



**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](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

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

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

**Request For Quotations (RFQ)**

**FOR**

**Procurement of Office Furniture and Equipment for DPMU**

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



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**REQUEST FOR QUOTATIONS**

**Procurement of Office Furniture and Equipment For DPMU**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Procurement of Office Furniture and Equipment For DPMU*

**RFQ No:** *MBDA/MegLIFE/2023-24/1102*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>19th July, 2023</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>31st July 2023 at 1400 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>31st July 2023 at 1430 Hrs.</b>



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MBDA/MegLIFE/2023-24/1102

Date: 19<sup>th</sup> July, 2023

**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT FOR DPMU**

To

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of Office Furniture and Equipment For DPMU**

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	Items Delivery Address	Delivery Period
Lot# 1	Plastic Chair	40	SWKH	Within 30 Days
	Pedestal Fan	4		
	Pendrive 32 GB	4		
Lot# 2	Plastic Chair	30	EJHD	
	Pedestal Fan	4		
Lot# 3	Plastic Chair	35	EGH	
	Pendrive 32 GB	4		
	Pedestal Fan	6		
Lot# 4	Plastic Chair	20	SGH	
	Pendrive 32 GB	8		
	Pedestal Fan	8		
Lot#5	Plastic Chair	20	NGH	
	Pendrive 32 GB	6		



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	Visiting Chair	10		Within 30 Days
	Pedestal Fan	3		
Lot# 6	Plastic Chair	20	SWGH	
	Pedestal Fan	5		
	Pendrive 32 GB	4		
Lot#7	Plastic Chair	40	EKH	
	Office Chairs	12		
	Pedestal Fan	6		
Lot# 8	Plastic Chair	20	EWKH	
	Pendrive 32 GB	2		
	Pedestal Fan	2		
Lot# 9	Plastic Chair	50	RI BHOI	
	Pendrive 32 GB	6		
	Pedestal Fan	6		
Lot# 10	Plastic Chair	10	WGH	
	Pendrive 32 GB	5		
	Visiting chair	10		
	Pedestal Fan	10		
Lot# 11	Visiting chair	12	WJH	
	Pendrive 32 GB	2		

**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, it will upload its response together with any amendment to this document, on [www.mbda.gov.in](http://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.



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### **3. Place of Delivery of items:**

- **SWKH-** DC's Office, Laitlawsang, South West Khasi Hills Mawkyrwat- 793114
- **EJHD-** DPMU- MeglifeOffice, Khliehriat Dc Office Campus, East Jaintia Hills District Pincode- 793200
- **EGH-** DPMU, EGH, MBDA/MBMA Office of the Deputy Commissioner, Williamnagar, East Garo Hills- 794111
- **SGH-** District Project Management Unit Meghalaya Basin Management Agency Near DC Bungalow, Baghmara Pin 794102 South Garo Hills
- **NGH-** DPMU, MBDA MBMA, near Mini Secretariat, Resubelpara, NGH, 794108
- **SWG H-**Basin Development Unit New DC Office Building Near District Agriculture Office South West Garo Hills Ampati-794115
- **EKH-** MegLIFE DPMU office at the O/o. The Deputy Commissioner P.O. Shillong East Khasi Hills District Meghalaya Pin: 793001
- **EWKH-** O/o MBDA, Pyndengumiong, Near- Meghalaya Co-Operative Apex Bank, Mairang, EWKH- 793120
- **RI BHOI-** Room 135, DC's Office, Ri Bhoi District, Nongpoh- 793102
- **WGH-** SMELC building, 2nd Floor, Dakopgre, Tura, West Garo Hills
- **WJH-** District Basin Development Unit Lathadlaboh West Jaintia Hills District Meghalaya - 793150

**4. Consignee Address:** Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.

### **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.



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- 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**
- Have the legal capacity to enter into a contract;
  - Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
  - 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.
- 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.
  - 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.
- 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](http://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)



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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 31st July 2023. Quotations that have been submitted on or before time will be opened at 1430 hours on 31st July 2023. Late quotes will be rejected.
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.

*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](mailto:mbdaprocurement@gmail.com)



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**FORMAT OF QUOTATION**

Lot	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> 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
Lot# 1	Plastic Chair	40				
	Pedestal Fan	4				
	Pendrive 32 GB	4				
Lot# 2	Plastic Chair	30				
	Pedestal Fan	4				
Lot# 3	Plastic Chair	35				
	Pendrive 32 GB	4				
	Pedestal Fan	6				
Lot# 4	Plastic Chair	20				

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





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Lot	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> 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
	Pendrive 32 GB	8				
	Pedestal Fan	8				
Lot# 5	Plastic Chair	20				
	Pendrive 32 GB	6				
	Visiting Chair	10				
	Pedestal Fan	3				
Lot# 6	Plastic Chair	20				
	Pedestal Fan	5				
	Pendrive 32 GB	4				
Lot# 7	Plastic Chair	40				
	Office Chairs	12				



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Lot	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> 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
	Pedestal Fan	6				
Lot# 8	Plastic Chair	20				
	Pendrive 32 GB	2				
	Pedestal Fan	2				
Lot# 9	Plastic Chair	50				
	Pendrive 32 GB	6				
	Pedestal Fan	6				
Lot# 10	Plastic Chair	10				
	Pendrive 32 GB	5				
	Visiting chair	10				
	Pedestal Fan	10				



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Lot	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> 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
Lot# 11	Visiting chair	12				
	Pendrive 32 GB	2				

**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 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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### SUPPLY ORDER

To:

M/s

.....  
.....

Dear Sir,

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:

Lot	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot# 1	Plastic Chair		40		
	Pedestal Fan		4		
	Pendrive 32 GB		4		
Lot# 2	Plastic Chair		30		
	Pedestal Fan		4		
Lot# 3	Plastic Chair		35		
	Pendrive 32 GB		4		
	Pedestal Fan		6		
Lot# 4	Plastic Chair		20		
	Pendrive 32 GB		8		
	Pedestal Fan		8		
Lot# 5	Plastic Chair		20		
	Pendrive 32 GB		6		
	Visiting Chair		10		
	Pedestal Fan		3		
Lot# 6	Plastic Chair		20		
	Pedestal Fan		5		
	Pendrive 32 GB		4		
Lot# 7	Plastic Chair		40		
	Office Chairs		12		
	Pedestal Fan		6		
Lot# 8	Plastic Chair		20		
	Pendrive 32 GB		2		



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	Pedestal Fan		2		
Lot# 9	Plastic Chair		50		
	Pendrive 32 GB		6		
	Pedestal Fan		6		
Lot# 10	Plastic Chair		10		
	Pendrive 32 GB		5		
	Visiting chair		10		
	Pedestal Fan		10		
Lot# 11	Visiting chair		12		
	Pendrive 32 GB		2		
			Total		

1. Delivery Period: ..... Day(s) 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 ..... 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.
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  
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya



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### Annexure I

PROCUREMENT OF OFFICE FURNITURE AND EQUIPMENT FOR DPMU		
Sl. Nos	Items Name	Items Descriptions
1	Plastic Chair	Type: Plastic
		Height: between 85-92 cms
		Length: between 50-55cms
		Width: 45-50 cms
		Weight: Not more than 2 Kgs
2	Visiting Chair	Arm Type: With Arm (Fixed)
		Material: Synthetic Leather
		Seat Material: Foam
		Body: Mild Steel
		Room Type: Office Furniture
		Seating height less than 3 feet
		Not more than 6 Kg
		Warranty: 1 year
3	Pendrive	Type: OTG Type Pendrive
		Capacity: 32 GB
		Transfer Speed: 150 mbps or higher
		Connectivity:USB Compatible
		Warranty: As per OEM Standard
4	Pedestal Fan	Type: Pedestal
		Motor Speed: 1300 RPM or more
		Number of Speed Settings/ Speed Control buttons: 4 Push Buttons
		Sweep Size: 400 mm or more
		No of Blades: 3 or 5
		Air Delivery: 70 m <sup>3</sup> /min or better
		Adjustable upward and downward tilt mechanism: Yes
		Power Consumption: Should be Domestic (<1000 W)
		Weight: Less than 6 Kg
		Suitable for Indoor/office use
		Warranty: 1 Year or more
5	Office Chair	Dimensions W x H x D (cm): 76 x 99.5-108.8 x 76



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	Seat Height (cm): 44.5-53.8
	Delivery Condition: Knock Down
	Finish Color: Carbon Black & Grey
	Weight (kg): 11.4 - 12
	Material Type: Nylon
	Warranty: As applicable