



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75114ML2012NPL008509)

Phone: +91-364- 2522921/2522992

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No. MBMA /MLAMP/143/2019/32

Dated; 10<sup>th</sup> May, 2019

**From**

Dr. Vijay Kumar D, IAS,  
Project Director,  
MLAMP  
Meghalaya Basin Management Agency

**To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT: Meghalaya Livelihoods and Access to Markets Programme (LAMP)**

**REQUEST FOR QUOTATIONS FOR PROCURING PRINTERS AND PHOTOCOPIERS -DPMU UNDER MLAMP**

Sir/Madam,

Meghalaya Basin Management Agency, Shillong invites your quotation for the items mentioned above.

The Government of Meghalaya has received a loan from the International Fund for Agriculture Development (IFAD), and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the IFAD Project Procurement Guidelines (September 2010) and its Handbook in accordance with the procedures described herein.

The quotation is invited for the following Lots as mentioned below. Technical Specifications is provided at page # 5.

S#	Description*	Total Quantity	Delivery	Destination
Lot#1	Printer	14 Nos	Within 2 weeks from the date of purchase order	Meghalaya Basin Management Agency, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN- 793003.
Lot#2	Photocopier	7 Nos		

\*Bidder may quote for one or more Lots, however, evaluation will be done by lot wise only.

- 1. Preparation of Quotations:** You are requested to quote for above Lots by completing, signing and returning:
  - the List of Goods and Price Schedule.

- the technical specification as offered along with the product brochures and other product details
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. **Validity of Quotations:** The quotation validity required is 90 days.
3. **Sealing and marking of Quotations:** Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for "Printer and Photocopier under MLAMP"** as reference above and **the Bidders Name**.
4. **Submission of Quotations:** Quotations along with the supporting documents should be submitted to the address below within deadline (the date and time) as referenced below.
5. **Date of deadline: May 24, 2019; Time of deadline: 16:00 hrs. (local time).**  
**Address:** Meghalaya Basin Management Agency Office, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003
6. **Opening:** Quotations will be opened on **May 24, 2019; at: 16:30 hrs. (local time)** in presence of the bidders who chose to attend. Bidders to make their own arrangements for attending such meeting. No expenses will be paid by MBMA to such effect.
7. **Address for communication:**  
**Attn:**  
 Dr. Vijay Kumar D, IAS,  
 Project Director,  
 MLAMP  
 Meghalaya Basin Management Agency  
  
**Facsimile:** 0364-2522921; **Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)
8. **Eligibility Criteria:** Bidders are required to meet the following criteria to be eligible:
  - a). Have the legal capacity to enter into a contract;
  - b). Is an authorised dealer of the goods and services by the Manufacturer;
  - c). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
  - d). Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India
9. **Documents Evidencing Eligibility:** Bidders are requested to submit copies of the following documents as evidence of your eligibility.
  - a). Valid trading license or equivalent;
  - b). Valid certificate of VAT/GST registration or equivalent;
  - c). Valid dealership documents (if applicable)
  - d). 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.
  - e). Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India



10. **Technical Criteria:** The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
11. **Currency:** Quotations shall be priced in Indian Rupees only.
12. **Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
13. **Delivery:** Prices should be quoted as applicable for Shillong, Meghalaya.
14. **Duties and Taxes:** Goods imported into India under this project are not exempt from import duties and taxes.
15. **Rates:** It should be inclusive of all taxes till delivery.
16. **Delivery Schedule:** Delivery required should be within 1 week from date of Purchase Order. The delivery of these items should be in Shillong at the O/o the Meghalaya Basin Management Agency, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN- 793003.
17. **Warranty:** Minimum twelve months from the date of delivery.
18. **Terms of Payment:**  
Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery of the Goods.
19. **Eligible Countries:** All countries are eligible, unless:
- as a matter of law or official regulation, the Government of India prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of India prohibits any import of Goods from or any payments to, a particular country, person or entity.
  - A firm declared ineligible by IFAD
20. Any resulting contract awarded shall be by placement of a Purchase Order.
21. Any queries should be addressed to the Procurement Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours faithfully

(Dr. Vijay Kumar D, IAS)  
Project Director, MLAMP  
Meghalaya Basin Management Agency

**STATEMENT OF REQUIREMENTS**  
**List of Goods and Price Schedule**

Procurement Reference: \_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

**CURRENCY OF QUOTATION:** \_\_\_\_\_

S#	Description	Total Quantity	Cost per unit (in INR)	Total Price (in INR)
Lot#1	Printers	14 Nos		
Lot#2	Photocopier	7 Nos		
	Applicable Taxes*			

\* Applicable taxes to be quoted separately.

Quotation authorised by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized for and on behalf of: \_\_\_\_\_

(dd/mm/yy)

Company: \_\_\_\_\_

### Technical specification

Sl. No.	Item	Specification	Total quantity
Lot#1	Printers	Printing Method:- Laser Type:-Multi-function Display:-2 Line LCD Functions:-Print, Copy, Scan Internal Memory:- Min 100 MB Refill Type:-Toner Cartridge Max Print Resolution (Mono):-600 x 600 dpi Duty cycle (monthly, A4):- 10000 pages First Print Out Time (Mono):-7.3 sec Print Speed Mono:-22 ppm Output tray capacity:- 100 pages Input tray type:-Standard Cassette Output tray type:-Standard Cassette Input tray capacity:-150 pages Media size supported:-A4, A5, B5, A6, ISO DL, ISO C5, COM10 Scan area size:-215.9 x 297 mm Scan Type:-Flatbed Copier resize:-25 - 400% Copy Resolution Mono:-600 x 400 dpi Maximum Copies:- 99 cpm Copy speed Mono:- 21 cpm Operating System :- Windows (32-bit or 64-bit): 7, 8, 8.1, 10 Connectivity via Ethernet Support; 10/100 Base-TX USB support; USB 2.0 and Wireless Support: Yes, 802.11b/g/n	14 Nos.
Lot#2	Photocopiers	Photocopier 1) Print / Scan / copy / Duplex) 2)Print Speed – Atleast 26 PPM A4 / 16 A4 Duplex 3) Media - < = Legal 4) Copy Speed –Minimum 26 PPM A4 5) Scanning - < = A4 Colour 6) Auto Duplex – Yes 7) Interface – USB 8) Printing Method -Monochrome Laser	7 Nos.