



REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

(Open Competitive Bidding)

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Furniture and Electrical Items for Office Setup of SPMU under MPOWER, MBMA.*

RFQ No: *MBMA/MPOWER/16/2025-26/GD-8*

S#	Description	Date & Time
1	Date of Issue of RFQ	6th February, 2026
2	Last Date and Time of submission of RFQs	23rd February 2026 at 1600 Hrs.
3	Opening of RFQs	23rd February 2026, at 1630 Hrs.





Ref No.: MBMA/MPOWER/16/2025-26 GD-8

Date: 6th February, 2026

Invitation for Quotations for Procurement of Furniture and Electrical Items for Office Setup of SPMU under MPOWER, MBMA.

Dear Sir/Madam,

Subject: Invitation for Quotations for Procurement of Furniture and Electrical Items for Office Setup of SPMU under MPOWER, MBMA.

The Government of India has applied financing in the amount of US\$ 35.00 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#	SI no.	Description of Items	Quantity	Consignee Address	Delivery Period
Lot#1	1	Executive Chair	1	As mentioned in CL-4 of the T&Cs	30 Days
	2	Revolving chairs	42		
	3	Revolving chairs with headrest	28		
	4	Foldable chairs	100		
	5	Dining Chair	6		
	6	Sofa with no secondary unit	2		
	7	Waiting area Sofa	2		
	8	L- Shaped Executive Table	1		
	9	Round Table (Dining)	3		
	10	Conference Table	1		
	11	Conference Table	1		
	12	Podium stand	1		
	13	Drawer	38		
	14	Freestanding cabinet	1		
Lot#2	1	Microwave	1		
	2	Coffee Machine	1		
	3	Cooking Heater	1		
	4	Electric Kettle	2		
	5	Water Purifier	1		
	6	Heater	4		
	7	Blower	2		





	9	Wall Fans	17		
	10	Pedestal fans	3		

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

Terms and Conditions

- 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.
- 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 for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- Bid- Submission of Quotations:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsohphoh Nongthymmai, Shillong- 793014.
- Place of Delivery:** MegLIFE Office, 2nd Floor, Shalom Building, Lower Lachumiere, Shillong – 793001, Meghalaya

5. Quotation Price

- 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.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Goods and Service Tax (GST) should be indicated separately.
- 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.
- The Prices shall be quoted in Indian Rupees only.
- 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
- Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
- 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.

- 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. 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

- (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.

10. 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.

- 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).

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 23rd February, 2026. Quotations that have been submitted on or before time will be opened at 1630 Hrs. 23rd February, 2026. Late quotes will be rejected.
14. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

*Shri. Vijay Kumar Mantri, IAS
Commissioner & Secretary, Education Department
Co-Project Director, MPOWER,
Meghalaya Basin Management Agency*



FORMAT OF QUOTATION *

Lot#	SL No.	Description of Goods	Specifications (complied or not complied as per each specs along with Product Brochures.)	Total Qty.	Unit	Quoted Unit Rate 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
Lot#1	1	Executive Chair		1				
	2	Revolving chairs		42				
	3	Revolving chairs with headrest		28				
	4	Foldable chairs		100				
	5	Dining Chair		6				
	6	Sofa with no secondary unit		2				
	7	Waiting area Sofa		2				
	8	L- Shaped Executive Table		1				
	9	Round Table (Dining)		3				
	10	Conference Table		1				
	11	Conference Table		1				
	12	Podium stand		1				
	13	Drawer		38				
	14	Freestanding cabinet		1				
Total								
Lot#2	1	Microwave		1				
	2	Coffee Machine		1				
	3	Cooking Heater		1				
	4	Electric Kettle		2				
	5	Water Purifier		1				





	6	Heater		4				
	7	Blower		2				
	9	Wall Fans		17				
	10	Pedestal fans		3				
Total								

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 warranty/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





SUPPLY ORDER

To:

M/s

.....
.....

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.)
		Total			

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:

*Commissioner & Secretary, Education Department,
Co-Project Director, MPOWER,
Meghalaya Basin Management Agency*





Annexure-I

TECHNICAL SPECIFICATIONS

Lot#	Sl No.	Description of Items	Unit	Specifications	
Lot#1	1	Executive Chairs	1	Material	Ergonomic leatherette chair and 360-degree rotating base
				Tilt Lock Mechanism	Tilt and lock at Any position between 90° to 120°
				Armrests	PU-padded fixed polypropylene armrest
				Dimension	Height-120cm - 125cm
					Width- 60cm -70cm
					Depth-75cm - 80cm
				weight	Below 20 kg
				Base	Metal Base 50mm PU silent wheel
Lot#1	2	Revolving chairs	42	Material	Ergonomic Mesh, breathable and contoured for lumbar support
				Seat Fabric	Upholstered Cushion Seat
				Net Weight	Below 20 Kg
				Seat Dimension	Height- 91.5 cm - 101.5 cm
					Width- 65cm -70 cm
					Depth- 66 -70 cm
				Arms	One way adjustable
				Revolving and tilt	360° revolving facility back tilt facility
				Mechanism	Single lock synchro
				Base	Nylon base (5 Wheel Caster)
Lot#1	3	Revolving chairs with headrest	28	Material	Ergonomic Mesh, breathable and contoured for lumbar support
				Seat Fabric	Upholstered Cushion Seat
				Net Weight	Below 20 Kg
				Seat Dimension	Height- 91.5 cm - 101.5 cm
					Width- 65cm -70 cm
					Depth- 66 -70 cm
				Arms	One way adjustable
				Headrest	Adjustable padded headrest for neck support
				Revolving and tilt	360° revolving facility back tilt facility
				Mechanism	Single lock synchro
				Weight Load	Support upto 105





			Base	Nylon base (5 Wheel Caster)
4	Foldable Chairs	100	Material	Soft cushion upholstered leatherette
			Dimension	Total Height- 79cm
				Height from floor-45cm
				Depth-40cm-50cm
				Width- 40cm-50cm
			Mechanism	Foldable
			Weight	Below 8 Kg
			Legs	Metal Frame
5	Dining Chair	6	Frame Material	Upholstered Fabric
			Back	Cushioned
			Dimension	Depth-45cm -50cm
				Width- 40cm - 45 cm
				Height- 80cm - 85cm
			Weight	Below 10 Kg
			Legs	Powder Coated Metal Legs
6	Sofa with no secondary unit	2	Frame Material	Stainless Steel
			Density of Cushion Material	More than 30
			Height of Backrest	700 to 1000 mm
			Overall Width	2000 to 2400 mm
			Overall Depth of Seat in Sofa	500 to 700
			Upholstery Material	Leather
			Upholstery coverage	Seat, Backrest
			Table	1 unit
7	Waiting area Sofa	2	Primary Material	Sheesham Wood
			Secondary Material	Fabric Upholstery, Foam
			Fabric Material	Leatherette
			Seating	4 Seater
			Overall Dimensions	700-750 (H) x 1970-2200 (W) x 950-1000 (D) in mm
			Cushion Style	Tufted/Buttoned
			Table	Yes
8	L- Shaped Executive Table		Table top	25 mm and made of pre laminated
			Edge Material	PVC Edge Banding





			Dimension	W-2000mm x D-2100mm x H-750mm
			Alignment	L table on right
			Drawers & Cabinets	It has 3 drawers (centre lock on top) shutter compartment with lock and a open shelf
			Power Access	Tabletop wirebox with power, HDMI, data and USB ports.
9	Round Table (Dining)	3	Material	Sheesham wood
			Dimension	Height- 75 cm
				Diameter- 90cm
			Legs Design	Central Pedestal Base
			Legs	Powder Coated Steel
10	Conference Table	1	Table top Material	E1 grade MDF 25 mm thick Pre laminated particle board on both sides and melamine coating
			Edge Branding	2mm PVC edge branding
			Dimension	3810mmL x 1270mm W x 750mm H
			Cable Management	Concealed wire channels or cable grommets
			2 Pop up box	Consist of Type A or Type C fast charging, Ethernet port, switch socket
			Understructure legs material	25mm prelam particle board engineered wood include trapdoors
11	Conference Table	1	Table top Material	E1 grade MDF 25 mm thick Pre laminated particle board on both sides and melamine coating
			Dimension	4800mm (L) x 1500mm(W) x 750mm (H)
			Edge Branding	2mm PVC edge branding
			Table Shape	Oval
			In build Wire management	Cable tray in the center for data and power connections
			Understructure legs material	25mm prelam particle board engineered wood include trapdoors
12	Podium stand	1	Material	Wooden
			Dimension	61 x 45.7 x 121.9 Centimeters
			Accessories	Gooseneck microphone with shock mount
			Base	Pedestal



Lot#2	13	Drawer	38	Size	400mm L x 450mm D x 600mm H
				Material	18 mm Prelaminated particle board.
				Lock	Multi drawer lock
				No. of Drawer	2 Drawer 1 Filing Pedestal
				Configuration	Drawers + Filing unit with Finger groove.
	14	Freestanding Cabinet	1	Material	Sheesham Wood
				Dimension	Height- 110 cm
					Depth - 45 cm
					Width - 120 cm
				Storage	Open and close with finger groove
	1	Microwave	1	Capacity	More than 25L
				Weight	Less than 25Kg
				Wattage	Below 2900w
				Type	Convection
				Power Source	230V/50Hz
				Temperature	40 - 200 °C
				Door Orientation	Left
				Cavity Material	Ceramic Enamel
				Display	LED Display
				Defrost System	Power
	2	Coffee Machine	1	Features	Auto Cook, Child Safety Lock, Defrost, Turntable, Sensor Cook, SLIM FRY, Clock, Preheat, Programmable
				Warranty	1 year
				Automation	Semi-Automatic
				Weight	55-60kg
				No. of Canister	4
	3	Electric Cooking Heater	1	Canister Capacity	1.2-1.5 L
				voltage	230
				Dispensing Rate	More than 3cup/min
				Display	LED Display
				Warranty	1 Year
				Frame material	Iron Powder Coated Rust Resistant Shock Proof
				Input voltage	1800w - 2500w





			Control Mode	Knob (Adjustable temperature)
			Burner	Double Coil
			Weight	less than 5 kg
			Power light indicator	Yes
			Heating Element	Coil Heating Plate
			Warranty	1 year
4	Electric Kettle	2	Body Material	Stainless steel, Plastic
			Capacity	1.5L
			Power Consumption	1300w - 1600w
			Other feature	Automatic Shut-Off, Cordless, Durable, Indicator Light, Portable
			Weight	less than 1100g
			Warranty	1 year
5	Water Purifier	1	Dimensions MM (WxDxH)	670 x 340 x 390
			Filter Life	10000 Ltrs.
			Gross Weight	7Kg
			Included in the Box	Water Purifier, Mega Sediment Filter, Accessory (Input pipe, Diverter valve & Warranty Card)
			INPUT VOLTAGE	Input 230V AC, 50Hz
			Input Water Chlorine (Max)	<0.2 mg/L
			Input Water Iron<	0.1 mg/L
			Input Water Pressure	0.3- 2 kg/cm ²
			Input Water Temperature	5° C – 45°
			Input Water Turbidity (Max)	5 NTU
			Life of UV Lamp	8000 burning hours
			Net weight	6Kg
			Power Consumption	20 W
			Purification Modules	Prefilter, Sedi-Filter, Chemi Block, UV e boiling, Ultra Filtration, Active Copper Booster Cartridge, Calcium and Magnesium
			Weight	7kg
			Recommended For Hardness	600mg/L
			TDS	Up to 2,00 mg/L++



			Storage Capacity	6 Liters		
			Installation Type	Wall Mounted / Table Top		
			Voltage	150 VAC to 250 VAC, 50 Hz		
			2X Life	Filter life is valid for 2 year or 12,000 liters—whichever comes first—and applies to the full purification system (not individual filters), under test conditions: TDS ≤ 200 ppm, Turbidity ≤ 1 NTU, Chlorine ≤ 0.2 mg/L, Iron ≤ 0.1 mg/L, Temperature: 25°C, Input Pressure 1.0 to 2.0 kg/cm ² This product is recommended for use where input water TDS does not exceed 200 ppm. Actual Filter life may vary based on actual water quality and usage		
6	Heater	4	Frame Material			
			Power Consumption	Less than 1500w		
			Heating Element	2		
			Weight	Less than 4kg		
			Form Factor	Tower		
			Orientation	Horizontal and Vertical		
			Special Feature	Power Off & Heat Setting, Rust Free Stainless Steel Reflector, Safety Grill		
			Warranty	1 Year		
7	Blower	2	Body Material	Plastic, metal		
			Control	2 Setting Knob		
			Heat Mode	Warm, Cold		
			Wattage	Less than 2000w		
			Special feature	Fast Heating		
			warranty	1 Year		
9	Wall Fans	17	Colour	White		
			Electric fan design	Wearable Fan		
			Power Source	Electric		
			Style	Esteem		
			Product Dimensions	18.1D x 7.9W x 20.1H Centimeters		
			Room Type	Office		
			Special Feature	High Velocity, Oscillating		
			Mounting Type	Wall Mount		
			Controller Type	Pull Chain Control		



				Silent Operation, Sweep 400 mm Quick Start High Torque Motor Full Copper Motor. Rated Power (RPM): 1320 Speed Regulation with Double Pull Cord for Convenience Controller Type: Pull Chain Control; Mounting Type: Wall Mount; Material Type: Acrylonitrile Butadiene Styrene
10	Pedestal fans	3	Colour Electric fan design Power Source Style Product Dimensions Room Type Special Feature Recommended Uses for Product Mounting Type Sweep Silent operation Overload thermal protector Warranty Material Type Mounting Type Includes	White Floor Fan Corded Electric Esteem 20D x 46W x 51H Centimeters Bedroom, Living Room Oscillating Home Free Standing 400mm, Power: 50W, Air Delivery: 70CMM, RPM: 1320; High Air Delivery: Improves the feel of air with high air delivery High efficiency minus the air cutting sound; High Speed: Provides high RPM Acts as a fuse and protects the motor from damage; Full copper motor Increases durability and provides robust performance 1 year on product Acrylonitrile Butadiene Styrene; Free Standing 1 Fan Unit, Instruction Manual, Warranty Card

