



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)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST ENHANCEMENT IN
MEGHALAYA (MegLIFE)**

**Request For Quotation (RFQ)
FOR
Procurement of batteries and carrying bags**

**Additional Project Director
MegLIFE
Meghalaya Basin Development Authority (MBDA), Shillong**



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REQUEST FOR QUOTATION

Procurement of batteries and carrying bags

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Batteries and carrying Bags*

RFQ No: *MBDA/MegLIFE/2023-24/*

S#	Description	Date & Time
1	Date of Issue of RFQ	6th January, 2023
2	Last Date and Time of submission of RFQs	19th January, 2024 at 1600 Hrs.
3	Opening of RFQs	19th January, 2024 at 1630 Hrs.

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MBDA/MegLIFE/2023-24/

Dated:6th January, 2024**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF BATTERIES AND CARRYING BAGS**

To

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of batteries and carrying bags

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**

Lot#	Brief Description of the Goods	Qty	Consignee Address	Delivery Period
1	Batteries	11	As mentioned in T&C Cl. 4	20 days
2	Battery carrying bag	2		

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 State/Central Government/PSU's 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:**

Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.
- 4. Consignee Address (and quotation Delivery Address):**
Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.



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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) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures.
- f) 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.

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.

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. 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.
- e. 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)
- f. Audited Financial Statements of last three years (2020 – 2023) demonstrating the average annual turnover of INR 12 lakh



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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 to 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. The announcement for this assignment will be published in www.mbda.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 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 1600 hours on 4th January, 2024. Quotations that have been submitted on or before time will be opened at 1630 hours on 4th January, 2024. Late quotes will be rejected.
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 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.

Name: Shri. Gunanka DB, IFS

Address: Community-Based Forest Management and
Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority (MBDA),
MegLIFE office 2nd Floor, Shalom Building,
Lower Lachumiere. Shillong– 793001

Tel. No.: +913643510190

Email: mbdaprocurement@gmail.com



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FORMAT OF QUOTATION

Lot No.	Description of Goods	Unit	Quoted Unit Rate ¹ 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	Batteries	11				
2	Battery carrying bag	2				

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

¹ 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 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	Batteries		11		
2	Battery carrying bag		2		
Total					

1. Delivery Period: 20 day(s) from the date of issue of this supply order.

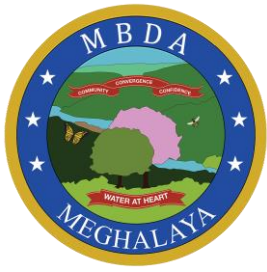
2. Place of delivery: Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.

3. Consignee Address: Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.

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.

6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.



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7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)

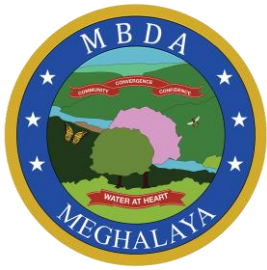
Date:

Name: Shri Gunanka D.B, IFS

Designation: Additional Project Director &
Executive Director,

MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya



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Annexure I

Lot No	Product Features	Specifications	QTY required
1	Power	3850mAh or better	11
	Modes	Charging	
	Weight	130g or lesser	
	Features	Charging	
	Color	Any	
	Compatible Model	Mavic 2 Pro/Zoom	
2	Compatible with	Mavic 2 Pro and Mavic 2 Zoom drones.	2
	Dimensions:	17.5 × 12.5 × 21 cm	
	Maximum weight:	3 kg or lesser	