven (7) days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser. The contract will become effective only upon return of the signed Contract Agreement.
<p>23. Recipient and delivery location of goods</p>	<p>Recipient of goods: As per Annexure I</p>

Section III: Declaration of Undertaking

Declaration of Undertaking

To:

_____,
_____,
_____.

1. We hereby certify that neither we nor any of our board members or legal representatives under the Contract are in any of the following situations:
 - 1.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
 - 1.2) having been convicted by a final judgment or a final administrative decision or a preliminary investigation/charge is pending against us for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings.
 - 1.3) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 1.4) not having fulfilled the applicable fiscal obligations with regard to the payment of taxes
 - 1.5) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.

2. We hereby certify that we under the Contract are in any of the following situations of conflict of interest:
 - 2.1) being an affiliate controlled by the MBMA;
 - 2.2) having a business or family relationship with a MBMA's staff involved in the Tender Process or the supervision of the resulting Contract;
 - 2.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the MBMA;
 - 2.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the TIA;
 - 2.5) in the case of procurement of Works, Plant or Goods:
 - i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

3. In the context of the Tender Process and performance of the corresponding Contract:
- 3.1) neither we nor any of the members of our firm/agency under the Contract have engaged or will engage in any Sanctionable Practice, or violate the Guidelines during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of: _____

Signature:

Dated:

Section IV: Form of Quotation

[The Bidder shall prepare his Bid Submission Form on a letterhead paper specifying the Bidder's complete name, address and communication details].

Date: _____

To: **Meghalaya Basin Management Agency (MBMA)**

Ref.: Procurement of _____

RFB No.: _____

We refer to your RFB No. ____ dated _____. We undertake to supply the goods under **Lot Number** ____ as indicated in the attached Schedule of Technical Specifications and List of Goods and Price Schedule in accordance with the Request for Bid document for the contract price of _____ (amount in words and figures) in _____ (name of currency).

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.

We undertake to complete the delivery of the above equipment to the Recipient within ____ days from the date of Contract Signature.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the **Section II, Clause No. 3**

The validity period of our bid is: _____ days.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid complies with the validity of the bid required by the documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Section V: Schedule of Requirements

1) **Supply of Goods & warranty:**

Each item of equipment to be supplied is described in **Section VII**: Schedule of Technical Specifications of Goods. The successful Supplier shall supply a copy of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment), wherever applicable.

Goods offered shall be new, unused and based on the manufacturer's current and most recent model

2) **Recipient of Goods:**

As per Annexure I

3) **Delivery and Installation**

All equipment shall be delivered to the destination specified under SI. No. 2, under the full responsibility of the Supplier, within 30 days of contract signing or **in accordance with the delivery schedule provided by the Purchaser**. The supplier is responsible for the installation and instruction of the end-users pursuant to the instruction procedures of the manufacturers. The manuals must be delivered in English and for selected items in English language as indicated in the schedule of requirements.

4) **Post-Sales Service:**

Please provide details of any after-sales service that you offer, including technical support and maintenance

Section VI: Price Schedule of Goods

Name of the Bidder _____ Lot No _____

						Date: [Insert]	
						RFB. No.: [Insert]	
						Page [Inserts] of [Insert]	
1	2	3	4	5	6	7	8
Lot No	Description of Goods*	Delivery Time in Days at named place of CIP destination	Quantity and Physical unit (Nos.)	Unit Price (INR)	Total Cost (INR) 6=4 x 5	GST (INR) on the Total Cost	Total Price (inclusive of GST) 8=6+7
Total Price in INR							

Name of Bidder:

Signature of Bidder

Date:

Note:

- i. Description of goods to be provided along with the warranty
- ii. No additional cost will be borne by MBMA, apart from the amount stated in the financial bids submitted by the bidder.
- iii. All the prices should be inclusive of transportation and installation.

Section VII: Schedule of Technical Specifications of Goods

Procurement of Office Furniture, Fixtures, IT and other equipment for establishment of CM Connect Centres at Blocks in Meghalaya				
RFB Number_ PLN/MBMA/17837/2025/NF/101				
Lot No	Item	No s	Specifications	BIDDER HAS TO FILL UP THIS COLUMN WITH REQUIRED INFORMATION Note: The bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements. Failure to mention complete details of the offered products shall result in rejection of the bid.
Lot# 1	Laptop (Type-1)	45	Processor: Core i3, 12th or Above RAM - 8 GB or more Storage Capacity: 512 GB SSD or above Display: FHD, 14" Graphics: UHD Connectivity: Bluetooth, HDMI, USB, Wi-Fi 5 Ports: Minimum USB Ports – 3, HDMI - 1, USB 2.0 Operating System: Windows 11 (Licensed Version) or above Antivirus: Minimum 1 year Microsoft Office Home latest version Warranty:- 1 Year	
	Laptop (Type-2)	3	Processor: Intel Core i7. E-core 1.8 / 3.6GHz 10 Cores 16 Threads 24MB Cache Display: 15.3" FHD (1920x1200) 300Nits Brightness Anti Glare Memory and Storage: Min. 16GB, Max Memory Up to 24GB DDR5-4800, 512GB SSD or above (Expandable upto 1TB) OS and Software: Windows 11 Home or Above Antivirus: Minimum 1 year Microsoft Office Home latest version Camera:- FHD 1080p with Privacy Shutter Audio:- Stereo speakers, 2W x2, Battery Life: 50Wh Battery	

		Mil. Grade Warranty :- 2 Year Onsite	
Web Camera	55	Resolution: FHD (1080P) Camera: 2 Megapixel or Above Connectivity: USB Additional Feature: 360 Degree Rotation, Ultra-Wide, 2x or above zoom, Flexible Mount Audio: Stereo Mic: 2 Mics Warranty :- 1 Year	
Wired Optical Mouse	45	Mouse Type: USB Optical Mouse Resolution: 1200 DPI or Above Cable Length: 1.8m or more Power Source: USB Powered Compatibility: All Desktops/Laptops Operating System: Windows 11 or Above Warranty: Minimum 1 years	
Printers (All-in-One)	22	Features: The desired printer shall have the option to Print, Scan, Copy via Wired and Wireless Connectivity (Both) Supported OS: Windows and Android Printing Capability: Color and Black & White Connectivity: Wifi, USB, App Capacity: Minimum 100 A4 pages (Input) and 30 pages (Output) tray Ink Tank Document size: ADF:A4, LTR & LGL Flatbed: A4 & LTR Scanner :Flatbed (ADF / Platen) Other: Dual side printing, Automatic Duplex Software Installation Warranty:- 1 Year or above	
Online UPS with Battery	20	Phase: Single Phase KVA - 3 KVA Voltage Range: 160-280VAC @100% Load & shall support up-to 110Vac for 50% load Backup Time: Minimum 3 Hrs on 2KVA/2000KW Load AH Required: Minimum 7100 VAH Exide/Quanta or similar Certification Compliance - CE/ROHS Certifications: BIS, ISO 9001, 14001,45001 Warranty: Minimum 2 Years Onsite for UPS and 3 Year for Batteries Other: With Stand and Installation.	
Smart Television	20	Screen Size: 43 Inches Display Type: Dolby Vision HDR 10 HLG Dolby Digital Resolution: UHD (3840 x 2160 pixel),HDR Refresh Rate: 60hz or Above Sound Features: Minimum 20W output Operating System: Android/Google TV Connectivity: Minimum 3 HDMI Port (with 1 eRC), Minimum 1 USB Port, 1 Audio (Earphone) Jack, Hardware Interface: Bluetooth, Ethernet, HDMI, USB, Wifi Remote: with Voice Assistant Other: With Wall Installation Warranty :- 1-3 Years	
CCTV Camera (Indoor)	40	Indoor Camera Type: Indoor dome, PoE (802.3af) — wired Ethernet.	

		<p>Sensor & resolution: 1/2.8" progressive CMOS; Minimum 2MP (1920×1080)</p> <p>Lens: Fixed 3.6 mm (≈ 80° horizontal).</p> <p>Frame rate: Up to 25/30 fps @ native resolution.</p> <p>Frame Rate: minimum 25 fps</p> <p>Video compression: H.265 / H.264 (H.265 preferred for storage savings), MJPEG optional.</p> <p>Camera Type: Low Light Night Vision IR</p> <p>Audio: Built-in mic (optional)</p> <p>Network & protocols: ONVIF Profile S (for compatibility), RTSP, HTTPS, DHCP, TCP/IP, IPv4.</p> <p>Power: PoE (802.3af) — if PoE not available, 12V DC adapter option.</p> <p>Mechanical: Plastic or metal dome, mounting bracket; tamper-proof screws.</p> <p>Warranty: Minimum 2 years</p> <p>Others: including installation, proper cabling with covered casing which will be connected with the main ups.</p>	
CCTV Camera (Outdoor)	40	<p>Outdoor Camera:</p> <p>Type: Outdoor bullet, PoE (802.3af / 802.3at optional).</p> <p>Sensor & resolution: Minimum 4MP (2688×1520)</p> <p>Lens: Fixed 6 mm</p> <p>Frame rate: Up to 25/30 fps @ native resolution.</p> <p>Video compression: H.265 / H.264</p> <p>Camera Type: Night Vision IR</p> <p>Audio: Built-in mic (optional)</p> <p>Weatherproofing: IP 66 or above rated</p> <p>Network & protocols: ONVIF Profile S (for compatibility), RTSP, HTTPS, DHCP, TCP/IP, IPv4.</p> <p>Power: PoE (802.3af) — If PoE not available, 12V DC adapter option.</p> <p>Mechanical: Plastic or metal dome, mounting bracket; tamper-proof screws.</p> <p>Warranty: Minimum 2 years Others: including installation, proper cabling with covered casing which will be connected with the main ups.</p>	
CCTV - 6 Channel NVR (PoE) combo	20	<p>NVR — PoE Network Video Recorder</p> <p>NVR Capacity: 8-channel PoE NVR</p> <p>HDD Capacity: Minimum 3 Months backup</p> <p>Compatible Devices: Camera</p> <p>Memory Storage Capacity: minimum 8 TB</p> <p>Hard-Drive Size: minimum 8 TB</p> <p>Number of Channels: minimum 8</p> <p>Media Format Digital Video: HDD</p> <p>Total USB Ports: minimum 2</p> <p>Min 1-year warranty</p> <p>Others: including installation, proper cabling with covered casing.</p>	
8 Port Gigabyte Switch - CCTV	20	<p>Number of Ports: min 8</p> <p>Compatible Devices: Camera</p> <p>Switch Type: managed</p> <p>Interface: RJ45</p> <p>Data Transfer Rate: minimum 100 Megabits Per Second</p> <p>Others: including installation, proper cabling with covered casing.</p> <p>Min 1-year warranty</p>	
CCTV - 20 inch Monitor	20	<p>minimum 20-inch (50.8 cm) LED monitor,</p> <p>16:9, 1600x900 resolution</p> <p>Contrast Ratio: 10:1</p> <p>Refresh Rate: 60 Hz</p> <p>Min 2ms response time</p>	

			<p>Others: including installation, proper cabling with covered. Min 1-3 year warranty</p>	
	Biometric Device	20	<p>Biometric Method: Fingerprint recognition (optical sensor) +RFID+Password Fingerprint Capacity: Minimum 100 fingerprint templates / users User Capacity: Minimum 50 Transaction / Log Capacity: 50,000 attendance records Display: Minimum 2.8-inch TFT colour screen Communication / Data Transfer: USB Host / USB Client, Wifi, Cloud-Enabled Fingerprint + RFID + Password Built-in Reporting System: Automatic attendance reporting with Excel output Others: including installation, proper cabling with covered casing which will be connected with the main ups. Min 1-year warranty</p>	
	Hard Disk Drive	3	<p>Capacity: 1TB Interface: USB 3.0, USB 3.2 Compatibility: Windows and Mac Minimum 1 year warranty</p>	
	Telephone (Basic)	23	<p>Display: 2-line LCD, 16-digit (with date/time) Caller-ID: Yes Call log memory : 30 call logs / 30 caller-ID memories Redial memory: Last 5 numbers redial memory Speakerphone / Hands-free: Yes Tone / Pulse setting: Supported (switchable) Ringer volume control: Multi-level (e.g. Off / Low / High) Speakerphone volume control: Adjustable Wall-mountable / Desk mountable: Yes Connectivity: Standard single-line telephone jack (analog line) Power source: Powered from telephone line Keypad: Alphanumeric keypad, multi-functional keys Warranty: Min. 1-year manufacturer</p> <p>Note: Along with the wiring/cabling (between Internet Router & Working Desk)</p>	
2	Sofa 3 Seater with Side table	20	<p>Sofa Type: 3-Seater Leatherette Sofa (3-Seater) Upholstery / Material: Synthetic leather (leatherette / leatherette-type upholstery) Frame: Solid wood frame Seat Design & Comfort: Mid-backrest for shoulder/upper-body support; plush foam seating for comfort. Size: 1800x750x900mm, ±20mm; PU Foam 100mm or better; Ideal for: office lounge use Warranty: 1 Year Additionally: 1 side table</p>	
	Work Stations	47	<p>1. VERSALINE MAIN TABLE Size: 1200x750x750 Color: White or Highline pine or Moldua Acacia Material: Wooden</p>	

		<p>Shape: Rectangular Usage/Application: Office Depth: 750 mm Height: 750 mm Width: 1200 mm Model: Versaline Including verseline pedestal of Size: 400mmx435mmx640mm Min 1-year warranty</p>	
Executives Chair	45	<p>Usage: Indoor, Computer, Office Type: Ergonomic Office Chair Adjustable Height 450-550mm, ±20mm; Product Features: Adjustable Height, Arm Rest, Ergonomic, Reclining Tilting: Yes Color: Black Back Style Mesh Style: MidBack Shape: Curved (backrest), Rectangular (seat) Arm Style: Extended Leg Style: wheels Frame: Material Metal Seat Material Type: Mesh Surface Recommendation: Hard Floor Warranty: 1 Year</p>	
Visitor's Chair	184	<p>Type of Chair: Modern Waiting Chair Coating: Chrome Frame Material: Steel Handle: Yes Seat Height 450mm, ±20mm. Usage: Home/Office Min 1-year warranty</p>	
Storage Cabinets	41	<p>Product Type: Multipurpose filing / storage cabinet for office use Primary Material: Engineered wood/Solid Wood Color / Finish: Walnut/White Dimensions: minimum (Width: 3 ft & Height: 4 ft) Storage/Compartments: Two-door cabinet with at least 2 internal shelves; designed for multipurpose storage (files, etc.) Min 1-year warranty</p>	
Round Table	20	<p>Material (Top & Structure): Engineered Wood/Solid Wood Shape: Round / Circular Diameter / Size: 900mm ±20mm Dia Height: 750mm ±20mm height from floor to table top Seating Capacity: Designed to seat 2–4 people comfortably Legs / Base: 3 Frame Material: Metal Finish / Surface: Smooth wooden finish, table top is polished; edges appear rounded / smooth (the listing notes a smooth surface and minimal design) Min 1-year warranty</p>	
Portable Fire Extinguisher	46	<p>Type: ABC type (multi-purpose) Capacity Minimum: 4 kg Certified ISI-marked / BIS-certified brand Material Body: Mild Steel with corrosion-resistant coating Safety Features Pressure gauge; Safety pin; Tamper seal Mounting Wall-mount bracket included Compliance IS: 15683 standard; BIS certification</p>	

		Warranty Minimum 1 year against manufacturing defects	
Notice Board	21	Size: 1.5 × 3 feet (approx. 41 cm × 90 cm) Type: Soft Notice Board / Pin-up Bulletin Board Surface Material: Felt / Fabric soft-board surface suitable for pins Frame Material: Aluminium frame Board Core: Engineered wood soft board Shape: Rectangle Mounting: Wall-mountable	
Wall Mount Fans	60	Product Type: Wall-mounted fan Sweep Size: 400 mm (16 inches) or above Air Delivery: 84 CMM or above Speed: 1200 RPM or above Operating Voltage: 220–240 V AC Mounting Style: Wall-mountable (fixed installation on wall) Technology: CTX Technology (silent operation) Controls: Pull-cord Colour: White Warranty: Minimum 2 Years Others: with wall Installation.	
Pedestal Fan	20	Product Type: Pedestal fan Power Source Type: Corded Electric Special Features: Oscillating Mounting Type: Floor Mount Air Flow Capacity: 75 Cubic Meters Per Minute or above Speed: 1330 RPM Indoor Outdoor Usage: Indoor Control Method: Push Button Number of Power Levels 3 Colour: White Warranty: Minimum 2 Years	
Room Heater	17	Type: Convection or Quartz rod heater Power Rating: 1000 W – 2000 W (adjustable) Heating Mode: Minimum 2 heat settings Safety Features: Overheat protection; Tip-over switch Material: Heat-resistant plastic body; Metal grill Power Supply: 230 V AC, 50 Hz Portability: Lightweight: Carry handle Warranty: Minimum 1 year	
Blower	30	Type: Fan-forced hot air blower2 Air Flow: High-speed fan for quick heat distribution Power Rating: 1000 W – 2000 W (adjustable) Heating Mode: Minimum 2 heat settings Safety Features: Overheat protection; Tip-over switch Material: Heat-resistant plastic body; Metal grill Power Supply: 230 V AC, 50 Hz Warranty: Minimum 1 year	
Air Conditioner	40	Capacity: 1.5 Ton Energy Rating: 4 Star Type: Inverter Split AC Refrigerant: R-32 (eco-friendly) Condenser & Evaporator Coil: 100% Copper Cooling Capacity: 4800 W or above	

			<p>Airflow Features: Turbo Cool Modes: Cool, Dry, Auto, Sleep, Dehumidifier etc Power Supply: 230 V AC, 50 Hz Warranty: Minimum 1 year on product, 5 Year on PCB and Motor and more than 5 years on compressor Others: with Installation.</p>	
	Water Dispenser	20	<p>Features Hot & Cold or Normal & Cold water dispensing Compatibility: Compatible with 15–20 L water bottles Cooling Type: Compressor-based cooling Cooling capacity: ≥ 2 L/hr Heating capacity: ≥ 5 L/hr Food-grade plastic body with stainless-steel water tank Operating voltage: 230 V AC, 50 Hz Power consumption: ≤ 500 W</p> <p>Warranty: Minimum 1-year warranty Others: Compact, floor-standing design (~3.5 ft height), Drip tray for spill collection and Indicator lights for heating and cooling status Additionally: Two (2) nos. of 20 Ltr water bottles to be provided.</p>	

Section VIII: Conditions of Contract

- 1. Definitions**
- 1.1 In this contract, the following terms shall be interpreted as indicated:
- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - b) "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
 - c) "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Purchaser under the contract;
 - d) "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
 - e) "The Purchaser" means the organization purchasing the goods;
 - f) "The Supplier" means the individual or firm supplying the goods and services under this contract.
- 2. Technical Specification**
- 2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.
- 3. Patent Right**
- 3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
- 4. Inspection and Tests**
- 4.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises.
- 4.2 Should any inspected goods fail to conform to the specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free to the Purchaser.
- 5. Packing**
- 5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
- 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Goods

6.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.

All Goods and Related Services to be supplied under the Contract in accordance with the provisions of the Request for Bid.

For the purpose of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance. The term “origin” means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

7. Insurance

7.1 The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

7.2 Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. Warranty

8.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.

8.2 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

8.3 The following time limit for warranty shall apply:

Standard Warranty: Transfer of the manufacturer’s normal warranty conditions and time (usually 6 months to 2 years) on materials, tools and simple machinery to the Purchaser, and representation of the Purchaser is case of warranty claims.

8.4 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

8.5 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective goods.

- 9. Payment**
- 9.1 Payment for goods supplied from within 30 days shall be made in Indian Rupees into the bank accounts of the selected supplier after the delivery, installation and commissioning of goods to the satisfaction of the Purchaser.
- 9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by the invoice describing, as appropriate, the Goods delivered and by the shipping documents and, upon fulfilment of other obligations stipulated in the Contract.
- 9.3 Payment shall be made promptly by the Purchaser within thirty (30) days of submission of an invoice/claim by the Supplier.
- 10. Prices**
- 10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
- 11. Liquidated Damages**
- 11.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
- 12. Resolution of Disputes**
- 12.1 The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of India.
- 13. Language**
- 13.1 The Governing Language of this contract shall be English.
- 14. Applicable Law**
- 14.1 The applicable law shall be the Law of India.
- 15. Taxes and Duties**
- 15.1 The Supplier shall be entirely responsible for all taxes, duties, license fees and other such levies imposed by the Government of Meghalaya.
- 15.2 All taxes, duties, license fees and other such levies are to be listed **separately** on the invoices.

16. Fraud and Corruption

- 16.1 Employer as well as Bidders and Contractors shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.
- 16.2 In pursuance of this requirement, the Employer shall:
- a) exclude the Bidder from participation in the procurement proceedings concerned or reject a quotation/bid for award; if it, at any time, determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.
- 16.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Employer, it shall, in the first place, allow the Bidder to provide an explanation and shall, take actions only when a satisfactory explanation is not received. Such exclusion and the reasons thereof, shall be recorded in the record of the procurement proceedings and promptly communicated to the Bidder concerned. Any communications between the Bidder and the Employer related to matters of alleged fraud or corruption shall be in writing.
- 16.4 MBMA defines, for the purposes of this provision, the terms set forth below as follows:
- a) **“Corrupt Practice”** means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or individual, a gratuity in any form, an employment, or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
 - b) **“Fraudulent Practice”** means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Purchaser;
 - c) **“Collusive Practice”** means a scheme or arrangement among two or more Bidders, without the knowledge of the Purchaser (prior to or after Bid submission), designed to establish Bid prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free, open and genuine competition; and
 - d) **“Coercive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.
 - e) **“Obstructive Practice”** is
 - 1) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false

statements to investigators in order to materially impede the Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

- 2) acts intended to materially impede the exercise of the Government's inspection and audit rights.

16.5 MBMA requires that its personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.

17. Force Majeure

17.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

17.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

18. Termination

18.1 Termination for Default

a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- (i) If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract
- (ii) If the Supplier fails to perform any other obligation under the Contract
- (iii) If the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption.

b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 18.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the

Supplier shall continue performance of the Contract to the extent not terminated.

18.2 Termination for Insolvency

- a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

Section IX: Contract Form

THIS AGREEMENT made the _____ day of _____ 2025 between Meghalaya Basin Management Agency (MBMA) (hereinafter called “the Purchaser”) of the one part and _____ (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,

Procurement of _____ under MBMA

RFB No.: _____

and has accepted a bid by the Supplier for the supply of those goods in the sum of _____ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) Quotation Form and the Price Schedule submitted by the Supplier;
 - b) The Schedule of Requirements;
 - c) The Technical Specifications;
 - d) The Conditions of Contract; and
 - e) The Purchaser’s Notification of Award.
 - f) Signed Declaration of Undertaking
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

ANNEXURE-I

Delivery for Lot#1										
Sl.	District	Name of the Block	Laptop (Type-1)	Laptop (Type-2)	Web Camera	Wired Optical Mouse	Printers (All-in-One)	Online UPS with Battery	Smart Television	
1		Mawplang C & RD Block	2	-	2	2	1	1	1	
2		Pynursla C & RD Block	2	-	2	2	1	1	1	
3		Khatarshnong Laitkroh C & RD Block	2	-	2	2	1	1	1	
4		Mawlai C & RD Block	2	-	2	2	1	1	1	
5	East Khasi Hills	Shella-Bholaganj C & RD Block	2	-	2	2	1	1	1	
6		Mawryngkneng C & RD Block	2	-	2	2	1	1	1	
7		Sohiong C & RD Block	2	-	2	2	1	1	1	
8		Mawsynram C & RD Block	2	-	2	2	1	1	1	
9		CM Connect Polo Office	-	3	10	-	2	-	-	
10		Eastern West Khasi Hills	Mairang C & RD Block	3	-	3	3	1	1	1
11			Mawthadraishan	2	-	2	2	1	1	1
12	Bhoitymbong		2	-	2	2	1	1	1	
13	Ri-Bhoi	Umling	3	-	3	3	1	1	1	
14		Umsning C & RD Block	2	-	2	2	1	1	1	
15		Nongstoin C & RD Block	3	-	3	3	1	1	1	
16	West Khasi Hills	Samanda C & RD Block	2	-	2	2	1	1	1	
17		Gasuapara C & RD Block	2	-	2	2	1	1	1	
18	South Garo Hills	Baghmara C & RD Block	2	-	2	2	1	1	1	
19		Betasing C & RD Block	2	-	2	2	1	1	1	
20		Zikzak C & RD Block	3	-	3	3	1	1	1	
21	West Jaintia Hills	Laskein C & RD Block	3	-	3	3	1	1	1	
Total			45	3	55	45	22	20	20	

Sl.	District	Name of the Block	Delivery for Lot#1								
			CCTV Camera (Indoor)	CCTV Camera (Outdoor)	CCTV - 6 Channel NVR (PoE) combo	8 Port Gigabyte Switch - CCTV	CCTV - 20 inch Monitor	Biometric Device	Hard Disk Drive	Telephone (Basic)	
1	East Khasi Hills	Mawphlang C & RD Block	2	2	1	1	1	1	-	1	
2		Pynursla C & RD Block	2	2	1	1	1	1	-	1	
3		Khatarshnong Laitkroh C & RD Block	2	2	1	1	1	1	-	1	
4		Mawlai C & RD Block	2	2	1	1	1	1	-	1	
5		Shella-Bholaganj C & RD Block	2	2	1	1	1	1	-	1	
6		Mawryngkneng C & RD Block	2	2	1	1	1	1	-	1	
7		Sohiong C & RD Block	2	2	1	1	1	1	-	1	
8		Mawsynram C & RD Block	2	2	1	1	1	1	-	1	
9		CM Connect Polo Office	-	-	-	-	-	-	3	3	
10		Eastern West Khasi Hills	Mairang C & RD Block	2	2	1	1	1	1	-	1
11	Mawthadraishan		2	2	1	1	1	1	-	1	
12	Ri-Bhoi	Bhoirymbong	2	2	1	1	1	1	-	1	
13		Umrling	2	2	1	1	1	1	-	1	
14		Umsning C & RD Block	2	2	1	1	1	1	-	1	
15		Nongstoin C & RD Block	2	2	1	1	1	1	-	1	
16	West Khasi Hills	Samanda C & RD Block	2	2	1	1	1	1	-	1	
17		Gasupara C & RD Block	2	2	1	1	1	1	-	1	
18	South Garo Hills	Baghmara C & RD Block	2	2	1	1	1	1	-	1	
19		Betasing C & RD Block	2	2	1	1	1	1	-	1	
20	South West Garo Hills	Zikzak C & RD Block	2	2	1	1	1	1	-	1	
21		Laskkein C & RD Block	2	2	1	1	1	1	-	1	
		Total	40	40	20	20	20	20	3	23	

Sl.	District	Name of the Block	Delivery for Lot#2						
			Sofa 3 Seater with Side table	Work Stations	Executives Chair	Visiter's Chair	Storage Cabinets	Round Table	Portable Fire Extinguisher
1	East Khasi Hills	Mawphlang C & RD Block	1	2	2	8	2	1	2
2		Pynursla C & RD Block	1	2	2	8	2	1	2
3		Khatarshong Laitkroh C & RD Block	1	2	2	8	2	1	2
4		Mawlai C & RD Block	1	2	2	8	2	1	2
5		Shella-Bholaganj C & RD Block	1	2	2	8	2	1	2
6		Mawryngkneng C & RD Block	1	2	2	8	2	1	2
7		Sohlong C & RD Block	1	2	2	8	2	1	2
8		Mawsynram C & RD Block	1	2	2	8	2	1	2
9		CM Connect Polo Office	-	2	-	4	1	-	6
10		Eastern West Khasi Hills	Mairang C & RD Block	1	3	3	12	2	1
11	Mawthadraishan		1	2	2	8	2	1	2
12	Bhoiymbong		1	2	2	8	2	1	2
13	Ri-Bhoi	Umrling	1	3	3	12	2	1	2
14		Umsning C & RD Block	1	2	2	8	2	1	2
15		Nongstoin C & RD Block	1	3	3	12	2	1	2
16		Samanda C & RD Block	1	2	2	8	2	1	2
17	South Garo Hills	Gasuapara C & RD Block	1	2	2	8	2	1	2
18		Baghmara C & RD Block	1	2	2	8	2	1	2
19		Betasing C & RD Block	1	2	2	8	2	1	2
20	South West Garo Hills	Zikzak C & RD Block	1	3	3	12	2	1	2
21		West Jaintia Hills	Laskain C & RD Block	1	3	3	12	2	2
		Total	20	47	45	184	41	20	46

Sl.	District	Name of the Block	Delivery for Lot#2							
			Notice Board	Wall Mount Fans	Pedestal Fan	Room Heater	Blower	Air Conditioner	Water Dispenser	
1	East Khasi Hills	Mawphlang C & RD Block	1	3	1	1	2	2	1	
2		Pynursla C & RD Block	1	3	1	1	2	2	1	
3		Khatarshnong Latkroh C & RD Block	1	3	1	1	2	2	1	
4		Mawlai C & RD Block	1	3	1	1	2	2	1	
5		Shella-Bholaganj C & RD Block	1	3	1	1	2	2	1	
6		Mawryngkneng C & RD Block	1	3	1	1	2	2	1	
7		Sohiong C & RD Block	1	3	1	1	2	2	1	
8		Mawsynram C & RD Block	1	3	1	1	2	2	1	
9		CM Connect Polo Office	1	-	-	2	-	-	-	
10		Eastern West Khasi Hills	Mairang C & RD Block	1	3	1	1	2	2	1
11			Mawthadraishan	1	3	1	1	2	2	1
12	Ri-Bhoi	Bhoirymbong	1	3	1	1	2	2	1	
13		Umling	1	3	1	1	2	2	1	
14		Umsning C & RD Block	1	3	1	1	2	2	1	
15		Nongstoin C & RD Block	1	3	1	1	2	2	1	
16	West Khasi Hills	Samanda C & RD Block	1	3	1	-	-	1		
17		Gasuapara C & RD Block	1	3	1	-	-	1		
18	South Garo Hills	Baghmara C & RD Block	1	3	1	-	-	1		
19		Betasing C & RD Block	1	3	1	-	-	1		
20		Zikzak C & RD Block	1	3	1	-	-	1		
21	West Jaintia Hills	Laskhein C & RD Block	1	3	1	1	2	1		
Total			21	60	20	17	30	40	20	

FORM 1

Model Bank Guarantee Format for EMD

Whereas..... (Hereinafter called the “tenderer”) has submitted their offer dated.....for the supply of(Hereinafter called the “tender”) Against the purchaser’s tender enquiry No.....KNOW ALL MEN by these presents that WE..... of..... having our registered office at are bound unto(hereinafter called the “Purchaser”)

In the Sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract. b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including ____ days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch