

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Equipment for PRIME (Rural) HUB*

RFQ No: MBMA/PRIME/RURAL/12/2020-21/881

S#	Description	Date & Time
1	Date of Issue of RFQ	March 16, 2021
2	Last Date and Time of submission of RFQs	March 30, 2021 at 1600 Hrs.
3	Opening of RFQs	March 30, 2021 at 1630 Hrs.



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

MBMA/PRIME/RURAL/12/2020-21/881

Date: 16th March, 2021

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATION FOR SUPPLY OF OFFICE EQUIPMENTS FOR PRIME (RURAL) HUB, MBMA

Government of Meghalaya is implementing the Promotion and Innovation of Market Driven Enterprises (PRIME) Meghalaya and intends to procure the below following Office Equipments for which this invitation for quotation is issued.

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

***Detailed Specifications given at Annexure - 1**

S#	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
# 1	Laptop	3	Within 30 Days	Y
# 2	Laserjet Color Scanner	1		Y
# 3	Laserjet Printer	1		Y
# 4	Pendrive	2		N

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest (c) shall not have been blacklisted or suspended by State Government.
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 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:** Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong - 793003
4. **Quotation Price**
 - a) The bidder must mention the items that they are offering. However the quantity offered should be 100% of the requirement for the quoted item. Corrections, if any, shall be made by crossing out, initialling, 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". Quotations with no proper technical specifications/catalogues are likely to be disqualified.
 - h) All Printers should be eco-friendly taking into consideration the life-cycle of the printer. The toners/cartridges should be easily available and economical.

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. 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 as per the items 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 for all the items as a package; 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 and who has offered the lowest evaluated quotation price for that respective item. The announcement for this assignment will be published in www.mbd.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

02c

the award of contract. The numbers against each item may increase or decrease by 10 to 15 percent at the time of issuing the Purchase Order.

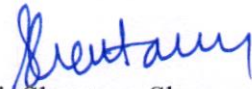
- b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

9. Payment shall be made with 60 days after delivery of the goods.

10. Normal commercial warranty/ guarantee of minimum 1 years shall be applicable to the supplied goods. (extended warranty if required will be mentioned in the technical specifications.)

11. You are requested to provide your sealed quote latest by 1600 hours on March 30, 2021. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on March 30, 2021. Late quotes will be rejected.

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



Name: Shri. Shantanu Sharma, IAS

Address: Meghalaya Basin Management Agency, Office of Meghalaya Basin Development Authority, Upper Nongrim Hills, Shillong – 793003; Meghalaya

Tel. No.: 0364 -2522921

Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION *

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement)	Qty.	Unit	Quoted Unit Rate 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
# 1								
# 2								
# 3								
# 4								
Total								

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 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

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.)
# 1					
# 2					
# 3					
# 4					
			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 minimum 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: Shantanu Sharma, IAS
Designation: Executive Director, MBMA
Place: Shillong, Meghalaya

SPECIFICATIONS

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & brand and model offered.
1	Laptop	<ul style="list-style-type: none"> • Processor: Core i7 11th Gen , • RAM: 8GB RAM, 512GB SSD, • Intel Iris Xe Graphics, • Windows 10, MS office Home Student 2019, • Display: 14” inch touch Display • With charger, standard backpack and accessories • Three years warranty 	3	
2	Laserjet Color Scanner	<ul style="list-style-type: none"> • Function: Print, copy, scan , fax, wireless • Print: Speed - One A0 Sheet Per 30 sec to 1 Minute Resolution - 2400 x 1200 dpi Line accuracy- + 0.1% Applications - Line drawings, Renderings, Presentations, Maps, Photographs • Scan- Straight through scan paper for sheet and cardboards Speed 190 mm/s for grayscale and 62 mm/s for colour [minimum] Resolution 600 dpi Calibration sheet to be included in the scope of supply <p>Warranty: Two year Comprehensive on-site warranty</p>	1	
3	Laserjet Printer	<ul style="list-style-type: none"> • Connectivity - USB, Power: Input voltage 110 to 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 3.5 amps; 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 2 amps" ; • "Compatible Operating Systems: Windows 2000; Windows XP Home; Windows XP Professional • Page size supported - A4, A5, A6, B5, C5, DL, postcards ; Duplex Print - Manual ; Print resolution - Up to 600 x 600 DPI (1200 DPI effective output) • Duty Cycle (Maximum monthly recommended prints) - Up to 5,000 pages per month • Warranty: Two year Comprehensive on-site warranty 	1	
4	Pendrive	<ul style="list-style-type: none"> • Storage size- 64GB 	2	