



Meghalaya Basin Management Agency

Request for Quotations

for

*Hiring of Vehicle for West Jaintia Hills Cluster
under CDP*

File No: MBMA/CDP/2023/792/94

Issue date: 21th April 2025

REQUEST FOR QUOTATIONS

File No.: MBMA/CDP/2023/792/94

Dated: 21st April, 2025

Vehicle Hiring for West Jaintia Hills Cluster under CDP

Addressed to:

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Purpose

The Meghalaya Basin Management Agency (MBMA), which is a non-profit company, incorporated under the Planning Department, Government of Meghalaya is selected as implementing agency for implementing the Cluster Development Programme – Turmeric cluster in West Jaintia Hills, Meghalaya. MBMA invites the selected Empaneled vendors to submit the Request for Quotation (RFQ) for the supply of Lakadong Turmeric Seeds in order to meet the Agri Inputs requirement for its ongoing project under Cluster Development Programme.

1. Meghalaya Basin Management Agency invites you to submit your price quotation in a proforma invoice format for the supply of the Goods listed in **Annex 1** of this RFQ.
2. Your quotation in the required format should be addressed to:
3. The Cluster Development Programme – West Jaintia Hills Cluster

Attn: Shri. Augustus. S. Suting
Meghalaya Basin Management Agency
Procurement Division (CDP)
C/o Meghalaya State Housing Financing & Cooperative Society,
Nongrim Hills Shillong 793003

Email: cdpprocurement.mbma@gmail.com

4. The deadline for receipt of your sealed quotation is 02nd May, 2025 by 3:00 PM. Quotations will be opened on 5th May, 2025 at 4:00 PM. Late quotes will be rejected.

5. All requests for clarifications shall be submitted via email to cdpprocurement.mbma@gmail.com on 29th April, 2025 by 4:00 PM, The purchaser shall respond to all requests for clarifications by: 30th April, 2025 by 4:00 PM.

6. Quotations should be submitted in physical form (hard copy) either by hand or by post/courier by the deadline and to the address stated above.

7. Bidders have the option to quote for one or more lots, however, all items mentioned in the offered lot must be quoted. A partial quote for the respective Lots will not be accepted. If a quotation shows Goods / Service listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.

CDP

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8. **Evaluation.** The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest priced quotation for the respective lot and is substantially responsive to the request for quotation for that respective lot; further that the bidder is determined to be qualified to perform the contract satisfactorily. If the Price is same for more than 1 (one) vendor then total required quantity may be distributed among all the vendors equally.

(a) **Delivery schedule. (as per Incoterms 2010)** The Goods / Services are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.

(b) **Prices.** Prices shall be in INR (Indian Rupees).

9. **Payment:** within 30 days after delivery and acceptance of goods/service on monthly.

10. **Delivery:** Service to be provided within West Jaintia Hills District.

11. **Delivery Schedule:** Vehicle to be provided within 30 days from the date of issuance of purchase order.

12. **Validity.** Your quotation should be valid for a period of 120 days from the date of your quotation.

13. **Purchase Order.** The purchase order shall be issued by the Meghalaya Basin Management Agency before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation for the evaluated lot. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser reserves the right to increase or decrease the requested quantities under this RFQ. The maximum increase allowed to be done to the quotation prior to purchase order signature is +15% and the maximum decrease is -15%.

Yours sincerely

Shri. Augustus. S. Suting
Deputy Project Director
CDP, MBMA

Annex 1

Schedule of Requirements

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are stated.

Lot#	Items	Quoted Rate Rs (Monthly) (in INR)	GST (in INR)	Total Cost (in INR)
Lot#1	Vehicle type Camper 4x4			

- * Driver & Petrol need to be provided by you.
- * Vehicle will run with in west Jaintia Hills District.
- * Proper log book needs to be maintained daily and sign by the office who will be travelling.