

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

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

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

Request For Quotations (RFQ)

FOR

Procurement of Office Equipment for IVCS Office under MegLIFE

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

REQUEST FOR QUOTATIONS

Procurement of Office Equipment for IVCS Office under MegLIFE

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Office Equipment for IVCS Office under MegLIFE*


RFQ No: *PLN/MBDA/09864/2025/NF/*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	4th June, 2025
2	Last Date and Time of submission of RFQs	18th June, 2025 at 1600 Hrs.
3	Opening of RFQs	18th June, 2025 at 1630 Hrs.

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Ref No: PLN/MBDA/09864/2025/NF

Dated: 4th June, 2025

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE EQUIPMENT FOR IVCS OFFICE UNDER MEGLIFE

To

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Office Equipment for IVCS Office under MegLIFE.

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 No	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
1	Desktop (including CPU, UPS)	75	As mentioned in T&C CL 4	30 Days
2	Printer	75		
3	Fireproof Cash Locker	75		

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall be a Citizen of India; (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document send your queries and clarification at meqlife.procurement@gmail.com, 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. Bid- Submission of Quotations:** 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 of items:**

SI No.	District	Block	No. Desktop	No. Printer	No. Fireproof Cash Locker	BPMU Office address
1	EKH	Mawryngkneng	2	2	2	Block Project Management Unit (BPMU) MBDA, Mawryngkneng C&RD Block Pin: 793021 Contact no-9089187497
2		Mawkynrew	1	1	1	Office of the block Project Manager, Mawkynrew Block Jongksha, Mawpun Pin: 793015 Contact no-8974520162
3	EWKH	Mairang	7	7	7	Office of the DPMU Mairang, EWKH, Pyndenumiong, Near Apex Bank, Pin: 793120 Contact no-8974025761
4	SWKH	Mawkyrwat	1	1	1	Office of the DPMU Mawkyrwat, Laitlawsang, SWKH, Mawkyrwat, Pin:793114 Contact no-8837382489

6	Ri-Bhoi	Umsning	2	2	2	Block Project Management Unit (BPMU) Umsning, Umsaitsning near PHE office Contact no-8575418340
7	EJH	Saipung	2	2	2	Latyrke Socio Cultural Club, Block Project Management Unit (BPMU) MegLIFE PIN: 793200 Contact no-8256963296
8	WJH	Thadlaskein	6	6	6	Block Development Office, Thadlaskein, West Jaintia Hills- For Thadlaskein. Basin Development office, Ladthadlaboh, Jowai Contact no-9436701168
9		Laskein	5	5	5	Office of the District Project Management Unit (DPMU) MBDA, Ladthalaboh. Near DMHO Office Contact no-6395520168
10	WGH	Rongram	2	2	2	Office of the Block Development Officer Rongram C&RD Block West Garo Hills- 794002 Contact no-8794288420
11		Tikrikilla	4	4	4	Office of the Block Development Officer Tikrikilla C&RD Block West Garo Hills- 794109 Contact no-8974262195
12		Dalu	2	2	2	Office of the Block Development Officer Dalu C&RD Block West Garo Hills- 794103 Contact no-9862290289
13		Gambegre	3	3	3	Office of the Block Development Officer Gambegre C&RD Block West Garo Hills- 794005 Contact no-6909056456

16	SGH	Gasuapara	2	2	2	Office of the Block Project Management unit (BPMU) Gasuapara Block, MegLIFE MBDA P.o/p.s- Gasuapara South Garo hills, Meghalaya. 794103 Landmark- Gasuapara C & RD Block Office Contact no-9863596370
18		Baghmara	5	5	5	Office of Block Project Management Unit, Baghmara Block MegLIFE MBDA DC Complex Baghmara South Garo Hills Pin code 794102, Landmarak_Near DC office South Garo Contact no-7005039198
19		Chokpot	2	2	2	Block Project Management Unit, Chokpot, New Chokpot P.o/P.s. Chokpot, South Garo Hills Meghalaya pin code 794005, Near Petrol Pump Contact no-8787404537
20	SWG H	Betasing	4	4	4	Office of the Block Project Manager, Betasing Block , South West Garo Hills District . Betasing-794115 Contact no-8132047216
21		Zikzak	5	5	5	Office of the Block Project Manager, Zikzak Block , South West Garo Hills District. Zikzak-794115 Contact no-6002259732
22	NGH	Resubelpara	4	4	4	Office of the Block Project Management Unit (BPMU)- MegLIFE Gajingbibra, Resubelpara Block P.O Resubelpara -794108 Contact no-8787490389

23		Kharkutta	4	4	4	Office of the Block Project Management Unit (BPMU)- MegLIFE Kharkutta Reserve Near Social Forestry office, Pin- 783134 Contact no-9809738637
24	EGH	Samanda	4	4	4	Block Development Office, Samanda C&RD Block, Chinemgre Pin: 794111 Contact no-8132095531
25		Songsak	4	4	4	Office of the block Development Officer Songsak C&RD Block PIN 794111 Contact no-7085951440
26		Dambo Rongjeng	4	4	4	Office of the block Development Officer Rongjeng C&RD Block PIN 794110 Contact no-9863338470

5. Quotation Price:

- a) The bidder must mention the Lot No. that they are offering. However, the quantity offered should be 100% of the requirement. 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. The quoted price should be inclusive of all the transportation charges, delivery, installations and commissioning.
- e) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation 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.

6. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

7. 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.

8. Documents Evidencing Qualification:

- d) Valid trading license/registration or equivalent/Exemption Certificate;
- e) Valid certificate of GST registration/Caste Certificate;
- f) 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;
- g) 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.
- h) Agency should have an ISO certification (or equivalent, If applicable). A copy of the same should be provided.
- i) The Agency must include proof of OEM Certification relevant to the products or services being offered.

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) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.
- (d) The RFQ will be evaluated on a Lot wise.

- 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 18th June, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 18th June, 2025. 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.

Sd/-

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: [meglife.procurement@gmail.com](mailto:megliffe.procurement@gmail.com)

QUOTATION OF FORMAT:

Lot #	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	Desktop (including CPU, UPS)	75				
2	Printer	75				
3	Fireproof Cash Locker	75				

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



SUPPLY 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:

Lot #	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Desktop (including CPU, UPS)		75		
2	Printer		75		
3	Fireproof Cash Locker		75		
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 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:

Name: Shri Gunanka D.B, IFS
Designation: Additional Project Director &
Executive Director,
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

Specifications for “Procurement of Office Equipment for IVCS Office under MegLIFE”		
Lot No.	Item Name	Specifications
1	Desktop (including CPU, UPS)	Processor: Gen Intel Core i5 14 th Gen
		Ram: 8 GB DDR5
		Storage: 512 GB SSD
		Graphics: Intel UHD Graphics 730
		Monitor: 17-inch display
		Operating System: Windows 11
		Peripherals: Wired Mouse, Wired Keyboard, UPS
		Connectivity: <ul style="list-style-type: none"> • USB 3.1 Gen 1 Type- A ports • USB 3.1 Gen 2 Type-C port • HDMI 2.0 and DisplayPort • Ethernet Port • Wi-Fi (in built) • Bluetooth wireless card
		Warranty: As per Company Standards
		Additional Features: MS Office latest, Anti-Virus
		Certification: ISO 9001:2015 certified
2	Printer	Printer Type: Inkjet
		Functions: Print, Copy, Scan, Fax, ADF, Borderless Print
		Print Speed: Up to 5.5 ppm (colour) & up to 8.5 ppm (Monochrome)
		Connectivity: Wireless, USB
		Maximum Print Resolution: 4800 x 1200 dpi
		Page size: A4, A5, B5, LTR, LGL, Envelope
		OS Compatibility: Windows 11/10/8/7/mac
		Certification: ISO 9001:2015 certified
3	Fireproof Cash Locker	Fire Resistance: Designed to protect contents from high temperature
		Locking Mechanism: Digital keypad with emergency key override
		Construction: Heavy-duty steel with fire-resistant insulation
		Material: Steel/Cast Iron
		Dimension: 40 Litres
		Certification: ISO 9001:2015 certified