



## 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: [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

No. MBMA /MLAMP/PTW/29/2016/508(f)

Dated Shillong, the 11<sup>th</sup> December, 2018

**From**

Shri. RRBR Thabab

Additional Project Director,

MLAMP

Meghalaya Basin Management Agency

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

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

**REQUEST FOR QUOTATIONS FOR PROCURING MOTOR CYCLES & ACCESSORIES UNDER MLAMP**

Sir/Madam,

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

1. 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.
2. The quotations are invited for the following items. **Technical Specifications are provided at page # 5 and information on Inspections and Tests are provided at page#6**

| S# | Description | Total Quantity | Delivery Period                          |
|----|-------------|----------------|--|
| 1  | Motor Cycle | 36 Nos.        | 90 days from the date of purchase order. |

3. **Preparation of Quotations:** You are requested to quote for the above items 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.

4. **Validity of Quotations:** The quotation validity required is 90 days.

5. **Sealing and marking of Quotations:** Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for “Motor Cycle under MLAMP”** as reference above and **the Bidders Name**.
6. **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.
7. **Date of deadline: December 28, 2018; 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
8. **Opening:** Quotations will be opened on **December 28;** 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.

**Address for communication:**

**Attn:**

Shri RRBR Thabah  
Additional Project Director, MLAMP  
Meghalaya Basin Management Agency

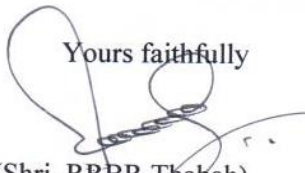
**Facsimile:** 0364-2522921; **Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

9. **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.
  - e). Have Qualified Service Engineers.
  - f). Have Spare Parts Stock
  - g). After Sales Services facilities in Shillong, Meghalaya. Facilities available in Guwahati, Assam will also be acceptable.
10. **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
11. **Technical Criteria:** The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
12. **Currency:** Quotations shall be priced in Indian Rupees only.

13. **Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
14. **Delivery:** Prices should be quoted as applicable for Shillong, Meghalaya.
15. **Duties and Taxes:** Goods imported into India under this project are not exempt from import duties and taxes.
16. **Rates:** It should be inclusive of all taxes till delivery destination.
17. **Delivery Schedule:** The insurance and registration of all 36 items should be completed within 90 days and the delivery 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.
18. **Warranty:** The period of validity of the Warranty shall be one year.
19. **Terms of Payment:**  
Payment shall be made within 90 days against submission of your Invoice and supporting documents following delivery of the Goods.
20. **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

Any resulting contract awarded shall be by placement of a Purchase Order.

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  
  
(Shri. RRBR Thabah)  
Additional 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) | Insurance (in INR) | Registration (in INR) | GST (in INR) | Total Price (in INR) |
|----|-------------------|----------------|------------------------|--------------------|-----------------------|--------------|----------------------|
| 1  | Motor Cycle       | 36 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

| ITEM NAME   | TECHNICAL SPECIFICATIONS  |
|-------------|---|
| Motor Cycle | TYPE: 4 stroke, Single Cylinder, Air Cooled<br>DISPLACEMENT(CC):124cc<br>Max Power: 6.9 W @7500rpm<br>Max Torque: 10.5 Nm @5500rpm<br>Starting Method: Kick/Self<br>ELECTRICAL: Battery: 12V,4 Ah MF, Head Lamp: LED/35 WHS1<br>CHASIS Frame: Under Bone<br>Wheelbase: Minimum 1200mm<br>Ground Clearance: Minimum 150mm<br>SUSPENSION: Front-Telescopic , Rear-Hydraulic/ Spring Shock<br>TYRE: Front- Tubeless, Rear- Tubeless<br>BRAKES: Front- Disc, Rear-Drum<br>FUEL TANK CAPACITY: Minimum 5Ltr<br>AIR FILTER: Paper/Foam Filter |

## **Inspections and Tests**

The following inspections and tests shall be performed:

**1. Inspection and tests prior to shipment of Goods and at final acceptance are as follows:**

- i. The inspection of the goods shall be carried out to check whether the goods are in conformity with the technical specifications attached to the purchase- order form and shall be in line with the inspection/test procedures laid down in the technical specifications and the General Conditions of contract. Following broad test procedure will generally be followed for inspection and testing of machine. The supplier will dispatch the goods to the ultimate consignee after internal inspection testing along with the supplier's inspection report, manufacturer's warranty certificate. The purchaser will test the equipment after completion of the installation and commissioning at the site of the installation. For site preparation, the supplier should furnish all details to the purchaser sufficiently in advance so as to get the works completed before receipt of the equipment. Complete hardware and software as specified in Technical Specifications should be supplied, installed and commissioned properly by the supplier prior to commencement of performance tests.
- ii. The acceptance test will be conducted by the purchaser/their consultant or any other person nominated by the purchaser, at its option. The acceptance will involve trouble- free operation for seven consecutive days. There shall not be any additional charges for carrying out acceptance tests. No malfunction, partial or complete failure of any part of hardware or excessive heating of motors attached to printers, drivers etc. or bugs in the software should occur. All the software should be complete and no missing modules/sections will be allowed. The supplier shall maintain necessary log in respect of the results of the tests to establish to the entire satisfaction of the purchaser, the successful completion of the test specified. An average uptake efficiency of 98% (to modify as considered appropriate for each case) for the duration of test period shall be considered as satisfactory.
- iii. In the event of the hardware and software failing to pass the acceptance test, the purchaser reserves the rights to get the equipment replaced by the supplier at no extra cost to the purchaser.

**2. Manuals:**

- i. Before the goods are taken over by the Purchaser, the Supplier shall supply operation and maintenance manuals of the goods and equipment. These shall be in such detail as will enable the Purchaser to install the hardware and software as stated in the specifications.
- ii. The manuals shall be in the ruling language (English) and in such form and numbers as stated in the contract.
- iii. Unless and otherwise agreed, the goods and equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

**3. Acceptance Certificates:**

- i. On successful completion of acceptability test, receipt of deliverables etc, and after the purchaser is satisfied with the working on the system, the acceptance certificate signed by the supplier and the representative of the purchaser will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the systems.

*PROFORMA OF CERTIFICATE FOR ISSUE BY THE PURCHASER AFTER SUCCESSFUL INSTALLATION AND STARTUP  
OF THE SUPPLIED GOODS*

No.

Date:

M/s.

Sub: Certificate of startup of the supplied Goods

1. This is to certify that the goods as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.

(a) Contract No. \_\_\_\_\_ dated \_\_\_\_\_

(b) Description of the Good \_\_\_\_\_

(c) Quantity \_\_\_\_\_

(d) Name of the consignee \_\_\_\_\_

(e) Date of start up and proving test \_\_\_\_\_

2. Details of accessories/spares not yet supplied and recoveries to be made on that account.

| <u>S. No.</u> | <u>Description</u> | <u>Amount to be recovered</u> |
|---------------|--------------------|-------------------------------|
|---------------|--------------------|-------------------------------|

3. The proving test has been done to our entire satisfaction.

4. The supplier has fulfilled his contractual obligations satisfactorily. \*

or

The supplier has failed to fulfill his contractual obligations with regard to the following:

(a)

(b)

(c)

(d)

5. The amount of recovery on account of non-supply of accessories and spares is given under Para No. 2.
6. The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated in endorsement of the letter.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation with Stamp \_\_\_\_\_

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\* Explanatory notes for filling up the certificates:

- (a) He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to Technical Specifications.
- (b) He has supervised the startup of the plan in time i.e., within the period specified in the contract from the date of intimation by the Purchaser in respect of the installation of the plant.
- (c) Training of personnel has been done by the supplier as specified in the contract
- (d) In the event of documents/drawings having not been supplied or installation and startup of the plant have been delayed on account of the supplier, the extent of delay should always be mentioned.