



**REQUEST FOR QUOTATION (RFQ)**  
**FOR PROCUREMENT**  
**OF**  
**OFFICE FURNITURES**  
**FY 2025-26**

**Meghalaya State Rural Livelihoods Society (MSRLS)**  
**Montfort Building, 2nd floor, Dhankheti, Shillong- 793001**  
**East Khasi Hills District, Meghalaya**

### **Detail of Events**

<b>Sl No</b>	<b>Particulars</b>	<b>Remarks</b>
1	Contact details of issuing department (Name, Designation, Email address for sending any kind of correspondence regarding this RFQ and for submission of Bids)	Chief Executive Officer, Meghalaya State Rural Livelihood Society, Montfort Building, 2nd floor, Dhankheti, Shillong- 793001, East Khasi Hills District, Meghalaya  Email: <a href="mailto:msrls2011@gmail.com">msrls2011@gmail.com</a>
2	Bid Document Availability including changes/amendments, if any to be issued	RFQ may be downloaded from MSRLS website <a href="https://msrls.nic.in/">https://msrls.nic.in/</a>
3	Date of Issue of RFQ	29 <sup>th</sup> September, 2025
4	Last date for requesting clarification	Upto 4:00 pm on 13 <sup>th</sup> October, 2025 All communications regarding points / queries requiring clarifications shall be given in writing or by e-mail.
5	Last date and time for Bid submission	Upto 3:00 pm on 21 <sup>st</sup> October, 2025
6	Date and Time of opening of RFQs	At 4:00 pm on 21 <sup>st</sup> October, 2025 Authorized representatives of Bidders may be present during opening of Tenders. However, quotation would be opened even in the absence of any or all of the Bidderrepresentatives.
8	Tender Fee	NIL  Tender fee will not be applicable for submission of this RFQ

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## **PART-I**

### **1. INVITATION TO BID:**

- i. **Meghalaya State Rural Livelihood Society** (herein after referred to as '**MSRLS/the Society**'), was formed by the Government of Meghalaya as per the guidelines of NRLM. The society is registered under the Meghalaya Society Registration Act XII of 1983 and was designated as the Nodal Agency for implementing NRLM in the state. The basic purpose of forming this society is to put in place a dedicated and sensitive support structure from the State level down to the sub-district level which will focus on building strong and self-managed institution of the poor at different levels.
- ii. This Request for Quotation (RFQ) has been issued by **the Society** for Procurement of Furniture items for the office as per details mentioned in **ANNEXURE-V** of this RFQ.
- iii. Interested Bidders are advised to go through the entire RFQ before submission of Bid to avoid any chance of elimination. The eligible Bidders who meet the eligibility criteria and agree to all the **Terms & Conditions** contained in this RFQ are invited to submit their Technical and Financial proposal in response to this RFQ.
- iv. The criteria and the actual process of evaluation of the responses to this RFQ and subsequent selection of the successful Bidder will be entirely at MSRLS's discretion.

### **2. DISCLAIMER:**

- i. This RFQ is not an offer by MSRLS, but an invitation to receive responses from the eligible Bidders.
- ii. The purpose of this RFQ is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFQ and where necessary obtain independent advice/clarifications. Society may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ.
- iii. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFQ. Failure to furnish all information required under this RFQ or to submit a Bid not substantially responsive to this RFQ in all respect will be at the Bidder's risk and may result in rejection of the Bid.
- iv. The Society reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder as defined in the Award of Contract in this RFQ.

### 3. REQUIREMENT SPECIFICATIONS:

	Brief Description of the Goods*	Lot	Delivery Period	Installation Required (Y/N)	Place Delivery for
Lot# 1	Office Table	2	Within 30 Days	Y	*SMMU Khasi Hills Region
Lot# 2	Executive Revolving Chair	2	Within 30 Days	Y	
Lot# 3	Computer table	38	Within 30 Days	Y	
Lot# 4	Computer Revolving Chair	38	Within 30 Days	Y	
Lot# 5	Big Steel Almirah	10	Within 30 Days	Y	
Lot# 6	Visitors Chair	25	Within 30 Days	Y	

\*SMMU –State Mission Management Unit, MSRLS, Dhankheti, Meghalaya

**\*\*Bidding cost should include Transportation cost for each Lot as well.**

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

### 4. TERMS & CONDITIONS

#### A. 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 Government of Meghalaya and Government of India 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.

#### B. 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.msrls.nic.in](http://www.msrls.nic.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.

#### C. Place of Delivery: Meghalaya State Rural Livelihoods Society, Montfort building, 2<sup>nd</sup> Floor, Dhankheti, Shillong-793001 and DMMU (District Mission Management Unit) Tura, West Garo Hills District, Meghalaya, as mentioned in the tender paper.

#### **D. 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, 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) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
- g) The bidder must mention in details about the product being offered in lieu of the specified specifications and **not** by simply mentioning “Complied”. Quotations with no proper technical specifications/catalogues are likely to be disqualified.

#### **E. 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.

#### **F. Documents to be submitted:** Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license from Meghalaya/registration or equivalent/Exemption Certificate.
- b. Valid certificate of GST registration;
- c. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
- d. 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.
- e. 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.

#### **G. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

#### **H. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise 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 lot wise; 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.
- I. **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. The announcement for this assignment will be published in [www. msrls.nic.in](http://www.msrls.nic.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 by 10 to 15 percent 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).
- J. Payment shall be made within 60 days after delivery of the goods.
- K. Normal commercial warranty/ guarantee of minimum 1 year shall be applicable to the supplied goods. (Extended warranty if required will be mentioned in the technical specifications.)
- L. You are requested to provide your sealed quote latest by 1500 hours on 21<sup>st</sup> October, 2025. Quotations that have been submitted on or before time will be opened at 4:00 pm on 21<sup>st</sup> October, 2025. Late quotes will be rejected.
- M. We look forward to receiving your quotations and thank you for your interest in this project.

Chief Executive Officer  
MSRLS, Shillong

## **PART – II**

### **ANNEXURE I**

#### **Bidding Document(s):**

**(On the letter head of the Bidder)**

To

The Chief Executive Officer,  
Meghalaya State Rural Livelihoods Society,  
Montfort Building, Dhankheti, Shillong-493001.

Subject: Supply of Office Furniture.

Dear Sir,

With reference to the subject and your Invitation of RFQ No. \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_, I/We having understood its contents, obligations and requirements, hereby submit my/our application for the willingness to provide service to your Society.

1. I/We certify that all information provided herein is true and correct.
2. The application and bid is being for the express purpose of qualifying as a successful bidder.
3. Additional information required by the Office will be given at any point of time.
4. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive.
5. I/We certify that I/we have the legal capacity to enter into a contract;
6. I/We or any Member certify that I/We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
7. I/We certify that I/we have not had our business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
8. My/Our firm/group is genuine and have valid registrations and documents
9. I/We agree and undertake to abide by all terms and conditions of the RFQ
10. I/We enclosed following documents mentioned in point F under Terms and Conditions of the RFQ.

Thanking You

Yours Faithfully,

(Signature of the authorized Signatory)  
Name and Seal of Bidder



## ANNEXURE II

### Details of Bidder (On the letter head of the Bidder)

1. (a) Name:  
(b) Address of the head-quarter and its branch Office (s) if any:
2. Brief description of the Bidder on the following details:
  - a. Bank Details:
  - b. Pan Card Details:
  - c. Trading License:
  - d. GST Registration:
3. Details of Individuals (s) who will serve as main responsible person/communication for MSRLS:
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Address for communication:
  - e) Contact Number:
  - f) E-mail Address:
  - g) WhatsApp No.
  - h) Fax Number
4. Particulars of the authorized signatory of the RFQ:
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Address for communication:
  - e) Contact Number:
  - f) E-mail Address:
  - g) WhatsApp No.
  - h) Fax Number
5. Documents to be submitted:
  - a. Valid trading license from Meghalaya/registration or equivalent/Exemption Certificate.
  - b. Valid certificate of GST registration;
  - b. 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.
  - c. 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.

Place:

Signature of authorized Signatory

Date:

Name: \_\_\_\_\_

Office Seal

### **Annexure- III**

#### **Bidder's Eligibility Criteria**

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

<b>S. No.</b>	<b>Eligibility Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Documents to be submitted</b>
1.	The Bidder must be firm registered under applicable Act in India.		Valid Certificate of Registration under State of Meghalaya. Trading license in Meghalaya
2.	The Bidder must have an average turnover of minimum Rs. 25 Lakhs during last 3 financial year(s).		Copy of the audited financial statement for required financial years. (Certificate from statutory auditor for preceding/current 3 year may be submitted.)
3.	The Bidder should be a profitable organization (on the basis of operating profit after tax) for at least 3 years out of last 4 financial years including last year.x		Copy of the audited financial statement along with profit and loss statement for corresponding years and / or Certificate of the statutory auditor.
4.	Bidder should have experience of minimum 5 years in providing the Products/Services.		Copy of the order and / or Certificate of completion of the work. The Bidder should also furnish user acceptance report.

5	Certification Requirements by OEM:		Copy of the Valid Certificate(s) to be provided
6	Bidders should not be underdebarment/blacklist period for breach of contract/fraud/corrupt practices by any Society/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP.		Bidder should specifically certify in <b>Annexure-1</b> in this regard.

Documentary evidence must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the Bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

**ANNEXURE- IV**  
**Format of Financial Bid**  
**(On the letter head of the Bidder)**

SL. No. <sup>1</sup>	Description of Goods	Specifications (complied or Not complied as per requirement)	List the specifications of goods quoted	Qty.	Unit	Quoted Unit Rate <sup>2</sup> Lot wise at destination in Rs.	<sup>3</sup> 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
Lot # 1									
Lot # 2									
Lot # 3									
Lot # 4									
Lot # 5									
Lot # 6									
<b>Total</b>									

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

<sup>1</sup> A bidder may offer for one or more than one lots.

<sup>2</sup> Any unconditional discounts if offered shall be specified in this column along with the unit rates.

<sup>3</sup> Indicate each applicable tax separately.

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.

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

# ANNEXURE – V

## SPECIFICATIONS

Sl. No.	Item	Qty	Specification
1	Steel table	2	<b>Dimensions:</b> 1350mm*760mm*760mm <b>Type:</b> office table Branded or near equivalent <b>Shape:</b> rectangular <b>Drawer:</b> 1 Big drawer one side and 2 smaller drawers on the other side. <b>Locking:</b> Locking system for every individual drawer. <b>Warranty-</b> 1 year
2	Executive Revolving Chair	2	<b>Dimensions:</b> length(22 Inches), Width (24 inches) & Height (35 to 40 Inches) <b>Type:</b> Ergonomic Office Desk Chair, Branded or near equivalent <b>Arms:</b> with arms <b>Back :</b> mid back <b>Height:</b> Height adjustable <b>Colour:</b> Black/Brown/ Blue <b>Warranty-</b> 1 Year.
3	Computer table	38	<b>Size:</b> 900*440*750mm <b>Type:</b> Table with sunmica top, with Drawer & Computer Facility Branded or near equivalent <b>Shape:</b> Rectangular Including CPU Box, Keyboard Tray, One side shelves and drawer with Lock <b>Warranty-</b> 1 year
4	Computer Revolving Chair	38	<b>Dimensions:</b> W*H:48.2 cm*91.5cm (1ft 6 in *3ft) <b>Type:</b> Cushion padded 360 degrees revolving computer chair, Brand or near equivalent <b>Arms:</b> with arms <b>Height:</b> Height Adjustable <b>Color:</b> Black/Brown/Blue <b>Warranty-</b> 1 year
5	Big steel Almirah	10	<b>Dimensions:</b> 1981*914* 483mm <b>Type:</b> Branded or near equivalent <b>Material:</b> CRCA steel <b>Shelves:</b> 5 <b>Locking:</b> 3 ways locking mechanism <b>Gauge thickness to be mentioned.</b> <b>Warranty-</b> 1 year
6	Visitors Chair	25	<b>Dimensions:</b> L(22 inches), W(22 inches), H(32 inches) <b>Type:</b> Ergonomic Pre assembled Chair; Branded or near equivalent. <b>Material:</b> Seat and Back Cushion with Velvet Upholstery <b>Arms:</b> With Arms <b>Back</b> –mid back <b>Height :</b> Fixed Height <b>Colour:</b> Black/Brown/Blue <b>Warranty-</b> 1 year