

## **REQUEST FOR QUOTATIONS**

### **Procurement of Goods under RFQ/Shopping Procedures**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Procurement of Office Equipment-MINR*

**RFQ No:** *MBDA-662/2020*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>March 19, 2020</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>March 27, 2020 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>March 27, 2020 at 1630 Hrs.</b>



**MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)**

**Shillong, East Khasi Hills, Meghalaya – 793003**

**Ph: 0364-2522921/2522992**

**Website: [www.mbda.gov.in](http://www.mbda.gov.in)**

**Email: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)**

**MBDA-662/2020/ 799**

**Date: 19<sup>th</sup> March, 2020**

**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES**

To

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

Dear Sir/Madam,

**Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE EQUIPMENTS**

1. You are invited to submit your most competitive quotation for the following goods as per the lots mentioned:-

**\*Detailed Specifications given at Annexure 1**

Lot	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
Lot# 1	Laptop	10	Within 30 Days	Yes
Lot# 2	Printer with Scanner (2 in 1)	1	Within 10 Days	Yes
Lot# 3	Xerox Machine	1	Within 7 Days	Yes
Lot# 4	External Hard drive - 1 TB	3	Within 7 Days	No

**\*: bidder may apply for one or more Lots, however they are requested to mention the Lot numbers they are bidding for.**

**Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; and (b) should not have been temporarily suspended or debarred or blacklisted 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. **Place of Delivery:** Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong - 793003

#### 4. Quotation Price

- a) The bidder must mention the Lot that they are offering. However the quantity offered should be 100% of the requirement for the quoted Lot. Corrections, if any, shall be made by crossing out, initialling, 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 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". Quotations with no proper technical specifications/catalogues are likely to be disqualified.

#### 5. 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.

6. **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;



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- c. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
  - d. 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.
  - e. 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.

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

**8. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise 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) The Quotations would be evaluated lot wise; GST 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.

**9. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. 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 by 10 to 15 percent at the time of issuing the Purchase Order.

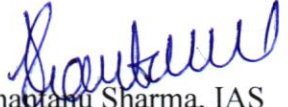
b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

9. Payment shall be made with 60 days after delivery of the goods.

10. Normal commercial warranty/ guarantee of minimum 1 years shall be applicable to the supplied goods. (extended warranty if required will be mentioned in the technical specifications.)

11. You are requested to provide your sealed quote latest by 1600 hours on March 27, 2020. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on March 27, 2020. Late quotes will be rejected.

12. We look forward to receiving your quotations and thank you for your interest in this project.

  
**Name:** Shri Shamandu Sharma, IAS  
**Address:** Office of Meghalaya Basin  
Development Authority, Upper Nongrim  
Hills, Shillong – 793003; Meghalaya  
**Tel. No.:** 0364 -2522921  
**Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

### FORMAT OF QUOTATION \*

Sl. No. <sup>1</sup>	Description of Goods	Specifications (complied or Not complied as per requirement)	Qty.	Unit	Quoted Unit Rate <sup>2</sup> Lot wise at destination in Rs.	<sup>3</sup> 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
Lot # 1	Laptop							
Lot # 2	Printer with Scanner (2 in 1)							
Lot # 3	Xerox Machine							
Lot # 4	External Hard drive - 1 TB							
<b>Total</b>								

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

<sup>1</sup> A bidder may offer for one or more than one lots.

<sup>2</sup> Any unconditional discounts if offered shall be specified in this column along with the unit rates.

<sup>3</sup> Indicate each applicable tax separately.

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 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**





# MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Shillong, East Khasi Hills, Meghalaya – 793003

Ph: 0364-2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in)

Email: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

## SUPPLY ORDER

To:

M/s

.....  
.....  
.....  
.....

Dear Sirs,

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.No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot # 1					
Lot # 2					
Lot # 3					
Lot # 4					
			Total		

1. Delivery Period: .....days from the date of issue of this supply order.
2. Place of delivery .....
3. Consignee Address: .....
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.



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5. Extended Warranty/Guarantee shall be minimum 12 months from the date of delivery and acceptance.
  6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

**(Purchaser)**

Date:

Name: Shri Shantanu Sharma, IAS  
Designation: Executive Director  
Meghalaya Basin Development Authority  
Place: Shillong, Meghalaya

## SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity
1	Laptop	<b>Processor:</b> i5, 10th Generation (Thin) <b>Operating System:</b> 64 bits <b>RAM/HDD:</b> Minimum 4 GB RAM, 1 TB HDD <b>Graphics:</b> Integrated Graphics <b>Display:</b> Maximum 13" Full HD, LED Widescreen <b>Warranty:</b> 3 Year Onsite Warranty <b>Weight:</b> Not more than 2.00 kg	10
2	Printer with Scanner (2 in 1)	<b>Printer Type -</b> LaserJet; Functionality - Multi-Function (Print, Scan, Copy), Scanner type - Flatbed; Printer Output - Black & White only.  <b>Connectivity -</b> Wireless, USB, Ethernet, 2-line LCD text display, Operating System: Windows: 8 (32-bit, 64-bit), 7 (32-bit, 64-bit), Vista (32-bit, 64-bit), XP (32-bit), Mac.  <b>Pages per minute -</b> 20 pages  <b>Ideal usage -</b> Enterprise/Business, Frequent users (for fast, high quality printing)  <b>Page size supported -</b> A4, A5, B5, envelopes, post cards. Duplex printing-Manual (driver support provided). No Duplex ADF scanning. Standard (built-in Ethernet, WiFi 802.11b/g/n). Print resolution - Up to 1200 x 1200 DPI  <b>Compatible Laser Toner -</b> HP 88A Black Original LaserJet Toner Cartridge. <b>Page Yield -</b> 1500 pages  <b>Duty Cycle</b> (Maximum monthly recommended prints) - Up to 8,000 pages per month  <b>Warranty -</b> 1 year from the date of purchase	1
3	Xerox Machine	<b>Printing Capacity:</b> Minimum 30 Pages per minute 1 No Ethernet/LAN/Wireless <b>Standard paper capacity:</b> Minimum 1,100 sheets <b>Recommended monthly print volume:</b> Atleast	1

Sl. No.	Item	Specification	Total quantity
		10,000 Pages or more <b>First-page-out time, copying:</b> As fast as 4.3 seconds <b>Power consumption:</b> Operating: 615 W <b>Standby:</b> 95 W	
4	External Hard drive	1 TB	3

**Time Schedule for supply of materials:** As mentioned