



GOVERNMENT OF MEGHALAYA

MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)
Montfort Building, 2nd Floor, Dhankheti, Shillong-793001

✉: msrls2011@gmail.com

💻: msrls.nic.in

☎: 0364-2502130

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya State Rural Livelihoods Society (MSRLS)*

Contract title: *Procurement of Office Vehicle*

RFQ No: 001

S#	Description	Date & Time
1	Date of Issue of RFQ	03 rd June 2020
2	Last Date and Time of submission of RFQs	03 rd July 2020, 3 PM
3	Opening of RFQs	03 rd July 2020, 3:30 PM



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To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE VEHICLE

Meghalaya State Rural Livelihoods Society (MSRLS), the Nodal Agency of Government of Meghalaya for implementing NRLM in the State of Meghalaya, under the Ministry of Rural Development, Government of India, Delhi intend to procure the following Office Vehicle to be delivered into the location(s) specified as per the details given below:

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

***Detailed Specifications given at Annexure IV**



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Lot	Brief Description of the Goods*	Quantity	Delivery Period	Place for Delivery
Lot# 1	SUV	5	Within 60 Days	*SMMU Meghalaya
Lot# 2	Pick Up Vans (Twin Cabin)	6	Within 60 Days	*SMMU Meghalaya

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

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

Terms and Conditions

1. Eligibility: A Bidder

- Should have the legal capacity to enter into a contract;
- shall not participate in more than one Quotation;
- should be an authorised dealer of the goods and services by the Manufacturer;
- should have Qualified Service Engineers.
- Should have Spare Parts Stock &
- Should provide post-sale Services facilities in Shillong, Meghalaya. Facilities available in Guwahati, Assam will also be acceptable.
- shall not have conflict of interest as defined in the Bank's Procurement Regulations;
- should not have been:
 - temporarily suspended or debarred from public procurement by the State Government of Meghalaya or Government of India in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or
 - blacklisted or suspended by Central or any State Government Departments in India.
 - insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

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.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.

3. Availability: If not available as per the specifications, a bidder can submit an equivalent Quotation based on available stock.

4. Place of Delivery: Meghalaya State Rural Livelihoods Society, Montfort building, 2nd Floor, Dhankheti, Shillong-793001, as mentioned in the tender paper.



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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) 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.

6. **Duties and Taxes:** Goods imported into India under this project are not exempt from import duties and taxes.

7. **Eligible Countries:** All countries are eligible, unless:

- as a matter of law or official regulation, the Government of India prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of India prohibits any import of Goods from or any payments to, a particular country, person or entity.

8. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration from KHADC, Meghalaya 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.

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



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10. 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.

11. 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).

10. Payment shall be made within 90 days after delivery of the goods.

11. 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.)

12. You are requested to provide your sealed quote latest by _____. Quotations that have been submitted on or before time will be opened at _____. Late quotes will be rejected.

13. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Shri Shantanu Sharma, IAS
Chief Executive Officer
MSRLS, Shillong



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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 Equipment and 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 6 under Terms and Conditions of the RFQ.

Yours Faithfully

Thanking You

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



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ANNEXURE II

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

1. (a) Name:

(b) Address of the headquarter 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 authorised 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



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5. Documents to be submitted:

- a. Valid trading license/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.

Place:

Signature of authorised Signatory

Date:

Name: _____

Office Seal



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Appendix- III

Format of Financial Bid

(On the letter head of the Bidder)

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement). If YES, list the included specifications	Qty.	Cost per Unit Rate ¹ Lot wise at destination in Rs.	² GST and similar other taxes applicable on finished Goods/ Services	Registration Charges (INR)	Insurance (INR)	Total on Road Price (in INR)
Lot # 1								
Lot #2								
Total (in words)								

Gross Total Cost: Rs.

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

² Indicate each applicable tax separately.



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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.

Authorised Signature _____

Name _____

Seal _____



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ANNEXURE – IV

TECHNICAL SPECIFICATIONS
(all vehicles to be of latest model adhering to Bharat Stage-VI)

Lot#	Brief Description of the Goods*	Specifications	Registration Requirement if any
Lot # 1	SUV	Bolero SUV or equivalent	Yes
		Engine & Transmission	
		Engine 1493cc, 3 Cylinders Inline, 4 Valves/Cylinder, SOHC	
		Engine Type mHawk75 BS VI	
		Fuel Type Diesel	
		Max Power (bhp@rpm) 75 bhp @ 3600 rpm	
		Max Torque (Nm@rpm) 210 Nm @ 1600 rpm	
		Drivetrain RWD	
		Transmission Manual - 5 Gears	
		Turbocharger / Supercharger Turbocharged, Fixed Geometry	
		Emission Standard BS 6	
		Dimensions & Weight	
		Length 3995 mm	
		Width 1745 mm	
		Height 1880 mm	
		Wheelbase 2680 mm	
		Ground Clearance 180 mm	



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Lot#	Brief Description of the Goods*	Specifications	Registration Requirement if any
		<div>Kerb Weight1510 kg</div>	
		<div>Capacity</div>	
		<div>Doors5 Doors</div>	
		<div>Seating Capacity7 Person</div>	
		<div>No of Seating Rows3 Rows</div>	
		<div>Fuel Tank Capacity60 litres</div>	
		<div>Suspensions, Brakes & Steering</div>	
		<div>Suspension FrontIFS coil spring</div>	
		<div>Suspension RearRigid leaf spring</div>	
		<div>Front Brake TypeDisc</div>	
		<div>Rear Brake TypeDrum</div>	
		<div>Minimum Turning Radius5.8 metres</div>	
		<div>Steering TypePower assisted (Electric)</div>	
		<div>WheelsSteel Rims</div>	
		<div>Spare WheelSteel</div>	
		<div>Front Tyres215 / 75 R15</div>	
		<div>Rear Tyres215 / 75 R15</div>	
		<div></div>	
		<div>Seats & Upholstery</div>	



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Lot#	Brief Description of the Goods*	Specifications	Registration Requirement if any																								
		<table><tr><td>Driver Seat Adjustment</td><td>4 way manually adjustable (seat forward / back, backrest tilt forward / back)</td></tr><tr><td>Front Passenger Seat Adjustment</td><td>4 way manually adjustable (seat forward / back, backrest tilt forward / back)</td></tr><tr><td>Seat Upholstery</td><td>Vinyl</td></tr><tr><td>Rear Passenger Seats</td><td>Bench</td></tr><tr><td>3rd Row Seats</td><td>Jump Seats</td></tr><tr><td>Interiors</td><td>Single Tone</td></tr><tr><td>Rear Armrest</td><td>Yes</td></tr><tr><td>Folding Rear Seat</td><td>Full</td></tr><tr><td>Head-rests</td><td>Front & Rear</td></tr><tr><td colspan="2">Manufacturer Warranty</td></tr><tr><td>Warranty (Years)</td><td>3</td></tr><tr><td>Warranty (Kilometres)</td><td>100000</td></tr></table>	Driver Seat Adjustment	4 way manually adjustable (seat forward / back, backrest tilt forward / back)	Front Passenger Seat Adjustment	4 way manually adjustable (seat forward / back, backrest tilt forward / back)	Seat Upholstery	Vinyl	Rear Passenger Seats	Bench	3rd Row Seats	Jump Seats	Interiors	Single Tone	Rear Armrest	Yes	Folding Rear Seat	Full	Head-rests	Front & Rear	Manufacturer Warranty		Warranty (Years)	3	Warranty (Kilometres)	100000	
Driver Seat Adjustment	4 way manually adjustable (seat forward / back, backrest tilt forward / back)																										
Front Passenger Seat Adjustment	4 way manually adjustable (seat forward / back, backrest tilt forward / back)																										
Seat Upholstery	Vinyl																										
Rear Passenger Seats	Bench																										
3rd Row Seats	Jump Seats																										
Interiors	Single Tone																										
Rear Armrest	Yes																										
Folding Rear Seat	Full																										
Head-rests	Front & Rear																										
Manufacturer Warranty																											
Warranty (Years)	3																										
Warranty (Kilometres)	100000																										
Lot #2	Pick – up Vans	<p>(Bolero Camper 4WD or equivalent)</p> <table><tr><th>Performance</th><th></th></tr><tr><td>Max Power</td><td>75 bhp</td></tr><tr><td>Displacement (cc)</td><td>2523 cc</td></tr><tr><td>Fuel Tank (Litres)</td><td>57 Ltr</td></tr><tr><td>Transmission</td><td>Manual</td></tr><tr><td>Max Torque</td><td>200 Nm</td></tr><tr><td>Engine</td><td>m2DiCR 2.5L TB</td></tr></table>	Performance		Max Power	75 bhp	Displacement (cc)	2523 cc	Fuel Tank (Litres)	57 Ltr	Transmission	Manual	Max Torque	200 Nm	Engine	m2DiCR 2.5L TB											
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Lot#	Brief Description of the Goods*	Specifications		Registration Requirement if any
		Fuel Type	Diesel	
		Emission Norms	BS-VI	
		Engine Cylinders	4	
		Gearbox	5-Speed	
		Clutch	Single Plate Dry Clutch	
		Design & Build		
		GVW / GCW (Kgs)	2735	
		Wheelbase (mm)	3014 mm	
		Payload (Kgs)	1000 Kgs	
		Overall Width (mm)	1700	
		Overall Length (mm)	4859	
		Overall Height (mm)	1855	
		Front Tyre	235/75R 15	
		Kerb Weight (Kgs)	1735	
		Rear Tyre	235/75R 15	
		Number of Tyre	4	
		Chassis Type	Chassis with Cabin	
		Cabin Type	Day Cabin	
		Body Option	Deck Body	
		Comfort		
		A/C	No	
		Cruise Control	No	
		Navigation System	No	
		Tiltable Steering	No	
		Arm-rest	No	
		Seat Type	Standard	
		Steering	Power Steering	



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Lot#	Brief Description of the Goods*	Specifications		Registration Requirement if any
		Driver Information Display	Yes	
		Adjustable Driver Seat	Yes	
		Seating Capacity	D+4	
		Safety		
		Parking Brakes	Yes	
		Tubeless Tyres	No	
		Seat Belts	Yes	
		Power Steering	Yes	
		Brakes	Disc/Drum brakes	
		Front Suspension	Coil springs in gold leaf spring in 2WD/4WD	
		Rear Suspension	Rigid axle with leaf spring	
		Others		
		Chassis	Yes	
		Length {mm (ft.)}	1481	
		Width {mm (ft.)}	1532	
		Height {mm (ft.)}	750	
		Manufacturer Warranty		
		Warranty (Years)	3	
		Warranty (Kilometres)	100000	

Time Schedule for supply of materials: As mentioned



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**PROFORMA OF CERTIFICATE FOR ISSUE BY THE PURCHASER AFTER
SUCCESSFUL INSTALLATION AND STARTUP OF THE SUPPLIED GOODS**

No.

Date:

M/s.

Subject: Certificate of start-up of the supplied Goods

1. This is to certify that the goods as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.

(a) Contract No. _____ dated _____

(b) Description of the Good _____

(c) Quantity _____

(d) Name of the consignee _____

(e) Date of start-up and proving test _____

2. Details of accessories/spares not yet supplied and recoveries to be made on that account.



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S. No.	Description	Amount to be recovered

3. The proving test has been done to our entire satisfaction.
4. The supplier has fulfilled his contractual obligations satisfactorily. *

or

The supplier has failed to fulfil his contractual obligations with regard to the following:

- (a)
 - (b)
 - (c)
 - (d)
5. The amount of recovery on account of non-supply of accessories and spares is given under Para No. 2.
 6. The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated in endorsement of the letter.



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Receiver _____

Signature

Name _____

Name _____

Designation with Stamp _____

Designation with Stamp _____