

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Equipment – 2nd Phase*

RFQ No: *GD-19*

S#	Description	Date & Time
1	Date of Issue of RFQ	September 13, 2019
2	Last Date and Time of submission of RFQs	September 30, 2019 at 1600 Hrs.
3	Opening of RFQs	September 30, 2019 at 1630 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.mbd.gov.in, E-mail: mbdaprocurement@gmail.com

MBMA/CLLMP/8/OE/GD-19/2019-20/273

Date: 13th September, 2019

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE EQUIPMENTS

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 lots mentioned:-

***Detailed Specifications given at Annexure 1**

Lot	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
Lot# 1	Laptop (Category - 1)	13	Within 30 Days	Y
Lot# 2	Laptop (Category - II)	16	Within 30 Days	Y
Lot# 3	Scanner	2	Within 10 Days	Y
Lot#4	Laserjet Printer	9	Within 10 Days	Y
Lot#5	Xerox Machine	1	Within 7 Days	Y
Lot#6	Photocopy Machine	1	Within 7 Days	Y
Lot#7	Laser Colour Printer	1	Within 7 Days	Y
Lot#8	Heavy Duty Colour Printer	2	Within 7 Days	Y
Lot#9	UPS	1	Within 10 Days	Y
Lot#10	Air Conditioner	1	Within 10 Days	Y
Lot#11	External Hard drive - 1 TB	13	Within 10 Days	N
Lot#12	External Hard drive - 2 TB	2	Within 10 Days	N

Lot	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
Lot#13	Desktop/Workstation	8	Within 30 Days	Y
Lot#14	Pendrives (32GB)	31	Within 10 Days	N
Lot#15	Mouse Pointer (Wireless)	7	Within 10 Days	N

***: 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.cllmp.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”. Quotations with no proper technical specifications/catalogues 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. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
- 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.

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 by 10 to 15 percent 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 of minimum 1 years 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 September 30, 2019. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on September 30, 2019. Late quotes will be rejected.
12. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Name: Shri 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

FORMAT OF QUOTATION *

Sl. No. ¹	Description of Goods	Specifications (complied or Not complied as per requirement)	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								
Lot # 2								
Lot # 3								
Lot # 4								
Lot # 5								
Lot # 6								
Lot # 7								
Lot # 8								
Lot # 9								
Lot # 10								

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 requirement)	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 # 11								
Lot # 12								
Lot # 13								
Lot # 14								
Lot # 15								
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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Phone: +91-364- 2522921/2522992

Website: www.mbd.gov.in, E-mail: mbdaprocurement@gmail.com

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					
Lot # 4					
Lot # 5					
Lot # 6					
Lot # 7					
Lot # 8					
Lot # 9					
Lot # 10					
Lot # 11					
Lot # 12					
Lot # 13					
Lot # 14					
Lot # 15					
			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 minimum 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 &

Additional Project Director, CLLMP, MBMA

Place: Shillong, Meghalaya

SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity
1	Laptop (Category - 1)	<p>Processor: i5, 7th Generation (Thin) Operating System: Windows 10 RAM/HDD: Minimum 4 GB RAM, 1 TB HDD Graphics: Minimum 2 GB Display: Maximum 15” Full HD, LED Widescreen Warranty: 3 Year Onsite Warranty Weight: Not more than 2.00 kg</p>	13
2	Laptop (Category - 2)	<p>Processor: i5, 8th Generation (Thin) Operating System: 64 bits RAM/HDD: Minimum 8 GB RAM, 1 TB HDD Graphics: Minimum 4 GB Display: Maximum 16” Full HD, LED Widescreen Warranty: 3 Year Onsite Warranty Weight: Not more than 2.00 kg</p>	16
3	Scanner	<p>Scanner type: Sheetfed Scan resolution, optical: Up to 600 dpi (colour and monochrome, sheet-feed) Duty cycle (daily): Recommended for approx. 3,500 pages per day Bit depth: Max 24-bits external/48-bits internal Scan file format: For text and images: PDF, JPEG, PNG, BMP, TIFF, TXT (Text), RTF (Rich Text) and searchable PDF Scanner advanced features: Auto colour detect; Auto crop; Auto exposure; Auto orientation; OCR; Edge removal; Background cleanup; Remove hole; Colour drop out; Straighten the page; Scan to cloud; Scan to email; PDF security; Misfeed detection advance setting Minimum dimensions (W x D x H): 310 x 198 x 190 mm Software to be included: Scan Driver, Scanner Tools Utility etc. Cable : 1 USB cable Warranty: Minimum One Year</p>	2
4	Laserjet Printer	<p>Printing Method – Laser Type – Single Function Refill Type – Toner Cartridge. Max Print Resolution – 600x600 dpi Duty Cycle – About 10000 pages (monthly, A4) Print speed – Minimum 25ppm</p>	9

Sl. No.	Item	Specification	Total quantity
5	Xerox Machine	<p>Printing Capacity: Minimum 30 Pages per minute 1 No Ethernet/LAN/Wireless Standard paper capacity: Minimum 1,100 sheets Recommended monthly print volume: Atleast 10,000 Pages or more First-page-out time, copying: As fast as 4.3 seconds Power consumption: Operating: 615 W Standby: 95 W</p>	1
6	Photocopy Machine	<p>Upto minimum 25 ppm (A4) Copy Resolution: Minimum 600x600 dpi Reading: Minimum 1200x1200 dpi Printing: Automatic double sided printing</p>	1
7	Laser Colour Printer	<p>Printer Category: Laser, Color or Monochrome: 1-pass color, Technology (for laser category only): Laser, Connection Type: USB, Ethernet, Wireless, Maximum Standard Paper Size: Legal, Rated Speed at Default Settings (Color): atleast 19 ppm Scanner Type: Flatbed with ADF (Standard or Optional) Maximum Scan Area: 8.5" x 17", 600x600 dpi printing, Double sided printing</p>	1
8	Heavy Duty Colour Printer	<p>1. Prints like mono lasers, Good Quality printing, more output with long run ink consumption. 2. Economical, efficient. 3. Integrated ink tank that enables spill- and error-free ink refilling with print speed up to minimum 39ppm (20ipm) print, scan, copy auto duplex printing. 4. paper size - legal, indian-legal (215 x 345 mm), 8.5 x 13", letter, a4, 16k (195 x 270 mm), b5, a5, b6, a6, hagaki (100 x 148 mm), envelopes: #10, dl, c6 5. Wifi enabled</p>	1
9	UPS for backup for Video Conferencing Unit	2 KVA	1

Sl. No.	Item	Specification	Total quantity
10	Air Conditioner	Capacity: Minimum 1.5 Ton(s) AC Type: Split Usage: Video Conference Room with the capacity of approx 20 people. Features: 3M Micro Protection Filter, E Saver Mode, Rotary Compressor	1
11	External Hard drive	1 TB	13
12	External Hard drive	2 TB	2
13	Desktop/Workstation	Operating system: 64 bits Chipset: Intel chipset is integrated with processor Graphics Card: 4/6 GB – 1040/1060 Processor: i7 8th-Generation or higher Memory: 16 GB RAM 2400/2600 Hz minimum Hard drive: 2 TB HDD, 240 GB SSD Optical drive: DVD-Writer Display size: 24” Wifi enabled Ports: 1 USB 3.0; 2 USB 3.0; 3 USB 2.0 Pointing device: USB wired optical mouse Keyboard: USB Wired Multimedia Keyboard Cooler: Advance CPU cooling system Warranty: 3 Year Onsite Warranty UPS: 1 unit	8
14	Pen drives (32GB)	740W 32GB USB 3.0 Flash Drive	31
15	Mouse Pointer	(Wireless)	7

Time Schedule for supply of materials: As mentioned