

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Office Furniture-MINR*

RFQ No: *MBDA-663/2020*

S#	Description	Date & Time
1	Date of Issue of RFQ	May 7, 2020
2	Last Date and Time of submission of RFQs	May 21, 2020 at 1600 Hrs.
3	Opening of RFQs	May 21, 2020 at 1630 Hrs.



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Shillong, East Khasi Hills, Meghalaya – 793003

Ph: 0364-2522921/2522992

Website: www.mbda.gov.in

Email: admin.mbda@gov.in

MBDA-663/2020/ 828

Date: 7th May, 2020

INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURES

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

***Detailed Specifications given at Annexure 1**

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot# 1	Mid Back office Chairs (Revolving)	13	Within 30 Days
Lot# 2	Office Steel Almirah with safe	3	Within 30 Days
Lot# 3	Desktop Table	10	Within 30 Days

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

Terms and Conditions

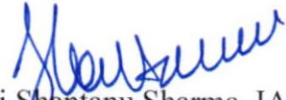
1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; and (b) should not have been temporarily suspended or debarred or blacklisted by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.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. **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". Such bids with no proper details 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;
 - 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.
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
 - 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).
9. Payment shall be made with 60 days after delivery of the goods.
10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
11. You are requested to provide your sealed quote latest by 1600 hours on May 21, 2020. Quotations that have been submitted on or before time will be opened at 1630 hours on May 21, 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 Shantanu Sharma, IAS

Address: Office of Meghalaya Basin
Development Authority, Upper Nongrim
Hills, Shillong – 793003; Meghalaya

Tel. No.: 0364 -2522921

Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION *

Sl. No. ¹	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty	Unit	Quoted Unit Rate ² Lot wise at destination in Rs.	³ 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	Mid Back office Chairs (Revolving)							
Lot # 2	Office Steel Almirah with safe							
Lot # 3	Desktop Table							
Total								

Gross Total Cost: Rs.

¹ A bidder may offer for one or more than one lots.

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

³ 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



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Shillong, East Khasi Hills, Meghalaya – 793003

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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					
			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.
5. Extended Warranty/Guarantee shall be 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	Mid Back office Chairs (Revolving)	<p>Mid Back Office Chairs with arm rest (modern/contemporary)</p> <p>Adjustable tilt tension and seat height</p> <p>Revolving & Tilts: Chair should have a full 360° revolving facility back tilt facility & Upright position locking facility.</p> <p>Dimension height (110 cm; Width 70 cm; Depth 70 cm) (Minor deviations will be accepted)</p> <p>Weight: Not more than 8 kg.</p> <p>Fabric: Nylon Base, thick cushion and back.</p>	13
2	Office Steel Almirah with safe	<p>High Grade Steel Almirah with double door (Branded or equivalent)</p> <p>Minimum 4 adjustable shelves making five Compartments of standard size.</p> <p>Dimension: 910mm (W) 1980 mm (H), 480mm (D)</p>	3
3	Desktop Table	<p>Table size: 5mm wooden edges banding on edges size 40* 20 inches</p> <p>Top of the tables finished with pre-laminated particle board and edge banding with same colour PVC tape.</p> <p>One drawer, one cupboard with shelf, CPU Stand, key board tray fitted with necessary fitting and fully closed back panel</p> <p>All wood finish</p> <p>Should be compact with ample storage</p> <p>Should be sturdy and durable</p>	10