

## **REQUEST FOR QUOTATIONS**

### **Procurement of Goods under RFQ/Shopping Procedures**

#### **(Open Competitive Bidding)**

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)*

**Contract title:** *Procurement of IT Equipment's for the State Project Management Unit (SPMU)*

**RFQ No:** *MBMA/MPOWER/10/2025-26/GD-4*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>17<sup>th</sup> June 2025</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>1<sup>st</sup> July 2025 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>1<sup>st</sup> July 2025, at 1630 Hrs.</b>



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

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Ref No.: MBMA/MPOWER/10/2025-26/GD-4

Date: 17<sup>th</sup> June, 2025

### INVITATION FOR QUOTATIONS FOR PROCUREMENT OF IT EQUIPMENT'S FOR SPMU UNDER MPOWER, MBMA

To

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Dear Sir/Madam,

#### Subject: Invitation For Quotations For Procurement of IT Equipment's For SPMU Under MPOWER

The Government of India has applied financing in the amount of **US\$ 50.00 million equivalent from the World Bank**, towards a part of the cost of the **Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)**, Meghalaya Basin Management Agency (MBMA) and it intends to apply the proceeds of this Loan to make payments for goods, works, related services and consulting services to be procured under this project.

1. You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below:

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

Lot#	Brief Description of the Goods*	Quantity (Nos)	Consignee Address	Delivery Period
Lot#1	Laptop	14	As Mentioned in CL 4 of the T&Cs	30 Days
Lot#2	Standard Multifunction Printer	2		
Lot#3	USB-C to USB Adapter	1		
Lot#4	Scanner	1		
Lot#5	Hard Disk Drive 1TB	4		
Lot#6	Pendrive	5		

**\*: bidder may apply for one or more lots; however, they are requested to mention the lot numbers they are bidding for.**

## **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 World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; 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.mbma.org.in](http://www.mbma.org.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:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
- 4. Place of Delivery:**  
Procurement Unit, – O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai- 793014
- 5. Quotation Price**
  - a) The bidder must mention the lot that they are offering. However, the quantity offered should be 100% of the requirement for the quoted lot. 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) The Prices shall be quoted in Indian Rupees only.
  - f) The price quotation should include the transportation cost, loading, unloading, installation, among other. No additional cost that what is mentioned in the financial quotation will be paid by MBMA
  - g) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
  - h) 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. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- Valid trading license/registration or equivalent/Exemption Certificate.
  - Valid certificate of GST registration;
  - 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.
  - 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 90 days after the deadline date specified for submission.
- 9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which
- are properly signed; and
  - Confirm to the terms and conditions and specifications.
  - The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
  - 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 in respective lots and who has offered the lowest evaluated quotation price for that respective lot.
- 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.
  - 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.** Payment shall be made within 60 days after delivery of the goods.
- 12.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
- 13.** You are requested to provide your sealed quote latest by 1600 hours on 1<sup>st</sup> July 2025. Quotations that have been submitted on or before time will be opened at 1630 Hrs. 1<sup>st</sup> July 2025. Late quotes will be rejected.
- 14.** We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

***Project Director, MPOWER,  
Meghalaya Basin Management Agency***

**FORMAT OF QUOTATION \***

<b>Lot#.</b>	<b>Description of Goods</b>	<b>Specifications (complied or not complied as per each specs along with Product Brochures.)</b>	<b>Total Qty.</b>	<b>Unit</b>	<b>Quoted Unit Rate Lot wise at destination in Rs.</b>	<b>GST and similar other taxes applicable on finished Goods/ Services</b>	<b>*Total Price per line item at Destination - inclusive of discounts, all taxes and duties</b>	
							<b>In Figures</b>	<b>In Words</b>
Lot#1	Laptop		14					
Lot#2	Standard Multifunction Printer		2					
Lot#3	USB-C to USB Adapter		1					
Lot#4	Scanner		1					
Lot#5	Hard Disk Drive 1TB		4					
Lot#6	Pendrive		5					

**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 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**



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### SUPPLY ORDER

To:

M/s

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.....

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/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified here under:

Lot#	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot#1					
	<b>Total</b>				

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.
5. Extended Warranty/Guarantee shall be 12months from the date of delivery and acceptance.
6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order.

**(Purchaser)**

Date:

***Project Director, MPOWER,  
Meghalaya Basin Management Agency***

## TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS				
Lot#	Items	Quantity	Specification	
Lot#1	Laptop	14	Processor	AMD Ryzen™ 7 5800U Processor (1.90 GHz up to 4.40 GHz)
			Operating System	Windows 11 or higher
			Display Type	35.56cms (14) FHD (1920x1080) IPS 300nits
				Glossy, 72% NTSC, Touch
			Memory	16 GB Soldered LPDDR4x 4266 or higher
			Hard Drive	512 GB M.2 2280 SSD or higher
			Speaker	Stereo, Dolby® Atmos™
			AC Adapter	65W
			Touch Screen	Yes
			Graphics	Integrated AMD Radeon™ Graphics
			Ports	1xUSB 3.2 Gen 1, 2xUSB-C 3.2 Gen 1, Headphone / microphone combo jack (3.5mm)
			Battery	4 cell, 71Wh, Upto 15 hours
			Bluetooth	Bluetooth® 5.0
			Camera	720p HD with Privacy Shutter
			Pen	Yes
			Fingerprint Reader	Yes
			Keyboard	Backlit, English
			Wireless	11AX (2x2) & Bluetooth® 5.0
			Warranty	2 Year Onsite Warranty
			Genuine	MS-Office 2021 for lifetime
			Antivirus for lifetime	Yes
			Weight	Not more than 1.5 kg
Bag Pack(included) and should fit the laptops	Yes			
Wireless mouse	Yes			
MAF is required to be provided	Yes			
Lot#2	Standard Multifunction Printer	2	Printing Technology	Laser
			Type of Product	Multifunctional Printer

			Weight	14kg - 20 kg
			Print Resolution	1200 x1200 Dpi
			Scanner Type	Flatbed
			Function	Print, Copy, Scan
			Connectivity	Ethernet, WiFi, USB
			Memory	500 -1 Gb
			Supported Media Types	Paper, Envelopes, Cards, Brochure Paper
			Compatible Device	Smartphones
			Color output	Color, B&W
			Sheet Size	A4 - Legal
			Dimension	418 x 419 x 419 mm
			Printing Output	Monochrome
			Paper Supply Capacity	350 Sheets
			Operating System Type	Windows 10, Windows 11, MacOS, Android, iOS
			Scan time	25 ppm (Black and Colour)
			Control Method	Touch
			Uses For Product	Office
			Voltage	220 to 240 V
			Paper Output Capacity	250 sheets
			Power Source	Electric
			Sales Package	Printer, Toner Cartridge, CD, Power Cable, Usb Cable
			MAF	Yes
			Warranty	1year
Lot#3	USB – C to USB Adapter	1	Connector type	USB – C Male to USB – A Female
			Data Transfer Speed	10 Gbps
			Compatible Devices	Laptop, Desktop, MacBook
			Warranty	As per OEM standard
Lot#4	Hard Disk Drive 1TB	4	Digital Storage Capacity	1TB
			Hard Disk Interface	USB 2.0/3.0
			Connectivity Technology	USB
			Special Feature	Portable, Sleek, Drag and Drop, Automatic Recognition



			Hard Disk Form Factor	2.5 Inches
			Hard Disk	Mechanical Hard Disk
			Compatible Devices	Laptop, Desktop
			Installation Type	External Hard Drive
			Warranty	1 Year
Lot#5	Pendrive	5	Storage Capacity	32GB
			Read Speed	Up to 150 MB/s
			Compatible Devices	Laptop, Desktop
			Connectivity	USB compatible
			Warranty	As per OEM standard
Lot#6	Scanner	1	Scanner Type	Sheet-fed
			Scan Resolution	Up to 600 x 600 dpi
			Scan Speed	Up to 40 ppm / 80 ipm (black & color)
			Duplex Scanning	Yes (automatic two-sided scanning)
			ADF (Automatic Document Feeder)	50 sheets or Higher
			Connectivity	USB 3.0, Ethernet, Wi-Fi
			Supported Media Size	A4, A5, A6, B5, B6, postcards, envelopes
			Scan File Formats	PDF, JPEG, PNG, TXT, TIFF, DOCX, XLSX
			Control Panel	2.8-inch color touchscreen
			Supported OS	Windows, macOS
			Weight	Approx. 2.8 kg
			Dimensions (W x D x H)	300 x 172 x 154 mm
			OCR (Optical Character Recognition)	Included
			Warranty	1 Year