

**GOVERNMENT OF MEGHALAYA
PLANNING, INVESTMENT PROMOTION AND SUSTAINABLE DEVELOPMENT DEPARTMENT
OFFICE OF THE PROJECT MANAGEMENT UNIT
SUPPORTING HUMAN CAPITAL DEVELOPMENT IN MEGHALAYA (PHASE-II)**

No.SHCDM2/PMU/7/2023/61

Dated: Shillong, the 30th September, 2024

REQUEST FOR QUOTATION OF GOODS (RFQG)

Project Title: Supporting Human Capital Development in Meghalaya (Phase-II)
Subject: Purchase of IT Equipment/Peripheral

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 IT equipment & Stationery items as per Appendix-1 & Appendix-2 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 & Appendix-2**

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 14th October 2024

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 & Appendix-2** 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,



(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 _____ 2024 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 signing of contract.
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 IT Equipment for the Project Management Unit (PMU)

The following bids were received by the closing deadline fixed on 16th October 2024 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

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

¹ 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 ¹ (C/ PC/ NC)	Quoted Price inclusive of Taxes (INR)	Arithmetic Correction	Corrected Price	Product Spec Quoted by Supplier	Compliance ¹ (C/ PC/ NC)	Quoted Price inclusive of Taxes (INR)	Arithmetic Correction	Corrected Price	Product Spec Quoted by Supplier	Compliance ¹ (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
Package 1: IT Equipment																	
1	Laptop	13th Gen, i7, 8GB RAM, 512 SSD, OS Windows 11 Pro, MS OFFICE Pro															
2	Computer Equipment Rack	Type: Small Size															
3	Printer	LaserJet Printer															
4	Printer with Scanner	LaserJet Printer															
5	Wireless Mouse	1000DPI, 2.4 Ghz with USB Nano Receiver, Optical Tracking															
6	Hard Drive (1 TB)	1TB External HDD - USB 3.0 for Windows and Mac															
7	Hard Drive (2 TB)	2TB External HDD - USB 3.0 for Windows and Mac															
8	Cartridge	Black Original Laser Toner Cartridge															

9	HDMI Cabel	3m High-Speed HDMI Cable - Ultra HD 4k x 2k HDMI Cable - HDMI to HDMI M/M - 10 ft HDMI 1.4 Cable																				
10	Printer Cabel	3-meter USB Printer Cable, USB 2.0 A Male to B Male Scanner Cord																				

¹ C=Compliance, PC=Partial Compliance, NC=Not Compliance

15	Paper Punch	2.0 mm punching capacity																
16	File Cover	Office File (F/S Size: 14 x 10 inch)																
17	File Board	Size: 25cmx35cm																
18	18mm Cutter Knife Set	Used for cutting Cardboard, Paper,etc																
19	Transparent File Cover with stick	Transparent A4 Sliding Bar Cover																
20	Transparent File Cover Envelope	A4 Document File Folder Bag																
21	Filter	Non-Electric & Chemical Free, 10L Storage																
22	Bucket	Unbreakable plastic bucket, 13 ltr																
23	Electric Kettle	1.5 litres Kettle with Stainless Steel Body, Auto Shut-off Mechanism																
24	Stand Fan	1400 RPM, corded electric, 450 mm High, Speed Pedestal Fan																
25	Wooden stool	Type: Small																
26	Room Heater	1000W Pedestal heater, Stainless Steel Heat Reflector, Nickel Chrome Plated Mesh Guard, Tilted Legs																
27	Hand Towel	Washable Cotton Poly Blended Fabric																
28	Serving Tray	Large Melamine Tray Microwave Safe																

1 C=Compliance, PC=Partial Compliance, NC=Not Compliance

Appendix – 1

List of Office IT Equipment for Supporting Human Capital Development in Meghalaya (Phase-2)

IT Equipment

S. No.	Product Description¹	Technical Specifications	Quantity
1	Laptop	13th Gen, i7, 8GB RAM, 512 SSD, OS Windows 11 Pro, MS OFFICE Pro	3 Nos
2	Computer Equipment Rack	Type: Small size	1 No.
3	Printer	LaserJet Printer without scanner	1 No.
4	Printer with Scanner	LaserJet Printer (Monochrome) with scanner (Wireless/cable)	2 Nos
5	Wireless Mouse	2.4 Ghz with USB Nano Receiver and Optical Tracking	5 Nos
6	Hard Drive (1 TB)	1TB External HDD - USB 3.0 for Windows and Mac	2 Nos
7	Hard Drive (2 TB)	2TB External HDD - USB 3.0 for Windows and Mac	2 Nos
8	Cartridge No. 166A	HP 166A Black Original Laser Toner Cartridge	2 Nos
9	Cartridge No. 88A	HP 88A Black Original LaserJet Toner Cartridge	2 Nos
10	HDMI Cable	3m High-Speed HDMI Cable - Ultra HD 4k x 2k HDMI Cable - HDMI to HDMI M/M - 10 ft HDMI 1.4 Cable	1 No.
11	Printer Cable	3-meter USB Printer Cable, USB 2.0 A Male to B Male Scanner Cord	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

List of Office Stationery Items for Supporting Human Capital Development in Meghalaya (Phase-2)**Package II: Stationery Items**

S. No.	Product Description¹	Quantity
1	Xerox size paper	10 Nos
2	Paper clips	5 pkts
3	Binder Clips (Big)	5 pkts
4	Binder clips (Small)	5 pkts
5	Color Sticky Notes (2x5")	5 pkts
6	Flat Ruler (Big)	2 Nos
7	Heavy Duty Stapler	1 No.
8	Heavy Duty Stapler Pin	3 pkts
9	Envelope (Medium Size)	5 pkts
10	Envelop (Latter Size)	5 pkts
11	Waste Paper Basket with cover	2 Nos
12	Room Freshener Spray	5 Nos
13	Heavy Stapler Pin	1 No.
14	AMINIT Office Lever Arch Clip Binder Box Folder Index Cover	2 Nos
15	Removable Chip Tray with Durable Stell Consecution	2 Nos
16	Paper Punch with Paper Chip Holder	5 Nos
17	File Cover	20 Nos
18	File Board	20 Nos
19	18mm Cutter Knife Set	10 Nos
20	Transparent File Cover with stick	20 Nos
21	Transparent File Cover Envelope	20 Nos
22	Filter	1 No.
23	Bucket	2 Nos
24	Wooden Stool	1 No.
25	Heater	6 Nos
26	Electric Kettle	2 Nos
27	Stand Fan 1400 RPM	1 No.
28	Serving Tray	1 No.
29	Hand Towel	6 Nos

*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

