



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

GOVERNMENT OF MEGHALAYA MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

MEGHALAYA SPRING REJUVENATION AND SUSTAINABLE AGROFORESTRY (MegSURE) PROJECT

Request For Quotations (RFQ)

FOR

Procurement of Office Digital & other Equipment under MegSURE

REQUEST FOR QUOTATIONS

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Office Digital & other Equipment Under MegSURE.*

RFQ No: *PLN/MBDA/19438/2026/NF*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	10th March, 2026
2	Last Date and Time of submission of RFQs	24th March, 2026 at 1600 Hrs.
3	Opening of RFQ	24th March, 2026 at 1630 Hrs.
4	Mode of submission of RFQ	Hard copies of the quotation must be submitted
5	Address for communication	The Procurement Unit, RDL Building, Springside, Lumsophoh, Nongthymmai, Shillong- 793014

**Executive Director,
Meghalaya Basin Development Authority (MBDA), Shillong**



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Dated: 10th March, 2026

INVITATION FOR QUOTATION FOR PROCUREMENT OF OFFICE DIGITAL & OTHER EQUIPMENT UNDER MEGSURE PROJECT.

To

Subject: Request for quotation (RFQ) for Procurement of Office Digital & other Equipment under MegSURE Project.

Dear Sir/Madam,

With reference to the above, you are invited to submit your most competitive quotation for the following item as per the mentioned lots below: -

***Detailed Specifications given at Annexure II**

Lot. No	Brief Description of the Goods	Quantity	Technical Specification	Consignee Address	Delivery Period
#1	PH Meter	10	Please Refer Annex II	The MegARISE Office, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014	30 Days
#2	Flow Meter	10			
#3	Water Sampling Bottles	1000			
#4	Soil Bag	100			
#5	Digital Cameras	2			

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

Preparation and submission of quotation:

1. Preparation and Submission of Quotation:

- a) The bidders can submit their quotation in hard copies at: **Procurement Unit, Meghalaya Basin Development Authority (MBDA), O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.**
- b) Quotations shall be submitted as per the format given at Annex- I and Annex - II along with other supporting documents as mentioned in the RFQ with a copy of the RFQ placed in a single sealed envelope, clearly marked as “**Quotation for the Procurement of Office Digital & other Equipment under MegSURE**”; Not to open before **24th March, 2026 at 16.30 hours.**” The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- c) Bidders may submit their sealed envelopes containing the quotations by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/self- attested by the Bidder.
- d) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
- e) Quotation not accompanied by specified documents, signatures may be rejected by the office as non-responsive and may not be evaluated.
- f) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.
- 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 quotations with no proper details are likely to be disqualified. The details of the products offered can be provided by the bidder in the last column of **ANNEXURE II.**

2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document send your queries and clarification at meglifeprocurement@gmail.com, 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.

3. **The Quotation shall comprise the following:** *(The bidder must submit mandatorily copies of the following self-attested documents along with the Quotation)-*

- a) **Qualification Criteria 1:** *Trading License from the respective autonomous district council or Municipality Authority of Meghalaya*
- b) Complete address and contact details of the Bidder having the following information:
 - Name of Firm:**
 - Address for communication:**
 - Telephone No(s): Office**
 - Mobile No.:**
 - Electronic Mail Identification (E-mail ID):**
- c) GST Registration Certificate
- d) PAN card.
- e) Certificate of Non-Barred/Non-Blacklisting (Self declaration)

4. Quotation Validity & Prices

- a. The quotation shall remain valid for a minimum of 90 days from the last date of submission of the Quotation.
- b) The rates quoted by the bidder shall be fixed for period of 90 days from the date of issuance supply order.
- c) 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, re-writing, initialing and dating.
- d) 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- e) The Prices shall be quoted in Indian Rupees only.
- f) No other charges like transportation, packaging shall be paid extra.

5. Evaluation of Quotations:

- a) The Purchaser shall evaluate and compare the quotations lot wise that are determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed;
 - ii. have submitted the required documents and meet the criteria specified as indicated above;
- b) Evaluation shall be carried out on lot wise system. Bidder quoted lowest price for the Lot, shall be declared as Successful bidder for that particular Lot.;
- c) Mere submission of quotation does not entitle a bidder for award of contract.

6. Award of contract:

- a) The Purchaser shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price provided it fully meets the terms & conditions, specification of the offered items cited above. In case two or more bidders (L1) have quoted the same price, the L1 bidder shall be selected on the basis of draw of Lots.
- b) 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.mbd.gov.in
- c) Notwithstanding the above, the Purchaser also 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.
- d) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

7. Payments:

- a) Payment shall be made within 30 days after satisfactory delivery of the Goods and certified by the concerned officer of the Executive Director, MBDA.
- b) Invoice copy must be accompanied with Delivery challan and copy of the Supply/Work order.
- c) Bank details of the Bidder must be mentioned in the invoice.
- d) All payments to the successful bidder shall be made by Account Transfer only.
- e) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- f) No advance payment shall be made.

8. Place of Delivery:

**MegLIFE Office,
Shalom building, 2nd Floor, Lower Lachumere
Shillong-793001**

- 9. Adjustment:** Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the supplier does not accept the final price based on re-computation and correction of errors, its quotation will be rejected.

10. Others:

- a) MBDA is not bound to accept any quotation, nor award a contract/work order, nor be responsible for any costs associated with supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
- b) No variation or modification of the terms and conditions of the contract shall be made.
- c) Agency needs to deliver the item within 30 days from the date of issuance of supply order.
- d) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures. The details of the products offered can be provided by the bidder in the last column of **ANNEXURE II**.

Sd/-

**Executive Director,
Meghalaya Basin Development Authority**

Annexure I: Letter of Quotation-Financial Part

Lot. No	Description of Goods	Unit (Nos).	Unit Rate (in INR)	Total Amount (in INR)	Tax Amount (in INR)	Grand Total (in INR)
#1	PH Meter	10				
#2	Flow Meter	10				
#3	Water Sampling Bottles	1000				
#4	Soil Bag	100				
#5	Digital Cameras	2				

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 at least 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

Specification for "Procurement of Office Digital & other Equipment under MegSURE"

Lot No	Items	Quantity	Specifications	BIDDER HAS TO FILL UP THIS COLUMN WITH REQUIRED INFORMATION. NOTE: The bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements. Failure to mention complete details of the offered products shall result in rejection of the quotation.
#1	PH METER	10	Device should be able to test pH, Total dissolve solids(TDS), Electrical conductivity(EC), Temperature, Turbidity	
#2	FLOW METER	10	Flow Range: 0.1 to 39.4 fps (0.03 to 12 m/s) Accuracy: $\pm 0.2\%$ of rate for velocities greater than 1.64 fps (0.50 m/s); ± 0.004 fps (± 0.001 m/s) for velocities less than 1.64 fps (0.50 m/s) Flow Direction Unidirectional or bidirectional, two separate totalizers (programmable) Coil Power Pulsed DC Minimum Conductivity 5.0 micromhos/cm Electrode Materials Standard: alloy C; Optional: 316 stainless steel, gold/platinum plated, tantalum, platinum/rhodium	
#3	WATER SAMPLING BOTTLES	1000	Plastic: High-Density Polyethylene (HDPE) for durability, Polypropylene (PP) for clarity/sterility, PET for transparency. Volume & Design: Common sizes 5L; wide-mouth for easy filling; square shapes for efficient packaging; embossed graduation marks for volume checks. Labeling: Lot numbers, expiry dates, traceability information.	

#4	SOIL BAG	100	Bags shall be made of woven polypropylene (PP) or HDPE material.	
			Bags shall be strong, rot-proof, water-resistant, and suitable for continuous exposure to moisture.	
			Minimum thickness: 150 GSM (or as approved by Engineer-in-Charge).	
			Minimum capacity: 25 kg to 50 kg when filled.	
			Bags shall be UV-stabilized for outdoor exposure where specified.	
#5	DIGITAL CAMERAS	2	Camera Type: E-mount mirrorless (APS-C)	
			Sensor: 24.2 MP APS-C Exmor CMOS (25 MP total), 3:2 aspect ratio	
			Lens Mount: E-mount (compatible with E-mount lenses)	
			Image Formats: JPEG, RAW (14-bit), RAW+JPEG	
			Image size: Wide: horizontal 12,416 x 1,856 (23M), vertical 5,536 x 2,160 (12M), Standard: horizontal 8,192 x 1,856 (15M), vertical 3,872 x 2,160 (8.4M)	
			ISO Range: 100–32,000 (expandable to 51,200)	
			Autofocus: 425 phase-detection + 425 contrast-detection points, Real-time Tracking	
			Continuous Shooting: Up to 11 fps	
			Video Recording: 4K (3840×2160) up to 30p, Full HD up to 120p; Formats: XAVC S, AVCHD	
			Viewfinder: 0.39" EVF, 1.44M dots, 100% coverage	
			LCD Screen: 3.0" tilting touchscreen, 921k dots (180° flip up for selfies/vlogging)	
Stabilisation: Lens-based Optical SteadyShot (OSS)				
Shutter: 1/4000–30s, silent shooting supported				

			Flash: Built-in flash + external flash support	
			Storage: SD/SDHC/SDXC (UHS-I) & Memory Stick	
			Connectivity: Wi-Fi, Bluetooth, NFC, HDMI, Mic input, USB	
			Battery: NP-FW50, ~420 shots (LCD)	
			Size & Weight: Approx. 120 × 67 × 59 mm, ~396 g (with battery & card)	

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 as per the rate quoted by you.

Lot. No	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Tax Amount (Rs.)	Total Price (Rs.)
#1	PH Meter		10			
#2	Flow Meter		10			
#3	Water Sampling Bottles		1000			
#4	Soil Bag		100			
#5	Digital Cameras		2			

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 supply order will be cancelled and order will be issued to the next qualified bidder.
5. 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:

**Executive Director,
Meghalaya Basin Development Authority**

Place: Shillong, Meghalaya