

Office of the Project Director
Community-based Forest Management and
Livelihoods Improvement in Meghalaya
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong—793001
☎ +91 364-3510190 🌐 www.mbda.gov.in
✉ meglife.mbda@gmail.com/jica.mbda@gmail.com



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

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

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

Request For Quotations (RFQ)

FOR

Procurement of Multifunction Printer for GIS & UAV under MegLIFE

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

REQUEST FOR QUOTATIONS

Procurement of Multifunction Printer for GIS & UAV under MegLIFE

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: Procurement of Multifunction Printer for GIS & UAV under MegLIFE

RFQ No: *MBDA/MegLIFE/Proc-2024-25/*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	24 th July, 2024
2	Last Date and Time of submission of RFQs	1 st August 2024 at 1600 Hrs.
3	Opening of RFQs	1 st August 2024 at 1630 Hrs.



MBDA/MegLIFE/Proc-2024-25/1604/1817

Date: 24th July, 2024

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF MULTIFUNCTION PRINTER FOR GIS & UAV UNDER MEGLIFE

To

Dear Sir/Madam,

Subject: Invitation for quotations for “Procurement of Multifunction Printer for GIS & UAV under MegLIFE”.

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**

SL.No	Description of Goods	Qty	Consignee Address	Delivery Period
1	Multifunction Printer	1	As mentioned in T&C CL 4	Within 30 Days

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 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. **Bid- Submission of Quotations:** O/o MegARISE, RDL Building, Springside, Lumsohphoh Nongthymmai, Shillong – 793014.
4. **Place of Delivery of items:** O/o MegARISE, RDL Building, Springside, Lumsohphoh Nongthymmai, Shillong – 793014.
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.
8. **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.

- 9. 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) 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 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)
- 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 1600 hours on 1st August, 2024. Quotations that have been submitted on or before time will be opened at 1630 hours on 1st August, 2024. 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

QUOTATION OF FORMAT:

Sl. 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	Multifunction Printer	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.

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



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.No	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Multifunction Printer				

- Delivery Period: Day(s) from the date of issue of this supply order.
- Place of delivery
- Consignee Address:
- GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
- Extended Warranty/Guarantee shall be Month(s) from the date of delivery and acceptance.
- 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
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

Specifications for "Procurement of Multifunction printer for GIS & UAV" Under MegLIFE.				
Sl. Nos	Items Name	Items Descriptions		
1	Multifunction Printer	Functions	Print, Copy, Scan & Fax with ADF	
		Printing Technology	Ink Tank System or better	
		Nozzle Configuration	400 x 1 nozzles (Black), 128 x 1 nozzles per colour (Cyan, Magenta, Yellow) or better	
		Maximum Resolution	4800 x 1200 dpi	
		Ink Droplet Volume	3.3 L or better	
		Print Function		
		Print Speed	<ul style="list-style-type: none"> • Mono (Black & White): Up to 38 ppm • Color: Up to 24 pages 	
		Print Resolution:	Up to 4800 x 1200 dpi	
		Paper Handling:	<ul style="list-style-type: none"> • Maximum Paper Size: A3+ • Automatic Document Feeder (ADF): Yes • Auto Duplex Printing: Yes (Automatic double-sided printing) • Should have at least two Trays 	
		Copying Function		
		Copy Speed	Upto 11.5 ipm/ 5.5 ipm (Black/ Colour, A4, Flatbed)	
		Maximum Copies from standalone	99 copies	
		User Interface:	Easy-to-use display and control panel	
		Ink System:	High-capacity refillable ink tanks	
		Form Factor:	Compact and durable design suitable for business environments	
		Connectivity (Network capabilities)	Ethernet, Wi-Fi IEEE 802. 11b/g/n, Wi-Fi Direct, USB	
		Mobile Printing support	Compatible with various mobile printing solutions	
		Scan Function		
		Scan resolution, optical	Up to 1200 x 2400 dpi	
		Scan Speed	200 dpi Colour: 28 sec/5.0 ppm or better 200 dpi, Black: 13 sec/5.0 ppm or better	

	Scanner Bit Depth	48 bit input, 24 bit output
	ADF function	
	Paper Capacity	35 Sheets (64-95 g/m ²)
	Paper Size/Type	A3+, A3, Indian Legal (21.6 x 35.6 cm), Letter (21.6 x 27.9 cm), A4, A6, Half Letter, 8.9 x 12.7 cm, 10.2 x 15.2 cm, 12.7 x 17.8 cm, 20.3 x 25.4 cm, Executive, 8.9 to 119.9 cm; Envelopes: #10, Plain Paper, Bond Paper, Air Mail
	Compatibility	Windows XP / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X 10.6.8 or later
	Control panel	6.9 Colour LCD Touch Screen or better
	Refills	1 Set of reuseable ink
	MAF	Yes Required
	Installation at site and trainings on how to use the MFP	Should be provided by the Supplier
	Warranty	Standard warranty period: Minimum one-year