

REQUEST FOR QUOTATION (RFQ)

for

Procurement of Laptops

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of Office Laptops for M&E and Block staffs, SHILLONG.*

| Some important details related to the RFQ | | |
|--|--|--|
| Sl No | Description | Date & Time |
| 1 | RFQ No | PLN/MBMA/24202/2026/NF/1040 |
| 2 | Date of Issue of RFQ | 8 th June 2026 |
| 3 | Last Date & Time of Receipt Queries & Email ID | 22 nd June 2026 by 15:00 Hrs |
| 4 | Date and Time of Pre-Bid Meeting | 23 rd June 2026 at 12:00hrs |
| 5 | Mode of Pre bid meeting | Off-line at PRIME Start Up Hub, Jawaharlal Nehru Sports Complex Polo, Shillong- PIN - 793001 Tel: 9077826559 |
| 6 | Last date & Time of Submission of RFQs | 30 th June 2026 3:00PM |
| 7 | Opening of RFQs | 30 th June 2026 3:30PM |
| 8 | Mode of Submission of RFQ | Hard copies of the quotation should be submitted |
| 9 | Authority | Executive Director, MBMA |
| 10 | Address for communication/ submission of RFQ | PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong-PIN-793001 Tel. No.:9077826559 |



PLN/MBMA/24202/2026/NF

Date:

Notice Inviting Quotation (NIQ)

PRIME Meghalaya, Meghalaya Basin Management Agency (MBMA), Shillong invites RFQs from qualified bidders for supply of Laptops and Desktop as per the quantity and specification mentioned under **Annexure I**.

- i. The bidders may download the detailed RFQ document from www.mbda.gov.in. The quotations must be submitted on or before the Due Date. Quotation shall be submitted in a single sealed envelope, containing both Technical and Financial information clearly marked as follows:
“Procurement of “Laptops & Desktops under PRIME, MBMA”.
- ii. Bidders must submit quotations for all 3 categories, covering 100% of the specified quantities. Bids that do not include complete quotations for every category will be rejected. The evaluation will be conducted based on the **total quoted amount** across all categories, excluding GST.
- iii. The L1 bidder will be determined based on the **lowest total amount quoted** (excluding GST). GST should be quoted separately, as per the format provided in the enclosed financial bid submission template at **Annexure II**.
- iv. Quotation validity: A quotation shall remain valid for a period of 90 (Ninety) days after the due date of submission of quotation. A quotation that is valid for a shorter period shall be rejected as nonresponsive.
- v. The Bidders shall be solely responsible for checking the above website for any Corrigendum/Addendum/Amendment issued subsequent to publication of this NIQ and take the same into consideration while preparing and submitting their RFQs.

| Sl.No | Brief Description of the Goods | Qty | Delivery Period | Installation required | Specification (s) |
|-------|--------------------------------|-----|-----------------|-----------------------|---------------------------------------|
| 1 | Laptop (Core i5) | 32 | 20 days | Yes | Please refer <u>Annexure I</u> |
| 2 | Laptop (Core 7) Type I | 2 | | | |
| | Laptop (Core 7) Type II | | | | |
| 3 | Desktop (Core i9) | 2 | | | |

Sd/-

Name: Smti. Saloni Verma, IAS.

Address: PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong Meghalaya Basin Management Agency

PIN: 793001

Tel. No.:

Email: prime.urbanshillong.mbma@gmail.com

Terms and Conditions:

- 1. Clarifications & Amendments:** Bidders may submit any queries regarding the clarification of the RFQ document within 5 days from the date of publication of this Request for Quotation (RFQ) to prime.urbanshillong.mbma@gmail.com. Responses to the queries, along with any amendments to the RFQ, will be uploaded on www.mbda.gov.in for the information of all bidders. Bidders are advised to regularly check the website for updates, including any amendments to the terms and conditions and notifications regarding the award of the contract.
- 2. EMD:** Bidders must submit an EMD of **INR 68,000/-** (Rupees Sixty-Eight Thousand only) in the form of DD/Banker's Cheque or a Bank Guarantee from a schedule commercial bank in an acceptable form in favor of **PRIME - MBMA**, Payable at Shillong, Meghalaya. Original copy of the EMD must be submitted along with the RFQ. The EMD should remain valid for a period of 90 (Ninety) days beyond the due date of submission final bid validity period. Quotations submitted without the original EMD will be summarily rejected.
- 3. Bid Submission:** The bidders can submit their quotation in hard copies at the **PRIME Start Up Hub, Meghalaya Basin Management Agency, Jawaharlal Nehru Sports Complex, Polo, Shillong-793001**. All the documents in compliance with the RFQ including the financial bid & original copy of the EMD should be submitted in a Single Envelope.
- 4. Place of Delivery:** All items under the RFQ shall be delivered at **PRIME Start Up Hub, Shillong, Jawaharlal Nehru Sports Complex, Polo, Shillong-793001**.
- 5. Quotation Price:** The price quotation must be submitted in the format prescribed in **Annexure II**. Quotations submitted in any other format will not be considered.
 - a) The goods offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - b) All duties, other levies payable shall be included in the total price.
 - c) Goods and Service Tax (GST) should be indicated separately.
 - d) The rates quoted by the bidder is inclusive of Supply, Installation and 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 quotation/schedule at **Annexure II**.
 - g) 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. The required information must be entered in the last column of the format provided in Annexure I: Technical Specification of Goods and submitted as part of the quotation.
 - h) "Bidder shall quote for only one brand against a particular specification/item. Multiple brand option for the same specification/item shall not be permitted, and quotations containing offers for more than one brand for the same specification/item shall be treated as non-responsive "

6. Qualification of Bidder:

| Sl No | Criteria | Criteria details | Documentary evidence |
|-------|--|---|--|
| 1 | Bid Security/ EMD | Bidders must submit an EMD of INR 68,000/- (Rupees Sixty-Eight Thousand only)/- in the form of DD/Banker's Cheque or a Bank Guarantee from a schedule commercial bank in an acceptable form in favor of PRIME-MBMA , Payable at Shillong, Meghalaya | Original Copy of the EMD |
| 2 | Legal Status of the Bidder | The bidder must be a legally registered entity under Indian law, such as: <ul style="list-style-type: none"> • Private Limited Company • Public Limited Company • Limited Liability Partnership (LLP) • Partnership Firm • Sole Proprietorship • Trade License • In case proprietors of ST Category enclose of Tribe certificate is required | Attested copy of Incorporation Certificate issued by the Companies Registrar/concerned authority or any other certificate/document issued by government department in connection with proof of establishment or Registration |
| 3 | Trading license. | A valid Trading license issued by relevant Autonomous District Council or municipal authority in Meghalaya must be submitted. Note: Bidders belonging to a recognized ST category of Meghalaya are exempted from the Trading license requirement, provided they submit a valid caste certificate | Trading License /ST certificate issued by the Competent Authority |
| 4 | Bidders must have PAN and GST registration certificate issued by competent authority | The bidder shall have applicable and valid registrations with statutory authorities such as PAN GST | Attested copy of PAN, GST registration |
| 5 | Past experience | The bidder must have successfully executed similar contracts with Government Departments or Public Sector Undertakings (PSUs) in Meghalaya within the three years preceding April 2026, through one or more work orders, the Cumulative value of these work orders must be equal to or greater than INR 35 Lakh Note: Similar contract would mean supply of laptops/desktops/laptops and desktops | The bidder must submit one work/supply order for each of the three financial years. Accordingly, a total of three work/supply orders must be submitted. |
| 6 | Manufacturers Authorization certificate (MAF) | The bidders must submit a valid manufacturer's authorization form (MAF) issued by the Original Equipment Manufacturer (OEM) of the quoted laptop brand | Manufacturing Authorization certificate must be submitted |

| | | | |
|---|-------------------------------|--|---|
| 7 | Blacklisting & non-conviction | The bidder must not have been blacklisted by any government department, public sector undertaking (PSU), or other public authority. | Self-declaration must be submitted in the letter-head of the bidder |
| | | A Bidder in the last 03 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or their Associate, as the case may be, nor has been expelled from any Project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder. | |

Note: Bidders must submit all required documents in accordance with the criteria specified under the Qualification of Bidders section. Failure to submit the supporting documents in accordance with the Qualification of Bidder criteria will be deemed non-responsive, resulting in the rejection of the quotation

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission of RFQ.
8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
 - i. Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped on all the pages.
 - ii. Confirm to the terms & conditions and specifications.
 - iii. Any historical information, if required may be asked from the bidders during evaluation of quotations.

If there is any discrepancy between the unit rate and total price, the unit rate will take precedence, and the total price will be adjusted accordingly

9. Award of contract: The Purchaser shall award the supply order to the bidder whose quotation is found to be substantially responsive and who offers the lowest evaluated price. In the event of a tie in the quoted price, the contract shall be awarded to the bidder with a higher value of supplies of desktops/laptops made to any government department or PSU in Meghalaya during three years preceding April 2026. If the values are also identical, the successful bidders shall be determined by a draw of lots.

10.

a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all quotations, and to cancel the procurement process at any stage prior to the award of the contract. The quantity of each item is subject to a variation of $\pm 15\%$ at the time of issuing the Supply/Purchase Order.

b) The bidder whose quotation is accepted will be notified by the Purchaser through the issuance of a Supply Order before the expiry of the quotation validity period. The terms and conditions of the accepted quotation shall be incorporated into the Supply Order (a sample format is attached at **Annexure III**).

11. Payments shall be released on successful completion of delivery and subject to acceptance of deliverable by the Purchaser within 30 working days. No Advance payment shall be made.
12. Normal commercial warranty/ guarantee of minimum 1 year shall be applicable to the supplied goods.
13. The EMD of unsuccessful bidders will be released within 15 days from the date of issuance of the Supply Order to the L1 bidder. However, the EMD of the successful bidder/L1 bidder will be retained by the Purchaser and shall be released within 10 days after the successful completion of the delivery.
14. Sealed quotations must reach latest by **1500 hours on the 19th June 2026**. Quotations received after the due date, shall be rejected.
15. **Liquidated Damage:** In the event that the L1 supplier fails to deliver the goods within the stipulated delivery period, the Purchaser may, without prejudice to any other rights or remedies available under the contract, impose liquidated damages at the rate of 0.25% of the value of the delayed goods for each day of delay or part thereof, subject to a maximum of 10% of the total contract price. Upon reaching the maximum limit, the Purchaser reserves the right to cancel/terminate the supply/work order. Liquidated damages may be recovered by forfeiting the Earnest Money Deposit (EMD).

16. Forfeiture of Bid Security and Reallocation of Award: The tender Inviting Authority (TIA)

shall issue the supply order to the lowest evaluated responsive bidder (L1) within the validity period of the quotation. If the L1 bidder fails or refuse to accept the supply order within the prescribed timeframe, it shall be considered a breach of tender conditions. In such case, the offer may be extended to the next lowest responsive (L2) subject to their acceptance. The defaulting L1 bidder shall be debarred from participating in any tenders issued by TIA for a period of 2 years from the date of refusal, and the Earnest Money Deposit shall be forfeited.

Sd-/

Name: Smti. Saloni Verma, IAS.

Address: PRIME Start Up Hub, Jawaharlal Nehru Sports Complex, Polo, Shillong Meghalaya Basin Management Agency

PIN: 793001

Tel. No.: 9077826559

Email: prime.urbanshillong.mbma@gmail.com

(Annexure I : Technical Specification of Goods)

***Note: The bidder must provide the required information in the last column. This form shall be submitted along with the quotation.**

| S# | Item | Specification | Total Quantity | Note : the bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements, Failure to mention complete details of the offered products shall result in rejection of the bid |
|-----|-----------------|---|----------------|--|
| # 1 | Laptop Core i5 | i5-1335U/Win 11 + Office H&S 2021/ 16GB RAM/1TB SSD/Intel® Iris® Xe Graphics/14.0" FHD+ WVA AG Non- Touch with Comfort View Support 250 nits Backlit Keyboard + Fingerprint Reader/Platinum Silver /Backpack/1 Year Warranty. | 32 | |
| # 2 | Laptop Core 7 | Intel® Core™ Ultra 7 Processor 255HX 2.4 GHz,NVIDIA®GeForce RTX™ 5060 Laptop GPU ROG Boost: 1610MHz* at 115W 8GB GDDR7, 8GB DDR5-5600 SO-IMM x 2 Max – 64 GB, 1TB PCIe® 4.0 NVMe™ M.2 SSD | 1 | |
| | | Intel Core Ultra 7 255HX, NVIDIA GeForce RTX 5060 or 5070 (8GB GDDR7),16GB/32GBDDR5 6400MHz (expandable up to 64GB), 1TB PCIe Gen4 NVMe SSD | 1 | |
| # 3 | Desktop Core i9 | T3680 Tower Workstation Desktop (Intel Core i9-14900 14th Gen, 16GB DDR5, 1TB SSD, Win 11 Pro, DVD-RW, Type-C, Wired Keyboard & Mouse, 3Y NBD Warranty) | 2 | |

ANNEXURE II: FORMAT OF PRICE QUOTATION *

| Sl. No. | Description of Goods | Brand Name | Qty. | Unit Price (Exclusive of GST in INR) | GST amount in INR(Per unit). | Total Amount inclusive of GST per unit) | *Total Price inclusive of GST | |
|---------------------------------|----------------------|------------|------|--------------------------------------|-------------------------------|---|-------------------------------|----------|
| | | | | | | | In Figures | In Words |
| (a) | (b) | (c) | (d) | (e) | f | g=e+f | h=g*d | |
| 1 | | | 32 | | | | | |
| 2 | | | 1 | | | | | |
| | | | 1 | | | | | |
| 3 | | | 2 | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Grand Total (in figures) | | | | | | | | |
| Grand Total (in words) | | | | | | | | |

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications as specified under **Annexure I** for a total contract price of Rs..... (Amount in figure) (Rs..... (Amount in words) within the period specified in the Request for Quotations (RFQ).

We also confirm that commercial warrantee/guarantee of 12 months shall apply to the offered goods.

Signature of Supplier:

