



**MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

C/o Meghalaya State Housing Financing Cooperative Society,  
Upper Nongrim, Shillong, East Khasi Hills District,  
Meghalaya – 793003 (CIN No. U75144ML2012NPL008509)



PRIME Start Up Hub,  
J.N. Stadium, Polo,  
Shillong, Meghalaya.  
PIN: 793001  
Email ID:  
prime.urbanshillong.mbma  
@gmail.com

PLN/MBMA/14630/2025/NF/ 816 .

Dated: Shillong, 11<sup>th</sup> November, 2025

**MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA) PRIME HUB J.N.  
SPORTS COMPLEX, POLO SHILLONG - 793001**

**(Request for Quotation)**

PRIME HUB, Shillong, under the Meghalaya Basin Management Agency (MBMA), invites a Quotation from an authorized Supplier to indicate their interest in providing a Quotation for the Procurement of **Laptops** for the office of PRIME HUB, J.N Sports, Complex Polo, Shillong.

**The Details can be downloaded online at [www.mbda.gov.in](http://www.mbda.gov.in)**

The RFQ responses must be submitted in a sealed envelope to the Executive Director, Meghalaya Basin Management Agency, C/o PRIME HUB, J.N Sports, Complex Polo, Shillong. The last date for submission of RFQ is by **the 13<sup>th</sup> of January, 2026 by 4:00 PM**. For details, please visit <http://www.mbda.gov.in>

Sd/-  
(Smti. Saloni Verma, IAS)  
ED,MBMA  
PRIME Hub, Shillong.

## **REQUEST FOR QUOTATION (RFQ)**

**for**

### **Procurement of Laptops**

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)*

**Contract title:** *Procurement of Office Laptops for PRIME HUB,  
SHILLONG*

<b>Some important details related to the RFQ</b>		
<b>Sl No</b>	<b>Description</b>	<b>Date &amp; Time</b>
1	RFQ No	<b>PLN/MBMA/14630/2025/NF/ 814</b>
2	Date of Issue of RFQ	11 <sup>th</sup> December 2025
3	Last Date and Time of submission of RFQ	13 <sup>th</sup> January 2026 at 16:00 Hrs.
4	Opening of RFQs	14 <sup>th</sup> January 2026 at 16:00 Hrs.
5	Mode of submission of RFQ	Hard copies of the quotation should be submitted
6	Authority	Executive Director, MBMA
7	Address for communication/ submission of RFQ	PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong-PIN-793001 Tel. No.:9077826559



GOVERNMENT OF MEGHALAYA



**MEGHALAYA BASIN MANAGEMENT AGENCY  
PRIME START UP HUB**

PLN/MBMA/14630/2025/NF/814

Date: Shillong, 11<sup>th</sup> December 2025

**Notice Inviting Quotation (NIQ)**

PRIME Meghalaya, Meghalaya Basin Management Agency (MBMA), Shillong invites RFQs from qualified bidders for supply of Laptops as per the quantity and specification mentioned under **Annexure I**.

- i. The bidders may download the detailed RFQ document from [www.mbda.gov.in](http://www.mbda.gov.in).
- ii. The quotations must be submitted on or before the Due Date.
- iii. Bidders must submit quotations for all categories, covering 100% of the specified quantities. Bids that do not include complete quotations for every category will be rejected. The evaluation will be conducted based on the total quoted amount across all categories, excluding GST.
- iv. The L1 bidder will be determined based on the lowest total amount quoted (excluding GST). GST should be quoted separately, as per the format provided in the enclosed financial bid submission template at **Annexure II**.
- v. Quotation validity: A quotation shall remain valid for a period of 90 (ninety) days after the due date of submission of quotation. A quotation that is valid for a shorter period shall be rejected as nonresponsive.
- vi. The Bidders shall be solely responsible for checking the above website for any Corrigendum/Addendum/Amendment issued subsequent to publication of this NIQ and take the same into consideration while preparing and submitting their RFQs.

Sl.No	Brief Description of the Goods	Qty	Delivery Period	Installation required	Specification (s)
1	Laptop (Core i5)	14	20days	Yes	Please refer <b><u>Annexure I</u></b>
2	Laptop (Core i7)	5			
3	Laptop (10 Core)	3			

**Sd/-**

**Name:** Smti. Saloni Verma, IAS.

**Address:** PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong Meghalaya Basin Management Agency

PIN: 793001

**Tel. No.:**

**Email:** [prime.urbanshillong.mbma@gmail.com](mailto:prime.urbanshillong.mbma@gmail.com)

## Terms and Conditions:

1. **Clarifications & Amendments:** Bidders may submit any queries regarding the clarification of the RFQ document within 2 days from the date of publication of this Request for Quotation (RFQ) to [prime.urbanshillong.mbma@gmail.com](mailto:prime.urbanshillong.mbma@gmail.com). Responses to the queries, along with any amendments to the RFQ, will be uploaded on [www.mbda.gov.in](http://www.mbda.gov.in) for the information of all bidders. Bidders are advised to regularly check the website for updates, including any amendments to the terms and conditions and notifications regarding the award of the contract.
2. **EMD:** Bidders must submit an EMD of **INR 40,000/-** (Rupees Forty Thousand only) in the form of DD/Banker's Cheque or a Bank Guarantee from a schedule commercial bank in an acceptable form in favor of **PRIME - MBMA**, Payable at Shillong, Meghalaya. Original copy of the EMD must be submitted along with the RFQ. The EMD should remain valid for a period of 45 (forty-five) days beyond the final bid validity period. Quotations submitted without the original EMD will be summarily rejected.
3. **Bid Submission:** The bidders can submit their quotation in hard copies at the **PRIME Start Up Hub, Meghalaya Basin Management Agency, Jawaharlal Nehru Sports Complex, Polo, Shillong-793001**. All the documents in compliance with the RFQ including the financial bid & original copy of the EMD should be submitted in a Single Envelope.
4. **Place of Delivery:** All items under the RFQ shall be delivered at **PRIME Start Up Hub, Shillong, Jawaharlal Nehru Sports Complex, Polo, Shillong-793001**.
5. **Quotation Price:** The price quotation must be submitted in the format prescribed in **Annexure II**. Quotations submitted in any other format will not be considered.
  - a) The goods 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, other levies payable shall be included in the total price.
  - c) Goods and Service Tax (GST) should be indicated separately.
  - d) The rates quoted by the bidder is inclusive of Supply, Installation and 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 quotation/schedule at **Annexure II**.
  - g) 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 Bidder:

Sl No	Criteria	Criteria details	Documentary evidence
1	Bid Security/ EMD	Bidders must submit an EMD of <b>INR 40,000/-</b> (Rupees Forty Thousand only) in the form of DD/Banker's Cheque or a Bank Guarantee from a schedule commercial bank in an acceptable form in favor of <b>PRIME-MBMA</b> , Payable at Shillong, Meghalaya	Original Copy of the EMD
2	Legal Status of the Bidder	The bidder must be a legally registered entity under Indian law, such as: <ul style="list-style-type: none"> <li>• Private Limited Company</li> <li>• Public Limited Company</li> <li>• Limited Liability Partnership (LLP)</li> <li>• Partnership Firm</li> <li>• Sole Proprietorship</li> <li>• Trade License</li> </ul>	Attested copy of Incorporation Certificate issued by the Companies Registrar/concerned authority or any other certificate/document issued by government department in connection with proof of establishment or Registration
3	Bidder must have GST registration certificate issued by competent authority.	The bidder shall have applicable and valid registrations with statutory authorities such as PAN, GST	Attested copy of PAN, GST Registration
4	Past experience	The bidder must have a minimum of three years of experience (FY 2022-23, 2023-24, and 2024-25) in supplying of laptops/desktops to government departments or public sector undertakings (PSUs) in Meghalaya.	The bidder must submit one work/supply order for each of the three financial years. Accordingly, a total of three work/supply orders must be submitted.
5	Blacklisting & non-conviction	The bidder must not have been blacklisted by any government department, public sector undertaking (PSU), or other public authority.  A Bidder in the last 03 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or their Associate, as the case may be, nor has been expelled from any Project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder.	Self-declaration must be submitted in the letter-head of the bidder
<p><b>Note: Bidders must submit all required documents in accordance with the criteria specified under the Qualification of Bidders section. Failure to submit the supporting documents in accordance with the Qualification of Bidder criteria will be deemed non-responsive, resulting in the rejection of the quotation</b></p>			

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission of RFQ.
8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e. which
  - i. Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped on all the pages.
  - ii. Confirm to the terms & conditions and specifications.
  - iii. Any historical information, if required may be asked from the bidders during evaluation of quotations.
9. **Award of contract:** The Purchaser shall issue the supply order to the bidder whose quotation is found to be substantially responsive and who has offered the lowest evaluated price. In the event that two bidders quote the same amount in their financial bids, the contract shall be awarded to the bidder having a higher number of supply or work orders received from any Government Department or PSU in Meghalaya during the last three financial years (2022–23, 2023–24, and 2024–25). If both bidders have the same number of work orders, the contract shall be awarded to the bidder with the highest cumulative value of those work orders. In case the cumulative values are also identical, the successful bidder shall be selected through a draw of lots.
  - a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all quotations, and to cancel the procurement process at any stage prior to the award of the contract. The quantity of each item is subject to a variation of  $\pm 15\%$  at the time of issuing the Supply/Purchase Order.
  - b) The bidder whose quotation is accepted will be notified by the Purchaser through the issuance of a Supply Order before the expiry of the quotation validity period. The terms and conditions of the accepted quotation shall be incorporated into the Supply Order (a sample format is attached at **Annexure III**).
10. Payments shall be released on successful completion of delivery and subject to acceptance of deliverable by the Purchaser within 30 working days. No Advance payment shall be made.
11. Normal commercial warranty/ guarantee of minimum 1 year shall be applicable to the supplied goods.
12. The EMD of unsuccessful bidders will be released within 15 days from the date of issuance of the Supply Order to the L1 bidder. However, the EMD of the successful bidder/L1 bidder will be retained by the Purchaser and shall be released within 10 days after the successful completion of the delivery.
13. Sealed quotations must reach latest by 1600 hours on **13<sup>th</sup> January 2026**. Quotations received after the due date, shall be rejected.
14. **Liquidated Damage:** In the event that the L1 supplier fails to deliver the goods within the stipulated delivery period, the Purchaser may, without prejudice to any other rights or remedies available under the contract, impose liquidated damages at the rate of 0.5% of the value of the delayed goods for each week of delay or part thereof, subject to a maximum of 2% of the total contract price. Upon reaching the maximum limit, the Purchaser reserves the right to cancel/terminate the supply/work order. Liquidated damages may be recovered by forfeiting the Earnest Money Deposit (EMD).
15. **Forfeiture of Bid Security and Reallocation of Award:** In the event that the L1 (lowest quoted) bidder fails to supply the Goods in accordance with the terms and conditions of the RFQ or refuses

to accept the Purchase Order, the Bid Security submitted by the L1 bidder shall be forfeited without any further notice. Subsequently, the opportunity to supply the Goods may be offered to the L2 bidder, provided that the L2 bidder agrees to match the price quoted by the L1 bidder. If the L2 bidder does not agree, the same opportunity shall be extended to the L3 bidder, and thereafter to the L4 bidder, and so on, in the order of their ranking, until the requirement is fulfilled. The decision of the Purchaser in this regard shall be final and binding on all participating bidders.

**Sd-/**

**Name:** Smti. Saloni Verma, IAS.

**Address:** PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong Meghalaya Basin Management Agency

**PIN:** 793001

**Tel. No.:** 9077826559

**Email:** [prime.urbanshillong.mbma@gmail.com](mailto:prime.urbanshillong.mbma@gmail.com)

**(Annexure I)**

<b>S#</b>	<b>Item</b>	<b>Specification</b>	<b>Total Quantity</b>
# 1	Core i5	i5-1335U/Win 11 + Office H&S 2021/ 16GB RAM/1TB SSD/Intel® Iris® Xe Graphics/14.0" FHD+ WVA AG Non-Touch with Comfort View Support 250 nits Backlit Keyboard + Fingerprint Reader/Platinum Silver /Backpack/1 Year Warranty.	14
# 2	Core i7	(Ryzen Processor Latest) Ryzen 7/AI350/16GB/1TB/14" FHD Display/ Win 11+MS Office/Backpack.	5
# 3	Core 10	10-Core CPU 10-CoreGPU, 16GBUnified Memory 512GB SSD Storage <sup>1</sup> · 16-core Neural Engine · 35.97 cm (14.2") Liquid Retina XDR display <sup>2</sup> Three Thunderbolt 4 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port · Magic Keyboard with Touch ID · Force Touch trackpad · 70W USB-C Power Adapter	3

**ANNEXURE II: FORMAT OF PRICE QUOTATION \***

Sl. No.	Description of Goods	Brand Name and Specifications	Qty.	Quoted Unit Rate at destination in Rs.	Total amount (without GST)	GST amount in Rs.	*Total Price per line item at Destination inclusive of GST	
							In Figures	In Words
(a)	(b)	(c)	(d)	(e)	$f=d*e$	g	$h=g+f$	
1			14					
2			5					
3			3					
<b>Grand Total (in figures)</b>								
<b>Grand Total (in words)</b>								

**Gross Total Cost: Rs. ....**

We agree to supply the above goods in accordance with the technical specifications as specified under **Annexure I** for a total contract price of Rs .....(Amount in figure) (Rs.....(Amount in words) within the period specified in the Request for Quotations (RFQ).

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:**



