

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ with e-Procurement

Item wise- Form of Contract

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Equipment for SPMU and DPMU, under CLLMP with e-Procurement.*

RFQ No: *MBMA/CLLMP/83/2022-243/GD-69/404*

S#	Description	Date & Time
1	Date of Issue of RFQ	June 6th, 2022
2	Last Date and Time of submission of RFQs	June 28th, 2022 at 1600 Hrs. (Online Only)
3	Opening of RFQs	June 28th, 2022 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: www.mbda.gov.in, E-mail: admin.mbda@gov.in

RFQ No- MBMA/CLLMP/83/ 2022-243/GD-69/404

Date: June 6th, 2022

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

To

Dear Sir/Madam,

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

Government of India has received a funding from 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 the implementing 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 online on <https://meghalayatenders.gov.in> for the following goods as per the mentioned lots/item wise below:-

***Detailed Specifications given at Annexure 1**

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 1	Black & White Multi Function Printer	5	Within 30 Days
Lot# 2	Photocopier (colour)	5	Within 30 Days
Lot# 3	Colour Printers	7	Within 30 Days
Lot# 4	Computer Desktop	6	Within 30 Days
Lot# 5	Portable Projector	1	Within 30 Days
Lot# 6	LCD Projector	5	Within 30 Days
Lot# 7	Projector Screen	2	Within 30 Days

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 8	DSLR Camera	5	Within 30 Days
Lot# 9	PA System	1	Within 30 Days
Lot# 10	External Hard Drive	6	Within 30 Days
Lot# 11	Laptop(Type 1)	20	Within 30 Days
Lot# 12	Laptop(Type 2)	10	Within 30 Days
Lot# 13	Power Bank	2	Within 30 Days
Lot# 14	Paper Shredder	1	Within 30 Days
Lot# 15	Tent	8	Within 30 Days

*: 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.
2. **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 , <https://www.mbma.org.in/> and <https://meghalayatenders.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. **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 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 <https://www.mbma.org.in/> , www.mbda.gov.in and <https://meghalayatenders.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 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).
10. Payment shall be made within 60 days after delivery of the goods.
11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods unless mentioned in specifications.
12. Bids must be submitted online on <https://meghalayatenders.gov.in> latest by 1600 hours on June 28th, 2022. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on June 28th, 2022.
13. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Name: *Shri.Gunanka DB, IFS*
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. ¹	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty.	Unit	Quoted Unit Rate ² Lot wise at destination in Rs.	³ 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
Lot# 1	Black & White Multi Function Printer		5					
Lot# 2	Photocopier (colour)		5					
Lot# 3	Colour Printers		7					
Lot# 4	Computer Desktop		6					
Lot# 5	Portable Projector		1					
Lot# 6	LCD Projector		5					
Lot# 7	Projector Screen		2					
Lot# 8	DSLR Camera		5					

¹ A bidder may offer for one or more than one lots.

² Any unconditional discounts if offered shall be specified in this column along with the unit rates.

³ Indicate each applicable tax separately.

Sl. No. ¹	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty.	Unit	Quoted Unit Rate ² Lot wise at destination in Rs.	³ 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
Lot# 9	PA System		1					
Lot# 10	External Hard Drive		6					
Lot# 11	Laptops(Type 1)		20					
Lot# 12	Laptop(Type 2)		10					
Lot# 13	Power Bank		2					
Lot# 14	Paper Shredder		1					
Lot# 15	Tent		8					
Total								

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 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



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

SUPPLY ORDER

To:

M/s

.....

Dear Sirs,

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:

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

Lot # 11					
Lot # 12					
Lot # 13					
Lot # 14					
Lot # 15					
			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 the goods/equipment.

(Purchaser)

Date:

Name: Shri.Gunanka DB, IFS
 Designation: Additional Project Director,
 CLLMP, MBMA
 Place: Shillong, Meghalaya

SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity
1	Black & White Multi Function Printer	<ul style="list-style-type: none"> • Feature-rich All-in-One (Print, Copy, Scan, Fax) with wireless connectivity • Auto-Duplex Printing • 50-sheet Auto Document Feeder • Wireless Connectivity • Print speed, black 31 – 40ppm • Color output - Black and white • Functions - Print scan copy and fax • Technology - Laser • Number of print cartridges - 1 (black) • Replacement cartridges-Standard Toner Cartridge (~ 3,000 yield); High yield Toner Cartridge (~ 5,000 yield) • Multitasking supported - Yes • Duty cycle (monthly, letter) - Up to 50,000 pages • Paper trays, minimum- 2 • Duty cycle (monthly, A4) - Up to 50,000 pages • Paper trays, standard 2 • Recommended monthly page volume 1,000 to 2,500 • Duplex printing Automatic (standard) • Warranty: Twelve months onsite • 	5
2	Photocopier (colour)	<ul style="list-style-type: none"> • System speed A4 -Up to 22/22 ppm (mono/colour) • System speed A3 -Up to 12/12 ppm (mono/colour) • Autoduplex speed A4 -Up to 22/22 ppm (mono/colour) • 1st page out time A4 -6.8/8.4 sec. (mono/colour) • Warm-up time Approx. 20 sec. (mono/colour)*2 • Imaging technology -Laser • Panel size/resolution -7” / 800 x 480 • System memory -6 GB • System storage(standard/optional) -8 GB microSD/256 GB SSD • Interface -10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional) • Network protocols -TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP(S); Bonjour • Automatic document feeder -Up to 130 originals; A5- 	5

Sl. No.	Item	Specification	Total quantity
		<p>A3; 35-128 g/m²; RADF</p> <ul style="list-style-type: none"> • Paper tray input (standard) -1x 500; A5-A4; custom sizes; 60-256 g/m² • 1x 500; A5-A3; custom sizes; 60-256 g/m² • Paper tray input (optional) -1x 500 sheets; A5-A3; custom sizes; 60-256 g/m² • 2x 500 sheets; A5-A3; custom sizes; 60-256 g/m² • 1x 2,500 sheets; A4; custom sizes; 60-256 g/m² • Manual bypass 100 sheets; A6-A3; custom sizes, banner; 60-256 g/m² • Automatic duplexing -A5-A3; 60-256 g/m² • Output capacity -Max. 250 sheets • Toner lifetime Black up to 24,000 pages • CMY up to 24,000 pages • Power consumption -220-240 V / 50/60 Hz; Less than 1.50 kW • System dimension (W x D x H) 571 x 661 x 786 mm (without options) • System weight Approx. 70.0 kg (without option) • Warranty: Twelve months onsite • 	
3	Colour Printers	<ul style="list-style-type: none"> • Printer Type: Print, Scan, Copy, Fax with ADF • Print Method: PrecisionCore Heat-Free Technology • Minimum Ink Droplet Volume: 3.8 pl • Printer Language: ESC/P-R • Maximum Monthly Duty Cycle: Up to 45,000 pages • Colour Nozzle Configuration: 400 x 2 nozzles each colour (Black, Cyan, Magenta, Yellow) • Print Direction: Bi-directional printing, Uni-directional printing • Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology) • Printer Control Language Emulations: PCL5c, PCL6, Compatible with PostScript Level 3, PDF (ver1.7) • Automatic 2-sided Printing: Yes • Copy Quality: Text, Text & Image, Text & Image (Best), Photo • Maximum Copies from Standalone: 999 copies • Reduction / Enlargement: 25 - 400%, Auto Fit Function • Maximum Copy Size: A4, Letter • ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 22ipm / 22ipm • ISO 24735, A4 (Black/Colour, 1:1): Up to 22ipm / 22ipm • ISO 24735, A4 (Black/Colour, 1:2, 2:2): Up to 14ipm / 	7

Sl. No.	Item	Specification	Total quantity
		14ipm <ul style="list-style-type: none"> • Max Copy Resolution: 600 x 1200 dpi • 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 • Warranty: Twelve months onsite • 	
4	Computer Desktop	<ul style="list-style-type: none"> • Processor: Intel Core i5- 10th Generation and above • RAM: Minimum 16GB 2133MHz DDR4 • HDD: Minimum 2TB HDD • Display – Between 18” – 21” Full HD • Operating System: Windows 10 pro 64-bit English pre-loaded • Genuine MS-Office (latest version) • USB Rear: 4x USB3.0, 2x Type-C (TBT3, DP, USB3.1) and Side: 1x USB 3.0 • Warranty: Three years onsite 	6
5	Portable Projector	<ul style="list-style-type: none"> • Technology : single-chip LCD • Brightness : 2400 Lumens • Contrast Ratio : 2000:01:00 • Projection : 3 LCD • Native Resolution : 800x480 • Max Resolution : 1280X480 • Ultra Short Throw : Yes • Native Aspect Ratio : 16:10 • Video Compatibility: 720p, 1080i, 1080p/60, 480p, 480i • Lamp Life : 40,000 hours • Audio : 2W x 2 • Classroom : Yes • Warranty : 1 year 	1
6	LCD Projector	<ul style="list-style-type: none"> • Display Type: LCD • Light Output: 3000 Lumens • Audio: Stereo • Life of Lamp - Standard Usage: 5000 Hours • Life of Lamp - Eco Usage: 6000 Hours • Screen Coverage: 33- 320 Inches • Contrast Ratio: 15000:1 • Throw Ratio: less that 0.85 • Aspect Ratio: 16:9 • Resolution: WXGA (1280 x 800) • Audio Output: 2 Watts • Projector Lens: Optical zoom (Manual)/ Focus 	5

Sl. No.	Item	Specification	Total quantity
		(Manual) <ul style="list-style-type: none"> Warranty : 2 years 	
7	Projector Screen	<ul style="list-style-type: none"> Size:- 7 Ft. x 5 Ft. Matte finish Tripod type stand 	2
8	DSLR Camera	<ul style="list-style-type: none"> 24.2 MP 35mm full frame sensor ISO – 100-51200 Recording format: 4K, 1080p, 720p, 1080i Connectivity: Wireless, HDMI, USB, HD-SDI Storage media: SD Card, Memory Stick 28-70mm Zoom lens 35mm 1.8 200-600mm Zoom lens Warranty - 12 Months 	5
9	PA System	<ul style="list-style-type: none"> Speaker: 1x12" Speaker, 1xHF Driver Power Output (BI-Amp): 50W Max. (LF+HF) LF: 35W Max HF: 15W Max Input Channels: 2 x Mic 3mV/4.7kΩ, 1 x Aux 100mV/47kΩ, Music 100mV/47kΩ, 2 x Wireless MIC Frequency Response: 55-18,000Hz ±3dB (Bi-Amp) S/N Ratio: 60dB Tone Controls: Bass ±5dB at 100Hz, Treble ±5dB at 10kHz Digital Player: MP3 player with USB, SD, MMC card reader, Recording function and Bluetooth Preamp Output: 200mV/600Ω Protections: AC Fuse: 1 Amp. 250V (T 1A L) Power Supply: AC : 220V-240V 50/60Hz, DC : 12V Car Battery (external), 12V 7Ah Rechargeable battery (built-in) AC Power Consumption: 60VA TRANSMITTER Wireless Microphone: 2 x Hand Held Frequency Stability: ±0.005% 	1

Sl. No.	Item	Specification	Total quantity
		<ul style="list-style-type: none"> • Max. Modulation: 45dB • RF Output: 10mW • Battery: Li Rechargeable / AA / AAA batteries • Frequency Response: 50-15,000Hz • Current Consumption: < 200mA • Warranty : 12 Months 	
10	External Hard Drive	<ul style="list-style-type: none"> • Capacity- 2TB • Connectivity -USB 3.0 • Max Speed – 120 mbps or higher • Power –Adaptor Powered • Compatibility – Mac/Window • Warranty: YES 	6
11	Laptops(Type 1)	<ul style="list-style-type: none"> • Processor: Intel Core i7,11th Generation and above • Operating System: Windows 10 Prof. 64 bits • RAM: Minimum 8GB DDR4 • HDD: Minimum 1 TB HDD SATA + 256 GB SSD • Display: Between 13” – 14” LED Full HD • Warranty: 3 Year Onsite Warranty • Weight: Not more than 2.00 kg 	20
12	Laptop(Type 2)	<ul style="list-style-type: none"> • Processor: Intel Core i5,10th Generation and above • Operating System: Windows 10 Prof. 64 bits • RAM: Minimum 8GB DDR4 • HDD: Minimum 1 TB HDD SATA • Display: Between 13” – 14” LED Full HD • Warranty: 3 Year Onsite Warranty • Weight: Not more than 2.00 kg 	10
13	Power Bank	<ul style="list-style-type: none"> • Battery: Li-Polymer, Above 20,000 mAh • AC Adaptor Charging: USB Charging • Connectivity: USB 2.0,USB Type-C • Output Ports : 2 • Features: Led Indicators • Power requirement: Input 5 V, 1 A Output 5 V, 1 A 	2

Sl. No.	Item	Specification	Total quantity
14	Paper Shredder	<ul style="list-style-type: none"> • Dimensions: 10.03" x 14.76" x 14.57" • Accessories Included: Yes • Material: Metal / Plastic • Warranty: As applicable • Cut/Security Level: Cross-cut/P-3 • Auto Feed: No • Sheet Capacity (20 lb paper): 12 • Bin Capacity (gallons): 6 • Cut Type: Cross-cut • Security Level: P-3 • Detailed Color: Black • Date Indicator: Undated 	1
15	Tent	<ul style="list-style-type: none"> • Number of users: 2 person • Storage space: yes • Front porch to be able to accommodate 2 backpacks of 50 liters volume & 2 hiking boots • Assembly type: Assembly with poles • Weather conditions: Suitable for mild weather (all 3 seasons – spring, summer, autumn) • Maximum Weight: 2.6 kgs (separable elements for shared carrying) • Dimensions: Length of room: 210 cm, Width of room: 120 cm, Height of room: 105 cm • Two pockets in room, 1 ceiling hook to hang a lamp, loops to set up an adjustable clothes line in the tent • Lightweight shatterproof and frost-proof aluminum tent poles: 7001 ø 8.5 mm • Tent pegs: Length 17 cm, ø 6.1 mm. Non-anodized 7075 aluminum for maximum strength and lightness while lowering environmental impact • Shape: Dome shape to make structure free-standing • Front tent pole with a peak for additional volume • Waterproofing: YES • Composition: Main fabric: 100.0% Polyester (PES) Inner fabric: 100.0% Polyester (PES) Floor mat: 100.0% Polyester (PES) Pole: 100.0% Aluminum Coating: 100.0% Polyurethane (PU) Carry bag: 100.0% Polyester (PES) • Material: 75 denier PES polyester flysheet and groundsheet, polyurethane coating on the inside, water repellent treatment on the outside. Seams sealed with thermo-bonded strips. Multi component and water repellent 75D polyester bedroom that is breathable, provides protection from wind and reduces condensation 	8

Sl. No.	Item	Specification	Total quantity
		<ul style="list-style-type: none">• Warranty – As Applicable	

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