

## **REQUEST FOR QUOTATIONS**

### **Procurement of Goods under RFQ/Shopping Procedures**

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

**Contract title:** *Procurement of Office Merchandise for PRIME HUB, SHILLONG*

**RFQ No:** MBMA (U-SHILLONG/PPM/68/2022-23/9)

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>21<sup>st</sup> March, 2022</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>April 1<sup>st</sup>, 2022 at 14:00 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>April 1<sup>st</sup>, 2022 at 14:30 Hrs.</b>



MBMA (U-SHILLONG/PRO/68/2022-23/9

Date: 21<sup>st</sup> March, 2022

To

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Dear Sir/Madam,

**Subject: INVITATION FOR QUOTATION FOR SUPPLY OF FURNITURES FOR PRIME HUB, SHILLONG**

Government of Meghalaya is implementing the Promotion and Innovation of Market Driven Enterprises (PRIME) Meghalaya and intends to procure the following Office Merchandise for which this invitation for quotation is issued.

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

**\*Detailed Specifications given at Annexure - 1**

S#	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
1	Design Services (multiple designs & colours)	1	Within 30 days	N
2	T-Shirts	670		N
3	Sweatshirt "Hoodie"	170		N
4	Printed Coffee Mugs	200		N
5	Printed Notepads	1000		Y
6	Printed Cotton Bags	500		N

## Terms and Conditions

- **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest (c) shall not have been blacklisted or suspended by State Government.
- **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](http://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.
- **Place of Delivery:** PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong. Meghalaya Basin Management Agency, 793001.
- **Quotation Price**
  - a) The bidder must mention the items that they are offering. However the quantity offered should be 100% of the requirement for the quoted item. 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”. Quotations with no proper technical specifications/catalogues are likely to be disqualified.
  - h) All Goods Items mentioned **Serial No. 1** above should be eco-friendly taking into consideration the life-cycle of the Goods Items. The Goods Items for the same should be easily available and economical.

**1. 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.

**2. 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. Business activities are not suspended or debarred from public procurement by the declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- e. Self-declaration that the bidder's State Government of Meghalaya, any other State Government or Government of India.

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

**4. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations as per the items that are determined to be substantially responsive i.e. which are:

- (a) properly signed
- (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) Any historical information, if required may be asked from the bidders during evaluation of quotes.

**5. Award of Contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price for that respective item. The announcement for this assignment will be published in [www.mbda.gov.in](http://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 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).
6. Payment shall be made with 60 days after delivery of the goods.
7. 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.)
8. You are requested to provide your sealed quote latest by 14:00 Hours on April 1<sup>st</sup>, 2022. Quotations that have been submitted on or before time will be opened at 14:30 Hours on April 1<sup>st</sup>, 2022. Late quotes will be rejected.
9. We look forward to receiving your quotations and thank you for your interest in this project.

**Sd-/**

**Name:** (Shri. Jagdish Chelani, IAS)  
**Address:** PRIME Start Up Hub, Jawaharlal  
Nehru Sports Complex, Polo, Shillong  
Meghalaya Basin Management Agency  
PIN: 793001  
**Tel. No.:**  
**Email:** [prime.urbanshillong.mbma@gmail.com](mailto:prime.urbanshillong.mbma@gmail.com)

**FORMAT OF QUOTATION \***

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement)	Qty.	Unit	Quoted Unit Rate at destination in Rs.	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 Figures	In Words
# 1								
# 2								
# 3								
# 4								
# 5								
# 6								
<b>Total</b>								

**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 figure) (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.

**Signature of Supplier:**

**SUPPLY ORDER**

To,

M/s

.....  
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.....  
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Dear Sir/Madam,

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:

Sl. No.	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
# 1					
# 2					
# 3					
# 4					
# 5					
# 6					
			<b>Grand Total</b>		

1. Delivery Period: .....days from the date of issue of this Supply Order.
2. Place of delivery .....
3. Consignee Address: .....
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above).
5. Extended Warranty/Guarantee shall be minimum 12 months from the date of delivery and acceptance.
6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

**(Purchaser)**

Date:

**Name:** Shri. Jagdish Chelani, IAS  
**Designation:** Executive Director, MBMA  
**Place:** Shillong, Meghalaya

**SPECIFICATIONS**

<b>S#</b>	<b>Item</b>	<b>Specification</b>	<b>Total quantity</b>	<b>Compliance (Y/N) – Against each line item &amp; brand and model offered.</b>
# 1	Design Services	Multiple designs & colours	1	
# 2	T-Shirts	1. Size XS = 50 Nos 2. Size S = 200 Nos 3. Size M = 200 Nos 4. Size L = 150 Nos 5. Size XL = 50 Nos 6. Size XXL = 20 Nos	670	
# 3	Sweatshirt “Hoodie”	1. Size XS = 10 Nos 2. Size S = 50 Nos 3. Size M = 50 Nos 4. Size L = 30 Nos 5. Size XL = 20 Nos 6. Size XXL = 10 Nos	170	
# 4	Printed Coffee Mugs	Body : Ceramic, Capacity : 325 ml: Size : 3.5 X 4. Inch:	200	
# 5	Printed Notepads	Size A5 No of Pages – 40 sheets	1000	
# 6	Printed Cotton Bags	Size 14x16:15x17:16:18	500	