



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

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*

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



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Date: 10th April, 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#	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
Lot#1	Table	38	As mentioned in T&C CL 4	30 Days
Lot#2	Chair	38		
Lot#3	Sleeping Bag	50		
Lot#4	Torch	49		
Lot#5	Extension Plug	30		
Lot#6	Almirah	30		

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, 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. **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:**
O/o Meghalaya Basin Management Agency (MBMA),
House No. L/A-56 Lower Nongrim Hills,
Shillong- 793003
Meghalaya, India.
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
- 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 24th April, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 24th April, 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#	Description of Goods	Unit	Quoted Unit Rate ¹ 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	38				
Lot#2	Chair	38				
Lot#3	Sleeping Bag	50				
Lot#4	Torch	49				
Lot#5	Extension Plug	30				
Lot#6	Almirah	30				

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#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot#1	Table		38		
Lot#2	Chair		38		
Lot#3	Sleeping Bag		50		
Lot#4	Torch		49		
Lot#5	Extension Plug		30		
Lot#6	Almirah		30		
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#	Item Name	Quantity	Specification	Size	Preferred Colour
Lot#1	Table	38	Wooden Modern, simple style, Desktop/ Laptop table	51D x 81W x 76H cm	Black
Lot#2	Chair	38	Medium size, Ergonomic, mesh backrest, adjustable	54D x 54W x 140H cm	Black
Lot#3	Sleeping Bag	50	Comfortable, ideal for camping	46L x 17W cm	Blue
Lot#4	Torch	49	Rechargeable, 20000 Lumen Super Bright LED light, 7 modes with COB Work Light, IPX6	L7 x H2 x W2 cm	Black
Lot#5	Extension Plug	30	Surge protection, USB ports	5m Cable	White
Lot#6	Almirah	30	Metal wardrobe with adjustable shelves Locking System Utility Cabinets for Home, Office, School	48D x 91W x 193H cm	Grey