

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Equipments*

RFQ No: *GD-1*

S#	Description	Date & Time
1	Date of Issue of RFQ	August 30, 2018
2	Last Date and Time of submission of RFQs	September 13, 2018 at 1600 Hrs.
3	Opening of RFQs	September 13, 2018 at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016, revised November 2017]



MEGHALAYA BASIN MANGEMENT AGENCY (MBMA)

HQR: SHILLONG

Ph: 0364-2522921

Email: mbdaprocurement@gmail.com

Date: August 30, 2018

RFQ: GD - 1

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:-

S #	Brief Description of the Goods*	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
Lot # 1	Desktop	Operating system: Windows 10 Chipset: Intel (chipset is integrated with processor) Processor: Intel Core™	37 Nos	30 days	Meghalaya Basin Development Authority, Campus of	Installation Required

S #	Brief Description of the Goods*	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
		i3 (3.9 GHz, 2 cores) Memory: 4 GB DDR4 SDRAM (1 x 4 GB) Hard drive: 1 TB 7200 rpm SATA Optical drive: DVD-Writer Display size: 35.6 cm (14) (1366 x 768) Ports: 1 USB 3.0; 2 USB 2.0; 3 USB 3.0 Pointing device: USB wired optical mouse Keyboard: USB Wired Keyboard with volume control Warranty: 3 Year Onsite Warranty			Meghalaya State Housing Financing & Cooperative Society, Behind Bethany Hospital Upper Nongrim Hills, Shillong - 793003	
Lot # 2	Laptop	Processor: 8 th Generation Intel Core i5 Operating System: Windows 10 RAM/HDD: Minimum 4GB RAM, 1 TB HDD Graphics: Minimum UHD 620 Display: 14" Full HD, IPS LED Widescreen Keyboard: Fingerprint Reader Warranty: 3 Year Onsite Warranty	24Nos.	30 days		Not Required
Lot # 3	Printer	1) Printing Method – Laser 2) Type – Single Function 3) Refill Type – Toner Cartridge. 4) Max Print Resolution – 5) Minimum 600x600 dpi 6) Duty Cycle – Atleast	02 Nos.	30 days		Installation Required

S #	Brief Description of the Goods*	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
		10000 pages (monthly, A4) 7) Print speed – Minimum 36 ppm				
Lot # 4	Photocopier	1) Print / Scan / copy / Duplex) 2)Print Speed – Atleast26 PPM A4 / 16 A4 Duplex 3) Media - <=Legal 4) Copy Speed – Minimum 26 PPM A4 5) Scanning - <= A4 Colour 6) Auto Duplex – Yes 7) Interface – USB 8) Printing Method - Monochrome Laser	01 No.	30 days		Installation Required

***: 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.
3. **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.

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. 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.

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 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.

8. **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.
- 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).

8. Payment shall be made with 30 days after delivery of the goods.

9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty if required will be mentioned in the technical specifications).

10. You are requested to provide your sealed quote latest by 1600 hours on September 13, 2018. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on September 13, 2018. Late quotes will be rejected.

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

Sd/-

(Purchaser)

Name: Shri K. W. Marbaniang, IAS
(Retd.)

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
Lot # 1								
Lot # 2								
Lot # 3								
Lot # 4								

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
TOTAL including all taxes and duties								

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



MEGHALAYA BASIN MANGEMENT AGENCY (MBMA)

HQR: SHILLONG

Ph: 0364-2522921

Email: 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					
			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. Extended Warranty/Guarantee shall be 36months 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 K.W. Marbaniang, IAS (Retd.)

Designation: Executive Director &

Additional Project Director, CLLMP, MBMA