



Meghalaya Basin Management Agency

Request for Quotations - Goods

for

Procurement of Office IT Products for East Khasi Hills under CDP

File No: CDP/2023/797/824

Issue date: 18th October, 2024

REQUEST FOR QUOTATIONS

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Dated: 18th October, 2024

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Addressed to:

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Background

The Meghalaya Basin Management Agency (MBMA), which is a non-profit company, incorporated under the Planning Department, Government of Meghalaya is selected as implementing agency for implementing *the Cluster Development Programme – Turmeric cluster in West Jaintia Hills, Meghalaya*. MBMA will implement **Integrated Verticals i.e.**

- (i) **Pre-production & Production,**
- (ii) **Post Harvest Management and Value addition and**
- (iii) **Logistics, Marketing and branding** with Turmeric as focus crop

Lakadong Turmeric which is known as one of the finest turmeric varieties in the world with a curcumin content of more than 7% (almost 2% higher than other varieties), has been grown in the district for many generations. It is very much sought after for use in the cosmetic, pharmaceutical and food industry. However despite this good demand, farmers have not, till date, been able to realize the full economic potential of this crop primarily because of the small volume of production, preponderance of small and marginal farmers, absence of focused research, low individual volumes exacerbated by lack of organized aggregation, weak post-harvest management and market facilities, lack of universal access to information, skills and technology, unreliable price discovery, dominance of middle men, trader cartelization, access to finance and most importantly, insufficient quality planting material in Lakadong Turmeric. Farming families of the Jaintia Hills have been preserving and multiplying Lakadong mother plants for many generations but of late the decline and non-availability of quality mother rhizomes is a growing cause for concern.

1. Meghalaya Basin Management Agency invites you to submit your price quotation in a proforma invoice format for the supply of the Goods listed in **Annex 1** of this RFQ.
2. Your quotation in the required format should be addressed to:
3. **The Cluster Development Programme – West Jaintia Hills Cluster**

Attn: Shri. A.S. Suting
Deputy Project Director
Meghalaya Basin Management Agency
Cluster Development Programme
C/o Meghalaya State Housing Financing & Cooperative Society,
Upper Nongrim Hills, Shillong, Meghalaya, India – 793003

Email: cdpprocurement.mbma@gmail.com

4. The quotation should be accompanied by:
 - (i) A Copy of your business registration/ trading license
 - (ii) A copy of the Authorised dealership certificate; if applicable
 - (iii) A copy of GST Registration certificate
 - (iv) 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.
 - (v) 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.
 - (vi) Complete price and delivery schedule
 - (vii) List of priced accessories which are not included in the Goods prices.

Adequate technical documentation and catalogue(s) and any other relevant information.

5. The deadline for receipt of your sealed quotation is 05th November, 2024 by 3:00 PM. Quotations will be opened on 06th November, 2024 at 3:30 PM. Late quotes will be rejected.

6. All requests for clarifications shall be submitted via email to cdpprocurement.mbma@gmail.com on 28th October, 2024 by 4:00 PM, The purchaser shall respond to all requests for clarifications by: 30th October, 2024 by 4:00 PM.

7. Quotations should be submitted in physical form (hard copy) either by hand or by post/courier by the deadline and to the address stated above.

8. Bidders have the option to quote for one or more lots, however, all items mentioned in the offered lot must be quoted. A partial quote for the respective Lots will not be accepted. If a quotation shows Goods listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.

9. **Evaluation.** The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest priced quotation for the respective lot and is substantially responsive to the request for quotation for that respective lot/s; further that the bidder is determined to be qualified to perform the contract satisfactorily.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors;

- (a) **Delivery schedule. (as per Incoterms 2010)** The Goods are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.
- (b) **Prices.** Prices shall be in INR (Indian Rupees).
- (c) **Availability of After sales services:** Not Applicable

10. **Payment.** Within 30 days after delivery and acceptance of goods/service.

11. **Delivery:** To be delivered in Shillong at the O/o The Meghalaya Basin Management Agency Procurement Division (CDP) C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong, Meghalaya, India – 793003. Room 410

12. **Delivery Schedule:** All items should be delivered within 30 days after signature of the contract. Bidders must state an exact delivery time in the quotation.

13. **Warranty:**

- a. For Lot# 1 – Lot#6 Warranty is 2 Years from the date of delivery.

14. **Brand:** As mentioned at details specification

15. **Validity.** Your quotation should be valid for a period of 60 days from the date of your quotation.

16. **Purchase Order.** The purchase order shall be issued by the Meghalaya Basin Management Agency before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation for the evaluated lot. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

Yours sincerely

Sd/-

Shri. Augustus. S. Suting
Deputy Project Director
CDP, MBMA

Annex 1

Schedule of Requirements

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are stated.

Lot #	Item Description	Qty	Unit Price	GST %	GST Amount	Total Price
Lot #1	Steel Almirah	4 Nos				
Lot #2	Microwave	1 Nos				
Lot #3	Laptop Charger	3 Nos				
Lot #4	Wireless mouse	8 Nos				
Lot #5	Pen drive	5 Nos				
Lot #6	Hard drive	2 Nos				
Total cost of the contract including all Terms & Taxes						

* Applicable taxes to be quoted separately.

Technical Specifications:

Item Description	Details Specification	Quantity	Time Period	Place of Delivery
MICROWAVE	Capacity – 16 Ltr	1 Nos	Within 30 days from the date of issuing the Purchase Order	O/o The MBMA Procurement Division (CDP) Upper Nongrim Hills, Shillong, Meghalaya, Room No. 410
	Power – 1200W			
	Rotisserie Type – No			
	Shade – White			
	Control panel – Mechanical			
	Cavity Material – Steel			
	Timer – 0 -250 degree			
	Temperature Control Range – C			
	Power Consumption – 1200W			
	Power Requirement – 230V, 50H			
	Warranty: As per OEM standard			
HARDDRIVE	Capacity - 5TB	2 Nos	Within 30 days from the date of issuing the Purchase Order	O/o The MBMA Procurement Division (CDP) Upper Nongrim Hills, Shillong, Meghalaya, Room No. 410
	Connectivity - USB 3.0 or better			
	Speed - 120mbps or higher			
	Power - Adapter Powered			
	Compatibility - Mac/Window			
	Cover - Should be included			
	Warranty: As per OEM standard			
STEEL ALMIRA	Size - Width – 910mm, Height – 1855mm, Depth – 480mm	4 Nos	Within 30 days from the date of issuing the Purchase Order	O/o The MBMA Procurement Division (CDP) Upper Nongrim Hills, Shillong, Meghalaya, Room No. 410
	Weight - 70 to 80 Kgs			
	Locker - Yes			
	Material – Steel			
	Steel Thickness – Minimum 0.9mm			
	Pedestal fitted with - 3 mm Teflon Bush			

	Pedestal height (± 5 mm) - 125 mm			
	Door type - Hinged			
	No. of Layers - 5 Shelves			
	Load per layer - Minimum 40 Kg			
	Door Type - Double Door			
	Warranty: As per OEM standard			
WIRELESS MOUSE	Sensor Technology Smooth Optical Tracking	8 Nos		
	Dots per inch (DPI) 1600			
	Connectivity Wireless 2.4 GHz or Higher			
	Tracking Type Laser			
	Power Specifications Li-ion Battery			
	Number of Button 3			
	Scroll Wheel Line-by-Line Precision			
	Wireless Operating Distance 10Meters			
	Indicator Lights Battery and Connection status LED			
	Switch Power switch-On/Off Position			
	System Requirements Window 7, Window 8, Window 10, and Window 11			
	Weight (with Batteries) Not More than 115g			
	Service and Support One-Year Limited Warranty			
PENDRIVE	Storage Capacity 64GB	5 Nos		
	USB 3.2 n above Type			
LAPTOP CHARGER	65-watt charger Type C	3 Nos		
	Input- 100-240v, 1.5amp 50-60hz 3 pin			
	Output 5V/9V/15V/20V – 3A/3A/3A/3.25A			
	Slim design			
	Need to be used at Lenovo Brand Laptop			
Service and Support One-Year Limited Warranty				

