

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Studio Equipment*

RFQ No: *GD-29*

S#	Description	Date & Time
1	Date of Issue of RFQ	June 6, 2020
2	Last Date and Time of submission of RFQs	June 19, 2020 at 1600 Hrs.
3	Opening of RFQs	June 19, 2020 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.mbda.gov.in, E-mail: mbdaprocurement@gmail.com

MBMA/CLLMP/20/SE/GD-29/2020-21/484

Date: 6th June, 2020

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF STUDIO EQUIPMENT

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
Lot# 1	Audio Mixer	1	45 Days
Lot# 2	Audio Interface	1	
Lot# 3	Digital Audio Workstation	1	
Lot#4	Studio Monitor	1 set	
Lot#5	Studio Head Phones	2	
Lot#6	Talkback System	1	
Lot#7	Studio Microphone	1	
Lot#8	Mic Stand	1	
Lot#9	Lapels	5	
Lot#10	Tripod (Type 1)	3	
Lot#11	Tripod (Type 2)	1	
Lot#12	Gimbal	2	
Lot#13	Pop filter	1	
Lot#14	Camera (Full frame)	2	
Lot#15	Camera (Mirrorless)	1	

Lot	Brief Description of the Goods*	Quantity	Delivery Period
Lot#16	Camera (Type 1)	1	
Lot#17	Camera (Type 2)	1	
Lot#18	Action camera	2	
Lot#19	Normal DSLR Camera	4	
Lot#20	Rod Microphone	3	
Lot#21	Studio Light	3	
Lot#22	Green, white & black screens	1 set	
Lot#23	Speakers	3 set	
Lot#24	Headphone (Type 1)	3	

***: 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.mbd.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
- 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.
 - 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 and acceptance 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 June 19, 2020. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on June 19, 2020. Late quotes will be rejected.
12. We look forward to receiving your quotations and thank you for your interest in this project.


Shantana Sharma, IAS

Additional Project Director, CLLMP
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								
Lot # 16								
Lot # 17								
Lot # 18								
Lot # 19								
Lot # 20								
Lot # 21								
Lot # 22								
Lot # 23								
Lot # 24								

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
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)

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: 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					
Lot # 16					
Lot # 17					
Lot # 18					

Lot # 19					
Lot # 20					
Lot # 21					
Lot # 22					
Lot # 23					
Lot # 24					
			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: Shantanu Sharma, IAS

Designation: Additional Project Director,
CLLMP, MBMA

Place: Shillong, Meghalaya

SPECIFICATIONS

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & what is being offered
1	Audio Mixer	<ul style="list-style-type: none"> • 4 combination XLR/1/4" low noise mic preamps • EQ bypass per channel • 2 channels of built-in compression • Individual channel mutes • On-board USB-A MP3 playback • 4 Channels of direct out • 3-band EQ on all channels • bass and treble enhancement • Dual selectable control room outputs • Individual Listen/Solo function • Precision 60 mm faders on master • Stereo USB-B streaming audio in and out • One pre-fader AUX send • High quality master LED meter bridge • On-board studio quality digital effects with individual channel control Effects and playback LCD display • Master mic mute • Stereo pan control per channel • Studio quality headphone output • Stereo 1/4", RCA or 3.5mm input channel • Phantom power 	1	
2	Audio Interface	<ul style="list-style-type: none"> • A/D resolution 24-bit/192khz • 8 Mic Preamps • 2 Instrument input • 8 Analogue inputs • 10 Analogue outputs • 2 Headphone outputs • S/PDIF & 2x ADAT Digital I/O • MIDI I/O 	1	
3	Digital Audio Workstation	<ul style="list-style-type: none"> • Unlimited track • VST plugins with noise gate support • Compatible with windows10 and Mac OS (32 and 64 bit) 	1	
4	Studio Monitor	<ul style="list-style-type: none"> • 2 speakers • Speaker type: 2-way bi-amp powered studio monitor • Frequency range (-10dB): 54Hz - 30kHz • Components: LF 5" cone, HF 1" dome • Crossover: 2kHz • Output power: 70W (LF:45W, HF:25W) • I/O connectors: XLR3-31 type (balanced), PHONE (balanced) • Power consumption: 45W 	1 set	

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & what is being offered
5	Studio Head Phones	<ul style="list-style-type: none"> • Closed, around-ear headphone • 40 mm – 45 mm Driver • Driver sensitivity: 94-98 dB • Minimum frequency range: 20 – 20,000 Hz • Impedance: 30 – 70 ohms • Low ambient noise • A robust 2.0m singled-sided cable • Stereo jack adaptor 	2	
6	Talkback System	<ul style="list-style-type: none"> • 4 stereo input pairs plus one S/PDIF digital input into three selectable sources • 3 stereo pairs of individually selectable speaker outputs with level controls • Cue section with Source select and input- and output - level control • Large Main level control plus Main Mute, Mono and Dim switches with variable Dim attenuation • 4 stereo headphone amplifiers with volume controls and independent source selection • Built-in electret-condenser talkback microphone with input-gain control and Talkback button 	1	
7	Studio Microphone	<ul style="list-style-type: none"> • Professional 1" dual-diaphragm condenser microphone • Switchable low-frequency roll-off 	1	
8	Mic Stand	<ul style="list-style-type: none"> • Type: Boom Stand • Height: 1000-1700 mm • Base Dia: 650 mm 	1	
9	Lapels	<ul style="list-style-type: none"> • Transducer: Electret Condenser • Polar Pattern: Omni directional • Frequency Response: 50 Hz - 17 kHz • Dynamic Range (Typical): 102.5 dB • Signal-to-Noise Ratio: Output Noise: 22.5dB SPL • Maximum Input Sound Level: 125 dB • Power: +5v DC on Pin 2, Return on Pin 1 (Ground) Provided by Wireless Transmitters • Output Impedance: 1800 ohms • Output Connectors: TA4F Mini 4-Pin Connector • Dimensions: Cable Length - 4 feet (1.2m) 	5	
10	Tripod (Type 1)	<ul style="list-style-type: none"> • Max loading weight - 33 lbs(15 kg) • Adjustable in height range of 32"to 66"(41.5-159cm) • Telescopic ground spreader that allows to set tripod legs at -70°and +90° for 360 degree panoramic shot 	3	
11	Tripod (Type 2)	<ul style="list-style-type: none"> • Weight of maximum 1.5 kgs and safety payload weight of more than 5 kgs. • Overall performance: Excellent ergonomics, flexibility, easy portability, robustness, suitability for extreme weather (temperature and humidity), • Compatibility with camera Type 1 below • Warranty: 2 years + 8 year extension provision 	1	

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & what is being offered
12	Gimbal	<ul style="list-style-type: none"> • Camera Tray Dimensions : Maximum depth from the center of gravity on the camera base plate: 98 mm Maximum height measured from top of the camera base plate: 150 mm Maximum width: 205 mm • Accessory Port : Mechanical: 1/4"-20, 3/8"-16 Mounting Hole, M4 Mounting Hole • Electrical: 12V/2A Power Accessory Port, Camera Control Port, 8-pin Port • Bluetooth 4.0. • USB-C 	2	
13	Pop filter	<ul style="list-style-type: none"> • Defense against distorting "P" and "B" consonants • 360° Flexible gooseneck holder • Swivel mount 	1	
14	Camera (Full frame)	<ul style="list-style-type: none"> • 24.2 MP 35mm full frame sensor • ISO – 100-51200 • Recording format: 4K, 1080p, 720p, 1080i • Connectivity: Wireless, HDMI, USB, HD-SDI • Storage media: SD Card, Memory Stick • 28-70mm Zoom lens • 35mm 1.8 • 200-600mm Zoom lens 	2	
15	Camera (Mirrorless)	<ul style="list-style-type: none"> • Recording format: 4K, 1080p, 720p, 1080i • Sensor – APS-C • Megapixels – 20.9 • 18-135mm zoom lens • 50mm 1.8 lens – E mount • Connectivity: Wireless, HDMI, USB, HD-SDI • Storage media: SD Card, Memory Stick 	1	
16	Camera (Type 1)	<ul style="list-style-type: none"> • Weather sealed body to work at extreme temperatures and intense humidity • Li- ion battery with adequate charge to shoot at least 500+ images and 20 minutes of Full HD video shooting without having to recharge • Camera Weight of 900gms or under with battery and memory card • Tilting LCD of high resolution • Resolution of 24MP or higher • Full-frame sensor of 24 by 36mm • 4k (30P) Video Recording capability • Lens: <ul style="list-style-type: none"> ❖ A zoom lens of 24-120mm specifications with a continuous maximum aperture of F4 ❖ Weather sealed lens with sturdy construction ❖ Fast autofocus motor ❖ Clear protection neutral color screw on filter ❖ Lens cleaner kit • Extra Li-ion battery, charger and 4 Nos. 32 GB SD card 	1	

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & what is being offered
		<ul style="list-style-type: none"> • Camera bag – good quality waterproof camera bag • Extra 1 set of rechargeable batteries. • 1 no of NC protective filter • Lens cleaner kit • Minimum One year warranty with two year extended service coverage 		
17	Camera (Type 2)	<ul style="list-style-type: none"> • Type: Head mounted waterproof action camera and camcorder • Dimensions: 66.3 W x 48.6 H x 28.4 D (mm) • Weight: 126 grams, No frame required • Product detail: • Camera mode: 12MP + Super Photo w/ Improved HDR • Video: 4K60, Wide FOV • Video File Format: MP4 (H.264/AVC), MP4 (H.265/HEVC) • Time Lapse: TimeWarp 2.0 Video Time Lapse Video • Max Video Bit Rate: 100Mbps (2.7K + 4K) • Additional Video Settings: HyperSmooth 2.0 Video Stabilization + Boost, On-Screen Shortcuts, Touch Zoom, Short Clips, 8x Slo-Mo, Auto Low Light, Protune • Connected Features: Wi-Fi + Bluetooth , GPS Enabled Connects to device App • USB Port: USB- C • Battery: Removable 1220mAh lithium-ion Rechargeable • Memory storage: MicroSD™ with at least Class 10 or UHS-I rating • Equipment: Rechargeable Battery, Dual battery charger, Curved Adhesive Mount, Mounting Buckle, USB-C Cable, Thumb Screw, Floating hand grip (handler), Head strap + quick clip, compact carrying case, 32GB SD Card • Extra 1220mAh lithium ion rechargeable battery • Extra 1 set of rechargeable batteries • Extra 32 GB SD card • Lens cleaner kit • Two year warranty 	1	
18	Action camera	<ul style="list-style-type: none"> • Digital shot stabilizer • 4K recording 60fps • 1080 p live streaming • Waterproof • 12MP photos 	2	
19	Normal DSLR Camera	18 MP, 18 – 55 mm and 55 – 250 mm Lens, 32 GB Memory card, Carry bag	4	
20	Rod Microphone	<ul style="list-style-type: none"> • Frequency Range – 40Hz – 20KHz • Power – 9v • Output – 3.5 • Two step high pass filter – (flat/80Hz) 	3	

Lot	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & what is being offered
21	Studio Light	<ul style="list-style-type: none"> • Ultra bright 500 led 5500k panel • Dimmable output 16v • Mounting: vertical or horizontal with removable bracket 	3	
22	Green, white & black screens	<ul style="list-style-type: none"> • Size 8ft X 12ft • Including 1 set stand and rod with 4 steel clamps/hooks • High opacity 	1 set	
23	Speakers	<ul style="list-style-type: none"> • 2 speakers • Speaker type: 2-way bi-amp powered studio monitor • Frequency range (-10dB): 54Hz - 30kHz • Components: LF 5" cone, HF 1" dome • Crossover: 2kHz • Output power: 70W (LF:45W, HF:25W) • I/O connectors: XLR3-31 type (balanced), PHONE (balanced) • Power consumption: 45W 	3 set	
24	Headphone (Type 1)	<ul style="list-style-type: none"> • Closed, around-ear headphone • 40 mm – 45 mm Driver • Driver sensitivity: 94-98 dB • Minimum frequency range: 20 – 20,000 Hz • Impedance: 30 – 70 ohms • Low ambient noise • A robust 2.0m singled-sided cable • Stereo jack adaptor 	3	

Time Schedule for supply of materials: As mentioned