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





Development Authority



meglife.mbda@gmail.com/jica.mbda@gmail.com

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

## MEGHALAYA LIVELIHOOD IMROVEMENT 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	24th July, 2024
2	Last Date and Time of submission of RFQs	1st August 2024 at 1600 Hrs.
3	Opening of RFQs	1st August 2024 at 1630 Hrs.

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





**Development Authority** 



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**Date: 24th July, 2024** MBDA/MegLIFE/Proc-2024-25/1604/1817

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

То		

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**

- 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.
- 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:**

S1. No	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	Destinat	ice per line item at ion - inclusive of discounts, 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.

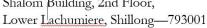
We also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods.

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.

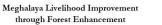
## **Signature of Supplier**

7

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Japan International Cooperation Agency

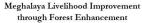
meglife.mbda@gmail.com/jica.mbda@gmail.com

#### **SUPPLY ORDER**

To: M/s					
,		• • • • • • • • • • • • • • • • • • • •			
••••••		• • • • • • • • • • • • • • • • • • • •			
Dear Sir,					
_	ply of				
Referenc	e: Your Quotation noof  quotation noof has been	Dated	(Date) fo	r the s	
	equipment at the rates quications and terms & conditions			inst each	as per the
Sl.No	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Multifunction Printer				
2. Place of 3. Consig 4. GST if the cost a 5. Extend acceptan	ded Warranty/Guarantee sh ce.	evailing on the da	onth(s) from the	ot already	elivery and
o. Payme	ent shall be made within 30 da	iys or denvery; an	iu acceptance of t	ne goods/	equipinent.

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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.				
S1. Nos	Items Name	Items Descriptions		
		Functions	Print, Copy, Scan & Fax with ADF	
		<b>Printing Technology</b>	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	• Mono (Black & White): Up to 38 ppm Color: Up to 24 pages	
		Print Resolution:	Up to 4800 x 1200 dpi	
	Multifunction Printer	Paper Handling:	<ul> <li>Maximum Paper Size: A3+</li> <li>Automatic Document Feeder (ADF): Yes</li> </ul>	
1			Auto Duplex Printing: Yes (Automatic double-sided printing) • Should have at least two Trays	
		<b>Copying Function</b>		
		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	Ethernet, Wi-Fi IEEE 802. 11b/g/n, Wi-	
		capabilities)	Fi Direct, USB	
		Mobile Printing	Compatible with various mobile	
		Scan Function	printing solutions	
		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/m2)
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 a trainings on how to the MFP	Carre and Fact and Carre
Warranty	Standard warranty period: Minimum one-year