# **REQUEST FOR QUOTATIONS**

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

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)* **Contract title:** *Procurement of Office Equipment for SPMU and DPMU, under CLLMP* 

**RFQ No:** *MBMA/CLLMP/65/2020-21/GD-44/986* 

<b>S#</b>	Description	Date & Time
1	Date of Issue of RFQ	October 30th, 2021
2	Last Date and Time of	November 19 <sup>th</sup> , 2021 at 1600
	submission of RFQs	Hrs.
3	Opening of RFQs	November 19 <sup>th</sup> , 2021 at 1600
		Hrs.

# **Applicable Procurement Guidelines/Regulations Date:**

[Procurement Regulations July 2016]



## **MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Regd. Address: House No. L/ A-56 Lower Nongrim Hills, Shillong, East Khasi Hills, Meghalaya- 793003 (CIN No. U75144ML2012NPL008509) Phone: +91-364- 2522921/2522992 Website: <u>www.mbda.gov.in</u>, E-mail: <u>admin.mbda@gov.in</u>

## RFQ No- MBMA/CLLMP/65/ 2020-21/GD-44/986

Date: October 30<sup>th</sup>, 2021

# INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE EQUIPMENT FOR SPMU AND DPMU, UNDER CLLMP

То

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Dear Sir/Madam,

# Subject:INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE EQUIPMENT FOR SPMU AND DPMU UNDER CLLMP

Government of India has received a fundingfrom the International Bank for Reconstruction and Development (IBRD) in the form of Loan toward the cost of Meghalaya Community- Led Landscape Management Project (MCLLMP), Meghalaya Basin Management Agency (MBMA) is theimplementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

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

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 1	Black & White Multi Function Printer	3	Within 30 Days
Lot# 2	Computer Desktop (all-in-one)	2	Within 30 Days
Lot# 3	Photocopier (colour)	2	Within 30 Days
Lot# 4	Colour Printers	2	Within 30 Days
Lot# 5	External Hard Drive	5	Within 30 Days

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

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 6	Computer Desktop	23	Within 30 Days
Lot# 7	Laptops	27	Within 30 Days
Lot# 8	Tablet (Tablet Type I)	1	Within 30 Days
Lot# 9	Power Bank	5	Within 30 Days
Lot# 10	3-D printer	1	Within 30 Days
Lot# 11	Tablet (Type II)	2	Within 30 Days
Lot# 12	4K UHD Professional Monitor For Editing	1	Within 30 Days
	System	1	

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

#### **Terms and Conditions**

- 1. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 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 <u>www.mbda.gov.in</u>and <u>www.cllmp.com</u> 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: Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, c/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong - 793003

#### 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 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". Such bids with no proper details are likely to be disqualified.

#### 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;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- 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.
  - 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.
- 7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 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) 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 havebeen 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 <u>www.cllmp.com</u> and <u>www.mbda.gov.in</u>
  - 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 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).

9. Payment shall be made within 60 days after delivery of the goods.

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods unless mentioned in specifications.

11. You are requested to provide your sealed quote latest by 1600 hours on November 19<sup>th</sup>, 2021. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on November 19<sup>th</sup>, 2021. Late quotes will be rejected.

12. We look forward to receiving your quotations and thank you for your interest in thisproject.

Name: Address: Meghalaya Basin Management Agency, Office of Meghalaya Basin Development Authority, Upper Nongrim Hills, Shillong– 793003; Meghalaya Tel. No.: 0364 -2522921 Email: mbdaprocurement@gmail.com

# FORMAT OF QUOTATION \*

Sl. No. <sup>1</sup>	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty.	Unit	Quoted Unit Rate <sup>2</sup> Lot wise at destination in Rs.	<sup>3</sup> GST and similar other taxes applicable on finished Goods/ Services	<ul> <li>*Total Price per line item</li> <li>at Destination - inclusive</li> <li>of discounts, all taxes and</li> <li>duties</li> <li>In Figures</li> <li>In Words</li> </ul>	
Lot# 1	Black & White Multi Function Printer		3					
Lot# 2	Computer Desktop (all-in- one)		2					
Lot# 3	Photocopier (colour)		2					
Lot# 4	Colour Printers		2					
Lot# 5	External Hard Drive		5					
Lot# 6	Computer Desktop (New)		23					
Lot# 7	Laptops		27					
Lot# 8	Tablet (Type I)		1					

 <sup>&</sup>lt;sup>1</sup> A bidder may offer for one or more than one lots.
 <sup>2</sup> Any unconditional discounts if offered shall be specified in this column along with the unit rates.
 <sup>3</sup> Indicate each applicable tax separately.

Sl. No. <sup>1</sup>	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty.	Unit	Quoted Unit Rate <sup>2</sup> Lot wise at destination in Rs.	<sup>3</sup> GST and similar other taxes applicable on finished Goods/ Services	at Destinatio	per line item on - inclusive all taxes and In Words
Lot# 9	Power Bank		5					
Lot# 10	3-D printer		1					
Lot# 11	Tablet (Type II)		2					
Lot# 12	4K UHD Professional Monitor For Editing System		1					
	Total		1	<u> </u>		1		

#### Gross Total Cost:Rs.

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

We hereby certify that we have taken steps to ensure that no person acting for us or on ourbehalf will engage in bribery or collusive agreements with competitors.

### **Signature of Supplier**



## **MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Regd. Address: House No. L/ A-56 Lower Nongrim Hills, Shillong, East Khasi Hills, Meghalaya- 793003 (CIN No. U75144ML2012NPL008509) Phone: +91-364- 2522921/2522992 Website: <u>www.mbda.gov.in</u>, E-mail: <u>admin.mbda@gov.in</u>

### **SUPPLY ORDER**

To:

M/s		
	• • • • • • • • • • • • • • • • • • • •	
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	••••••••••••••••	

Dear Sirs,

Sub:	Sup	ply	of.	••••	• • • • •	••••	••••	••••	••••	••••	••••	••••	••••	•••	• • • •	•••	••••	•••	•••	•••	••	
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Reference: YourQuotation no..... Dated .....

Lot#	Brief	Specifications	Quantity to	Unit Rate	Total
	description of		be	(Rs.)	Price
	goods/		supplied		(Rs.)
	equipment				
Lot # 1					
Lot # 2					
Lot # 3					
Lot # 4					
Lot # 5					
Lot # 6					
Lot # 7					
Lot # 8					
Lot # 9					
Lot # 10					

Lot # 11			
Lot # 12			
		Total	

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 12months from the date of delivery and acceptance.

6. Payment shall be made within 60 days of delivery; and acceptance of thegoods/equipment.

(**Purchaser**) Date:

Name: Shri.Shantanu Sharma, IAS Designation:Additional Project Director, CLLMP, MBMA Place: Shillong, Meghalaya

## Annexure – 1

## **SPECIFICATIONS**

SI. No.	Item	Specification	Total quantity
1	Black & White Multi Function Printer	<ul> <li>Feature-rich All-in-One (Print, Copy, Scan, Fax) with wireless connectivity</li> <li>Auto-Duplex Printing</li> <li>50-sheet Auto Document Feeder</li> <li>Wireless Connectivity</li> <li>Print speed, black 31 – 40ppm</li> <li>Color output - Black and white</li> <li>Functions - Print scan copy and fax</li> <li>Technology - Laser</li> <li>Number of print cartridges - 1 (black)</li> <li>Replacement cartridges- Standard Toner Cartridge (~ 3,000 yield); High yield Toner Cartridge (~ 5,000 yield)</li> <li>Multitasking supported - Yes</li> <li>Duty cycle (monthly, letter) - Up to 50,000 pages</li> <li>Paper trays, minimum- 2</li> <li>Duty cycle (monthly, A4) - Up to 50,000 pages</li> <li>Paper trays, standard 2</li> <li>Recommended monthly page volume 1,000 to 2,500</li> <li>Duplex printing Automatic (standard)</li> <li>Warranty: Twelve months onsite</li> </ul>	3
2	Computer Desktop (all-in-one)	<ul> <li>Intel Core i9-9900K Processor ( 3.6 GHz)</li> <li>16GB Ram</li> <li>2TB HDD , No Optical Drive</li> <li>512GB SDD Boot Drive</li> <li>Graphic card : AMD Radeon Pro Vega 48</li> <li>At least 21-inch Full HD Display</li> <li>Windows 10 OS, preloaded with Genuine MS Office (latest version)</li> <li>Warranty: Three years onsite</li> </ul>	2
3	Photocopier (colour)	<ul> <li>System speed A4 -Up to 22/22 ppm (mono/colour)</li> <li>System speed A3 -Up to 12/12 ppm (mono/colour)</li> <li>Autoduplex speed A4 -Up to 22/22 ppm (mono/colour)</li> <li>1st page out time A4 -6.8/8.4 sec. (mono/colour)</li> <li>Warm-up time Approx. 20 sec. (mono/colour)*2</li> <li>Imaging technology -Laser</li> <li>Panel size/resolution -7" / 800 x 480</li> </ul>	2

Sl. No.	Item	Specification	Total quantity
		<ul> <li>System memory -6 GB</li> <li>System storage(standard/optional) -8 GB microSD/256 GB SSD</li> <li>Interface -10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)</li> <li>Network protocols -TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP(S); Bonjour</li> <li>Automatic document feeder -Up to 130 originals; A5-A3; 35-128 g/m<sup>2</sup>; RADF</li> <li>Paper tray input (standard) -1x 500; A5-A4; custom sizes; 60-256 g/m<sup>2</sup></li> <li>1x 500; A5-A3; custom sizes; 60-256 g/m<sup>2</sup></li> <li>Paper tray input (optional) -1x 500 sheets; A5-A3; custom sizes; 60-256 g/m<sup>2</sup></li> <li>2x 500 sheets; A5-A3; custom sizes; 60-256 g/m<sup>2</sup></li> <li>1x 2,500 sheets; A4; custom sizes; 60-256 g/m<sup>2</sup></li> <li>Xanual bypass 100 sheets; A6-A3; custom sizes, banner; 60-256 g/m<sup>2</sup></li> <li>Automatic duplexing -A5-A3; 60-256 g/m<sup>2</sup></li> <li>Output capacity -Max. 250 sheets</li> <li>Toner lifetime Black up to 24,000 pages</li> <li>CMY up to 24,000 pages</li> <li>Power consumption -220-240 V / 50/60 Hz; Less than 1.50 kW</li> <li>System dimension (W x D x H) 571 x 661 x 786 mm (without options)</li> <li>System weight Approx. 70.0 kg (without option</li> </ul>	
4	Colour Printers	<ul> <li>Printer Type: Print, Scan, Copy, Fax with ADF</li> <li>Print Method: PrecisionCore Heat-Free Technology</li> <li>Minimum Ink Droplet Volume: 3.8 pl</li> <li>Printer Language: ESC/P-R</li> <li>Maximum Monthly Duty Cycle: Up to 45,000 pages</li> <li>Colour Nozzle Configuration: 400 x 2 nozzles each colour (Black, Cyan, Magenta, Yellow)</li> <li>Print Direction: Bi-directional printing, Uni-directional printing</li> <li>Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology)</li> <li>Printer Control Language Emulations: PCL5c, PCL6, Compatible with PostScript Level 3, PDF (ver1.7)</li> <li>Automatic 2-sided Printing: Yes</li> <li>Copy Quality: Text, Text &amp; Image, Text &amp; Image (Best),</li> </ul>	2

Sl. No.	Item	Specification	Total quantity
		<ul> <li>Photo</li> <li>Maximum Copies from Standalone: 999 copies</li> <li>Reduction / Enlargement: 25 - 400%, Auto Fit Function</li> <li>Maximum Copy Size: A4, Letter</li> <li>ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 22ipm / 22ipm</li> <li>ISO 24735, A4 (Black/Colour, 1:1): Up to 22ipm / 22ipm</li> <li>ISO 24735, A4 (Black/Colour, 1:2, 2:2): Up to 14ipm / 14ipm</li> <li>Max Copy Resolution: 600 x 1200 dpi</li> <li>Copy Paper Size (Flatbed): Letter, A4, B5, A5, B6, A6, 16K, 13 x 18 cm, 16:9, 10 x 15 cm, #10, DL, C4, C6</li> <li>Warranty: Twelve months onsite</li> </ul>	
5	External Hard Drive	<ul> <li>Capacity- 2TB</li> <li>Connectivity -USB 3.0</li> <li>Max Speed – 120 mbps or higher</li> <li>Power –Adaptor Powered</li> <li>Compatibility – Mac/Window</li> </ul>	5
6	Computer Desktop (New)	<ul> <li>Processor: Intel Core i7- 10th Generation and above</li> <li>RAM: Minimum 32GB 2133MHz DDR4</li> <li>HDD: Minimum 2TB HDD + 256GB SSD</li> <li>Graphic card : Nvidia GeForce GTX 1070</li> <li>Display – Between 18" – 21" Full HD</li> <li>Operating System: Windows 10 pro 64-bit English preloaded</li> <li>Genuine MS-Office (latest version)</li> <li>USB Rear: 4x USB3.0, 2x Type-C (TBT3, DP, USB3.1) and Side: 1x USB 3.0</li> <li>Warranty: Three years onsite</li> </ul>	23
7	Laptops	<ul> <li>Processor: Intel Core i5,10th Generation and above</li> <li>Operating System: Windows 10 Prof. 64 bits</li> <li>RAM: Minimum 4GB DDR4</li> <li>HDD: Minimum 1 TB HDD SATA + 256 GB SSD</li> <li>Display: Between 13" – 14" LED Full HD</li> <li>Warranty: 3 Year Onsite Warranty</li> <li>Weight: Not more than 2.00 kg</li> </ul>	27

Sl. No.	Item	Specification	Total quantity
8	Tablet(Type I)	<ul> <li>OS: Android 9(Pie) or above</li> <li>Display: 11 inch - 12.5 inch display</li> <li>Rear Camera - 13.0 MP</li> <li>Front Camera - 8.0 MP</li> <li>Screen Size - 11 inch - 12.5 inch display</li> <li>Item Dimensions LxWxH - 28.5 x 18.5 x 0.6 Cm</li> <li>Screen Resolution -2800 x 1752</li> <li>Display Type - Super AMOLED</li> <li>Chipset Qualcom- Snapdragon 865</li> <li>Processor - Octa core (3.09 GHz ,2.4 GHz, 1.8GHz)</li> <li>RAM - 6 GB</li> <li>Internal Memory -256 GB</li> <li>Expandable Memory - Up to 1 TB</li> <li>User Available Storage - Up 100 GB or above</li> <li>Pen Support – Yes</li> <li>Connectivity - Wi-Fi , USB 3.2 Gen 1, Bluetooth v5.0 , GPS facility</li> <li>Battery - Internet Usage Time Up to 8 hrs</li> <li>Weight – Not more than 600 gm</li> <li>Warranty: Twelve months onsite</li> </ul>	1
9	Power Bank	<ul> <li>Battery: Li-Polymer, Above 20,000 mAh</li> <li>AC Adaptor Charging: USB Charging</li> <li>Connectivity: USB 2.0,USB Type-C</li> <li>Output Ports : 2</li> <li>Features: Led Indicators</li> <li>Power requirement: Input 5 V, 1 A Output 5 V, 1 A</li> </ul>	5
10	3D Printer for 3D Model Terrain Analysis and 3D maps printing	<ul> <li>Moulding technology: FDM</li> <li>Print size: 450x450x470mm</li> <li>Nozzle diameter: Standard 0.4mm, 0.8 mm</li> <li>Printing Precision: ± 0.1 mm</li> <li>Slice Thickness: 0.1 - 0.4 mm</li> <li>Number of Nozzle: 1</li> <li>Nozzle Temperature: ≤ 250°C</li> <li>Hotbed Temperature: ≤ 100°C</li> <li>Working mode: Online or TF card offline</li> <li>Software: Cura, Simplify 3D</li> <li>File format: STL, OBJ, AMF</li> </ul>	1

Sl. No.	Item	Specification	Total quantity
11	Tablet (Type II)	<ul> <li>Display Device: 4.3 inch touch screen</li> <li>Support filament: PLA/TPU/WOOD/PETG/GRADIENT MATERIALS/COPPER</li> <li>Machine Power: 750 W</li> <li>Power requirement: Input 110-220V, Output 12V, Motherboard 75W, 24V. Input 110-220V, Output 12V, Hotbed 750W, 24V</li> <li>Extra Nozzles: 1 full set</li> <li>Extra filaments: 1 full set</li> <li>Warranty: 1 Year</li> <li>Technical support should include</li> <li>Weight :- Tablet - 432 gm, pen- 9gm</li> <li>Product type :- Creative pen tablet</li> <li>Size:- 277 x 189 x 8.7 mm (10.9 x 7.4 x 0.3 in)</li> <li>Active area : 216.0 x 135.0 mm (8.5 x 5.3 in)</li> <li>Technology :- Patented electromagnetic resonance method</li> <li>Stylus type :- Pressure sensitive, cordless, battery-free pen. (LP-190k)</li> <li>Resolution:- 2540 lpi</li> <li>Pen pressure level:- 2048</li> <li>Multi- touch :- No</li> <li>Operational on :- PC Windows 7, 8.1, 10 and above Mac: OS x 10.10 or later3 Standard USB-A port Internet Access to download driver.</li> </ul>	2
12	4K UHD Professional Monitor For Editing System	<ul> <li>Screen Size: 27"</li> <li>Backlight Technology: LED backlight</li> <li>Panel Type: IPS</li> <li>Resolution (max): 3840 x 2160</li> <li>Brightness: 350 cd/m<sup>2</sup></li> <li>Response Time: 5ms(GtG)</li> <li>Color Bit: 10bits</li> <li>Viewing Angle (L/R;U/D) (CR&gt;=10): 178/178</li> </ul>	1

Sl. No.	Item S	ecification		Total quantity
		• Refresh Rate:	60Hz	
		• Aspect Ratio:	16:09	
		• Pixel Pitch:	0.155 mm	
		• Color Gamut:	100% sRGB/Rec. 709	
		• Native Contrast(typ.):	1300:01:00	
		Display Colors:	1.07 billion colors	
		• PPI:	163	
		• DCR (Dynamic Contrast Ratio) (typ.):	20M:1	
		• Picture Mode:	REC.709 / sRGB / HDR/CAD/CAM / Animation / Low Blue Light Darkroom / User	/
		• Display Screen Coating:	Anti-Glare	
		• Warranty:	Min. 1 year	

After Sales Services must be made available in Shillong / Guwahati.