



**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER**  
**DISTRICT PROJECT MANAGEMENT UNIT (DPMU)**  
**COMMUNITY LED LANDSCAPE MANAGEMENT PROJECT (CLLMP)**  
 (A Project of the Government of Meghalaya and World Bank)  
**MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**  
**JOWAI-793150, WEST JAINZIA HILLS DISTRICT**



wjh.cllmp@gmail.com

## REQUEST FOR QUOTATIONS

### Procurement of Goods under RFQ/Shopping Procedures

**Purchaser:** *District Project Management Unit, West Jaiñtia Hills District (MBMA)*

**Contract title:** *Procurement of Office Furniture\_WJHD*

**RFQ No:** DPL.38/DPMU/WJH/CLLMP/ PROC.-FURN./2020-21/1

S#	Description	Date & Time
1	Date of Issue of RFQ	August 13, 2021
2	Last Date and Time of submission of RFQs	August 30, 2021 at 1600 Hrs.
3	Opening of RFQs	August 30, 2021 at 1630 Hrs.

**Applicable Procurement Guidelines/Regulations Date:**

*[Procurement Regulations July 2016]*

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NO. DPL.38/DPMU/WJH/CLLMP/PROC.-FURN. /2020-21/2

Dated: 13<sup>th</sup> August, 2021

**INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE UNDER SHOPPING PROCEDURES**

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

**Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE**

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)** at the State level and at the District level the **Community- Led Landscape Management Project (CLLMP)**, **District Project Management Unit (DPMU)**, **West Jaiñtia Hills District** 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 for the following goods as per the mentioned lots below: -

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

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 1	High Back-office Chairs (Revolving) – Branded or Equivalent	8	Within 10 Days
Lot# 2	Training/ Meeting Chairs	10	Within 10 Days
Lot# 3	Executive Office Table (Wooden) - Branded or Equivalent	8	Within 10 Days
Lot#4	Steel Almirah	4	Within 10 Days
Lot#5	Table (Plastic)	2	Within 10 Days
Lot#6	Computer Table	2	Within 10 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](http://www.mbda.gov.in) and [www.cllmp.com](http://www.cllmp.com) 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:** O/o CLLMP-DPMU, Meghalaya Basin Development Authority, 3<sup>rd</sup> Floor, Office of the Deputy Commissioner WJH, Jowai-793150, West Jaiñtia Hills District
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, 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.
  - 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<sup>a</sup>
- 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 [www.ellmp.com](http://www.ellmp.com) and [www.mbda.gov.in](http://www.mbda.gov.in) and in the Notice Board of the Office
- 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 with 60 days after delivery of the goods.
- 11.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 12.** You are requested to provide your sealed quote latest by 1600 hours on August 30, 2021. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on August 30, 2021. Late quotes will be rejected.

13. We look forward to receiving your quotations and thank you for your interest in this project.

*Name: Shri Garod L.S.N. Dykes, IAS  
Deputy Commissioner-cum-Chairman  
Address: O/o CLLMP-DPMU,  
Meghalaya Basin Management Agency,  
3<sup>rd</sup> Floor, Office of the Deputy Commissioner,  
Jowai, West Jaiñtia Hills District.  
Phone No.: 98630 34438/ 80978 05865  
Email: [wjh.cllmp@gmail.com](mailto:wjh.cllmp@gmail.com)*

**FORMAT OF QUOTATION \***

Lot 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.	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								
Lot # 2								
Lot # 3								
Lot # 4								
Lot # 5								
Lot # 6								
<b>Total</b>								

**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 warranty/guarantee of 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**

<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.



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**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:

SL.No	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					
			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 12 months 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 Garod L.S.N. Dykes, IAS  
Deputy Commissioner-cum-Chairman  
Address: O/o/CLLMP-DPMU, Meghalaya  
Basin Development Authority, 3<sup>rd</sup> Floor,  
Office of the Deputy Commissioner WJH,  
Jowai, West Jaiñtia Hills District.  
Phone No.: 98630 34438/ 80978 05865  
Email: [cllmpwkh@gmail.com](mailto:cllmpwkh@gmail.com)*



SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity
1	Mid-Back office Chairs (Revolving) <b>Branded or equivalent</b>	Mid Back Office Chairs with arm rest (modern/contemporary) Adjustable tilt tension and seat height Revolving & Tilts: Chair should have a full 360° revolving facility back tilt facility & Upright position locking facility. Dimension (Height 110 cm; Width 70 cm; Depth 70 cm) (Minor deviations will be accepted) Weight: Not more than 8 kg. Fabric: Nylon Base, thick cushion and back.	8
2	Training/Meeting Chairs	Type: Plastic Height: Approx. 89 cm Length: Approx. 51cm Width: Approx. 47 cm Weight: Not more than 2 Kgs (Minor deviations will be accepted)	10
3	Executive Office Table ( <b>Branded or equivalent</b> )	(5 ft x 2 ½ ft x 2 ½ ft) (LxWxH) – Wooden, Rectangular 1 big drawer on one side and 3 smaller drawers on the other side The top should be made of approx.25 mm thick Pre-laminated board with 2 mm thick matching lipping. (Minor deviations will be accepted)	8
4	Steel Almirah- <b>Branded or Equivalent</b>	Type: Steel Height: Approx. 198 cm Length: Approx. 48cm Width: Approx. 91 cm Weight: Not more than 60 Kgs (Minor deviations will be accepted)	4
5	Meeting Table	Type: Plastic Height: Approx. 90cms Length: Approx. 150 cm Width: Approx. 76 cm Weight: Not more than 2 Kgs (Minor deviations will be accepted)	2
6	Computer Table	Type: Wooden Height: Approx. 76 cm Length: Approx. 106 cm Width: Approx. 46 cm (Minor deviations will be accepted)	2