



**MEGHALAYA BASIN DEVELOPMENT AUTHORITY**  
**(MBDA)**

**THE INSTITUTE OF NATURAL RESOURCES**  
**MEGHALAYA**

**Request For Quotations (RFQ)**

**For**

**Procurement of Aroma Mission Display Boards**

## REQUEST FOR QUOTATIONS

### "Procurement of Aroma Mission Display Boards" under MINR, MBDA

**Purchaser:** *The Institute of Natural Resources Meghalaya, MBDA*

**Contract title:** *Procurement of Aroma Mission Display Boards under  
MINR, MBDA*

**RFQ No:** *Bio/Resour/2024/560*

<b>S1#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>12<sup>th</sup> June, 2024</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>26<sup>th</sup> June, 2024 at 1400 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>26<sup>th</sup> June, 2024 at 1430 Hrs.</b>



Ref No: Bio/Resour/2024/560

Date: 12<sup>th</sup> June, 2024

## INVITATION FOR QUOTATIONS FOR PROCUREMENT OF AROMA MISSION DISPLAY BOARDS UNDER MINR, MBDA.

To

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of Aroma Mission Display Boards under MINR, MBDA.**

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**

Sl#	Brief Description of the Goods	Consignee Address	Delivery Period
1	Display Boards	As mentioned in T&C Cl.4	Within 30 Days

### 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](http://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. **Bid Submission:** The bidders can submit their quotation in **Hard Copy** at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.

4. **Place of Delivery:**

O/o The Institute of Natural Resources,  
Meghalaya Basin Development Authority (MBDA),  
3<sup>rd</sup> Floor, Shalom Building, Lower Lachumiere, Shillong,  
East Khasi Hills District.  
Pin code: 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) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the name/brand/model 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". 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. **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.
8. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
9. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which as per the criteria mentioned hereunder:
  - (a) Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped on all the pages.
  - (b) Confirm to the terms and conditions and specifications.
  - (c) GST/Taxes 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.
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](http://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 Purchase 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.
  12. You are requested to provide your sealed quote latest by 1400 hours on 26<sup>th</sup> June, 2024. Quotations that have been submitted on or before time will be opened at 1430 hours on 26<sup>th</sup> June, 2024. Late quotes will be rejected.
  13. Payments shall be made within 30 days after the delivery of the goods.
  14. We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

**Executive Director, MINR**

**FORMAT OF QUOTATION\***

Sl. No.	Description of Goods	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	Display Boards	30				

**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**



## PURCHASE ORDER

To:

M/s

.....  
.....

Dear Sir,

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#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Display Boards		30		
			Total		

1. Delivery Period: ..... Day(s) from the date of issue of this supply order.
2. Place of delivery .....
3. Consignee Address: .....
4. If the product provided fails to meet the verification process the PO will be cancelled and order will be issued to the next qualified bidder.
5. Extended Warranty/Guarantee shall be ..... Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 10 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:

Executive Director, MINR



Specifications for "Procurement of Aroma Mission Display Boards Under MINR, MBDA"			
Sl No	Item	Qty	Specifications
1	Display Boards	30	<p><b>Dimension of Signage:</b></p> <p><b>Size:</b> 2*3 ft <b>Thickness:</b> 5mm</p>
			<p><b>Material:</b></p> <p><b>Frame:</b> Galvanised steel (8mm thickness). <b>Signboard Panel:</b> Aluminium composite panel (ACP) with UV-resistant Coating.</p>
			<p><b>Design and Graphics:</b></p> <p><b>Background Color:</b> Top-Pantone 14-0760 Tpg Cyber Yellow Color  #FDD20E. Bottom-Green pantone 356 C colour. Text-White colour. <b>Text:</b> High-contrast, easy-to-read fonts (Helvetica). <b>Logos:</b> INR Logo and Government of Meghalaya Logo.</p>
			<p><b>Mounting and Installation:</b></p> <p><b>Posts:</b> Galvanized steel for stability and durability. <b>Installation:</b> Typically mounted with concrete footings for stability. <b>Height from Ground:</b> Standard height is around 5-6 feet for easy visibility, but this can be adjusted based on location and audience.</p>
			<p><b>Durability and Maintenance:</b></p> <p><b>Durability:</b> Designed to withstand outdoor conditions, including weather-resistant materials and coatings. <b>Maintenance:</b> Minimal maintenance required, occasional cleaning with mild soap and water to remove dirt or debris. Easy to clean surface with anti-graffiti coating.</p>