



## **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](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

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### **GOVERNMENT OF MEGHALAYA**

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

### **Request For Quotations (RFQ)**

### **FOR**

### **Procurement of Office Equipment for Khasi-Jaintia and Garo Region under Green Meghalaya**

**Executive Director  
Meghalaya Basin Management Agency (MBMA), Shillong**

## **REQUEST FOR QUOTATIONS**

### **Procurement of Office Equipment for Khasi-Jaintia and Garo Region under Green Meghalaya**

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

**Contract title:** *Procurement of Office Equipment for Khasi-Jaintia and Garo  
Region under Green Meghalaya*

**RFQ No:** *PLN/MBMA/05125/2024/NF*

<b>Sl#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>3<sup>th</sup> June, 2025</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>17<sup>th</sup> June, 2025 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>17<sup>th</sup> June, 2025 at 1630 Hrs.</b>



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Ref No: PLN/MBMA/05125/2024/NF

Date: 3<sup>th</sup> June, 2025

### INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE EQUIPMENT FOR KHASI-JAINTIA AND GARO REGION UNDER GREEN MEGHALAYA

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

#### Subject: Invitation for quotations for Procurement of Office Equipment for Khasi-Jaintia and Garo Region under Green Meghalaya

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

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

Lot. No	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
Lot#1	Table	44	As mentioned in T&C CL 4	30 Days
Lot#2	Chair	44		
Lot#3	Sleeping Bag	50		
Lot#4	Torch	50		
Lot#5	Extension Plug	28		
Lot#6	Almirah	28		

## 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 [procurementmbma@gmail.com](mailto:procurementmbma@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 Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
3. **Bid- Submission of Quotations:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
4. **Place of Delivery of items:**  
As mentioned in *Annexure-II*
5. **Quotation Price:**
  - a) The bidder must mention the Lot No. that they are offering. However, the quantity offered should be 100% of the requirement. 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.
  - 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.
6. **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.
- 7. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- 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.
  - 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. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations 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 Lot wise.
- 10. 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. 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 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)
- 11. Normal commercial warranty/ guarantee** shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.

12. You are requested to provide your sealed quote latest by 1600 hours on 17<sup>th</sup> June, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 17<sup>th</sup> June, 2025. Late quotes will be rejected.
13. Payments shall be released on completion and subject to acceptance of deliverable by the client within 30 working days. However, for any issues experienced post completion and acceptance of the work the purchaser, the vendor should provide support in resolving the technical issues.
14. We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

**Executive Director, MBMA**

**QUOTATION OF FORMAT:**

Lot.No	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> Lot wise 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
Lot#1	Table	44				
Lot#2	Chair	44				
Lot#3	Sleeping Bag	50				
Lot#4	Torch	50				
Lot#5	Extension Plug	28				
Lot#6	Almirah	28				

**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**

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### 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:

Lot No.	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Table		44		
2	Chair		44		
3	Sleeping Bag		50		
4	Torch		50		
5	Extension Plug		28		
6	Almirah		28		
	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:

Executive Director,  
MBMA Shillong, Meghalaya

Place: Shillong, Meghalaya



Specifications for "Procurement of Office Equipment for Khasi-Jaintia and Garo Region under Green Meghalaya"					
Lot No	Item Name	Quantity	Specification	Size	Preferred Colour
1	Table	44	Type: Office Table with Storage Shape: Rectangular Top Material: MDF Top, laminated and waterproof Frame Material: Prime quality C.R.C.A. Sheet Frame Construction: 1"x1" frame (optional upgrade to 2"x1") Coating: Powder-coated up to 70 microns using 7-tank process Drawers: 3 Drawers with telescopic channels Locking System: Single locking mechanism for all drawers Finish: Superior polish; waterproof and termite-proof	Size 48" x 24" (4 x 2 Feet) Height 36 Inches (3 Feet)	Black
2	Chair	44	Type: Ergonomic office chair Backrest: Mesh, breathable and contoured for lumbar support Adjustability: Height adjustable seat and reclining back Cushion: Medium density foam with fabric or mesh covering Base: 5-wheel caster for easy movement	H91 x W56 x D79 cm	Black
3	Sleeping Bag	50	Type: Lightweight, compact sleeping bag Shape: Rectangular Material: Semi Nylon, Water-resistant outer shell with insulated lining Portability: Roll-up design with carry bag Closure Type: Zipper Fabric Type: Nylon-Mesh Size: XL Special Features: Compressible	46L x 17W cm (when packed)	Blue
4	Torch	50	Type: Rechargeable LED torch Light Output: Minimum 200 lumens Battery: Rechargeable Li-ion, minimum 2000 mAh Body: Shock-resistant, ABS or aluminium alloy casing Features: USB charging, multiple brightness modes	L7 x H2 x W2 cm	Black
5	Extension Plug	28	Type: Power extension board with surge protection Ports: Minimum 4 universal sockets + 2 USB ports Cable: High quality 5-meter heavy-duty cable Safety: ISI marked, flame-retardant plastic body	5m Cable	White
6	Almirah	28	Type: Steel storage almirah Material: Metal (rust and corrosion resistant) Smooth Hinge Operation, Internal Configuration, Practical Design, Secure Locking Facility, Customizable Shelving Doors: 2 (Slab-style)	W91.4 x H183 x D46.3 cm	Grey

**Annexure-II**

<b>DELIVERY LOCATION</b>								
<b>Sl no.</b>	<b>District</b>	<b>No. of Table</b>	<b>No. of Chair</b>	<b>No. of Sleeping bag</b>	<b>No. of Torch</b>	<b>No. of Extension plug</b>	<b>No. of Almirah</b>	<b>Delivery Address</b>
<b>Khasi Jaintia</b>								
1	East Jaintia Hills	4	4	4	4	2	2	Office of the District Project Management Unit, MegLIFE - JICA Khliehriat East Jaintia Hills District near DC's office - 793200 Contact No.6009284018
2	West Jaintia Hills	1	1	3	3	2	2	Office of the District Basin Development Unit, Ladthalaboh (Near the office of (DMHO), Jowai-793150 Contact No:8837352834
3	East Khasi Hills	5	5	9	9	5	5	Basin Development Unit office, Room 205, Office of the Deputy Commisioner, East Khasi Hills, Shillong – 01 Contact No. 8974025678
4	West Khasi Hills	3	3	3	4	2	2	Office of the District Project Management Unit MegLIFE, Pyndenumiong, Mairang, Eastern West Khasi Hills, 793120, Adjacent to Apex Bank Contact No: 7642008830
5	Eastern West Khasi hills	2	2	2	1	1	1	Office of the District Project Management Unit MegLIFE, Pyndenumiong, Mairang, Eastern West Khasi Hills, 793120, Adjacent to Apex Bank Contact No: 7642008830
6	South West Khasi Hills	3	3	3	3	1	1	Office of the District Project Management Unit, MegLIFE, South West Khasi Hills, Laitlawsang, Mawkyrwat 793114Opp. Office of the AH & VETY, South West Khasi Hills Contact No: 7642008830
7	Ri Bhoi	5	5	5	5	4	4	Office of the District Project Management Unit- MegLIFE, Ri Bhoi District, Downgate, Nongpoh – 793102 (near Mahindra Showroom) Contact No. 9863268323

Garo Hills								
1	North Garo Hills	3	3	3	3	2	2	Mini Secretariat Building 1st floor MBDA Office, Resubelpara Pin no.794108 North Garo Hills Contact No. 9089447340
2	East Garo Hills	4	4	4	4	2	2	Office of the District Project Management Unit, MegLIFE, Balsrigittim Williamnagar East Garo Hills, near St.Paul Secondary School, Pin Code 794111 Contact No. 6003775694
3	West Garo Hills	6	6	6	6	2	2	MegLIFE-JICA, District Project Management Unit, Matchakolgre, Najing Bazar New Tura Road, West Garo Hills. Contact No. 7005299691
4	South West Garo Hills	2	2	2	2	2	2	Office of the District Project Management Unit, MegLIFE, JICA, South West Garo Hills, DC office Complex New Bulding First Floor Ampati-794115, Opp. Office of the District Agricultural Officer, SWGH Contact No-9615484251
5	South Garo Hills	6	6	6	6	3	3	District Project Management Unit, Office,Asim Chiring, Baghmara, South Garo hills. 794102 Contact No- 8787318670