

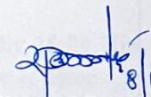
**GOVERNMENT OF MEGHALAYA  
MEGHALAYA BASIN DEVELOPMENT AUTHORITY  
(MBDA)**

**COMMUNITY-BASED FOREST MANAGEMENT AND  
LIVELIHOOD IMPROVEMENT IN MEGHALAYA**

**REQUEST FOR QUOTATION(RFQ)**

**FOR**

**SUPPLY OF OFFICE FURNITURE - McCFLIP**

 8/10/2021

**Additional Project Director  
Community-Based Forest Management  
and Livelihood Improvement in Meghalaya  
Meghalaya Basin Development Authority (MBDA), Shillong**



Meghalaya Basin  
Development Authority

+91 364-3510190

Office of the Project Director  
Community-based Forest Management and  
Livelihood Improvement in Meghalaya  
Shalom Building, 2<sup>nd</sup> Floor Lower  
Lachumiere, Shillong-793001

✉ cflip-mbda@gov.in, jica.mbda@gmail.com



www.mbda.gov.in

No. MBDA/ JICA/53/2021/

Dated Shillong the 08<sup>th</sup> October 2021

**LETTER OF INVITATION**

**From**

Dr. Raja Ram Singh, IFS  
Additional Project Director,  
Community-Based Forest Management and Livelihood  
Improvement in Meghalaya  
Meghalaya Basin Development Authority (MBDA)

**To: (Insert name of Supplier)**

\_\_\_\_\_

\_\_\_\_\_

**REQUEST FOR QUOTATION FOR SUPPLY OF OFFICE FURNITURE**

Sir/Madam,

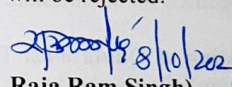
1. You are invited to submit your most competitive quotation for the supply of Office Furniture as indicated below:

Lot No	Lot Description	Item	Quantity (nos)	Installation & Commissioning Required?
1	Supply of Office Furniture – DPMU/BPMU McCFLIP, Garo Hills, Tura	(a) Computer Chair	19	Yes
		(b) Office Chair	114	
		(c) Computer Table	19	
		(d) Almirah	38	
		(e) Office Desk – Type I	57	
		(f) Office Desk – Type II	19	
		(g) File Cabinet	19	
		(h) File Rack	19	

2	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Khasi Hills, Shillong	(a)Computer Chair	10	Yes
		(b)Office Chair	60	
		(c)Computer Table	10	
		(d)Almirah	20	
		(e)Office Desk – Type I	30	
		(f)Office Desk – Type II	10	
		(g)File Cabinet	10	
		(h)File Rack	10	
3	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Jaintia Hills, Jowai	(a)Computer Chair	4	Yes
		(b)Office Chair	24	
		(c)Computer Table	4	
		(d)Almirah	8	
		(e)Office Desk – Type I	12	
		(f)Office Desk – Type II	4	
		(g)File Cabinet	4	
		(h)File Rack	4	

**\*Detailed Specifications given at Annexure 1**

- Your quotation in sealed envelope should be addressed to:  
Additional Project Director,  
Community-Based Forest Management and Livelihood Improvement in Meghalaya,  
Meghalaya Basin Development Authority (MBDA)  
2<sup>nd</sup> Floor, Shalom Building, Lower Lachumiere  
Shillong-793001, Meghalaya
- The deadline for receipt of your sealed quotation is **25<sup>th</sup> October, 2021 by 15:00 Hrs. (IST)**. Quotations will be opened on **25<sup>th</sup> October, 2021 at 15:30 Hrs.** Late quotations will be rejected.



(Dr. Raja Ram Singh)

Additional Project Director, JICA assisted project  
MBDA, Shillong.

## INSTRUCTION TO BIDDERS (ITB)

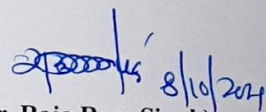
1. **Eligibility:** A Bidder (a) shall be a Citizen of India; (ii) Should not be blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response 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. No Clarifications will be entertained with only one week time left for opening. The email id for any procurement related correspondence is [jicaprocurement.mbda@gmail.com](mailto:jicaprocurement.mbda@gmail.com).
3. The bidder can bid for a single lot or multiple lots and should clearly mention the lot number for which the bidder is participating.
4. **Quotation Price:**
  - a) The bidder must quote the price inclusive of all duties, taxes and other levies payable including Freight on Road and cost of installation and commissioning.
  - b) Goods and Service Tax (GST) should be indicated separately.
  - c) 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.
  - d) The Prices shall be quoted in Indian Rupees only.
  - e) Bidder must expressly mention the make/brand of the item offered by them in the price schedule along with proper product brochures.
5. **Documents for Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
  - a. Valid Trading License in Meghalaya or equivalent/Exemption Certificate
  - b. Incorporation Certificate.
  - c. Valid certificate of GST registration;
  - d. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
  - e. Work order of at least two similar assignment completed in the last 5 years.
  - f. Declaration(**Annexure II**)
6. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
7. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
  - (a) are properly signed;
  - (b) conform to ITB 5 (a – f)
  - (c) Submission of Price Schedule
  - (d) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.

8. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive for each lot and who has offered the lowest evaluated Quotation price **Lot-Wise**. 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 by 10 to 15 percent 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.
9. **Payment:** Payment shall be made with 30 days after delivery of the goods.
10. The Supplier shall make it mandatory to attend any call from the Purchaser or Representative for any difficulties and solve the problem within three days.

11. **Delivery Location:**

Lot No.	Description	Address for Delivery	Delivery Period
1	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Garo Hills	Office of the District Project Manager, DPMU, West Garo Hills, Tura	Within 10 days from the date of issue of Work Order
2	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Khasi Hills	Office of the Project Director, SPMU, Shillong	Within 10 days from the date of issue of Work Order
3	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Jaintia Hills	Office of the District Project Manager, DPMU, West Jaintia Hills, Jowai	Within 10 days from the date of issue of Work Order

12. The Purchaser reserves the right to withdraw or cancel the Request for Quotation anytime during the bid validity period without citing any reason thereof.

 8/10/2014

(Dr. Raja Ram Singh)  
Additional Project Director, JICA assisted project  
MBDA, Shillong.

**PRICE SCHEDULE \***

Lot. No.	Description of Lot	Item Name	Make/Brand	Quantity (nos)	Quoted Unit Rate at destination in Rs.	GST Rate	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Garo Hills	(a)Computer Chair		19				
		(b)Office Chair		114				
		(c)Computer Table		19				
		(d)Almirah		38				
		(e)Office Desk – Type I		57				
		(f)Office Desk – Type II		19				
		(g)File Cabinet		19				
		(h)File Rack		19				
		<b>TOTAL</b>						

Lot. No.	Description of Lot	Item Name	Make/Brand	Quantity (nos)	Quoted Unit Rate at destination in Rs.	GST Rate	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
2	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Khasi Hills	(a)Computer Chair		10				
		(b)Office Chair		60				
		(c)Computer Table		10				
		(d)Almirah		20				
		(e)Office Desk – Type I		30				
		(f)Office Desk – Type II		10				
		(g)File Cabinet		10				
		(h)File Rack		10				
		<b>TOTAL</b>						

Lot. No.	Description of Lot	Item Name	Make/Brand	Quantity (nos)	Quoted Unit Rate at destination in Rs.	GST Rate	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
3	Supply of Office Furniture – DPMU/BPMU MeCFLIP, Jaintia Hills	(a)Computer Chair		4				
		(b)Office Chair		24				
		(c)Computer Table		4				
		(d)Almirah		8				
		(e)Office Desk – Type I		12				
		(f)Office Desk – Type II		4				
		(g)File Cabinet		4				
		(h)File Rack		4				
<b>TOTAL</b>								

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 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



**SPECIFICATIONS**

<b>Sno.</b>	<b>Item Name</b>	<b>Specifications</b>
1	Computer Chair	Revolving chair with arm rest - Tilting Mechanism - Ergonomic Back Rest - 360 degree swift Swivel -Height Adjustable (35-40 inches) - Castro nylon wheels with 360 degree rotation - Comfortable Sturdy Seat Cushion
2	Office Chair	Revolving chair without arm rest - Ergonomic Back Rest - 360 degree swift Swivel -Height Adjustable (35-40 inches) - Castro nylon wheels with 360 degree rotation - Comfortable Sturdy Seat Cushion
3	Computer Table	Computer Table with sumica top with tray for keyboard size 900mmx440mmx750mm
4	Almirah	Steel Almirah with four shelves making five compartment with safe (size 1981mm x 914mmx483mm)
5	Office Desk- Type 1	Table with wooden top (4x2 feet) without drawers
6	Office Desk - Type 2	Table with wooden top (4x2 feet) with 3 drawers at one side
7	File Cabinet	Material - Metal Finish Type - Spray Painted Style - Modern Installation Type - Freestanding Shape - Rectangular Number of Doors – 4
8	File Rack	Size: 24 x 12 x 60 inch (WxDxH) Multifunctional 5-tier Shelves

DECLARATION

RFQ No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The Additional Project Director,  
Community-based Forest Management and Livelihood Improvement in Meghalaya,  
Meghalaya Basin Development Authority (MBDA),  
Shillong-793003, Meghalaya

Sir,

We, the undersigned, declare that:

- (i) We offer to supply in conformity with the Terms and Conditions and in accordance with the delivery schedule as specified.
- (ii) Our Quotation shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the terms & conditions.
- (iii) We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- (iv) Our business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

**Name** [Insert complete name of the person signing the Bid] :

**Designation** [Insert legal capacity of person signing the Bid] :

**Signed** [Insert signature of person whose Name and capacity shown above] :

**Duly authorized to sign the Bid for and on behalf of** [Insert complete Name of the Bidder] :

**Date:**