

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA BASIN DEVELOPMENT AUTHORITY  
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST  
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

**Request For Quotation (RFQ)**

**FOR**

**Procurement of Ink Cartridges for HP DesignJet T2600dr  
PostScript MFP & Paper Rolls (A0, A1) Under MegLIFE**

**Additional Project Director  
MegLIFE  
Meghalaya Basin Development Authority (MBDA), Shillong**



## **REQUEST FOR QUOTATIONS**

### **Procurement of Ink Cartridges for HP DesignJet T2600dr PostScript MFP & Paper Rolls (A0, A1) Under MegLIFE**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Procurement of Ink Cartridges for HP DesignJet  
T2600dr PostScript MFP & Paper Rolls (A0, A1) Under MegLIFE.*

**RFQ No:** *PLN/MBDA/03140/NF/*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	10 <sup>th</sup> March, 2025
2	Last Date and Time of submission of RFQs	24 <sup>th</sup> March, 2025 at 1600 Hrs.
3	Opening of RFQs	24 <sup>th</sup> March, 2025 at 1630 Hrs.



Ref No. PLN/MBDA/03140/NF

Dated: 10<sup>th</sup> March, 2025

**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF INK CARTRIDGES FOR HP  
DESIGNJET T2600DR POSTSCRIPT MFP & PAPER ROLLS (A0, A1) UNDER MEGLIFE**

To: \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of Ink Cartridges for HP DesignJet T2600dr  
PostScript MFP & Paper Rolls (A0, A1) Under MegLIFE.**

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

**\*Detailed Specifications is given at Annexure I.**

Sl No	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
1	Matte Black	5 (130 ml)	As mentioned in T&C CL 4	30 Days
2	Photo Black	5 (130 ml)		
3	Cyan	5 (130 ml)		
4	Magenta	5 (130 ml)		
5	Yellow	5 (130 ml)		
6	Gray	5 (130 ml)		
7	A0 Rolls - Plain Paper	18		
8	A1 Rolls - Plain Paper	6		



## 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 send your queries and clarification at [megliflife.procurement@gmail.com](mailto:megliflife.procurement@gmail.com), 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
3. **Bidders.** Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
4. **Bid Submission:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
5. **Place of Delivery:**  
Meghalaya Basin Development Authority (MBDA),  
MegLIFE Office Shalom Building, 2<sup>nd</sup> Floor,  
Lower Lachumiere, Shillong- 793001  
Meghalaya, India.

## 6. 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, initialing, 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. The quoted price should be inclusive of all the transportation charges, delivery, installations and commissioning. The Institute of Natural Resources (INR) will not pay any additional charges than the price quoted in the financial quotation"
- 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.

## 7. 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.

## 8. 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. 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.

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

## 10. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations Sl. 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) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.
- (d) The RFQ will be evaluated on a Sl. wise.
- 11. 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](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 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).
- 12.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
- 13.** You are requested to provide your sealed quote latest by 1600 hours on 24<sup>th</sup> March, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 24<sup>th</sup> March, 2025. Late quotes will be rejected.
- 14.** Payments shall be made within 30 days after the delivery of the goods.
- 15.** We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

**Name:** Shri. Gunanka DB, IFS

**Address:** Community Based Forest Management and  
Livelihood Improvement in Meghalaya,  
Meghalaya Basin Development Authority (MBDA),  
MegLIFE office 2<sup>nd</sup> Floor, Shalom Building,  
Lower Lachumiere, Shillong- 793001

**Tel. No:** +913643510190

**Email:** mbdaprocurement@gmail.com



# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

MegLIFE OFFICE, 2<sup>ND</sup> FLOOR, SHALOM BUILDING

LOWER LACHUMIERE, SHILLONG

MEGHALAYA – 793001

Email ID: mbdaprocurement@gmail.com

## FORMAT OF QUOTATION \*

Sl No.	Description of Goods	Quantity	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	Matte Black	5 (130 ml)				
2	Photo Black	5 (130 ml)				
3	Cyan	5 (130 ml)				
4	Magenta	5 (130 ml)				
5	Yellow	5 (130 ml)				
6	Gray	5 (130 ml)				
7	A0 Rolls - Plain Paper	18				
8	A1 Rolls - Plain Paper	6				

**Gross Total Cost: Rs.....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....  
(Rs..... amount in words) within the period specified in the Invitation for Quotations.

(Amount in figures)

We also confirm that commercial warrantee/guarantee of ..... Months shall apply to the offered goods.



**MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)**

MegLIFE OFFICE, 2<sup>ND</sup> FLOOR, SHALOM BUILDING

LOWER LACHUMIERE, SHILLONG

MEGHALAYA – 793001

Email ID: mbdaprocurement@gmail.com

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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

.....  
.....  
.....

Dear Sir,

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 #	Brief description of goods/equipment	Specifications	Quantity to Be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Matte Black		5 (130 ml)		
2	Photo Black		5 (130 ml)		
3	Cyan		5 (130 ml)		
4	Magenta		5 (130 ml)		
5	Yellow		5 (130 ml)		
6	Gray		5 (130 ml)		
7	A0 Rolls - Plain Paper		18		
8	A1 Rolls - Plain Paper		6		
	Total				

1. Delivery Period: .....Day(s) from the date of issue of this supply order.
2. Place of delivery: .....
3. Consignee Address: .....
4. If the product provided fails to meet the verification process the PO will be cancelled and order will be issued to the next qualified bidder.
5. Extended Warranty/Guarantee shall be ..... Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.

7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order.

**(Purchaser)**

Date:

Name: Shri. Gunanka DB, IFS

Designation: Additional Project Director &  
Executive Director,

MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

**Annexure - I**

<b>Specifications for “Procurement of Ink Cartridges for HP DesignJet T2600dr PostScript MFP &amp; Paper Rolls (A0, A1) Under MegLIFE”</b>			
<b>Supported Ink Cartridges: HP 730/ HP 730B</b>			
<b>Sl No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Specifications</b>
<b>1</b>	<b>Matte Black</b>	<b>5</b>	130 ml
<b>2</b>	<b>Photo Black</b>	<b>5</b>	130 ml
<b>3</b>	<b>Cyan</b>	<b>5</b>	130 ml
<b>4</b>	<b>Magenta</b>	<b>5</b>	130 ml
<b>5</b>	<b>Yellow</b>	<b>5</b>	130 ml
<b>6</b>	<b>Gray</b>	<b>5</b>	130 ml
<b>7</b>	<b>A0 Rolls – Plain Paper</b>	<b>18</b>	Dimension: 36 inches/900 mm
<b>8</b>	<b>A1 Rolls – Plain Paper</b>	<b>6</b>	Dimension: 24 inches/600 mm