

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Software*

RFQ No: *MBMA/CLLMP/32/OS/GD-28/2020-21*

S#	Description	Date & Time
1	Date of Issue of RFQ	June 18, 2020
2	Last Date and Time of submission of RFQs	June 30, 2020 at 1600 Hrs.
3	Opening of RFQs	June 30, 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/32/OS/GD-28/2020-21

Date: June 18, 2020

INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE SOFTWARE UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE SOFTWARE

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	Delivery Period	Installation Required (Y/N)
Lot# 1	Antivirus Software	2	Within 30 Days	YES
Lot# 2	Digital Library Software	1	Within 30 Days	
Lot# 3	Software for Desktop Computer	1	Within 30 Days	
Lot# 4	Software for All in One PC	2	Within 30 Days	
Lot# 5	Autocad 2D & 3D software	1	Within 30 Days	
Lot# 6	Adobe Software Package all Application	1	Within 30 Days	
Lot# 7	Sketch Up Pro Software	1	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.mbdba.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". 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;