



**MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)**

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,  
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003  
(Reg No. SR/MBDA - 4/11 OF 2011)  
Phone: +91-364- 2522921/2522992  
Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

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

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST  
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

**Request For Quotations (RFQ)**

**FOR**

**Procurement of Portable PA System, Wireless Mouse and Collar  
Mic for MegLIFE Project**

**Additional Project Director  
MegLIFE  
Meghalaya Basin Development Authority (MBDA), Shillong**



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**REQUEST FOR QUOTATIONS**

**Procurement of Portable PA System, Wireless Mouse and Collar Mic**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Procurement of Portable PA System, Wireless Mouse and Collar Mic.*

**RFQ No:** *MBDA/MegLIFE/2022-23/*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>27th June, 2023</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>13th July, 2023 at 1400 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>13th July, 2023 at 1430 Hrs.</b>



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MBDA/MegLIFE/2022-23/

Date: 27th June, 2023

### INVITATION FOR QUOTATIONS FOR PROCUREMENT OF PORTABLE PA SYSTEM, WIRELESS MOUSE AND COLLAR MIC UNDER MEGLIFE, MBDA

To

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

#### Subject: Invitation for quotations for Procurement of Portable PA system, Wireless Mouse and Collar Mic under MegLIFE, MBDA

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**

Sl#	Brief Description of the Goods	Consignee Address	Delivery Period
1	Portable PA System	As mentioned in T&C Cl. 4	Within 10 Days
2	Wireless Mouse	As mentioned in T&C Cl. 4	Within 10 Days
3	Collar Mic	As mentioned in T&C Cl. 4	Within 10 Days

#### 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 State/Central Government/PSU's 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.mbda.gov.in](http://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. Place of Delivery:**  
Meghalaya Basin Development Authority (MBDA), MegLIFE office, Shalom Building, 2nd Floor, Lower Lachumiere Shillong, Meghalaya-793001.
- 4. Quotation Price**
  - a) The quantity offered should be 100% of the requirement for the quoted amount.



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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. (Detail specifications in **Annexure I**)

### **5. 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.

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

**7. 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.

**8. 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.



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9. **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](http://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).
10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
11. You are requested to provide your sealed quote latest by 1400 hours on 13th July, 2023. Quotations that have been submitted on or before time will be opened at 1430 hours on 13th July, 2023. Late quotes will be rejected.
12. 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.
13. We look forward to receiving your quotations and thank you for your interest in this project.



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*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](mailto:mbdaprocurement@gmail.com)



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**FORMAT OF QUOTATION**

Sl. 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	Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
# 1	Portable PA System	3				
#2	Wireless Mouse	20				
#3	Collar Mic	3				

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

We agree to supply the above goods in accordance with the technical specifications or 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**

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



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### SUPPLY ORDER

To:  
M/s

.....  
.....

Dear Sir,

Sub: Supply of .....

.....

Reference: Your Quotation no..... Dated .....

1. Your quotation no.....of .....(Dates) 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 hereunder:

Sl#	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
# 1					
#2			Total		

1. Delivery Period ..... Day(s) 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 ..... Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 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:

Name: Shri Gunanka D.B, IFS  
Designation: Additional Project Director,  
MegLIFE, Shillong, Meghalaya

Place: Shillong, Meghalaya





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### Annexure-I

#### SPECIFICATIONS

Sl. No	Item	Required Specifications		Qty
1	Portable PA System	Type	Portable	3
		Power source	AC and Battery Powered	
		Weight	Not more than 20 Kg	
		Audio Watt	Min 40 Watt	
		Connectivity	Bluetooth, USB, SD Card, AUX 3.5 mm Jack	
		Features	Built in Digital MP3 player, Mic & Recorder	
		Battery Back Up	Min 3 Hours	
		Wireless Connectivity	Yes	
		Warranty	1 Year Minimum	

Sl. No	Item	Required Specifications		Qty
1	Wireless Mouse	Sensor Technology	Smooth Optical Tracking	20
		Dots per inch (DPI)	800, 1000, 1200, and 1600	
		Connectivity	Wireless 2.4 GHz or Higher	
		Tracking Type	Laser	
		Power Specifications	Li-ion Battery	
		Number of Button	3	
		Scroll Wheel	Line-by-Line Precision	
		Wireless Operating Distance	10Meters	
		Indicator Lights	Battery and Connection status LED	
		Switch	Power switch-On/Off Position	
		System Requirements	Window 7, Window 8, Window 10, and Window 11	
		Weight (with Batteries)	Not More than 115g	
		Service and Support	One-Year Limited Warranty	



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Sl No	Item	Required Specifications		Qty
1	Collar Mic	Uses	PA Applications, Stage & Auditoriums, Seminar Halls, Places of Worship, Recreation Centres	3
		Compatibility	Should be compatible with the PA Systems in Lot#1	
		Connectivity	Wireless	
		Indicator	Turn ON/OFF indicator	
		Warranty	As per OEM standards	