

Request For Quotation (RFQ) for Procurement of 30 Nos of Tablets under VDV, MBMA

Purchaser: Meghalaya Basin Management Agency (MBMA)

Contract title: Procurement of 30 Nos of Tablets under VDV, MBMA

Table 1: Key Details of the RFQ		
Sl No	Description	Date & Time
1	RFQ No	PLN/MBMA/16651/2025/NF/239
2	Date of Issue of RFQ	19 th May 2026
3	Last date & time for receipt of queries & email ID	21 st May 2026 by 15:00 HRS Email ID: procurementmbma@gmail.com
4	Date & time of pre-bid meeting	22 nd May 2026 by 11:00 HRS
5	Mode of pre-bid meeting	<u>Off-line</u> Procurement Unit Meghalaya Basin Management Agency, C/o Meghalaya State Housing Financing Co-operative Society Ltd. Upper Nongrim Hills, Shillong – 793003
6	Last Date and Time of submission of RFQ	2 nd June 2026 by 15:00 Hrs.
7	Opening of RFQs	2 nd June 2026 by 15:30 Hrs.
8	Mode of submission of RFQ	Hard copies of the quotation should be submitted
9	Authority	Executive Director, Meghalaya Basin Management Agency
10	Address for communication/ submission of RFQ/Delivery	Meghalaya Basin Management Agency, C/o Meghalaya State Housing Financing Co-operative Society Ltd. Upper Nongrim Hills, Shillong – 793003



Notice Inviting Quotation (NIQ)

Meghalaya Basin Management Agency (MBMA) invites RFQs from qualified bidders for supply of **30 Nos of tablets** 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 30 Nos of Tablets 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.

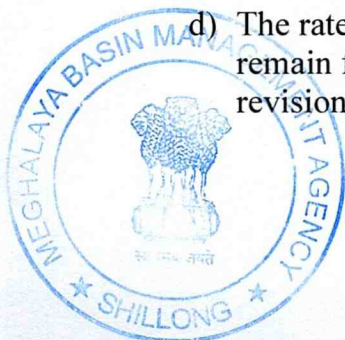
Sl.No	Brief Description of the Goods	Qty	EMD AMOUNT	Delivery Period	Specification (s)
1	Tablets	30	INR 30,000/-	20 days	Please refer <u>Annexure I</u>

(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 30,000/- (Rupees Thirty-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. Quotation Submission:** Bidders shall submit their quotations in hard copy at the address as mentioned in the table above. All documents required as per the RFQ, including the financial bid and the original EMD, must be enclosed and submitted in a single sealed envelope.
- 4. Place of Delivery:** All items shall be delivered at the designated location: *Please refer to the Table-I.*
- 5. Quotation Price:** 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, 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 shall be inclusive of supply and installation, and shall remain fixed throughout the validity period of the quotation/contract. 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 1** : Technical Specification of Goods & **Annexure 2**: 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 30,000/- (Rupees Thirty 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	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 tablets, laptops, or desktops to any Government Department or PSU in Meghalaya within the three years preceding April 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 valid MAF issued by the OEM.	Manufacturer's Authorization Certificate (MAF)
7	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 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			

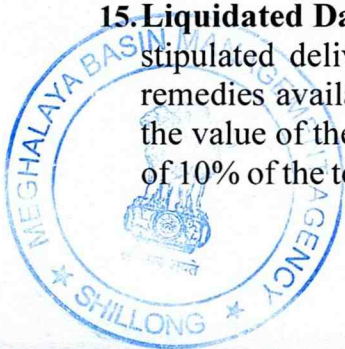


7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission of RFQ.
8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
 - i. 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 the 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 Tablet made to any Government Departments or PSU in Meghalaya during the three years preceding April 2026. If the values are also identical, the successful bidder 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. The supplied goods shall be covered under the standard commercial warranty/guarantee for the period specified in the technical specifications.
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 15:00 hours on **2nd 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 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. Gayade 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	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	Tablet	Processor	30	
		MediaTek Dimensity 6300 (8C, 2x A76 @2.4GHz + 6x A55@2.0GHz) or higher		
		Graphics		
		Integrated Arm Mali-G57 MC2 GPU or better		
		Chipset		
		MediaTek SoC Platform		
		Memory (RAM)		
		8GB Soldered LPDDR4X or higher		
		Storage		
		128GB UFS 2.2 or higher		
		Card Reader		
		Nano-SIM & microSD Card Slot		
		Max Storage Support		
		128GB UFS 2.2 on systemboard, microSD card, supports up to 2TB (exFAT)		
		Speakers		
		4 speakers, optimized with Dolby Atmos®		
		Microphone		
		Mono		
		Camera		
		Front: 8.0MP / Rear: 13MP with Flashlight or Higher		
		Voice Call		
		Voice Call		
		Sensors		
		Accelerometer sensor, Ambient Light Sensor (ALS), Hall Sensor		
		Battery		
		7040mAh (Typical) or higher		
		Power Adapter		
		10V / 2A (20W)		
		Display		
		Minimum 11", 2.5K (2560×1600), IPS 500 nits Anti Fingerprint, 72% NTSC, 90Hz, Touch or Higher		
		Touchscreen		
		In-cell, 10-point multi-touch		
		Screen-to-Body Ratio		
		85%		
		Dimensions		
		254.59 × 166.15 × 6.99 mm (10.02 × 6.54 × 0.28 inches)		
		Weight		
		480 g ± 10 g		
		Case Material		
		Metal		



		Operating System	Pre-Installed Andorid 15 or Later (Upgradeable Upto Android 17)		
		WLAN+ Bluetooth	Wi-Fi® 5, 802.11ac 1x1 + BT5.2 or higher		
		WWAN	5G Sub-6 GHz		
		SIM Card	Dual SIM (Nano-SIM + eSIM)		
		Location Services	GPS + GLONASS, Galileo + A-GPS		
		Standard Ports	1x USB-C® (Hi-Speed USB / USB 2.0), with charging, 1x Headphone / microphone combo jack (3.5mm), 1x Card slot		
		Warranty	1-year on-site warranty		
		Service Centre	Must be available in Shillong		
		Certifications	ErP Lot 6/26, RoHS compliant		
		Water/Dust Resistance	IP52		
		Display Certifications	TÜV Rheinland® Flicker Free, TÜV Rheinland® Low Blue Light (Hardware Solution)		
		Charging	OEM Rated Power Charger along with OEM Charging Cable		
		Device Protection	Good Quality Tampered Glass (9H) & Flip cover case		

(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 QUOTATION

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			30					
Grand Total (in Figures)								
Grand Total (in Words)								

Signature of Bidder:

Date:



Annexure III : SUPPLY ORDER

To
M/s

.....
.....

Dear Sir/Madam,

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 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							
2							
3							
			Grand 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 minimumfrom the date of delivery and acceptance.
6. Payment shall be made on successful delivery; and acceptance of the goods/equipment.



(Executive Director)
Meghalaya Basin Management Agency