



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003
(Reg No. SR/MBDA - 4/11 OF 2011)
Phone: +91-364- 2522921/2522992
Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST ENHANCEMENT IN
MEGHALAYA (MegLIFE)**

Request For Quotation (RFQ)

FOR

**Procurement of Office Furniture and Equipment for WGH
New Office**

**Additional Project Director
MegLIFE
Meghalaya Basin Development Authority (MBDA), Shillong**



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REQUEST FOR QUOTATION

Procurement of Office Furniture and Equipment for Chokpot

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Office Furniture and Equipment for WGH
New Office*

RFQ No: *MBDA/MegLIFE/Proc-2023-24/1604*

S#	Description	Date & Time
1	Date of Issue of RFQ	15 th March, 2024
2	Last Date and Time of submission of RFQs	25 th March 2024 at 1600 Hrs.
3	Opening of RFQs	25 th March 2024 at 1630 Hrs.



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MBDA/MegLIFE/Proc-2023-24/1604

Dated: 15th March, 2024

**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE FURNITURE
AND EQUIPMENT FOR WGH NEW OFFICE**

To

Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of Office Furniture and Equipment for
WGH New Office**

You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

***Detailed Specifications given at Annexure I**

Lot#	Brief Description of the Goods	Qty	Consignee Address	Delivery Period
1	Almirah	1	As mentioned in T&C Cl. 4	30 Days
2	Office Desk Type 1/2	2		
3	File Rack	2		
4	Plastic Chair	6		
5	Projector	1		
6	Xerox Machine	1		
7	Inverter	1		
8	Laptop with Bags	1		

*** Bidder may apply for one or more Lots, however they are requested to mention the Lot numbers they are bidding for.**



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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 State/Central Government/PSU's 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 send your queries and clarification at mbdaprocurement@gmail.com, it will upload its response together with any amendment to this document, on www.mbda.gov.in 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 Quotations:**
O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai-793014
4. **Consignee (ship to):**
Office of the District Project Manager, WGH, Tura, Community based forest management and Livelihood, Improvement in Meghalaya, House Noo. 299, Upper Matchakolgre (Attera), Tura, WGH, 794101
5. **Quotation Price**
 - a) The quantity offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, 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) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures.
 - f) 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.
6. **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.
7. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.



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- 8. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- Valid trading license/registration or equivalent/Exemption Certificate/Caste Certificate.
 - Valid certificate of GST registration;
 - 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.
 - 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.
 - Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2020 – 2023)
 - Audited Financial Statements of last three years (2020 – 2023) demonstrating the average annual turnover of INR 20 Lakh
- 9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- are properly signed; and
 - Confirm to the terms and conditions and specifications.
 - Any historical information, if required may be asked from the bidders during evaluation of quotes.
- 10. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be published in 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 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)
- 11.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
- 12.** You are requested to provide your sealed quote latest by 1400 hours on 19th July, 2023. Quotations that have been submitted on or before time will be opened at 1430 hours on 19th July, 2023. Late quotes will be rejected.



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13. Payments shall be released on completion and subject to acceptance of deliverable by the client within 30 working days. However, for any issues experienced post completion and acceptance of the work the purchaser, the vendor should provide support in resolving the technical issues.
 14. We look forward to receiving your quotations and thank you for your interest in this project.

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



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FORMAT OF QUOTATION

Lot. No.	Description of Goods	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	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
1	Almirah	1				
2	Office Desk Type 1/2	2				
3	File Rack	2				
4	Plastic Chair	6				
5	Projector	1				
6	Xerox Machine	1				
7	Inverter	1				
8	Laptop (with bags)	1				

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.

¹ Any unconditional discounts if offered shall be specified in this column along with the unit rates.



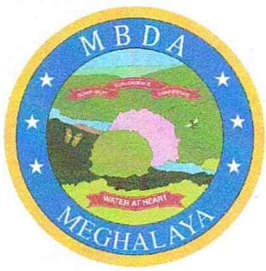
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We also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods.

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



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MBDA/MegLIFE/Proc-2023-24/1604

Date:

SUPPLY ORDER

To:

M/s

.....
.....

Dear Sir,

Sub: Supply of

.....

Reference: Your Quotation no..... Dated

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#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Almirah	1			
2	Office Desk Type 1/2	2			
3	File Rack	2			
4	Plastic Chair	6			
5	Projector	1			
6	Xerox Machine	1			
7	Inverter	1			
8	Projector Screen	1			
9	Laptop with Bags	1			
Total					

1. Delivery Period:Day(s) from the date of issue of this supply order.

2. Place of delivery: As mentioned in Clause 3 of T&C

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 Month(s) from the date of delivery and acceptance.

6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.



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7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)

Date:

Name: Shri Gunanka D.B, IFS

Designation: Additional Project Director
&Executive Director,

MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya



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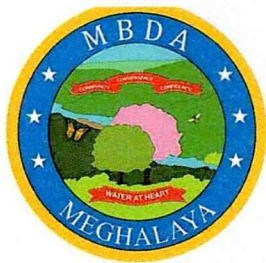
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Annexure I

Procurement of Computer & Office Furniture and Equipment for WGH New Office			
Sl. No.	Items	Nos.	Specifications
1	Almirah	1	<p>Big size almirah of 916mm W x 486mm D x 1981 mm H made of 0.7mm thick CRCA MS epoxy powder coated with welded construction</p> <p>Primary Material: CRCA Steel</p> <p>Finish Colour: Any, Preferably Grey</p> <p>Dimensions W x H x D (cm) 91.6 x 198 x 48.6</p> <p>Features: The almirah should have 4 adjustable shelves made with 0.8mm thick CRCA MS. The doors should be metal door made with 0.8 mm thick CRCA MS having handles with m10 screw type lever.</p> <p>Product Should be green guard UL, Green pro Certified</p> <p>Warranty: Minimum 2 Year</p>
2	Office Desk Type 1	2	<p>Overall Size: : 1800mm W x 900mm D x 750mm H made of 25 mm Thick PLB</p> <p>Tops with 2mm Thick PVC Edge Beading, the table should have four legged</p> <p>understructure made of Dia. 38.1 x 1.6 mm thick M.S ERW tube. and 1.6 mm thick M.S.C frame Supporting the Top. Product certified with greenguard 4 Dr</p> <p>Filing Cabinet, It should have rigid knock down construction made of CRCA.</p> <p>Panel Thicknes: Top side and drawer front 0.7mm. Frames, Drawer- inside cover,side back side 0.6mm.back,bottom and drawer bottom-0.5mm.The drawer front should have easy to grip full length handle recess integrated into metal</p> <p>drawer fronts. The filing cabinet should also have sanp on type label holder on drawer front. It should have centralized locking with 10 lever cam lock and have anti tipping arrangement to ensure that when one drawer is opened for use, it doesnt allow other drawers to be opened. The drawers should be mounted on high quality precision ball slides. The uniformly distributed load capacity of drawers should be 40 kg for 75000 cycles. It should have plain triangular plate pop riveted at bottom corner for rigidity. Accesories like drawer partition and</p>



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			<p>cradle for hanging A4 files front to back should be there. Epoxy powder coated finish of thickness 50 microns (+/-10). Dimension: 1320mmhx470mmDx620mmD.</p>
3	File Rack	2	<p>Dimension: 18 x 118 x 36 inch (Width x Height x Length) No. of Shelves: 7 Nos or more (adjustable) Type: Steel Storage Rack, Powder Coated Storage Rack Capacity per Shelf: 90Kg or more Uniformly Distributes Load Features: The rack should be made of metal and features a slotted angle design that allows for easy assembly and adjustment of the shelves. Usage: office use to organize items such as books, files, and other small items. Warranty: Minimum of 1 Year</p>
4	Plastic Chair	6	<p>Type: Plastic (Without Arms) Height: between 85-92 cms Length: between 50-55cms Width: 45-50 cms Weight: Not more than 2 Kgs Warranty: As applicable</p>
5	Projector with screen	1	<p>Display Type: LCD</p> <p>Light Output: 3400 Lumens or more</p> <p>Audio: Stereo</p> <p>Life of Lamp - Standard Usage: 5000 Hours</p> <p>Life of Lamp - Eco Usage: 6000 Hours</p> <p>Screen Coverage: 33- 320 Inches</p> <p>Contrast Ratio: 15000:1</p> <p>Throw Ratio: less that 0.85</p> <p>Aspect Ratio: 16:9</p> <p>Resolution: WXGA (1280 x 800)</p>



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			Audio Output: 2 Watts or better
			Projector Lens: Optical zoom (Manual)/ Focus (Manual)
			Warranty: 2 Years
			Screen
			Display Size: 6 Feet (Width) x 4 Feet (Height)
			Screen Surface: Matte
			Features: Eyes Strain Free while Viewing, Comes with Anti UV Coating to Protect Eyes 1080 P 3D and 4K Ready Technology EASY TO CLEAN SUPER HIGH GAIN FABRIC/MATERIAL, Black Coated Screen Material from Back Side Eliminates Light Penetration for Superior Color Reproduction, Complimentary Four Side Black Masking Borders Enhances Picture Contrast
			Type: Wall and Ceiling
			Uses: Ideal for Presentation, Meetings Rooms, Home Cinema, Calendar Type Screen with No Spring Action or Roll Back Mechanism
			Compatibility: Should be Compatible with the above Projector
			Warranty: As Applicable
6	Photocopy/ Xerox machine	1	General
			Functionality: Print, Copy, Scan with ADF feature
			Printing Technology: Color Laser
			User Interface: LCD Touchscreen Control Panel (minimum 5 inch diagonal size)
			Network Connectivity: Wi-Fi, Ethernet, and USB
			Designed for ease of use and minimal IT support
			Printing Specifications



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	Print Speed (Monochrome & Color): Minimum 30 ppm (pages per minute)
	First Copy Out Time (Monochrome & Color): Less than 8 seconds
	Print Resolution: Minimum 1200 x 1200 dpi (dots per inch)
	Duplex Printing: Automatic (Double-sided printing)
	Monthly Print Volume: 2,500 to 5,000 pages (Recommended)
	Copying Specifications
	Copy Resolution: Minimum 600 x 600 dpi
	Maximum Copy Size: A4
	Duplex Copying: Automatic
	Scanning Specifications
	Scan Resolution: Minimum 600 x 600 dpi
	Platen Size: Minimum A4
	Document Feeder: Automatic Document Feeder (ADF) for multi-page scanning
	Connectivity
	Wi-Fi: Wireless Connectivity
	Ethernet: 10/100/1000 Mbps Ethernet for wired network connectivity
	USB: USB 2.0 or higher for direct printing from a USB flash drive
	Control Panel
	User-friendly LCD touchscreen control panel with intuitive interface for easy navigation and operation
	Additional Features
	Mobile printing capabilities (through a dedicated app or



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		<p>AirPrint/Mopria) (Optional, but desirable)</p> <p>Toner save mode for economical printing</p> <p>Automatic duplex scanning</p> <p>Energy-efficient operation</p> <p>Installation</p> <p>Plug and Play functionality for easy setup with minimal IT support</p> <p>Warranty: 1 Year or more</p> <p>MAF/OEM Certificate is required</p>
7	Inverter	<p>1</p> <p>Capacity: 2.5 KVA or more</p> <p>Output Voltage: Nominal: 230 V AC, Variation: +/- 5%</p> <p>Input Voltage Range: Minimum: 160-180 V AC (Wide range to handle fluctuations in grid voltage) Maximum: 260-280 V AC (Provides protection against voltage spikes)</p> <p>Battery Voltage: Typical: 12 V DC (to be compatible with the Inverter) Supported Range: 96V - 220V DC (To Allow for various battery bank configurations)</p> <p>User-Friendly Features:</p> <p>Digital Display: Shows battery level, input & output voltage, and other operational parameters for easy monitoring.</p> <p>LED Indicators: Provide clear visual cues for charging status, overload warnings, and inverter mode (mains or battery).</p> <p>Audible Alerts: To inform about low battery, overload conditions, or inverter faults.</p> <p>Easy-to-Operate On/Off Switch and Mode Selection: Allows for simple control of the inverter's</p>



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		<p>operation.</p> <p>Best Features:</p> <p>Pure Sine Wave Output: Provides clean power suitable for sensitive electronics like computers and laptops.</p> <p>Automatic Voltage Regulation (AVR): Maintains a stable output voltage even during fluctuations in grid voltage, protecting your equipment.</p> <p>Overload and Short Circuit Protection: Automatically shuts down the inverter in case of overload or short circuit, preventing damage to the inverter and appliances.</p> <p>Eco Mode: Saves energy by automatically switching to a low-power consumption mode when not under heavy load.</p> <p>User-Selectable Charging Current: Allows to adjust the battery charging current based on battery type and capacity for optimal charging performance.</p> <p>Warranty: 2 Years or more</p> <p>MAF/OEM certificate is required</p>
9	Laptop (With Bag)	<p style="text-align: center;">General</p> <p>Form Factor: 2-in-1 Convertible Laptop</p> <p>Pre-activated Operating System: Windows 11 Home</p> <p>Pre-activated Software: Microsoft Office Home & Student (Latest Version)</p> <p style="text-align: center;">Processor</p> <p>Minimum: 11th Gen Intel Core i5 Processor (or equivalent AMD Ryzen processor) or better</p> <p style="text-align: center;">Memory (RAM)</p> <p>Minimum: 8GB DDR4 SDRAM or better</p> <p style="text-align: center;">Storage</p> <p>Minimum: 512GB PCIe NVMe Solid State Drive (SSD)</p> <p style="text-align: center;">Display</p> <p>Size: 14 inches (Recommended) for portability, or 15.6 inches for larger workspace</p> <p>Resolution: Full HD (1920 x 1080) or better</p> <p style="text-align: center;">Connectivity</p> <p>Wi-Fi 6 (802.11ax) for faster wireless speeds</p>



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		Bluetooth 5.0 for connecting wireless peripherals
		HDMI port for connecting to an external monitor
		Ethernet Connector port (or External Ethernet connector)
		USB-A ports (at least 2) for connecting peripherals
		USB-C port (at least 1) for charging and data transfer
		Additional Features
		Backlit keyboard for ease of use in low-light conditions
		Fingerprint reader for added security (Optional)
		Webcam with at least 720p resolution for video conferencing
		Touch Screen with Stylus with Multi-touch Capability: 10-point multi-touch (Optional)
		Bag should be included (Compatible with the Laptop)
		Warranty: 1 Year
		MAF/OEM Certificate is Required