



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

GOVERNMENT OF MEGHALAYA

MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Request For Quotations (RFQ)

For

Procurement of 20 Nos of Laptops under VDV, MBMA

REQUEST FOR QUOTATIONS

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Procurement of 20 Nos of Laptops under VDV, MBMA*

RFQ No: P1-PLN/MBMA/16651/2025/NF/269

Dated – 18th June, 2026

Table 1: Key Details of the RFQ		
Sl. no	Description	Date & Time
1.	Date of Publication of RFQ	18 th June, 2026
2.	Last date & time for receipt of queries & email ID	22 nd June 2026 by 15:00 Hrs. Email ID: procurementmbma@gmail.com
3.	Date & time of pre-bid meeting	22 nd June 2026 by 16:00 Hrs.
4.	Mode of pre-bid meeting	Off-line The MegARISE Office, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong-79301
5.	Last Date and Time of submission of RFQ	2 nd July 2026 by 16:00 Hrs.
6.	Opening of RFQ	2 nd July, 2026 at 1630 Hrs.
7.	Mode of submission of RFQ	Hard copies of the quotation must be submitted
8.	Authority	Executive Director, Meghalaya Basin Management Agency
9.	Address for communication/ submission of RFQ	The Procurement Unit, RDL Building, Springside, Lumsophoh, Nongthymmai, Shillong- 793014



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Dated: 18th June, 2026

Notice Inviting Quotation (NIQ)

Meghalaya Basin Management Agency (MBMA) invites RFQs from qualified bidders for supply of **20 Nos of laptops** as per the exact specification mentioned under **Annexure I**.

- i. The bidders may download the detailed RFQ document from www.mbda.gov.in.
- ii. The quotations must be submitted on or before the Due Date. Quotations shall be submitted in a **single sealed envelope**, containing both Technical and Financial information clearly marked as follows:

“Procurement of 20 Nos of Laptops under VDV, MBMA”

- iii. Bidders are required to submit quotations for 100% of the specified quantities. Partial quotations not covering the complete requirement shall be rejected. Evaluation of quotations will be carried out based on the total quoted value, excluding GST.
- iv. The bidder quoting the lowest total amount, excluding GST, shall be considered the L1 bidder. GST shall be indicated separately in accordance with the format prescribed in the Financial Bid Submission Template enclosed as **Annexure II**.
- v. **Quotation validity:** The quotation, including the quoted prices, shall remain valid for a period of 90 (ninety) days from the due date for submission of quotations. **Conditional bids/quotations shall be considered non-responsive and may be rejected.**
- vi. 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	EMD Amount	Technical Specification	Delivery Period
1	Laptops	20	INR 20,000/-	Please Refer Annex I	Within 20 Days from the date of issuance of Supply Order

(Shri. Gavade Sachin Shankar, IFS)
Executive Director, MBMA

TERMS AND CONDITIONS

1. **Clarifications & Amendments:** Bidders may raise queries seeking clarification on the RFQ document within 3 (three) days from the date of publication of this Request for Quotation (RFQ) by sending the queries to the email ID specified in Table 1. Responses to such queries, along with any amendments to the RFQ, will be published on www.mbda.gov.in for the information of all bidders. Bidders are advised to regularly visit the website for updates, including any revisions to the terms and conditions and notifications regarding contract award.
2. **Bid Security/Earnest Money Deposit:** Bidders are required to furnish a Bid Security/EMD of INR 20,000/- (Rupees Twenty-Thousand only) in the form of a Demand Draft (DD), Banker's Cheque, or a Bank Guarantee issued by a scheduled commercial bank in an acceptable format, drawn in favor of **Meghalaya Basin Management Agency** and payable at Shillong, Meghalaya. The original EMD instrument must be submitted along with the RFQ. The EMD shall remain valid for 90 (ninety) days from the date of issuance of the EMD. Quotations submitted without the original EMD shall be summarily rejected.
3. **Preparation and Submission of Quotation:**
 - a) The bidders can submit their quotation in hard copies at: **Procurement Unit, Meghalaya Basin Development Authority (MBDA), O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.**
 - b) Quotations shall be submitted as per the format given at **Annex- I, Annex – II and Annex – III** along with other supporting documents as mentioned in the RFQ with a copy of the RFQ placed in a single sealed envelope, clearly marked as **“Quotation for the Procurement of Laptops under VDV Programme”; “Not to open before 2nd July, 2026 at 16.30 hours”**. The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
 - c) Bidders may submit their sealed envelopes containing the quotations by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/ self- attested by the Bidder.
 - d) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
 - e) Quotation not accompanied by specified documents, signatures may be rejected by the office as non-responsive and may not be evaluated.
4. **Place of Delivery:**

MegLIFE Office,
Shalom Building, 2nd Floor
Lower Lachumere, Shillong 793001, Meghalaya
5. **Quotation Prices:** The price quotation shall be submitted strictly in the format specified in **Annexure II**. Quotations submitted in any other format shall not be considered. Bidders are required to adhere strictly to the prescribed format for financial submission, and any deviation from the specified template shall render the bid liable for rejection.
 - a) The goods offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, re-writing, initialing and dating.

- 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 shall be inclusive of supply, packing, transportation, delivery at the designated location(s), and warranty of the laptops, and shall remain fixed throughout the validity period of the quotation. No adjustments or revisions shall be permitted 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 format provided at **Annexure I**: Technical Specification of Goods & **Annexure II**: Price Quotation.
- 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.

6. Qualification of Bidder:

Sl. no	Criteria	Criteria Details	Documentary Evidence
1	Bid Security (EMD)	Bidders must submit an EMD of INR 20,000/- (Rupees Twenty 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 MBMA , Payable at Shillong, Meghalaya	Original Copy of the EMD
2	Legal Status of the Bidder	The bidder shall be a legally registered entity under applicable laws.	The bidder shall submit Certificate of Incorporation/ Registration Certificate, GST Registration Certificate, or any other relevant document issued by a Government authority as proof of the legal status of the bidder.

3	Trading License/Business License	A valid Trading License issued by the concerned Autonomous District Council or Municipal Authority in Meghalaya shall be submitted. Note: Bidders belonging to a recognized Scheduled Tribe (ST) community of Meghalaya shall be exempted from the requirement of submitting a Trading License, subject to submission of a valid ST Certificate.	Trading License /ST Certificate issued by the Competent Authority.
4	Bidder must have PAN and GST registration certificate issued by competent authority.	The bidder shall possess valid and applicable registrations with the relevant statutory authorities, including PAN and GST registration.	Attested copy of PAN and GST Registration
5	Past experience	The bidder must have prior experience of supplying laptops/desktops/laptops and desktops to any Government Department or PSU in Meghalaya within the last 3 (three) years preceding May 2026. This experience must be demonstrated through a single completed work order, with a minimum value of INR 8 lakhs.	Documentary evidence, such as purchase order, work order must be submitted as proof of successful execution of similar supplies
6	Manufacturer's Authorization Certificate (MAF)	The bidder must submit a valid Manufacturer's Authorization Form (MAF) issued by the OEM for the quoted laptop.	Manufacturer's Authorization Certificate (MAF)
7	After-Sales Service Support	The bidder shall furnish the name, address, and contact details of the OEM-authorised service centre in Shillong, Meghalaya, that will provide warranty and after-sales service support for the offered laptop models.	Duly filled and signed Annexure III containing the details of the OEM-authorised service centre for warranty and after-sales service support.

8	Blacklisting & non- conviction	The bidder must not have been blacklisted by any government department, public sector undertaking (PSU), or other public authority.	The self-declaration shall be submitted on the bidder's official letterhead. In the absence of an official letterhead, the declaration may be submitted on plain paper; however, it must be duly stamped and signed by the authorized signatory.
Note: Bidders must submit all required documents in accordance with the criteria specified under the <i>Qualification of Bidders</i> section. Failure to submit the supporting documents in accordance with the <i>Qualification of Bidder</i> criteria will be deemed non-responsive, resulting in the rejection of the quotation.			

7. **Evaluation of Quotations:**

- a) The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed 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 the total price, the unit rate will take precedence, and the total price will be adjusted accordingly.

8. **Award of contract:**

- a) 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 Laptops made to any Government Departments or PSU in Meghalaya during the three years preceding May 2026. If the values are also identical, the successful bidder shall be determined by a draw of lots.
- b) The announcement for this assignment will be published on mbda.gov.in.
- c) Notwithstanding the above, the Purchaser also 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 supply order.
- d) The quantity of each item is subject to a variation of $\pm 15\%$ at the time of issuing the Supply/Purchase Order.
- e) 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 IV**).

9. Payments:

- a) Payment shall be made within 30 days after satisfactory delivery of the Goods and certified by the concerned officer of the Executive Director, MBMA.
- b) Invoice copy must be accompanied with Delivery challan and copy of the Supply/Purchase Order.
- c) Bank details of the Bidder must be mentioned in the invoice.
- d) All payments to the successful bidder shall be made by Account Transfer only.
- e) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- f) No advance payment shall be made.

10. 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.

11. The supplied goods shall be covered under the standard commercial warranty/guarantee for the period specified in the technical specifications.

12. Sealed quotations must reach latest **by 16:00 hours on 2nd July 2026**. Quotations received after the due date and time, shall be rejected.

13. 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/purchase order. Liquidated damages may be recovered by forfeiting the Earnest Money Deposit (EMD).

14. 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 refuses to accept the Supply Order within the prescribed timeframe, it shall be considered a breach of the tender conditions. In such a case, the offer may be extended to the next lowest responsive bidder (L2), subject to their acceptance. The defaulting L1 bidder shall be debarred from participating in any tenders issued by the TIA for a period of two (2) years from the date of refusal, and the Earnest Money Deposit (EMD) shall be forfeited.



(Shri. Gavade Sachin Shankar, IFS)
Executive Director, MBMA

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.)

Sl. No	Items	Qty	Specifications	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 quotation.	
1	Laptops	20	Processor	Intel Core i5 latest Generation	
			Operating System & Software	Windows 11 Home Microsoft Office Latest	
			Graphics Processing Unit (GPU)	Intel UHD Graphics	
			RAM	16 GB DDR 5 and/or above	
			Storage	512 GB SSD	
			Camera	FHD 1080p	
			Display	15 to 15.6 inch	
			Network Connectivity Technology	Wi-Fi 6 with Bluetooth 5.2 or higher	
			Battery Life	50Wh or Higher	
			Port	1 USB A, 1 C type, HDMI, RJ 45 Ethernet, 3.5 mm Audio Jack	
			Warranty	1 Year Onsite warranty and 2 Years Accidental Damage Protection	
			Additional Requirements	Laptop Bag and Wireless Mouse	
(Signature of the Bidder with Seal)					
Note: Bidders shall quote for only one brand against a particular specification/item. Multiple brand options for the same specification/item shall not be permitted, and quotations containing offers for more than one brand for the same specification/item may be treated as non-responsive.					

Annexure II: PRICE QUOTATIONS

Sl. No.	Description of Goods	Brand Name	Total Qty	Unit Price (exclusive of GST) In INR	GST amount in INR (Per Unit).	Amount (Inclusive of GST Per Unit)	Total Price (excluding GST) IN INR (For total quantity)	Total Price (Including GST) IN INR (For total quantity)
(A)	(B)	(C)	(D)	(E)	(F)	G = E + F	H = D * E	I = D * G
1	Laptops		20					
Grand Total (in Figures)								
Grand Total (in Words)								

Signature of Supplier:

Date:

Annexure III

FORMAT FOR FURNISHING AFTER-SALES SERVICE SUPPORT DETAILS

Sl.no	Particulars	Details to be Furnished by Bidder
1.	Name of OEM-Authorised Service Centre	
2.	Address of Service Centre	
3.	City / District:	
4.	PIN Code:	
5.	Contact Person	
6.	Mobile No. / Telephone No.	
7.	Email ID:	

I/We hereby certify that the information furnished above is true and correct. I/We further confirm that the above-mentioned service centre is available to provide warranty and after-sales service support for the offered laptop model(s).

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Bidder:

Annexure IV: SUPPLY ORDER

To:

M/s

.....
.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

Your quotation no.....of..... (Date) for the supply of..... **has been accepted.** You are requested to supply the following goods as per the rate quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl. No.	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price exclusive of GST (Rs.)	GST amount (Rs.)	Total Price inclusive of GST (Rs.)
1							
			Grand 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 minimum from the date of delivery and acceptance.
6. If the product provided fails to meet the verification process, the supply order will be cancelled and order will be issued to the next qualified bidder.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order

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