



File No. MBDA/JICA/46/2021/802

Dated: Shillong, 3<sup>rd</sup> November 2022

## REQUEST FOR QUOTATIONS

### Procurement of Goods under RFQ/Shopping Procedures

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

**Contract title:** Procurement of Insurance Coverage of Vehicles under  
MegLIFE

**RFQ No:** MBDA/JICA/46/2021/802

S#	Description	Date & Time
1	Date of Issue of RFQ	3 November 2022
2	Last Date and Time of submission of RFQs	10 November 2022 before 4:00 PM IST
3	Opening of RFQs	10 November 2022 4:30 PM IST

### INVITATION FOR QUOTATIONS FOR INSURANCE COVERAGE OF VEHICLES UNDER MegLIFE

To

Dear Sir/Madam,

**Subject:** INVITATION FOR QUOTATIONS FOR INSURANCE COVERAGE OF  
VEHICLES UNDER MegLIFE

MBDA under the MegLIFE project intends to publish the invitations of quotations for insurance coverage of 13 nos. Bolero and 22 nos. of Bolero Camper which are currently operational since October 2021.

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

Sl. No.	Brief Description of the requirement**	Quantity	Delivery Period
# 1	1.Total Own damage premium including loading /Discount and NCB @0% as applicable. 2. Basic Third-Party liability. 3. PA cover for driver as applicable. 4. PA cover for Un-Named person as	1. 13 nos. of Bolero 2. 22 nos. of Bolero Camper	2 days from issuance of Supply Order

Sl. No.	Brief Description of the requirement**	Quantity	Delivery Period
	applicable. 5. Personal Accident as applicable. 6. Electrical/Non electrical/CNG-LPG/Side Car/Additional Accessories/Geographical Extension. 7. Anti-theft/Handicap Discount/TPPD. 8. Cashless claim. 9. Zero depreciation Claim 10. No claim Bonus	3. Insurance cost for both tenure of 1 year and 2 years	

**\*\* Bidders need to provide cost breakup of each requirement**

### Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest and (c) should not have been (i) temporarily suspended or debarred by any Government Departments/Agencies; 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.
3. **Place of Delivery:**  
O/o Addl. Project Director  
MegLIFE office  
Shalom Building, 2<sup>nd</sup> Floor  
Lower Laichumere, Shillong  
Meghalaya - 793001  
Landmark: Behind Golds Gym
4. **Quotation Price**
  - a) The bidder must provide the quotation for both the requirements of Bolero and Bolero Camper. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
  - b) The quotation of insurance should be provided, both for a period of 1 year and 2 years separately from the date of issuance of Purchase Order. MBDA will decide which tenure it will avail.
  - c) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - d) All installation or any other charges should be mentioned (if any). No extra cost will be allowed to be claimed once the Purchase/Work Order is issued.
  - e) Goods and Service Tax (GST) should be indicated separately.
  - f) 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.
  - g) The Prices shall be quoted in Indian Rupees only.

## 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 30 days after the deadline date specified for submission.

## 8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which

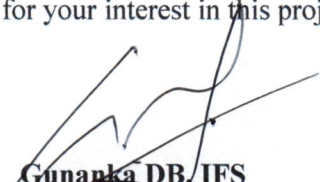
- (a) are properly signed; and
- (b) Confirm to the terms and conditions and specifications.
- (c) The Quotations would be evaluated; GST will not be taken into consideration while evaluating the quotations.
- (d) Any historical information, if required may be asked from the bidders during evaluation 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 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)

- 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. Details of vehicles for 13 nos. of Bolero and 22 nos. of Bolero Camper would be shared post issuance of the Purchase Order to the successful bidder.

11. Payment shall be made within 30 days after services is provided on submission of all related Documents to the Admin Team of MBDA
12. You are requested to provide your sealed quote latest by **10/11/2022 before 16:00 IST**. Quotations that have been submitted on or before time will be opened at **10/11/2022 at 16:30 IST**. Late quotes will be rejected.
13. We look forward to receiving your quotations and thank you for your interest in this project.



**Gunanka DB, IFS**  
**Addl. Project Director, MegLIFE**  
**MBDA**

**FORMAT OF QUOTATION \***

Sl. No.	Description of requirements	Specifications (complied or not complied as per each requirement)	Qty.	Unit	No. of Years for Insurance	Quoted Unit Rate <sup>1</sup> (Requirement and Vehicle wise) Rs.	GST <sup>2</sup> and similar other taxes applicable on finished Goods/ Services	Total Price per line item inclusive of discounts, all taxes and duties	
								In Figures	In Words
# 1	Name of the product				Provide separately for both 1 year and 2 years				
<b>Total</b>									

**Gross Total Cost: Rs. ....**

We agree to supply the above requirements of insurance of vehicles in accordance with the specifications and requirements 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**

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

<sup>2</sup> Indicate each applicable tax separately.

**SUPPLY ORDER**

To:

M/s

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Dear Sirs,

Sub: Invitation for Quotation .....  
.....

Reference: Your Quotation no..... Dated .....

1. Your quotation no.....of .....(Date) for the invitation for quotation ..... **has been accepted. You are requested to supply the following goods/services 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/services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
# 1					
			Total		

1. Delivery Period: 2 days from the date of issue of this supply order.
2. Place of delivery: O/o Addl. Project Director  
MegLIFE office  
Shalom Building, 2nd Floor  
Lower Laichumere, Shillong  
Meghalaya - 793001  
Landmark: Behind Golds Gym
3. Consignee Address: Same as place of delivery
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
5. Payment shall be made within 30 days after services is provided on submission of all related Documents to the Admin Team of MBDA

**Gunanka DB, IFS**  
Additional Project Director  
MegLIFE, MBDA  
Shillong, Meghalaya