



***Meghalaya Basin Management Agency***

**Request for Quotations - Goods**

*for  
Procurement of Office Equipment & Furniture  
for IVCS under MLAMP*

Ref No: MBMA/MLAMP/SGH/81/G-156E/2023/01

**Issue date:** January 11, 2024.

# REQUEST FOR QUOTATIONS

**Reference Number:**  
MBMA/MLAMP/SGH/81/G-156E/2023/

*Dated:* January 11, 2024

*Procurement of Office Equipment & Furniture for IVCS under MLAMP*

Addressed to:

*The District Project Manager, MLAMP*

*District Project Management Unit, South Garo Hills, Baghmara*

1. The Government of Meghalaya has received financing from the International Fund for Agricultural Development ("the Fund" or "IFAD") towards the cost of Meghalaya Livelihoods and Access to Markets Projects (Megha-LAMP); Meghalaya Basin Management Agency ("the client") intends to apply part of this financing to the purchase for which this request for quotations (RFQ) is issued.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Meghalaya Livelihoods and Access to Markets Projects (Megha-LAMP)

2. This procurement is based on the national shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

3. The bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the purchaser's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the supplier have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>1</sup>.

<sup>1</sup>The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy)

4. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") while competing for, or in executing, the contract.

- a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD's Anticorruption Policy or in sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>2</sup> in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.
- b. In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the international financial institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
- c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
- d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.
- e. Bidders shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the Contract, execution of the contract.

5. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat

<sup>2</sup>The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>3</sup>

6. Meghalaya Basin Management Agency invites you to submit your price quotation in a pro forma invoice format for the supply of the Goods listed in **Annex 1** of this RFQ.

7. Your quotation in the required format should be addressed to:

Meghalaya Basin Management Agency

**Attn: Shri. Brilliar Ch Sangma,**  
District Project Manager, MLAMP,  
Meghalaya Basin Management Agency  
District Project management Unit  
Near DC Bungalow,  
South Garo Hills, Baghmara, PIN-793102  
**Email:** [bdubaghmara@gmail.com](mailto:bdubaghmara@gmail.com)

8. The quotation should be accompanied by:

- (i) A Copy of your business registration/ trading license
- (ii) A copy of the Authorised dealership certificate; if applicable
- (iii) A copy of GST Registration certificate
- (iv) 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.
- (v) Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- (vi) Complete price and delivery schedule
- (vii) List of priced accessories which are not included in the Goods prices.

Adequate technical documentation and catalogue(s) and any other relevant information.

9. **The deadline for receipt of your sealed quotation is January 29, 2024 by 1600 Hrs. (IST). Quotations will be opened on January 29 2024 at 1630 Hrs. Late quotes will be rejected.**

10. **All request for clarifications shall be submitted via email to [bdubaghmara@gmail.com](mailto:bdubaghmara@gmail.com) on January 18, 2024 by 17:00 Hrs, the purchaser shall respond to all requests for clarifications by: January 18, 2024 by 17:00 Hrs.**

11. 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.

12. 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 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.

13. **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/s; further that the bidder is determined to be qualified to perform the contract satisfactorily.

<sup>3</sup>The policy is accessible at <https://www.ifad.org/en/document-detail/asset.41942012>.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors,

- (a) **Delivery schedule. (as per Incoterms 2010)** The Goods 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).
- (c) **Availability of After sales services:** Not Applicable

14. **Payment.** within 30 days after delivery and acceptance of goods/service.

**Delivery:** To be delivered in Bagmara at the O/o the Meghalaya Basin Management Agency, District Project Management Unit, South Garo Hills Pin.794102

15. **Delivery Schedule:** All items should be delivered within 45 days after signature of the contract. Bidders must state an exact delivery time in the quotation.

16. **Warranty:**

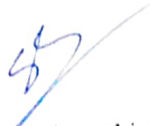
- a. For Lot#1 - Warrant is 1- 3 Years from the date of delivery.
- b. Lot#2 - Warrant is 1- 2 Years from the date of delivery.
- c. For Lot# 3- Lot# 4 - Warrant is Twelve (12) Months from the date of delivery
- d. Lot# 5- Lot# 8- Warrant is Twelve (12) Months from the date of delivery.
- e. Lot#9 - Warrant is 1- 2 Years from the date of delivery.
- f. Lot# 10 - Lot# 13 - Warrant is Twelve (12) Months from the date of delivery.

17. **Brand:** Not applicable

18. **Validity.** Your quotation should be valid for a period of 45 days from the date of your quotation.

19. **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. The draft purchase order with terms and conditions are attached in annex 2. 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. Shivans Awasthi, IAS  
Deputy Commissioner &  
District Project Coordinator  
Meghalaya Basin Management Agency

## Annex 1

### Schedule of Requirements

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

Lot#	Description	Total Quantity (Nos.)	Cost per unit (in INR)	Total (in INR)
Lot#1	Desktop Computer	13		
Lot#2	UPS	13		
Lot#3	Single Function Black and White Printer	13		
Lot#4	Portable PA System	13		
Lot#5	Computer Table	13		
Lot#6	Office Table	26		
Lot#7	Fixed Chairs	39		
Lot#8	Visitor Chairs (Plastic)	78		
Lot#9	Steel Almirah	13		
Lot#10	Steel Rack (Heavy) - 5 Shelves	13		
Lot#11	Fireproof Safe	13		
Lot#12	Pin up/Bulletin (Notice) Board	13		
Lot#13	Whiteboard	13		

	Applicable Taxes*			
	Total Price			

\* Applicable taxes to be quoted separately

**Technical Specifications for:**

Lot#	Description	Technical Specifications	Qty (Nos.)	Time Period	Place of Delivery
<b>Lot#1</b>	<b>Desktop Computer</b>		<b>13</b>		
	RAM	8GB DDR4			
	Processor	Core i3 12 Gen - Core i5 12 Gen			
	OS	Pre Loaded Windows 10 / 11		<i>Within 45 days from the date of issuing the Purchase Order</i>	O/o the Meghalaya Basin Management Agency, District Project Management Unit, South Garo Hills Pin.794102
	Memory Storage	512GB to 1TB HDD, 256GB - 512GB SSD			
	Graphics	Integrated Intel Graphics			
	Display	21.5 inches to 24 inches FHD			
	Ports/ Slots	2 x USB-A 3.1 Gen 2*, 2 x USB-A 2.0, Ethernet (RJ45), HDMI, Headphone / mic combo, DC - in, LAN - in			
	Connectivity	Up to WiFi 6 (2x2 802.11 ax/ac/a/b/g/n), Bluetooth® 5.0			
	Audio	Dual 2 W Speakers			
	Camera	FHD Camera			
	Warranty	1 - 3 Years			
<b>Lot#2</b>	<b>UPS</b>		<b>13</b>		
	Capacity	600 - 650 VA			
	Voltage	200 - 250 Volts			
	Battery cell composition	Lead Acid			
	Back up time	10 to 20 minutes			
	Warranty	1 to 2 Years			
<b>Lot#3</b>	<b>Single Function Black and White Printer</b>		<b>13</b>		

Printing Type	Black & White
Print Quality/ Resolution	Up to 600 x 600 dpi
Print Speed	14 to 18 PPM
Paper Tray Capacity	150 to 200 Pages
Wireless capability	No
Paper Size	A4, A5, A6, B5
Output type	Monochrome

**Lot#4 Portable PA System**

Connectivity Technology	Bluetooth, USB
Power Source	Corded electric, Battery Powered
Amplifier Power	30 to 50W
Speaker Type	Mid range
Microphone	1 No.

**Lot#5 Computer Table**

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Size Dimension	a. Width - Between 48 to 72 inches
	b. Height - Between 27 to 30 inches
	c. Depth - Between 24 to 36 inches
Drawer/ Storage	Yes
Material	Wooden
Keyboard holder	Yes
CPU Compartment	Yes

**Lot#6 Office Table**

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Size Dimension	a. Width - Between 48 to 72 inches
	b. Height - Between 27 to 30 inches



	Drawer/ Storage Material	Mild Steel	c. Depth - Between 24 to 36 inches	
	Table Top Material	Solid Wood	Yes	
	Shape	Rectangular		
<b>Lot#7</b>	<b>Fixed Chairs</b>			<b>39</b>
	Product Dimensions		a. Width - Between 55 - 65 Cms	
			b. Height - Between 85 - 90 Cms	
			c. Depth - Between 60 - 70 Cms	
<b>Lot#8</b>	<b>Visitor Chairs (Plastic)</b>			<b>78</b>
	Product Dimensions		a. Width - Between 50 - 55 Cms	
			b. Height - Between 85 - 90 Cms	
			c. Depth - Between 45 - 50 Cms	
	Material	Plastic		
<b>Lot#9</b>	<b>Steel Almirah</b>			<b>13</b>
	Size Dimension		a. Width - Between 19 to 22 inches	
			b. Height - Between 72 to 78 inches	
			c. Depth - Between 36 to 38 inches	
	Weight	70 to 80 Kgs		

Locker	Yes
Drawer/ Storage	Yes
Material	Steel
Shelves	4 to 5 shelves
Door Type	Open Double Door
Warranty	1 to 2 Years

**Lot#10 Steel Rack (Heavy) - 5 Shelves** **13**

Size Dimension	a. Width - Between 12 to 18 inches
	b. Height - Between 72 to 78 inches
	c. Length - Between 36 to 38 inches
No. of Layers	4 to 5 layers
Load per layer	40 to 50 Kgs
Material	Steel

**Lot#11 Fireproof Safe** **13**

External Dimensions	a. Height: 750 to 760mm
	b. Width: 560 to 580mm
	c. Depth: 570 to 590mm
Internal Dimensions	a. Height: 550 to 570mm
	b. Width: 440 to 460mm
	c. Depth: 350 to 360mm
Weight	130 to 150 Kgs
Lock Type	2 Key Locks
Double Wall	Yes
Internal Shelves	Yes
Delivery	Pre-assembled
Condition	
Fire-resistant	Yes (100 to 120 minutes)
Warranty	Minimum 1 Year

<b>Lot#12</b>	<b>Pin up/Bulletin (Notice) Board</b>	<b>13</b>
Board Size	2 x 3 feet to 3 x 4 feet	
Frame Material	Aluminium/ Wooden	
Board Material	Felt	
Shape	Rectangular	

<b>Lot#13</b>	<b>Whiteboard</b>	<b>13</b>
Board Size	3 x 4 feet to 4 x 6 feet	
Input Method	Marker	
Frame Material	Aluminium	