

**INSTITUTE OF NATURAL RESOURCES, MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

REQUEST FOR QUOTATION(RFQ)

FOR

SUPPLY OF LAPTOP, PROJECTOR, PRINTER, SCREEN, etc

**9th July 2021,
Director
Institute of Natural Resources (INR), Shillong, Meghalaya**



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Shillong, East Khasi Hills, Meghalaya – 793003

Ph: 0364-2522921/2522992

Website: www.mbda.gov.in

Email cflip-mbda@gov.in

RFQ No. MBMA/148/2021/Vol-1/484

Dated: Shillong, the 9th of July, 2021

From,

Director,
Institute of Natural Resources (INR)
Meghalaya Basin Development Authority

To: _____

**REQUEST FOR QUOTATIONS FOR PROCUREMENT OF LAPTOP, PROJECTOR, PRINTER,
SCREEN, ETC. UNDER INSTITUTE OF NATURAL RESOURCES**

Sir/Madam,

1. You are invited to submit your quotation in a pro forma invoice format (Format for Quotation) for the Lots listed below:

List of Laptop, Projector, Printer, etc.

Lot No	Goods Description	Quantity
1	Projector	1
2	Laptop Type I	3
3	Laptop Type II	1
4	Printer	1

Detailed Specifications is given at Annexure I.

2. Your quotation in sealed envelope should be addressed to:

Attn: Director,
Institute of Natural Resources (INR)
Spring Valley farm
Langkyrding
Shillong

Email: minr.mbda@gmail.com

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall be a Citizen of India; (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
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 www.mbda.gov.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract. The email id for any procurement related correspondence is minr.mbda@gmail.com
3. **Place of Delivery:** Institute of Natural Resources (INR)

Spring Valley farm
Langkyrding
Shillong

4. 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 make/brand of the items offered by them in the format for quotation 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". Quotations with no proper technical specifications/catalogues are likely to be disqualified.
- h) All Printers should be eco-friendly taking into consideration the life-cycle of the printer. The toners/cartridges should be easily available and economical.

5. 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;

6. **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/Incorporation Certificate.
 - b. Valid certificate of GST registration;
 - c. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
 - d. Declaration/Undertaking (**Annexure II**)

7. **Validity of Quotation:** Quotations shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. **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.
 - (c) The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
 - (d) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.

9. **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 published in www.mbda.gov.in
 - 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 by 10 to 15 percent at the time of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified and the Supply Order will be issued 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).

10. Payment shall be made within 30 days after delivery of the goods.
11. Demonstration and operation will have to be exhibited by the Supplier/Manufacturer's representative in respect of the equipment as and when called for at the cost of the Supplier.
12. The Supplier shall:
 - (a) Have Service Center at Shillong/Tura to attend any call from the Purchaser or Representative for any difficulties and solve the problem within three days.
 - (b) Employ suitable skilled persons to carry out the installation and commissioning if required.

13. Normal commercial warranty/ guarantee of minimum 1 year shall be applicable to the supplied goods. (Extended warranty if required will be mentioned in the technical specifications.)

14. Sealed quotations should reach the office of the undersigned latest by 15:00 hours on 26th July, 2021. Quotations that have been submitted on or before time will be opened at 15:30 Hrs. 26th July, 2021. Late quotes will be rejected.

15. The Purchaser reserves the right to amend the necessary changes in the requirements as and when required.
16. **Delivery Schedule:** All items should be delivered within 3 weeks from date of Purchase Order. Bidders must state exact delivery time in the quotation.

Sd/-

Name: Director,

Address: Institute of Natural Resources (INR)

Spring Valley farm

Langkyrding

Shillong

Email: minr.mbda@gmail.com

FORMAT OF QUOTATION *

Lot No.	Description of Goods	Specifications (Complied/Not Complied)	Make	Quantity	Quoted Unit Rate at destination in Rs.	GST Rate	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
Lot # 1	Projector			1				
Lot # 2	Laptop Type I			3				
Lot # 3	Laptop Type II			1				
Lot # 4	Printer			1				

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 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.

Signature of Supplier



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)
Shillong, East Khasi Hills, Meghalaya – 793003

Ph: 0364-2522921/2522992

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Email cflip-mbda@gov.in

SUPPLY ORDER

To:

M/s

.....

Dear Sirs,

Sub: Supply of

.....

Reference: Your Quotation no..... Dated

1. 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:

S/no	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot # 1					
Lot # 2					
Lot # 3					
Lot # 4					

1. Delivery Period: ...days from the date of issue of this supply order.
2. Place of delivery
3. Consignee Address:
4. Extended Warranty/Guarantee shall be minimum 12months from the date of delivery and acceptance.
5. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

(Purchaser)

Date:

Name: Director,

Address: Institute of Natural Resources (INR)

Spring Valley farm

Langkyrding

Shillong

Email: minr.mbda@gmail.com

SPECIFICATIONS

Lot	Item	Specification Required	Offered Specifications (to be filled by bidder)
1	Projector	<ul style="list-style-type: none"> • Display Type: LCD • Light Output:3000 Lumens • Audio: Stereo • Life of Lamp - Standard Usage:5000 Hours • Life of Lamp - Eco Usage:6000 Hours • Screen Coverage: 33- 320 Inches • Contrast Ratio:15000:1 • Throw Ratio: less that 0.85 • Aspect Ratio: 16:9 • Resolution: WXGA (1280 x 800) • Audio Output: 2 Watts • Projector Lens: Optical zoom (Manual/ Focus(Manual) 	
2	Laptop (Type 1)	<p>Processor: i5,7 Generation Operating System: 64 bits RAM/HDD: Minimum 4 GB RAM, 1 TB HDD Display: Maximum 13” Full HD, LED Widescreen Warranty: 3 Year Onsite Warranty Weight: Not more than 2.00 kg</p>	
3	Laptop (Type 2)	<p>Processor: i5,10th Generation (Thin) Operating System: 64 bits RAM/HDD: Minimum 4 GB RAM, 1 TB HDD Graphics: Integrated Graphics Display: Maximum 13” Full HD, LED Widescreen Warranty: 3 Year Onsite Warranty Weight: Not more than 2.00 kg</p>	
4	Black and White Multifunction Printer	<ul style="list-style-type: none"> • Feature-rich All-in-One (Print, Copy, Scan, Fax) with wireless connectivity • Auto-Duplex Printing • 50-sheet Auto Document Feeder • Wireless Connectivity • Print speed, black 31 - 40 • Color output Black and white • Functions Print scan copy and fax • Technology Laser • Number of print cartridges 1 (black) • Replacement cartridges Standard Toner Cartridge (~ 3,000 yield); High yield Toner Cartridge (~ 5,000 yield) • Multitasking supported Yes • Duty cycle (monthly, letter) Up to 50,000 pages • Functions Print, copy, scan, fax • Print languages SPL, PCL5, PCL6, PS3, PDF V1.7 • Paper trays, maximum 3 • Duty cycle (monthly, A4) Up to 50,000 pages • Paper trays, standard 2 • Recommended monthly page volume 1,000 to 2,500 • Print technology Laser • Duplex printing Automatic (standard) 	

UNDERTAKING/DECLARATION OF THE BIDDER

RFQ No. _____

Date: _____

To

The Director,
Institute of Natural Resources (INR)
Spring Valley farm
Langkyrding
Shillong, Meghalaya

We, the undersigned, declare that:

- (i) We offer to supply in conformity with the Terms and Conditions and in accordance with the delivery schedule as specified.
- (ii) Our Quotation shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the terms & conditions.
- (iii) We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- (iv) Our business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

Name [Insert complete name of the person signing the Bid] :

Designation [Insert legal capacity of person signing the Bid] :

Signed [Insert signature of person whose Name and capacity shown above] :

Duly authorized to sign the Bid for and on behalf of [Insert complete Name of the Bidder] :

Date: