



OFFICE OF THE
DEPUTY COMMISSIONER & CHAIRMAN
DISTRICT PROJECT MANAGEMENT UNIT, CLLMP,
NORTH GARO HILLS RESUBELPARA



CLLMP/DPMU/NGH-Procurement File/102/2021/1173 Dated Resubelpara the 29th Sept. 2021

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: District Project Management Unit, CLLMP, North Garo Hills

Contract title: Procurement of Office Furniture

RFQ No: CLLMP/DPMU/NGH-Procurement File/102/2021/1173

| Sl No | Description | Date & Time |
|-------|--|------------------------------------|
| 1 | Date of Issue of RFQ | 29 th Sept 2021 |
| 2 | Last Date and Time of submission of RFQs | 20 th Oct 2021 1600 hrs |
| 3 | Opening of RFQs | 20 th Oct 1630 hrs |

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016]


Deputy Commissioner & Chairman
CLLMP - DPMU
North Garo Hills, Resubelpara



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CLLMP/DPMU/NGH-Procurement File/102/2021/1173 Dated Resubelpara the 29th Spt 2021

INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURES

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

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

***Detailed Specifications given at Annexure 1**

| Lot | Brief Description of the Goods* | Quantity | Delivery Period |
|--------|--|----------|-----------------|
| Lot# 1 | Revolving chair-branded or equivalent | 4 | Within 10 days |
| Lot# 2 | Office Desk/Table-Branded or equivalent | 2 | Within 10 days |
| Lot# 3 | Office Steel Almirah with safe -Godrej or equivalent | 1 | Within 10 days |
| Lot #4 | File Cabinet-Branded or equivalent | 2 | Within 10 days |
| Lot#5 | File Rack (Steel)- Branded or equivalent | 3 | Within 10 days |
| Lot#6 | Table for Meeting/training Room (plastic) | 3 | Within 10 days |
| Lot#7 | Computer Table | 1 | Within 10 days |

***: bidder may apply for one or more Lots, however they are requested to mention the Lot numbers they are bidding for.**

2. **Place of Delivery:** O/o, CLLMP, DPMU North Garo Hills, Opposite Deputy Commissioner Office, North Garo Hills, Resubelpara-794108

3. Quotation Price

- a) The bidder must mention the Lot that they are offering. However the quantity offered should be 100% of the requirement for the quoted Lot. Corrections, if any, shall be made by crossing out, initialling, 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) Goods and Service Tax (GST) should be indicated separately.
- d) 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.
- e) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the name/brand 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.

4. 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.

5. 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.

6. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

7. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which

(a) are properly signed ; and

(b) Confirm to the terms and conditions and specifications

- e. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be displayed in Office Notice Board and DC office notice board.
- f. 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.
- g. 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).

8. Payment shall be made with 60 days after delivery of the goods.

9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

10. You are requested to provide your sealed quote latest by 1600 hours on 20th Oct 2021

11. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on 20th Oct, 2021. Late quotes will be rejected.

12. We look forward to receiving your quotations and thank you for your interest in this project.

(Signature)
Name: Shri R.P. Marak, IAS
Deputy Commissioner & Chairman, CLLMP
Address: O/O, CLLMP, DPMU
North Garo Hills, opposite DG
Office complex, Resubelpara
North Garo Hills, Resubelpara
Tel. No.: 8920284103/8837410069
Email: cllmp.ngh@gmail.com

CLLMP/DPMU/NGH-Procurement File/102/2021/1173

Dated Resubelpara the 29th Sept 2021

Copy to:

1. All District Head of Offices under North Garo Hills District for information with a request to display in their office notice board.
2. Procurement section, MBMA, SPMU CLLMP Shillong for information.
3. All local Suppliers/Firms under North Garo Hills District for information.
4. Office Notice Board.

Deputy Commissioner & Chairman, CLLMP
DPMU, North Garo Hills.

FORMAT OF QUOTATION *

| SI No | Description of Goods | Specifications (complied or Not complied as per each specs along with Product Brochures. | Qty. | Unit | Quoted Unit Rate ¹ Lot wise at destination in Rs. | ² 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 figure | In words |
| Lot# 1 | Revolving chair-branded or equivalent | | | | | | | |
| Lot# 2 | Office Desk/Table-Branded or equivalent | | | | | | | |
| Lot# 3 | Office Steel Almirah with safe -Godrej or equivalent | | | | | | | |
| Lot# 4 | File Cabinet-Branded or equivalent | | | | | | | |
| Lot# 5 | File Rack (Steel)-Branded or equivalent | | | | | | | |
| Lot# 6 | Table for Meeting/training Room | | | | | | | |
| Lot#7 | Computer Table | | | | | | | |

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 12 months 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.

¹ Any unconditional discounts if offered shall be specified in this column along with the unit rates.

² Indicate each applicable tax separately

Signature of Supplier

Annexure – 1

SPECIFICATIONS

| Sl. No. | Item | Specification | Total quantity |
|---------|--|--|----------------|
| 1 | Revolving chair- branded or equivalent | Mid Back Office Chairs with arm rest (modern/contemporary) Adjustable tilt tension and seat height Revolving & Tilts: Chair should have a full 360° revolving facility back tilt facility & Upright position locking facility. Weight: Not more than 8 kg. Fabric: Nylon Base, thick cushion and back. | 4 |
| 2 | Office Desk/Table- Branded or equivalent | (5 ft x 2 ½ ft x 2 ½ ft) (LxWxH) – Stainless Steel, Rectangular 1 big drawer on one side and 3 smaller drawers on the other side The top should be made of approx.25 mm thick Pre-laminated board with 2 mm thick matching lipping | 2 |
| 3 | Office Steel Almirah with safe -Godrej or equivalent | Type: Steel Height: Approx 200 cms Length: Approx 50 cms Width: Approx 90 cms Weight: Not more than 60 Kgs | 1 |
| 4 | File Cabinet- Branded or equivalent | Type: Steel Design Type: Standard No of drawers: 4 Size: 1320 H x 470 W x 620 D mm | 2 |
| 5 | File Rack (Steel)- Branded or equivalent | Features Breadth : 15 inch Height : 87 inch No. of Shelves : 6 Shelf Type of Product : Slotted Angle Racks Length : 36 inch | 3 |
| 6 | Table for Meeting/training Room | Type: Plastic Height: Approx 90cms Length: Approx 150 cms Width: Approx 80 cms Weight: Not more than 2 Kgs | 3 |
| 7 | Computer Table | Type: Wooden Height: Approx 80 cms Length: Approx 110 cms | 1 |