

**GOVERNMENT OF MEGHALAYA  
PLANNING, INVESTMENT PROMOTION AND SUSTAINABLE DEVELOPMENT DEPARTMENT  
OFFICE OF THE PROJECT MANAGEMENT UNIT  
SUPPORTING HUMAN CAPITAL DEVELOPMENT IN MEGHALAYA (PHASE-II)  
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No.SHCDM2/PMU/7/2023/160

Dated: Shillong, the 5<sup>th</sup> March, 2025

**REQUEST FOR QUOTATION OF GOODS (RFQG)**

Project Title: Supporting Human Capital Development in Meghalaya (Phase -II)  
Subject: Purchase of Office Supplies

1. The Additional Project Director, Supporting Human Capital Development in Meghalaya (Phase-II), & Joint Secretary to the Govt. of Meghalaya, Planning, Investment Promotion and Sustainable Development Department hereby requests you to submit price quotation(s) for the supply of the Office Supplies items as per Appendix-1 of this RFQG.

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities, as per **Appendix-1**.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : Additional Project Director  
Supporting Human Capital Development in Meghalaya (Phase-II)  
Planning, Investment Promotion and Sustainable Development Department  
Telephone : +91-9856028142  
E-mail : pmu.shcd2@gmail.com

4. The last date for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: 17:00 hours on 20<sup>th</sup> March 2025

5. You shall submit only one set of quotation. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further. Preferably, the rubber stamp of your firm should also be affixed along with the signature.

6. While placing the order, take note, the quantity of items to be supplied may vary.
7. Make, Model and detailed specifications of the items particularly specified in Appendix-1 should be clearly mentioned
8. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices including taxes as applicable should be quoted for supply and delivery, including installations & commissioning wherever necessary, to the **office of the Project Management Unit**, Supporting Human Capital Development in Meghalaya (Phase-II), Planning, Investment Promotion and Sustainable Development Department, Main Secretariat Building, Shillong. Prices shall be quoted in Indian Rupees

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Goods and Service Tax (GST) in Meghalaya, India.

(iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 4 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

9. Further information can be obtained from:  
Additional Project Director  
Supporting Human Capital Development in Meghalaya (Phase-II)  
Planning, Investment Promotion and Sustainable Development Department  
Telephone : +91-9856028142  
E-mail : pmu.shcd2@gmail.com

10. The purchaser reserves the right to accept/reject any quotation without giving any reason whatsoever.

11. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.

Sincerely,



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(Purchaser)

Addl. Project Director  
SHCDM (Phase-II)

## FORM OF QUOTATION

To: \_\_\_\_\_ (Purchaser's Name)  
 \_\_\_\_\_ (Purchaser's Address)  
 \_\_\_\_\_

We offer to execute the Supply of OFFICE ITEM, vide ref. No. \_\_\_\_\_ Date: \_\_\_\_\_ Shillong, the \_\_\_\_\_ 2025 in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) only. We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

### Prices and Schedules for Supply

S.No	Item/Product Description	Quantity	Unit Price	GST	Total Price	Delivery Time
1						
2						
3						
4						

Spare Parts  
 Tools and Accessories  
 Manuals  
 Maintenance Requirements

} Specify, if applicable

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the Government of Meghalaya sanctions list.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

Email address \_\_\_\_\_

## TERMS AND CONDITIONS OF SUPPLY

Project Name: Supporting Human Capital Development in Meghalaya (Phase-2)  
Purchaser: Addl. Project Director, Office of Project Management Unit,

1. Schedules for Supply

S.No	Item/Product Description	Quantity	Unit Price	GST	Total Price	Delivery Time
1						
2						
3						
4						

Spare Parts  
Tools and Accessories  
Manuals  
Maintenance Requirements

} Specify, if applicable

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 1 (one) month from the date of issue of Purchase Order.
4. Applicable Law: The Contract shall be interpreted in accordance with the laws of the India. Subject to the provisions of the below mentioned provision for resolution of disputes, the courts at Shillong in Meghalaya shall have the exclusive jurisdiction.
5. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the laws of the Arbitration & Conciliation Act, 1996, India. The arbitration proceedings shall be conducted in English language by a Sole Arbitrator to be appointed by the Purchaser. The venue for the arbitration proceedings shall be Shillong.
6. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - (ii) manufacturer's or supplier's warranty certificate; and
  - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.
7. Payment: Payment of the contract price shall be made 100% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and upon acceptance of the delivered goods by the Purchaser.

8. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

9. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

10. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

11. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

12. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_

## RECORD OF QUOTATION BID OPENING

Project Title: Supporting Human Capital Development in Meghalaya (Phase-II)  
Bid Title: Supply of Office Supplies for the Project Management Unit (PMU)

The following bids were received by the closing deadline fixed on 20<sup>th</sup> March 2025 at 17:00 hrs and were publicly opened and read at 17:30 hrs on the same date in the presence of the bidders duly signed in the sheet

<b>Bid No.</b>	<b>Name of Bidder Nationality</b>	<b>Technical Quotation [Yes/No]</b>	<b>Financial Bid Amount in INR<sup>1</sup></b>	<b>Discounts Offered</b>	<b>Signature of the bidder</b>
1					
2					
3					
4					
5					
6					

<sup>1</sup> The price is subject to evaluation and the evaluated amount may be different from the quoted amount

**COMPARISON STATEMENT/TABLE OF BIDDERS TECHNICAL BID AND PRICE BID**

SN	ITEMS	Product Description/ Specification In the RFQ	Supplier 1					Supplier 2					Supplier 3				
			Product Spec Quoted by Supplier	Compliance <sup>1</sup> (C/ PC/ NC)	Quoted Price inclusive of Taxes (INR)	Arithmetic Correction	Corrected Price	Product Spec Quoted by Supplier	Compliance <sup>1</sup> (C/ PC/ NC)	Quoted Price inclusive of Taxes (INR)	Arithmetic Correction	Corrected Price	Product Spec Quoted by Supplier	Compliance <sup>1</sup> (C/ PC/ NC)	Quoted Price inclusive of Taxes (INR)	Arithmetic Correction	Corrected Price
1	2	3	4	5	6	7	8=6+7	9	10	11	12	13=11+12	14	15	16	17	18=16+ 17
1	Toner for Kyocera xerox machine Model 3011i	Color- Black Laser Toner															
2	Toner for printers HP Laser Jet (79 A)	Color- Black Laser Toner															
3	Toner for printers HP Laser Jet (88 A)	Color – Black Laser Toner															
4	Toner for Epson 005 (BK) Dura bright ET ink	Color – Black ET Ink															
5	Toner for printers HP Laser MFP (166A)	Color – Black Laser Toner															
6	A4 size papers	2.3kg. Per ream															
7	Legal size papers	Paper Density: 75 gsm Paper Size: FS Legal															
8	A3 size papers	Paper Density: 140 gsm Paper Size: A3															
9	A4 size plastic folders	A4 Document File Plastic Folder															
10	Legal size plastic folders	Legal Size Document File Plastic Folder															
11	Envelopes	A4 size with inner plastic															
12	Envelopes	(9 x 4 inches)															
13	Paper punch (single)	Punching Capacity 2.0mm Punching Dia. 4.5mm															
14	Stapler Machines	Metal body with plastic casing. Built-in staple remover & reload indicator. 24/6 – 26/6															
15	Stapler pins	24/6 – 1M															





		Style - Modern																
34	Binder Paper clips 32 mm	Size – 32mm Style - Modern																
35	Binder Paper clips 41 mm	Size – 41mm Style - Modern																
36	Post it Sticky notes	Size – 80mm x 80mm Color – Multi																
37	Oddy Sticky Notes	3' x 4', pastel yellow sticky notes (Pack of 3, 300 Sheets) 2X Sticking Power																
38	Glossy paper A4 Size -	White, Vibrant, Crisp, Smudge Proof. Item Weight – 500g Color – White																
39	Electric Kettle	Color – Black Weight – 656.4g Capacity – 1.5L Stainless Steel																

<sup>1</sup> C=Compliance, PC=Partial Compliance, NC=Not Compliance

## List of Office Supply Items for Supporting Human Capital Development in Meghalaya (Phase-2)

S. No.	Product Description <sup>1</sup>	Quantity
1	Toner for Kyocera xerox machine -Model 3011i	2 nos
2	Toner for printers HP Laser Jet (79 A)	6 nos
3	Toner for printers HP Laser Jet (88 A)	6 nos
4	Toner for Espon 005 (BK) Dura bright ET ink	10 nos
5	Toner for printers HP Laser MFP (166A)	2 nos
6	A4 size papers	40 reams
7	Legal size papers	40 reams
8	A3 size papers	1 ream
9	A4 size plastic folders	100 nos
10	Legal size plastic folders	100 nos
11	A4 size envelopes with inner plastic	100 nos
12	Envelopes (9 x 4 inches)	100 nos
13	Paper punch (single)	6 nos
14	Stapler Machines	6 nos
15	Stapler pins	12 packets
16	Marker	12 nos
17	Registers – 320 pages (for diarist)	12 nos
18	Cello Tape - Transparent (5Nos) and Brown Tape (5Nos)	6 nos
19	Note pad ( hard cover front and back)	24 nos
20	Highlighter ( 3 different colours)	60 nos
21	Calculator	4 nos
22	Glue stick	12 nos
23	Pental Correction Tape	24 nos
24	Blue Ball Point pen	24 nos
25	Red Ball Point pen	24 nos
26	Pilot Pen Hi Tech point Luxor(Pure liquid ink) Blue Colour	10 Nos
27	Pilot Pen Hi Tech point Luxor(Pure liquid ink) Red Colour	10 Nos
28	Pilot Pen Hi Tech point Luxor(Pure liquid ink) Green Colour	10 Nos
29	2nd Note sheet legal paper	100 pages
30	File Board	80 Nos
31	File Cover	80 Nos
32	Gem clips	10 boxes
33	Binder Paper clips 25 mm	20 Nos
34	Binder Paper clips 32 mm	20 Nos
35	Binder Paper clips 41 mm	20 Nos
36	Post it Sticky notes	20 Nos
37	Oddy Sticky Notes 3' x 4', pastel yellow sticky notes (Pack of 3, 300 Sheets) 2X Sticking Power	20 Nos
38	Glossy paper A4 Size - White, Vibrant, Crisp, Smudge Proof.	4 reams
39	Electric Kettle (1.5L)	1 No.

\*Multiple Products i.e. Brands and Model that are fairly close to the given specifications may be quoted  
 \*The quantity of the above items may increase or decrease as per requirement of the Department.