

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of IT related and its accessories for SPMU & DPMUs*

RFQ No: *MBMA/CLLMP/2022-23/ GD-104/*

S#	Description	Date & Time
1	Date of Issue of RFQ	26th, June, 2023
2	Last Date and Time of submission of RFQs	11th, July, 2023 at 1400 Hrs.
3	Opening of RFQs	11th, July, 2023 at 1430 Hrs

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, E-mail: admin.mbda@gov.in

MBMA/CLLMP/2022-23/GD-104/

Date: 26th, June, 2023

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF IT RELATED AND ITS ACCESSORIES FOR SPMU & DPMUS

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PROCUREMENT OF IT RELATED AND ITS ACCESSORIES FOR SPMU & DPMUS

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 as per the mentioned lots below: -

***Detailed Specifications given at Annexure 1**

Lot#	Brief Description of the Goods*	Quantity	Consignee Address	Delivery Period
Lot#1	Wireless Mouse	1	As Mentioned in the SI No. 3 of the T&Cs	Within 30 days
Lot#2	Hard Drive 2TB	1		Within 30 days
Lot#3	Hard Drive 4TB	1		Within 30 days
Lot#4	Pen drive 32GB	4		Within 30 days

Lot#5	Mouse Pad	2		Within 30 days
Lot#6	Camera Memory card (for the previously procured cameras)	8		Within 30 days
Lot#7	Camera Bags (for the previously procured cameras)	8		Within 30 days
Lot#8	Desktop with UPS	2		Within 30 days
				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; (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.mbda.gov.in and www.ellmp.com 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 Management Agency, O/o 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.cllmp.com and 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).
- 10.** Payment shall be made within 60 days after delivery of the goods.
- 11.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 12.** You are requested to provide your sealed quote latest by 1400Hrs on 11th July, 2023. Quotations that have been submitted on or before time will be opened at 1430Hrs. On 11th July, 2023. Late quotes will be rejected.
- 13.** We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Name: Shri. Gunanka DB, IFS

Address: Community-Based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority (MBDA), JICA office 2nd Floor, Shalom Building, Lower Lachumiere. Shillong– 793001

Tel. No.: +913643510190

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.	Total Qty.	Un it	Quoted Unit Rate ² Lot wise at destination in Rs.	³ GST and similar other taxes applicabl e on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1	Wireless Mouse		1					
2	Hard Drive 2TB		1					
3	Hard Drive 4TB		1					
4	Pen drive 32GB		4					
5	Mouse Pad		2					
6	Camera Memory card (for the previously procured cameras)		8					

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.

Sl. No. ¹	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Total Qty.	Un it	Quoted Unit Rate ² Lot wise at destination in Rs.	³ GST and similar other taxes applicabl e on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
7	Camera Bags (for the previously procured cameras)		8					
8	Desktop with UPS		2					
Total								

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 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 MANAGEMENT AGENCY (MBMA)

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(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

SUPPLY ORDER

To:

M/s

.....

Dear Sir,

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 here under:

Lot#	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot#1	Wireless Mouse		1		
Lot#2	Hard Drive 2TB		1		
Lot#3	Hard Drive 4TB		1		
Lot#4	Pen Drive 32GB		4		
Lot#5	Mouse Pad		2		
Lot#6	Camera Memory Card (for the previously procured cameras)		8		
Lot#7	Camera bags (for the previously procured cameras)		8		
Lot#8	Desktop for HR with UPS		2		
			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.
7. Additional T&C (if any) may be added by the Purchaser at the time of issuing the supply order.

(Purchaser)

Date:

Name: Shri Gunanka DB, IFS

Designation: Additional Project Director,
CLLMP, MBMA

Place: Shillong, Meghalaya

SPECIFICATIONS

Sl. No.	Items	Nos.	Specifications	
1	Wireless Mouse	1	Dimensions	Height: 99mm or smaller
				Width: 60mm or smaller
				Depth: 39mm or smaller
				Weight (with batteries): 75.2g or lesser
			Sensor Technology	Smooth optical tracking DPI (Min/Max):1000 or 1200
			Number of Buttons	3(Left/Right-click, Middle click)
			Scrolling	Line-by-line Scrolling Scroll wheel: Yes, 2D, Optical
			Battery type	AA (should be included in the box supplied)
			Connectivity	Connection type: USB Connected (3.0)
				Connect/Power: Yes, on/off Switch
			Supported operating system	Windows/MacOS/Linux
			Indicator	Turn on/off indicator
			Warranty Information	As applicable
Features	Hand orientation: Ambidextrous			
	Smart Sleep Mode			
2	Hard Drive 2TB	1	Capacity	2TB
			Connectivity	USB 3.0 or better
			Speed	120mbps or higher
			Power	Adapter Powered
			Compatibility	MacOS/Window
			Cover	Should be included
			Warranty:	As per OEM standard

3	Hard Drive 4TB	1	Capacity	4TB
			Connectivity	USB 3.0 or better
			Speed	120mbps or higher
			Power	Adapter Powered
			Compatibility	Mac/Window
			Cover	Should be included
			Warranty:	As per OEM standard
4	Pen Drive 32GB	4	Type	OTG/Flash Pen drive
			Capacity	32GB
			Speed	150 mbps or better
			Connectivity	USB Compatible
			Warranty:	As per OEM standard
5	Mouse Pad	2	Color	Any color
			Material type	Faux Leather
			Product dimensions	25 x 21 x 0.2cm
			Special features	Anti- fray stitched edges Comfortable resting surface Water resistant Non slip
6	Camera Memory Card (for the previously procured cameras)	8	Capacity	64GB
			Flash memory type	SDXC
			Compatibility	Should be compatible with Canon EOS M50 Mark II
			Transfer Speed	50mbps or better
			Shot Speed	70mbps or better
			Class	Type 10 or better
			Special features	Water resistant
			Hardware interface	SDHC
Warranty	As applicable			
7	Camera Bags (for the previously procured cameras)	8	Water Resistant and dust proof	
			Storage	Should Hold 1-2 Pro DSLRs, 3-5 Lenses, Flash 15" Laptop and 1 Tablet space
			Warranty	As per OEM standard

8	Desktop with UPS	2	Monitor	
			Display Type	LED
			Hardware Interface	VGA, HDMI, 3.5mm Audio
			Response time	4 Milliseconds
			Product Dimensions	16.42 x 21.14 x 7.36cm
			Resolution	FHD 1080p
			Special Features	Flicker Free
			Mounting Hardware	Monitor Panel, Stand Riser, stand base, power cable, HDMI cable, VESA cover, quick setup guide, safety/ Environmental/ regulatory information
			Standing Screen display size	24 inches
			Display Type	IPS
			Viewing Angle	178 Degrees
			Image Aspect Ratio	16.9
			Image Brightness	250cd/m ²
			Image Contrast ratio	1000.1
			Aspect Ratio	16.9
			Screen resolution	1920x1080 pixels
			Maximum Vertical Resolution	1080 pixels
			Voltage	15
			Batteries Required	No
			Refresh Rate	75 Hz

			Connector Type	VGA, HDMI
			Mounting Type	Wall mount
			Actual Viewing	178 Degrees
			Item weight	3 kg 60 g
			Voltage	240 Volts
			wattage	21 watts
			Others	Built-in Speakers, Wi-fi, Bluetooth
			CPU	
			Processor Brand	Intel
			Processor Type	Core i7-2600
			Processor Speed	3.4 GHz
			Processor Count	1
			RAM Size	16 GB
			Memory Technology	DDR4
			Computer Memory Type	DDR4 SDRAM
			Maximum Memory Supported	8 GB
			Hard Drive Size	1 TB
			SSD	256 GB
			Hard Disk Description	HDD, SSD
			Hard Drive Interface	ESATA

			Graphics Coprocessor	Intel HD Graphics 2000
			Graphics Chipset Brand	Intel
			Graphics Card Description	Integrated
			Graphics Card Interface	Integrated
			Connectivity Type	Wi-Fi
			UPS	
			Voltage (VAC)	100~300V AC (1Ph+N+PE) Load Dependent
			Frequency (Hz)	50 / 60Hz \pm 10Hz Auto Sensing
			Voltage AVR Mode	50 / 60Hz \pm 10Hz Auto Sensing
			Voltage Battery Mode	230VAC \pm 10%
			Frequency (Hz) on Battery	50/60Hz \pm 0.1Hz
			Waveform	Simulated Sine Wave
			Transfer Time (ms)	4-8 ms Typical
			Load PF	0.7
			Voltage & Rating	2 X7Ah
			Type	Sealed Maintenance Free Lead Acid VRLA
			Recharge Time	6-8 Hours to 90% After Complete Discharge
			Audible alarms	Low Battery, Overload, Short Circuit and Fault Conditions

			LED Display	AC Mode: Green Lighting, Battery Backup Mode: Orange Lighting, Fault Mode: Red Lighting
			Protection	Battery Low, Overload, Short Circuit, AC Input Low/ High & Fault conditions
			Degree of protection	IP 20
			Cold Start	Yes
			Type of Closure	ABS
			Quality	ISO 9000, ISO 14001, OHSAS 18001, ISO 27001, BIS and RoHS
			Safety	IEC/EN62040-1
			EMC/ Performance	IEC/EN62040-2, IEC/EN62040-3, Complying to CE
			Temperature	Operating: 0~45°C, Storage: -10oC ~ 55oC
			Humidity/ Altitude	0~95% RH Non-condensing / <1500 M
			Noise	Low Audible Noise Level
			Communication Port	RS-232 / USB (Optional)
			Monitoring Software (optional)	Optional
			Other Features	Cold start on battery
				Overload Protection
				Battery Drain Protection

				Four numbers Indian socket for connecting load
				Optional USB Card for Auto Shutdown Software
				Plug and play
				Generator Compatible
				Standard back up of 30 mins or more
			Warranty	As per OEM standard