



REQUEST FOR QUOTATION (RFQ)
FOR PROCUREMENT
OF
OFFICE EQUIPMENT
2024-25

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

Detail of Events

Sl No	Particulars	Remarks
1	Contact details of issuing department (Name, Designation, Mobile No., 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: msrls2011@gmail.com Phone no: 0364-3500557
2	Bid Document Availability including changes/amendments, if any to be issued	RFQ may be downloaded from MSRLS website https://msrls.nic.in/
3	Date of Issue of RFQ	24 th Jan, 2025
4	Last date for requesting clarification	Up-to <u>4:00 pm</u> on 7 th Feb, 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	Up-to <u>2:00 pm</u> on 24 th Feb 2025
6	Date and Time of opening of Technical Bids	At <u>4:00 pm</u> on 24 th Feb 2025 Authorized representatives of Bidders may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the Bidder representatives.
7	Date and Time of Opening of Financial Bids	Financial bids of Technically Qualified bidders only will be opened on a subsequent date that will be notified later.
8	Tender Fee	NIL Tender fee will not be applicable for submission of this RFQ

PART-I

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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, Installation and Maintenance of Equipment for the office as per details mentioned in **ANNEXURE-IV** of this RFQ.
- iii. Interested Bidders are advised to go through the entire RFQ before submission of Bids 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. The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit it before the last date and time of Bid submission.
- 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 advices/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:

Lot	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)	Place for Delivery
Lot# 1	Laptop	30	Within 30 Days	Y	SMMU Khasi Hills Region
Lot# 2	Digital Multifunction Printer (Copier)	10		Y	
Lot# 3	Printer	13		Y	
Lot# 4	Digital Multifunction Printer (Copier)	3		Y	DMMU Garo Hills Region

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

*DMMU –District Mission Management Unit, Tura, West Garo Hills District

*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 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, 2nd Floor, Dhankheti, Shillong-793001.

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

- a. Valid trading license for Meghalaya.
- b. Registration or equivalent/Exemption Certificate.
- c. Valid certificate of GST registration;
- d. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
- e. Attested copy of Company’s PAN, TIN, GST and Income Tax details and ward/circle where it is being assessed.
- f. Bidders exempted from any taxes or licenses must submit clear photocopies of those certificates/licenses.

G. Additional documents required to be submitted:

- a. 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.
- b. 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.
- c. Declaration that the OEM has not been blacklisted over the past 10 years.
- d. Bidder must submit Audited Financial Statements and/or Bank Certificate for the last 3 years in support of average annual turnover. (2021 – 22, 2022 – 23 and 2023- 24)
- e. List of service center details of the technical personnel working with the Bidder.
- f. Original brochures with relevant page(s) in support of the technical specifications of the equipment along with the web addresses/URL of the manufacturers.
- g. Bidder is required to provide ISO Certification for the items offered.
- h. Bidder is required to submit the clear copies of contracts/work or purchase orders of the last three years to substantiate the technical capability.

- H. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- I. 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 eligibility, 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.
- J. 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.
- 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 20 to 25 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).
 - c. The notification of award will constitute the formation of the Contract.
 - d. At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
 - e. Within fourteen (14) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.
 - f. Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Terms & Conditions of this Contract, in the Performance Security Form (Annexure-VI) provided in the bidding documents, or in another form acceptable to the Purchaser.
 - g. Supply shall commence only after submission of Performance Security.
 - h. Failure of the successful Bidder to comply with the requirements of the *Award of Contract, Clause (e) and Clause (f)* shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest price Bidder or call for new bids.

K. Performance Security

1. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
2. The amount of performance security, as a percentage of the Contract Price, shall be a Five (05) percent of the total contract value.
3. For Laptops: Performance Security should cover the warranty obligations for three years.
4. For Digital Multifunction Device: Performance Security should cover the warranty obligations for two years.
5. For Printers: Performance Security should cover the warranty obligations for One year.

L. The performance security shall be denominated in the currency of this Contract and shall be in one of the following forms:

- i. Fixed Deposit Receipt pledged in favour of the Purchaser.
- ii. Bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's Country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents (Annexure –VI) or another form acceptable to the Purchaser.

M. The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, without levy of any interest.
(The date of completion of the work will be certified by the Official-in-charge).

N. In the event of breach of contract, on part of the supplier in execution of the contract, the performance security will be forfeited and credited to the Purchaser's account after following due procedure.

O. Additionally, the Society shall debar such defaulting contractor from participating in future tenders of the concerned Office for a period of minimum one year from the date of issue of such letter.

P. Payment shall be made within 60 days after delivery of the goods.

Q. 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.)

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

sd/-

Shri Ch. Ramakrishna,
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-793001.

Subject: Supply of Office Equipment.

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 are 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 and G 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

Place:

Signature of authorized Signatory

Date:

Name: _____

Office Seal

ANNEXURE- III

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

Sl. No. ¹	Description of Goods	Specifications (complied or not complied as per requirement)	List the specifications of goods quoted	Qty.	Unit	Quoted Unit Rate ² Lot wise at destination in Rs.	³ 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									
	Total								

Gross Total Cost: Rs.

¹ A bidder may offer for one or more than one lots.

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

³ 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 – IV

TECHNICAL SPECIFICATIONS

Sl. No.	Item	Details
1	LAPTOP	<p>Chipset: Integrated in Processor</p> <p>Processor: 12th Gen Intel Core i7-1255U</p> <p>Operating system: Windows 11 Professional</p> <p>RAM: 16GB DDR4 Storage HDD: 512 GB Solid State Drive</p> <p>Graphics: Integrated Graphics</p> <p>Display: 15.6 screens (minimum resolution of 1920 x 1080)</p> <p>Ports: Video: 1 HDMI 1.4. Audio: 1 Headphone/ microphone combo jack.</p> <p>USB: 2 USB 3.2Gen 1, &1 USB 3.2 Gen Type C</p> <p>Webcam: Integrated or external.</p> <p>Networking & Connectivity: Wifi 6, Ethernet, Bluetooth, LAN</p> <p>Accessories: Backpack.</p> <p>Keyboard: Full-size textured island-type keyboard.</p> <p>Battery: A battery that can last a full 3 Hrs Back Up</p> <p>Weight: Not more than 2 kg including battery.</p> <p>Warranty: 3 Years onsite including battery.</p> <p>Authorized Service Centre in Meghalaya</p>
2	Digital Multifunction	<p>Printing Technology: Laser</p> <p>Type of product: Multifunction Printer</p> <p>Usage : For Office</p> <p>Function: print, Copy, scan</p> <p>Connectivity: Ethernet, Wifi enabled.</p> <p>Print/copy resolution : 600-1200*600-1200 Dpi</p> <p>Zoom range: 25% to 400%</p> <p>Print Speed: 20ppm or higher</p> <p>Sheet size: Max A3</p> <p>Scanner Type : Photo</p> <p>A3 Color Scanning : Yes</p> <p>Cost per page (mono): Maximum 35 paise per page (cost calculation to be shown separately)</p> <p>Memory : 1 GB</p> <p>Auto Duplex: With RADF</p>

		<p>Scan File Format: JPEG, TIFF compressed PDF.</p> <p>Colour Output: B&W</p> <p>Paper capacity: 350 sheets (250 normal, 100 bypass)</p> <p>Bypass Tray capacity: 100 sheets</p> <p>Scan time : A4- 25 sheets/min, A3- 15 sheets/min</p> <p>Control method: Touch</p> <p>Sales package: Printer, Toner Cartridge, CD, power cable, Usb cable.</p> <p>Facility: Mobile Printing, Scan to send Email & PC</p> <p>Compatible device: Smart Phones.</p> <p>Warranty: 2 year</p>
3	Printer	<p>Function: Print</p> <p>Print Speed: upto 20 ppm</p> <p>Paper Size: Max A4</p> <p>Paper Input Capacity: : upto 150 sheets</p> <p>Print Resolution: 1200 x 1200 dpi</p> <p>Memory: 64 MB</p> <p>Connectivity: Hi-Speed USB 2.0 port</p> <p>Duty Cycle: 10,000 pages</p> <p>RMPV: 1,500 pages</p> <p>Included: Toner Cartridge, Power cord, CDs with Printer software and documentation, USB cable</p> <p>Warranty: 1 year</p>

ANNEXURE-V

Contract Agreement

THIS AGREEMENT made the _____ day of _____ 20__ between [name of Purchaser] of the Purchaser's Country (hereinafter called "the Purchaser") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Quotation Form and the Price Schedule submitted by the Bidder;
- (b) the Technical Specifications;
- (c) the Terms & Conditions; and
- (d) the Purchaser's Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

ANNEXURE-VI

PERFORMANCE SECURITY

To: *[name of Purchaser]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated ___20__ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20__ .

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]
