

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

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

Request For Quotations (RFQ)

FOR

**PROCUREMENT OF TALLY SYNCHRONIZATION AND MIGRATION
TO CLOUD TALLY FOR
MegLIFE PROJECT**

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

REQUEST FOR QUOTATIONS

Procurement of Tally Synchronization and Migration to Cloud Tally of MegLIFE Project

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Tally Synchronization and migration to Cloud Tally of MegLIFE Project*

RFQ No: *MBDA/MegLIFE/53/2021*

| S# | Description | Date & Time |
|-----------|---|---------------------------------------|
| 1 | Date of Issue of RFQ | December 8, 2022 |
| 2 | Last Date and Time of submission of RFQs | December 16, 2022 at 1600 Hrs. |
| 3 | Opening of RFQs | December 16, 2022 at 1630 Hrs. |



MBDA/MegLIFE/53/2021

Date: 8th December, 2022

INVITATION FOR QUOTATIONS FOR TALLY SYNCHRONISATION AND MIGRATION TO CLOUD TALLY UNDER MegLIFE, MBDA

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR TALLY SYNCHRONISATION AND MIGRATION TO CLOUD TALLY UNDER MEGLIFE, MBDA

1. Objective:

MegLIFE Project has:

1. 11 number of Tally Prime Single User Versions installed in Eleven Districts - DPMU offices in Meghalaya.
2. 1 number of Tally Prime Multi User Version (**Tally Prime 2.1 version GOLD Edition**) installed in Head Office – SPMU, at Shillong.
3. MegLIFE is looking for a prospective **Tally Partner/ Distributor**, etc who would help in synchronization of all the Tally Data from the District offices and Head office.
4. Migration of the existing Tally system to Cloud Tally and integration with existing MIS system of the project.

2. Deliverables:

1. Synchronization of the Tally data maintained at 11 DPMU offices and at SPMU office
2. Migration to Cloud Tally and integration with existing MIS of the project
3. The bidder is required to provide mechanism (preferably an API) to extract the accounting data from Tally in full/incremental mode. It should be possible to interface this with third party systems.
4. The bidder is required to furnish a technical design document to explain this whole process.

3. Duration of Assignment:

The assignment should be completed within **ONE WEEK** of issue of the work order.

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 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:** All clarifications or queries if any should be email to mbdaprourement@gmail.com before 13 December 2022, 2:00 PM IST.
3. 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 for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.

4. **Place of Delivery:**

The sealed bids must be submitted on or before the date mentioned at the following address:

Meghalaya Basin Development Authority (MBDA)
MegLIFE office, 2nd Floor
Shalom Building, Lower Laichumere
Shillong -793001, Meghalaya

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, 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) Bidder must expressly mention the name/brand 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. 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. (**Annexure-I**)

7. **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. CA certified audited financial turnover for the last 3 years.
 - d. Copies of relevant experience certificates (contracts) to be submitted along with bid in support of goods (or service) supplied in the relevant financial years.
 - e. 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.
 - f. 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.
8. **Validity of Quotation:** Quotations shall remain valid for a period not less than 60 days after the deadline date specified for submission.
9. **Evaluation of Quotations:** The Purchaser will evaluate and compare the proposals 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) 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
 - 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 of 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).
11. You are requested to provide your sealed quote latest by 1600 hours on 16 December, 2022. Quotations that have been submitted on or before time will be opened at 1630 hours on 16 December, 2022. Late quotes will be rejected.
12. Payments shall be released on completion and subject to acceptance of deliverable by the client. However, for any issues experienced post completion and acceptance of the work the purchaser, the vendor should provide support in resolving the technical issues.
13. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Name: Shri. Gunanka DB, IFS

Address:

Meghalaya Basin Development Authority (MBDA),

MegLIFE office 2nd Floor, Shalom Building,

Lower Laichumere. Shillong– 793001

Tel. No.: +913643510190

Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION *

| Sl. No. | Description of Goods/Services | 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 | Tally Synchronisation | | | | | |
| #2 | Cloud migration | | | | | |
| #3 | Other charges | | | | | |

**** The bidder can add more line items as required**

Gross Total Cost: Rs.....

We agree to supply the above goods/services 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

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

Office of the Project Director
 Community-based Forest Management and
 Livelihood Improvement in Meghalaya

Shalom Building, 2nd Floor,
 Lower Lachumere, Shillong—793001

+91 364-3510190 www.mbda.gov.in

meglife.mbda@gmail.com



Meghalaya Livelihood Improvement
 through Forest Enhancement



Meghalaya Basin
 Development Authority



Japan International
 Cooperation Agency

WORK 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/services 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 | Tally Synchronisation | | | | |
| #2 | Cloud migration | | | | |
| #3 | Other charges | | | | |
| | | | 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.

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

(Purchaser)

Date:

Name: Shri Gunanka DB, IFS
 Designation: Additional Project Director,
 MegLIFE, Shillong, Meghalaya
 Place: Shillong, Meghalaya

Annexure – I

DECLARATION

RFQ No. _____

Date: _____

To

The Additional Project Director,
MegLIFE
Meghalaya Basin Development Authority (MBDA),
Shillong-793003, Meghalaya

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 Quotations shall be valid for a period of 60 days from the date fixed for the 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 Quotation]:

Designation [Insert legal capacity of person signing the Quotation]:

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

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

Date: