

**REQUEST FOR QUOTATIONS**

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

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)*

**Contract title:** *Procurement of Two Wheelers*

**RFQ No:** *MBMA/CLLMP/34/TW/GD-36/2020-21*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>June 30, 2020</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>July 20, 2020 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>July 20 , 2020 at 1630 Hrs.</b>

**Applicable Procurement Guidelines/Regulations Date:**

*[Procurement Regulations July 2016]*



# MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,  
Shillong, East Khasi Hills, Meghalaya- 793003  
(CIN No. U75144ML2012NPL008509)  
Phone: +91-364- 2522921/2522992  
Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

MBMA/CLLMP/34/TW/GD-36/2020-21 / 557

Date: June 30, 2020

## INVITATION FOR QUOTATIONS FOR SUPPLY OF ELEVEN NUMBERS OF TWO WHEELERS UNDER SHOPPING PROCEDURES

To

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Dear Sir/Madam,

### Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF TWO WHEELERS

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

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

S #	Brief Description of the Goods*	Specifications	Qty	Delivery Period	Place of Delivery	Registration Requirement if any
1	<b>Two Wheelers</b> <b>Current models</b> <b>adhering to Bharat</b> <b>Stage VI</b>	<ul style="list-style-type: none"><li>• Should be BS – VI compliant</li><li>• Min. 8 bhp of power</li><li>• Min 9 nm of torque @ 5000rpm</li><li>• Min. 115 cc engine</li><li>• Single cylinder engine</li><li>• 5 speed manual gearbox</li><li>• Front disc and rear drum brakes</li><li>• Electronic injection</li><li>• Minimum weight - 120</li></ul>	11	90 Days	Meghalaya Basin Development Authority, Campus of Meghalaya State Housing Financing & Cooperative Society, Behind Bethany Hospital	Yes

		kg <ul style="list-style-type: none"> <li>• With side box (Volume - min. 15 litres), Waterproof, ABS material</li> <li>• Front Tyre Min. Size 80/100-17, 46P, Tubeless</li> <li>• Rear Tyre Min. Size 80/100-17, 53P, Tubeless</li> </ul>			Upper Nongrim Hills, Shillong - 793003	
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### Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended 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](http://www.mbd.gov.in) and [www.cllmp.com](http://www.cllmp.com) for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions.
3. **Quotation Price**
  - a) The bidder must quote for whole of the quantity requirement. 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.

#### 4. 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.

5. **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;
- b. Certificate of Distributorship by the Original Manufacturer.
- c. Valid certificate of GST registration;
- 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.

6. **Validity of Quotation:** Quotations shall remain valid for a period not less than 60 days after the deadline date specified for submission.

7. **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) The Quotations would be evaluated for the items listed; GST will not be taken into consideration while evaluating the quotations.

8. **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 for that respective lot.

- 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.
- 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 30 days after delivery of the goods.

10. Normal commercial warranty/ guarantee 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 July 20, 2020. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on July 20, 2020. Late quotes will be rejected.

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



*Name: Shantanu Sharma, IAS*

*Address:* Meghalaya Basin Management Agency,  
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.	Description of Goods	Specifications (complied or Not complied as per requirement)	Qty.	Quoted Unit Rate at Destination in Rs.	Discounts <sup>1</sup> if offered.	Registration charges (if any) in INR including temporary registration	Insurance (INR)	<sup>2</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
1	Two Wheelers		11 Nos.							
			<b>Total Price</b>							

**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 36 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**

<sup>1</sup> Any unconditional discounts if offered shall be specified in this column along with the unit rates.

<sup>2</sup> Indicate each applicable tax separately.



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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.)
1					
			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.
5. Warranty/Guarantee shall be 12 months from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.

**(Purchaser)**

Date:

Place: Shillong, Meghalaya

Name: Shri Shantanu Sharma, IAS

Designation: Additional Project Director, CLLMP, MBMA



*PROFORMA OF CERTIFICATE FOR ISSUE BY THE PURCHASER AFTER SUCCESSFUL INSTALLATION  
AND STARTUP OF THE SUPPLIED GOODS*

No.

Date:

M/s.

Sub: Certificate of start-up of the supplied Goods

1. This is to certify that the goods as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.

(a) Contract No. \_\_\_\_\_ dated \_\_\_\_\_

(b) Description of the Good \_\_\_\_\_

(c) Quantity \_\_\_\_\_

(d) Name of the consignee \_\_\_\_\_

(e) Date of start-up and proving test \_\_\_\_\_

2. Details of accessories/spares not yet supplied and recoveries to be made on that account.

<u>S. No.</u>	<u>Description</u>	<u>Amount to be recovered</u>
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3. The proving test has been done to our entire satisfaction.

4. The supplier has fulfilled his contractual obligations satisfactorily. \*

or

The supplier has failed to fulfil his contractual obligations with regard to the following:

(a)

(b)

(c)

(d)

5. The amount of recovery on account of non-supply of accessories and spares is given under Para No. 2.
6. The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated in endorsement of the letter.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation with Stamp \_\_\_\_\_

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\* Explanatory notes for filling up the certificates: