

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Furniture For DPMU*

RFQ No: *MBMA/CLLMP//2022-23/GD-92/*

| S# | Description | Date & Time |
|-----------|---|--|
| 1 | Date of Issue of RFQ | 9th November, 2022 |
| 2 | Last Date and Time of submission of RFQs | 23rd November, 2022 at 1400 Hrs. |
| 3 | Opening of RFQs | 23rd November, 2022 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-92/

Date: 9th November, 2022

INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURES UNDER CLLMP

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURES UNDER CLLMP

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 (Nos) | Consignee Address | Delivery Period |
|-------|---------------------------------|----------------|-----------------------------------|-----------------|
| Lot#1 | Chair | 8 | DPMU Tura | Within 30 days |
| | Desk with Drawers | 5 | (As mentioned in CI 3(ii) of T&A) | Within 30 days |
| | Visitor chair with arm rest | 3 | | Within 30 days |
| | Plastic Chair | 35 | | Within 30 days |

| | | | | |
|-------|-----------------------------|----|--|----------------|
| | Table (folding) | 8 | | Within 30 days |
| | 3 Seaters chair | 3 | | Within 30 days |
| | Almirah | 7 | | Within 30 days |
| Lot#2 | Chair | 4 | DPMU East Khasi Hills (As mentioned in Cl. 3(i) of T&C) | Within 30 days |
| | Desk with Drawers | 4 | | Within 30 days |
| | Plastic Chair | 10 | | Within 30 days |
| | Table (Folding) | 4 | | Within 30 days |
| | Tent | 4 | | Within 30 days |
| Lot#3 | Desk with Drawers | 1 | DPMU South West Khasi Hills (As mentioned in Cl. 3(iii) of T&C) | Within 30 days |
| | Visitor chair with arm rest | 5 | | Within 30 days |
| | White Board | 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.mbd.gov.in and www.clmp.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:

- i. DPMU EKH CLLMP, Zoram Villa Opposite St. Anthony's College , Shillong – 793001
- ii. Tura office, C/O the office of the District Commissioner, DPMU-CLLMP, West Garo Hills-794001
- iii. Mawkyrwat office, C/O the office of the District Commissioner, DPMU-CLLMP, South West Khasi Hills-793114

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 1400 hours on 23rd November, 2022. Quotations that have been submitted on or before time will be opened at 1430 Hrs. On 23rd November, 2022. 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),
MegLIFE 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. | 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 | Chair- 8 Nos Desk with Drawers- 5 Nos Visitor chair with arm rest- 3 Nos Plastic Chair- 35 Nos Table (folding)- 8 Nos 3 Seaters chair- 3 Nos Almirah- 7 Nos | | | | | | | |

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. | 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#2 | Chair- 4 Nos Desk with Drawers- 4 Nos Plastic Chair- 10 Nos Table (Folding)- 4 Nos Tent- 4 Nos | | | | | | | |
| Lot#3 | Desk with Drawers- 1 No Visitor chair with arm rest- 5 Nos White Board- 1 No | | | | | | | |

| Sl. No. ¹ | Description of Goods | Specifications (complied or Not complied as per each specs along with Product Brochures. | Total 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: admin.mbda@gov.in

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 here under:

| Lot# | Brief description of goods/ equipment | Specifications | Quantity to be supplied | Unit Rate (Rs.) | Total Price (Rs.) |
|-------|---------------------------------------|----------------|-------------------------|-----------------|-------------------|
| Lot#1 | | | | | |
| Lot#2 | | | | | |
| Lot#3 | | | | | |
| | | | 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 12months from the date of delivery and acceptance.
6. Payment shall be made within 60 days of delivery; and acceptance of thegoods/equipment.

(Purchaser)

Date:

Name: Shri Gunanka DB,, IFS

Designation: Additional Project Director,
CLLMP, MBMA

Place: Shillong, Meghalaya

TECHNICAL SPECIFICATIONS

| SPECIFICATIONS | | | |
|----------------|-----------------------------|--|----------------|
| SL No. | Items | Specifications | Total Quantity |
| 1 | Chair | <ul style="list-style-type: none"> • Dimensions W x H x D (cm): 76 x 99.5-108.8 x 76 • Seat Height (cm): 44.5-53.8 • Delivery Condition: Knock Down • Finish Color: Carbon Black & Grey • Weight (kg): 11.4 - 12 • Primary Material: Glass-filled poly-amide • Upholstery Material: Knitted Fabric • Warranty: As applicable | 12 |
| 2 | Desk with drawers | <ul style="list-style-type: none"> • Dimensions W x H x D (cm): 120-165 x (70-73) x 60-90 • Finish Color: any colour –preferably grey • Frame Material: Particle Board • Table Top Material: Prelaminated Particle Board • Sales Package: 1 Desk • Delivery Condition: Knockdown • Warranty: As applicable | 10 |
| 3 | Visitor chair with arm rest | <ul style="list-style-type: none"> • Arm Type: With Arm (Fixed) • Material: Synthetic Leather • Seat Material: Foam • Body: Mild Steel • Rotatable & Adjustable seat height • Room Type: Office Furnitures • Seating height less than 3 feet • Not more than 6 Kg • Warranty: As Applicable | 8 |
| 4 | Plastic chair | <ul style="list-style-type: none"> • Type: Plastic • Height: between 85-92 cms • Length: between 50-55cms • Width: 45-50 cms • Weight: Not more than 2 Kgs • Warranty: As applicable | 40 |

| | | | |
|---|-----------------|--|----|
| 5 | Table (Folding) | <ul style="list-style-type: none"> • Material: 3/4" Plywood • Commercial-Grade: Yes • Folded dimensions: 2.25" or more • Legs: 16 gauge, powder coated steel • Overall length/ Depth: 36" or less • Overall Height: 30" or less • Overall Width: 96" or less • Recommended Seating: 6 or more • Usage: Office uses • Weight Capacity: 300 Kg or more • Item weight: 25 kg or less • Product warranty: As applicable | 16 |
| 6 | Tent | <ul style="list-style-type: none"> • Number of users: 2 person • Storage space: yes • Front porch to be able to accommodate 2 backpacks of 50 liters volume & 2 hiking boots • Assembly type: Assembly with poles • Weather conditions: Suitable for mild weather (all 3 seasons – spring, summer, autumn) • Maximum Weight: 2.6 kgs (separable elements for shared carrying) • Dimensions: Length of room: 210 cm, Width of room: 120 cm, Height of room: 105 cm • Two pockets in room, 1 ceiling hook to hang a lamp, loops to set up an adjustable clothes line in the tent • Lightweight shatterproof and frost-proof aluminum tent poles: 7001 ø 8.5 mm • Tent pegs: Length 17 cm, ø 6.1 mm. Non-anodized 7075 aluminum for maximum strength and lightness while lowering environmental impact • Shape: Dome shape to make structure free-standing • Front tent pole with a peak for additional volume • Waterproofing: YES • Composition: Main fabric: 100.0% Polyester (PES) Inner fabric: 100.0% Polyester (PES) Floor mat: 100.0% Polyester (PES) Pole: 100.0% Aluminum Coating: 100.0% Polyurethane (PU) Carry bag: 100.0% Polyester (PES) • Material: 75 denier PES polyester flysheet and groundsheet, polyurethane coating on the inside, water repellent treatment on the outside. Seams sealed with thermo-bonded strips. Multi component and water repellent 75D polyester bedroom that is breathable, provides protection from wind and reduces condensation • Warranty – As Applicable | 4 |

| | | | |
|---|-----------------|---|---|
| 7 | 3 Seaters chair | <ul style="list-style-type: none"> • Type: 3 Seating with Cushion • Legs: Metal base • Room Type: Office • Frame Material: Mild Steel • Back Style: Solid Back • Weight: Less than 350 Kgs • Furniture Furnish: Chrome • Warranty: As applicable | 3 |
| 8 | White board | <ul style="list-style-type: none"> • Color: White • Usage: Office • Frame Material: Aluminum • Double Sided: Yes • Shape: Rectangle • Board Size: 3x4 Feet (90x120 cm) • Type: Wall Mounted • Other Features: A 100% smooth and 100% scratch-free surface ensures maximum pleasure of writing, Excellent erasibility with no ghost-marks, high scratch-resistance with easy-wipe properties and maximum readability with minimum glare • Warranty: As applicable | 1 |
| 9 | Almirah | <ul style="list-style-type: none"> • Sales Package: 1 Steel Almirah • Primary Material: CRCA Steel • Finish Color: Prince Grey • Dimensions W x H x D (cm) 91.6 x 198 x 48.6 • Style Contemporary & Modern • Delivery Condition Welded • Warranty 1 Year • Number of Shelves 4 <p>Warranty: As Applicable</p> | 7 |