



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003
(Reg No. SR/MBDA - 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)

STATE CAPABILITY ENHANCEMENT PROJECT (SCEP)

Request For Quotation (RFQ)
FOR
Procurement of Office Furniture and Equipment for Extended
SCEP Office, Tura

**Development Commissioner,
State Capability Enhance Project (SCEP)
Government of Meghalaya**



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REQUEST FOR QUOTATION

Procurement of Office Furniture and Equipment for Extended SCEP Office, Tura

Purchaser: Meghalaya Basin Development Authority (MBDA)

**Contract title: Procurement of Office Furniture and Equipment for Extended SCEP Office,
Tura**

RFQ No: MBDA/SCEP/2022-23/1217

S#	Description	Date & Time
1.	Date of Issue of RFQ	20 th September, 2023
2.	Last Date and Time of submission of RFQs	4 th October 2023 at 1400 Hrs.
3.	Opening of RFQs	4 th October 2023 at 1430 Hrs.



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MBDA/SCEP/02/2022-23/1217

Dated: Shillong, the 20th September, 2023

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT FOR EXTENDED SCEP OFFICE, TURA

To

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Office Furniture and Equipment for Extended SCEP Office

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

<u>Sl#</u>	<u>Brief Description of the Goods</u>	<u>Qty</u>	<u>Delivery Address</u>	<u>Delivery Period</u>
1.	Smart TV with Accessories	1	O/o Divisional Commissioner, Tura, G59M+RV3, Holy Cross Hospital - Dakopgre Rd, Tura, Meghalaya- 794101	30 Days
2.	Mini Portable Projector (Quantity-1)	1		
3.	Multi-Function color printer	1		
4.	Air Conditioner	1		
5.	Office Chairs	6		
6.	Office Table	6		



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Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSUs 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 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 of Items:** O/o Divisional Commissioner, Tura, G59M+RV3, Holy Cross Hospital - Dakopgre Rd, Tura, Meghalaya- 794101
4. **Consignee Address (and Quotations Delivery):** Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.
5. **Quotation Price**
 - a. The quantity offered should be 100% of the requirement for the quoted amount. 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. Bidders must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures
 - f. Bidders to submit their quotations after inspection of the new office space and have understood the requirements
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.



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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. 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.
 - c. 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.
 - d. Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2020 – 2023)
 - e. Audited Financial Statements of last three years (2020 – 2023) demonstrating the average annual turnover of INR 1 Lakh
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 the terms and conditions and specifications.
 - c. Any historical information, if required may be asked from the bidders during evaluation of quotes
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.
 - 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 1400 hours on 4th October, 2023. Quotations that have been submitted on or before time will be opened at 1430 hours on 4th October, 2023. Late quotes will be rejected.**



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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 by 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/

Name: Development Commissioner Government of Meghalaya, SCEP

Address: Room 201, Additional Secretariat Building, IGP

Shillong- 793001

Email: developmentcommissioner2022@gmail.com



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ANNEXURE-I

Items & Quantity	Type	Specifications	
Smart TV with accessories (Quantity -1)	TV Type: Smart TV with Built in Speakers, Wall Mounted		
	Screen Type	QLED Screen	
	Screen Size	50 – 55 inches	
	Screen Solution	4K, 3840 x 2160 or better	
	Aspect Ratio	16:9	
	Refresh rate	100Hz or better	
	Viewing Angle	178°	
	Video		
	Upscaling	Yes	
	Supported Video Formats	WMV, PS, MPG, M2TS, MPEG, DIVX, MPEG-PS, MP4, AVI, MKV, ASF, MOV, FLV, VRO, VOB, SVI	
	Audio		
	No of Speaker	At least 2 Nos	
	Total Speaker Outputs	40 W or more	
	Features	Powerful Speakers with Dolby Atmos	
	Picture		
	Supported Picture Formats	JPG, PNG, BMP, MPO, JPS, JPEG, GIF, TIFF, RAW	
	Connectivity	USB, HDMI, Ethernet, Bluetooth & Wireless Display, Screen Mirroring/Miracast	
	USB Ports	Min 2 Nos	
	HDMI Ports	Min 3 Nos	
	RF Input	1 Port	
	Headphone/Speaker port	1 Port	
	Power Requirements	AC 220-240 V~ 50/60Hz	
	Features & Supported apps	Built-in Voice Assistant, Google TV, Far-Field Voice Interaction, Universal Guide, Media Home, Mobile Camera Support&Netflix, Prime Video, YouTube, etc.	
Warranty	1 Year		
MAF	Required		
Accessories: Camera and Microphones			
Compatibility	Should be Compatible with the above TV		



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	Camera Type	Audio & Motion Sensor Camera
	Rotation	360 degrees
	Recording Quality	Should be able to record high Quality videos at least 1080p with Autofocus
	Audio Quality	Should be able to record voices for an office Meeting with noise cancellation, high audio quality.
	Warranty	1 Year.
Mini Portable Projector (Quantity-1)	Technology	single-chip LCD
	Brightness	2400 Lumens or better
	Contrast Ratio	2000:01:00
	Projection	3 LCD
	Native Resolution	800x480
	Max Resolution	1280 x 480
	Ultra-Short Throw	Yes
	Native Aspect Ratio	720p, 1080i, 1080p/60, 480p, 480i
	Lamp Life	40,000 hours or more
	Audio	2W x 2
	Warranty	1 year
	Connectivity	USB Port, HDMI or more
Multi-Function Colour Printer (Quantity-1)	Printer	Print, Scan, Copy, Fax with ADF, Inkjet printer
	Usage	Office use
	Duty Cycle (Monthly)	3000 pages
	Display panel	Yes
	Input Tray	2 at least with 50 sheets capacity
	Borderless Printing	Yes
	Print	
	Resolution	5760 x 1440 dpi or better
	Speed	15 ppm (Color) / 25 ppm (Mono) or better
	Paper Type	A4, LTR, Legal
	Scan	
	Optical Scanning Resolution	2400 x 1200 dpi or better
	Scan Area	216 x 297 mm or better
	Scan Method	CIS
	Bit depth	48 bits (Color) / 16 bits (Mono) or better
	Input	24 bit (Color) / 8 bits (Mono) or better
	Output	
	Output Type	Searchable PDF, PDF, JPEG etc
	Copy	



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	Resolution	600 x 600 dpi or better
	Speed (Mono/Colour)	5 ipm / 3.8 ipm or better
	Compatibility	Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 / 2008 / 2012 / 2016 / 2019, Windows 10 & 11 Mac OS X 10.6.8 or later
	Connectivity	USB, Wifi and Ethernet
	Warranty	12 months onsite
	MAF	Required
Air Conditioner (Quantity-1)	Capacity	1.5 Tons Inverter AC or more
	Condenser	Copper Condenser
	Power Consumption	Should be less than 2000 W and Indian Standard, Single Phase
	Refrigerant	R32
	Feature	Anti corrosion, copper heat exchanger, Coanda Airflow technology
	Usage	Office use, for rooms 150 to 180 sqft
	Air conditioner type	Split
	Installation Type	Wall Mount
	Energy Rating	5 Star BEE Rating with Power Saving Mode ISEER rating of 5.16 W/W
	Warranty	1 Year Comprehensive warranty, 10 Years Warranty on Compressor
	Weight	Less than 14 Kg
	Convertible modes	Yes
	Types of sensors	Temperature sensor/ADC sensor/Human sensor
	Inverter Technology	Yes
	Cooling capacity	4800 W or better
	Compressor type	Hyper tropical twin rotary Compressor/Neo Swing Compressor/Twin Rotary Compressor/High EER rotary BLDC/Dual rotary compressor
	Noise level (Indoor/outdoor)	47/53 or better
	Filters	PM 2.5 filter/ PM 0.1 filter/ Clean Filter
	Air Flow	4-way air flow/ 3D airflow/ Cross Air flow
	Connecting Pipe	Copper pipe
Pipe length	3 Meters or more	
Controls	Remote Control	
Smart Air conditioner function	Optional	



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Office Chairs (Quantity-6)	Mid Back Office Chairs with arm rest (modern/contemporary) Dimension: (76 X 76 X 91) in cm (W X D X H) with seating height of 46 cm. Adjustable tilt tension and seat height. Revolving & Tilts: Chair should have a full 360° revolving facility back tilt facility & Upright position locking facility. Fabric: The cushioned seat assembly should consist of seat base moulded in glass-filled poly-amide moulded polyurethane foam and upholstered with high stretched knitted polyester fabric. The cushioned back assembly should consist of back inner moulded in polypropylene in-situ moulded with polyurethane foam & upholstered with high stretch knitted polyester fabric Warranty: Minimum 2 Year
Office Table (Quantity- 6)	Office Table with caster wheels Dimension: 60D x 90W x 75H centimetres Top Material: Engineered wood Finish Type: Powder Coated Weight -10 – 15 Kg Warranty- 1 Year



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FORMAT OF QUOTATION

Sl. No.	Description of Goods	Unit	Quoted Unit Rate 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
1	Smart TV With Accessories	1				
2	Mini Portable Projector (Quantity-1)	1				
3	Multi Function color printer	1				
4	Air Conditioner	1				
5	Office Chairs	6				
6	Office Table	6				

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

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#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
3					
4					
5					
6					
	Total				

1. Delivery Period: 30 Day(s) from the date of issue of this supply order.
2. Place of delivery: As mentioned in Clause 3 of T&C
3. Consignee Address: Commissioner of Divisions Office, G59M+RV3, Holy Cross Hospital – Dakopgre Rd, Tura, Meghalaya- 794101
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 Month(s) from the date of delivery and acceptance.



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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:

Development Commissioner Government of
Meghalaya, SCEP
Shillong, Meghalaya

Place: Shillong, Meghalaya