



**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 under MegLIFE

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

REQUEST FOR QUOTATIONS

Procurement of Office Equipment under MegLIFE

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Office Equipment under MegLIFE*

RFQ No: *PLN/MBDA/02949/2024/NF*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	16th June, 2025
2	Last Date and Time of submission of RFQs	30th June, 2025 at 1600 Hrs.
3	Opening of RFQs	30th June, 2025 at 1630 Hrs.



Ref No: PLN/MBDA/02949/2024/NF

Dated: 16th June, 2025

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

To

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Office Equipment 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 #	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
1	Laptop Type-1	85	As mentioned in T&C CL 4	30 Days
2	Laptop Type-2	10		
3	Colour Printer	5		
4	Laser jet Printer	11		
5	Pen Drives	60		
6	External HDD	60		

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.mbd.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:

O/o Meghalaya Basin Development Authority
C/o Meghalaya State Housing Financing Cooperative Society,
Upper Nongrim Hills, Behind Betheny Hospital,
Shillong, East Khasi Hills District,
Meghalaya - 793003

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:

- a) Valid trading license/registration or equivalent/Exemption Certificate;
- b) Valid certificate of GST registration/Caste Certificate;
- 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 Certificates: 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 (2021-2024).
- f) Audited Average Annual Turnover of the bidder during last three financial years 2022-23, 2023-24 and 2024-25 should be Rs 2 Crore for the last 3 years
- g) Agency should have an ISO certification (or equivalent, If applicable). A copy of the same should be provided.
- h) 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.mbd.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 23rd June, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 23rd 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

FORMAT OF QUOTATION:

Lot #	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	Laptop Type-1	85				
2	Laptop Type-2	10				
3	Colour Printer	5				
4	Laser jet Printer	11				
5	Pen Drives	60				
6	External HDD	60				

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	Laptop Type-1		85		
2	Laptop Type-2		10		
3	Colour Printer		5		
4	Laser jet Printer		11		
5	Pen Drives		60		
6	External HDD		60		
	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” under MegLIFE				
Lot #	Item	Qty	Specifications	
1	Laptop Type-1	85	Processor:	Core i5 13th Gen
			RAM Size:	8 GB
			Memory Technology:	DDR4
			Memory Clock Speed:	3200 MHz
			Hard Drive Size:	1TB GB SSD
			Hard Drive Interface:	Solid State
			Audio Details:	Headphones
			Graphics Coprocessor:	NVIDIA Graphics Card
			Power Source:	Battery Powered
			Connectivity Type:	Bluetooth, Wi-Fi, USB, HDMI
			Service Center:	Shillong
			Warranty:	1 year
			Screen Size:	14 inches
			Additions:	Windows Professional 11
				Microsoft Office 2021
				Anti-Virus for 12 months
				Wireless Mouse
				Laptop Bag
2	Laptop Type-2	10	Processor (CPU)	Intel Core i7 13th Gen or above / AMD Ryzen 7 7735HS or above (min 8 cores, 16 threads, base clock ≥ 3.2 GHz)
			RAM	Minimum 16 GB DDR5 (expandable up to 32/64 GB)
			Graphics (GPU)	Dedicated NVIDIA GeForce RTX 4060 or higher (8 GB VRAM minimum)
			Storage	Minimum 1 TB NVMe SSD
			Display	15.6” or 16” Full HD or QHD (1920x1080 or 2560x1600), anti-glare, 100% sRGB, refresh rate ≥ 120 Hz
			Build Quality	Durable chassis (metal/plastic blend), cooling system suitable for heavy loads
			Operating System	Pre-installed Windows 11 Home or Pro (64-bit)
			Keyboard	Backlit keyboard with numeric keypad
			Battery	Minimum 70 Wh battery with fast charging support
			Weight	≤ 2.5 kg
			Connectivity	Wi-Fi 6 / 6E, Bluetooth 5.1 or above
			Ports	Minimum: 3x USB-A, 1x USB-C, HDMI 2.1, Ethernet RJ45, 3.5mm audio, optional SD card reader
			Webcam	Integrated HD (720p or 1080p) camera
			Warranty	Minimum 1 Year Onsite Warranty
			Additions:	Microsoft Office 2021 or higher
				Anti-Virus for 12 months
				Wireless Mouse
				Laptop Bag

3	Colour Printer	5	Product Dimensions	33.7D x 41.6W x 21.2H Centimeters
			Controller Type	Push Button
			Printer Media Size Maximum	8.5 x 14 inch
			Included Components	Ink Bottles
			Print media	Envelopes, Paper (plain), Glossy photo paper
			Scanner Type	Flatbed
			Max Input Sheet Capacity	100
			Max Copy Speed (Black and White)	11 ppm
			Display Type	LCD
			Compatible Devices	Smartphones, PC
			Maximum Colour Print Resolution	4800 x 1200 Dots Per Inch
			Sheet Size	4 x 6, 5 x 7, 7 x 10, 8 x 10 Inches
			Maximum Black and White Print Resolution	4800 x 1200 dpi
			Warranty Type	Limited
			Dual-sided printing	No
			Wattage	15 Watts
			Max copy resolution colour	4800 x 1200 dpi
			Max copy resolution black-white	600 x 1200 dpi
			Duplex	Automatic
			Hardware Interface	USB 2.0
			Ink Colour	Cyan, Magenta, Yellow, Black
			Resolution	4800 x 1200
			Additional Printer functions	All In One, Fax
			Control Method	Touch
			Compatible cartridge	GI71 Cyan, Magenta, Yellow, Black
			Form Factor	All-in-One
			Connectivity Type	Wi-Fi
			Operating System	8.1, Chrome Os, Windows 11, Windows 7
4	Laser jet Printer	11	Printer Media Size Maximum	A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio
			Included Components	1 Printer, 1 CD ROM (Driver), Power Cable and USB Connect Cable
			Print media	Paper (plain)
			Scanner Type	Not relevant for this product
			Max Input Sheet Capacity	250
			Max Copy Speed (Black and White)	30 ppm
			Compatible Devices	PC
			Sheet Size	A4, Letter, A5, A5 (Long Edge), A6,

				Executive, Legal, Folio
			Maximum Black and White Print Resolution	600 dpi — 600 dpi, HQ1200 (2400dpi — 600 dpi) quality Pixels
			Dual-sided printing	Yes
			Wattage	60 Watt Hours
			Max copy resolution black-white	600 dpi × 600 dpi, HQ1200 (2400dpi × 600 dpi) quality pixels
			Duplex	Automatic
			Hardware Interface	USB
			Ink Colour	Black
			Resolution	2400
			Additional Printer functions	Print Only
			Form Factor	Print Only
			Connectivity Type	Wi-Fi
			Operating System	linux, mac, Windows
5	Pen Drive	60	Type	OTG/Flash Pendrive
			Capacity	64 GB
			Speed	150 Mbps or
			Connectivity	USB Compatible
			Warranty	As Per OEM Standard
6	External HDD	60	Form Factor	3.5-inch
			Item Height	2 Centimeters
			Item Width	13 Centimeters
			Product Dimensions	14 x 13 x 2 cm; 900 g
			Hard Drive Size	1 TB
			Hard Disk Description	Mechanical Hard Disk
			Hard Drive Interface	Serial ATA
			Hard Disk Rotational Speed	7200 RPM