

**Request for Quotation (RFQ) for Procurement of Office Furniture, Fixtures, IT and other equipment
for EWKH under FOCUS, MBMA**

(Single / One Envelope)

List of event(s)	Schedule
Date of issuance of RFQ	29/04/2026
Last date & time for receipt of queries	5/05/2026 12 :00 Hours Email ID : mlamp.procurement@gmail.com
Date & time of pre-bid meeting	6/05/2026 12 :00 Hours
Mode of pre-bid meeting	Off-line
Last date & time for receipt of quotations	15/05/2026 15 :00 Hours
Date & timing for opening of Quotations	15/05/2026 15:30 Hours
Website for downloading the RFQ	www.mbda.gov.in
Mode & Venue for pre-bid meeting	Off-line Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in
Place of opening of Quotations	Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in
Officer inviting the RFQ	FOCUS HEAD, Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbda.gov.in



Section I: Letter of Invitation

Procurement of Office Furniture, Fixtures, IT and other equipment for EWKH under FOCUS, MBMA

RFQ No.: MBMA/ /FOCUS/ EQUIPMENT & FURNITURE/ 2026/ 143/ 60

Date: 29/04/2026

Dear Sir/Madam,

1. Meghalaya Basin Management Agency (MBMA) now invites sealed quotations (Off-line) comprising of Technical & Financial documents from eligible suppliers (refer to Section II. Clause No. 3 for eligibility criteria) for the supply and delivery of the following items mentioned in the table below:

Table 1						
Lot #	Description of Goods	Quantity	Specification	EMD Amount	Delivery location/ address	
Lot #1	Desktop with UPS	2	Please refer to “Schedule of Technical Specifications of Goods”	INR 22,000	District Project Management Unit, DPMU, Eastern West Khasi Hills, Mairang	
	Laptop	5				
	Laser Printer	5				
	Photocopier	1				
	Projector	1				
	Conference Camera	1				
	Inverter with Battery	1				
Lot #2	Computer Table	6		INR 10,000		
	Office Table	6				
	Ergonomic Chair	2				
	Visitor Chair	40				
	Fixed Chair	8				
	Steel Almirah	5				
	Steel Rack	5				
	Notice Board	2				
	White Board	2				
	Electric Kettle	1				
	Water Filter	1				

Interested eligible Bidders may obtain further information from:

**FOCUS,
Meghalaya Basin Management Agency (MBMA)
Procurement Unit,**

O/o Meghalaya Basin Development Authority,
C/o Meghalaya State Housing Financing & Cooperative Society,
Upper Nongrim Hills, Meghalaya, Shillong - 793003
Website: www.mbda.gov.in

2. Quotations shall be submitted in a **single sealed envelope**, containing both Technical and Financial information clearly marked as follows:

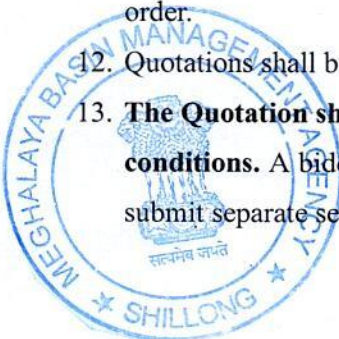
"Procurement of "Office Furniture, Fixtures, IT and other equipment for EWKH- Lot # _____ & _____ under FOCUS, MBMA"



Addressed to:

FOCUS Head,
Meghalaya Basin Management Agency,
Procurement Unit,
O/o Meghalaya Basin Development Authority,
C/o Meghalaya State Housing Financing & Cooperative Society,
Upper Nongrim Hills,
Meghalaya, Shillong - 793003
Website: www.mbda.gov.in

3. The deadline for receipt of your sealed quotation is **15/05/2026 by 15:00 Hrs. (IST)**. Quotations will be opened on **15/05/2026 by 15:30 Hrs.** All late submissions will be rejected outright.
4. A complete set of bidding documents is available to interested Bidders at www.mbda.gov.in
5. All quotations shall be accompanied by the requisite documents in support of eligibility and qualification criteria. Quotations not supported by the requisite documents and/or containing incomplete information are liable to be rejected as non-responsive.
6. **Earnest Money Deposit/ Bid Security:** Bidders shall submit an Earnest Money Deposit (EMD) for the required amount as specified in the RFQ in the form of an account Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposits receipt, Banker's Cheque in favour of **Meghalaya Basin Management Agency payable at Shillong**, Meghalaya or in the form of a Bank Guarantee from a commercial bank, safeguarding the purchaser's interest in all respect., which shall valid for a minimum period of three (3) months from the date of issuance of EMD. The EMD will be returned without interest after finalization of the tender.
7. EMD submitted in a form not listed above will not be taken into consideration.
8. EMD exemption will not be permitted.
9. **A separate EMD must be submitted for each lot.**
10. Bidders must complete the Quotation Form and Price Schedule on their company's official letterhead, using the formats provided in **Section IV and Section VI** of the bidding documents. If the company letterhead is not available, the documents may be prepared on plain paper; however, they must be duly stamped and signed by the authorized representative.
11. Quotations shall be submitted in Indian Rupees (INR) with firm and fixed prices valid for the entire contract period. Any discount offered must be indicated separately in the Price Schedule. The evaluation of bids will be conducted on a lot-wise basis, and the contract for each lot shall be awarded to the lowest evaluated responsive bidder (L1) who meets all eligibility, technical, and other requirements specified in the RFQ. The bidder must include everything in its price quotation including the transportation charges and other costs associated for successfully completing the work order.
12. Quotations shall be valid for **90 days** from the last date of quotation submission.
13. **The Quotation shall be submitted under a One-envelope system in accordance with the tender conditions.** A bidder may apply for any single lot or multiple lots. For each lot, the bidder must submit separate sealed envelopes:



The envelope must be clearly superscribed as: "RFQ for Supply of Items for Lot ____ under FOCUS, MBMA".

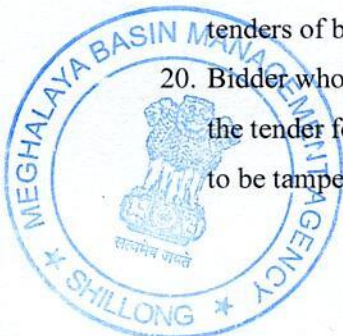
Submission of Quotation for Single Lot

Bidders submitting a quotation for only one lot must provide their Technical and Financial documents in a single envelope. The envelope must be clearly marked with the corresponding lot number. The envelope must be clearly labelled as: "RFQ for Supply of Items under Lot ____"

Submission of Quotation for both Lots

- (a) Bidders intending to submit bids for both the Lots must provide their technical and financial documents separately for each lot as follows:
- (b) For each lot, combine the Technical and Financial documents into a single envelope, clearly marked with the corresponding lot number.
- (c) Keep the envelopes for different lots separate and distinct.
- (d) Place all lot-specific envelopes inside an outer envelope.
- (e) The outer envelope must be clearly labelled as: "RFQ for Supply of Items under Lot ____".

- 14. **Delivery Schedule:** The items shall be delivered to the Recipient within 30 days from the date of Contract Signature.
- 15. **Purchaser's right to vary quantities at time of award:** At the time the contract is awarded, the purchaser reserves the right to increase or decrease the quantity of goods originally specified in the bid document, provided this does not exceed 15% (fifteen percent) and without any change in the unit prices or other terms and conditions of the RFQ and the RFQ documents.
- 16. 100% payment will be paid within thirty (30) days after full delivery against the supply order and accepted by the Purchaser and the Recipient.
- 17. When preparing their quotations, bidders shall be guided by the Instructions and Conditions of supply in **Section II** and other parts of the RFQ document.
- 18. Requests for clarifications shall be submitted within **three (3)** days after the date of Issuing of the RFQ to the address: mlamp.procurement@gmail.com
- 19. Not more than one tender shall be submitted by one bidder or bidders having a business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 20. Bidder who has downloaded the tender from the website www.mdba.gov.in shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected.



21. Intending Bidders are advised to visit again the website www.mbda.gov.in at least 2 days prior to closing date of submission of tender for any corrigendum / amendment.
22. At any time prior to the deadline for submission of RFQ, the Purchaser, for any reason, whether at its own initiative may modify the technical specification or any condition of the RFQ documents by amendments.
23. The valid means of communications for this tender shall be in writing a letter through e-mail or by speed/registered post/courier.
Directors or owners of bidding firms who have a close relative employed in the Procurement Division of Meghalaya Basin Management Agency at a senior-level position (Manager or above) are ordinarily debarred from participating in the tender process. However, such firms may participate provided that the bidder submits a proper declaration along with the quotation, clearly disclosing the relevant details. Any concealment or breach of this condition shall result in blacklisting of the firm from all future works undertaken by **Meghalaya Basin Management Agency (MBMA) & Meghalaya Basin Development Authority (MBDA)**.
24. It is suggested that the bidders may acquaint themselves with the requirements before submitting the quotations.
25. The successful bidder shall not be allowed to sub-contract to any vendor.
26. The rates quoted by the bidder(s) for all items under the Lot(s) shall remain firm for the entire duration of the bid/quotation validity period.
27. Bidders are required to quote for the full (100%) quantity of all items under the Lot they have quoted.
28. If, within a period of six (6) months from the date of completion of the original supply, the Purchaser requires additional quantities of any items listed under any of the Lots, the Purchaser reserves the right to place a repeat order directly on the successful bidder. Such repeat order shall be issued at the same unit rates, terms, and conditions as quoted and agreed upon in the original contract. The bidder shall be obligated to supply the additional quantities accordingly.
29. Quotations will be opened as per date/time as mentioned in the RFQ.
30. **Cancellation of Tender:** MBMA reserves the absolute and unconditional right to cancel, modify, withdraw, or annul this tender process, either wholly or partially, at any stage prior to the issuance of the Letter of Award, without assigning any reason and without incurring any liability whatsoever. No bidder shall have any claim for costs, damages, loss of profit, or compensation of any nature arising out of or in connection with such cancellation or modification of the tender process.



Sd/-

(FOCUS HEAD)

Meghalaya Basin Management Agency

Section II: Instructions to Bidders

1. RFQ Number	MBMA/FOCUS/ EQUIPMENT & FURNITURE/ 2026/ 143/ 60
2. Title of procurement activity	Procurement of Office Furniture, Fixtures, IT and other equipment for EWKH under FOCUS, MBMA
3. Eligibility criteria to participate in public procurement	The suppliers established in India shall: - be in conformity with the provisions of the law and - have fulfilled their obligations with regard to the payment of duties and taxes and - have no conflict of interest. In particular - not being owned or controlled by the purchaser; - not having business or family relationship with Purchaser's staff involved in the procurement process or the supervision of the resulting contract; - not being associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement; - not having the same legal representative as another bidder.
4. Market approach/Method of Selection	Request for Quotation
5. Clarifications	Requests for clarifications shall be submitted to: mlamp.procurement@gmail.com
6. Submission of bid	<u>The Bids must be sent or delivered to the address:</u> Meghalaya Basin Management Agency (MBMA) Procurement Unit O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbdg.gov.in <u>The outer envelope must clearly mention the RFQ number, name & Lot Number</u>
7. Submission deadline for the bid/quotation	Date: No later than 15/05/2026 by 15:00 Hrs. Any quotations received after the deadline prescribed in this section will be rejected and returned unopened to the bidder.
8. Opening of bid/quotation	The opening will be held on 15/05/2026 at 15:30 Hrs in the following address: Procurement Unit, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: www.mbdg.gov.in The quotation will be opened in the presence of the Evaluation Committee and the bidders' representatives who prefer to attend.



9. Period of validity of bid	90 Days (effective from the last date of submission of RFQ)						
10. Documents comprising the Quotation	I. Original copy of the Earnest Money Deposit/ Bid Security II. Declaration of Undertaking (Section III) III. Schedule of Technical Specifications of Goods Offered (Section VII) IV. Company's Business registration V. Trading License issued by the respective Autonomous District Council or municipal authority of Meghalaya VI. GST Registration Certificate & PAN VII. Manufacturers or Technical Brochures (catalogues) on the items offered VIII. Past Experience : The bidder must have successfully executed at least one contract for the supply of similar items to any Government Department, Government Undertaking, or Public Sector Undertaking (PSU) in the state of Meghalaya during last 5 (five) years ending March 2026. Documentary evidence in the form of a copy of the relevant supply order(s) and/or completion certificate(s) shall be submitted along with the quotation. <table border="1"> <thead> <tr> <th>Lot No.</th><th>Définition of similar item(s)</th></tr> </thead> <tbody> <tr> <td>Lot 1</td><td>Similar item shall mean the supply of laptops, desktops and/or other IT equipment.</td></tr> <tr> <td>Lot 2</td><td>Similar item shall mean the supply of office furniture & fixtures.</td></tr> </tbody> </table> IX. Financial Capacity (Submission of Audited financial statements): The bidder shall furnish copies of the audited financial statements for the last three (3) consecutive financial years i.e., FY 2022-23, FY 2023-24, and FY 2024-25. X. Form of Quotation (Section IV) XI. List of Goods and Price Schedule (Section VI) XII. Any other document(s) as specified under the RFQ, if any.	Lot No.	Définition of similar item(s)	Lot 1	Similar item shall mean the supply of laptops, desktops and/or other IT equipment.	Lot 2	Similar item shall mean the supply of office furniture & fixtures.
Lot No.	Définition of similar item(s)						
Lot 1	Similar item shall mean the supply of laptops, desktops and/or other IT equipment.						
Lot 2	Similar item shall mean the supply of office furniture & fixtures.						
11. Brief description of the required goods (Technical details in Section VII)	As per Table 1 & Section VII						

12. Language of bid	The bid/quotation prepared by the Bidder, and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.
13. Currency of quotation	Indian Rupees (INR)
14. Bid prices	- The Bidder shall indicate, on the appropriate Price Schedule attached to these documents (Section VI), the total Bid Price quoted CIP (Carriage and Insurance Paid To) for goods, transport and insurance to the named place of destination (specified in No. 23). - The prices indicated in the quotation are fixed and not subject to any adjustment during the period of validity. - In case of any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected.
15. Taxes on price quotation	Applicable taxes shall be quoted separately as specified in the format.
16. Partial bid/quotations	Bidders may submit bids/quotations for any or all lots; however, all required documents must be provided for each lot being quoted.
17. Clarification of quotations	The Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation, if necessary.
18. Correction of arithmetical errors	Provided that the quotation is substantially responsive, the Purchaser shall correct arithmetical errors on the basis that the respective unit price and amount expressed in words shall prevail.
19. Evaluation criteria /process	The evaluation shall be carried out by the Evaluation Committee members. The evaluation shall be conducted in the following manner: i) The documents submitted under “Documents Comprising the Quotation” shall be examined first. ii) The technical specifications/products offered by the vendors who are found responsive under Stage I shall then be verified with the specification specified by the Employer. Based on this verification, the technically responsive/qualified bidders shall be identified, and only their financial bids shall be evaluated. Note: <i>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/quotation.</i>
20. Award of contract	- The Purchaser will award the Contract to the successful Bidder whose bid has been determined to be administratively and technical compliant and has been determined as the lowest evaluated bid. - In the event that two bidders quote the same amount in their financial bids, the contract shall be awarded to the bidder having a higher annual average turnover during the last three financial years (2022–23, 2023–24, and 2024–25). If both bidders have the equal average annual turnover, the successful bidder shall be selected through a draw of lots.



21. Notification of award	• Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. • Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
22. Signing contract	The successful Bidder shall sign and date the Contract and return it to the Purchaser. The contract will become effective only upon return of the signed Contract Agreement.
23. Recipient and delivery location of goods	Recipient of goods: District Project Management Unit, DPMU, Eastern West Khasi Hills, Mairang



Section III: Declaration of Undertaking

Declaration of Undertaking

To:

_____,
_____,

1. We hereby certify that neither we nor any of our board members or legal representatives under the Contract are in any of the following situations:
 - 1.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
 - 1.2) having been convicted by a final judgment or a final administrative decision or a preliminary investigation/charge is pending against us for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings.
 - 1.3) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 1.4) not having fulfilled the applicable fiscal obligations with regard to the payment of taxes
 - 1.5) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.
2. We hereby certify that we under the Contract are in any of the following situations of conflict of interest:
 - 2.1) being an affiliate controlled by the MBMA;
 - 2.2) having a business or family relationship with a MBMA's staff involved in the Tender Process or the supervision of the resulting Contract;
 - 2.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the MBMA;
 - 2.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the TIA;
 - 2.5) in the case of procurement of Works, Plant or Goods:
 - i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;



3. In the context of the Tender Process and performance of the corresponding Contract:

- 3.1) neither we nor any of the members of our firm/agency under the Contract have engaged or will engage in any Sanctionable Practice, or violate the Guidelines during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of: _____

Signature:

Dated:



Section IV: Form of Quotation

[The Bidder shall prepare his Bid Submission Form on a letterhead paper specifying the Bidder's complete name, address and communication details].

Date: _____

To: **Meghalaya Basin Management Agency (MBMA)**

Ref.: Procurement of _____

RFQ No.: _____

We refer to your RFQ No. _____ dated _____. We undertake to supply the goods under **Lot Number(s)** _____ as indicated in the attached Schedule of Technical Specifications and List of Goods and Price Schedule in accordance with the Request for Bid/Quotation document for the contract price of _____ (amount in words and figures) in _____ (name of currency).

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We undertake to complete the delivery of the above equipment to the Recipient within ____ days from the date of Contract Signature.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the **Section II, Clause No. 3**

The validity period of our bid is: _____ days.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid complies with the validity of the bid required by the documents.

Authorized Signature: _____

Name and Title of Signatory: _____



Section V: Schedule of Requirements

1) Supply of Goods & warranty:

Each item of equipment to be supplied is described in **Section VII**: Schedule of Technical Specifications of Goods. The successful Supplier shall supply a copy of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment), wherever applicable.

Goods offered shall be new, unused and based on the manufacturer's current and most recent model

2) Recipient of Goods:

District Project Management Unit, DPMU, Eastern West Khasi Hills, Mairang, Meghalaya Basin Management Agency

3) Delivery and Installation

All items shall be delivered to the destination specified under Sl. No. 2, under the full responsibility of the Supplier, within 30 days of contract signing or **in accordance with the delivery schedule provided by the Purchaser**. The supplier is responsible for the installation and instruction of the end-users pursuant to the instruction procedures of the manufacturers. The manuals must be delivered in English and for selected items in English language as indicated in the schedule of requirements.

4) Post-Sales Service:

Please provide details of any after-sales service that you offer, including technical support and maintenance



Section VI: Price Schedule of Goods

Name of the Bidder _____ Lot No _____

						Date: [Insert]	
						RFQ. No.: [Insert]	
1	2	3	4	5	6	7	8
Lot No	Description of Goods*	Delivery Time in Days at named place of CIP destination	Quantity and Physical unit (Nos.)	Unit Price (INR)	Total Cost (INR), 6=4 x 5	GST (INR) on the Total Cost	Total Price (inclusive of GST) 8=6+7
Total Price in INR							
In Words (without GST):							

Name of Bidder:

Signature of Bidder

Date:

Note:

- i. Description of goods to be provided along with the warranty
- ii. No additional cost will be borne by MBMA, apart from the amount stated in the financial bids submitted by the bidder.
- iii. All the prices should be inclusive of transportation and installation.



Section VII: Schedule of Technical Specifications of Goods

Procurement of Office Furniture, Fixtures, IT and other equipment under FOCUS, Meghalaya Basin Management Agency				
Lot	Item	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 bid.
Lot#1	AIO + UPS	2	Form Factor: All in One Processor: Latest generation Intel Core i5 (13th Gen or higher) or equivalent processor Operating System: Windows 11 Home or higher Display Type: LED, FHD, IPS, Display Resolution 1920 x 1080 Pixels, Aspect Ratio: 16:9 Display Size: Minimum 23.8 inches Memory: 8 GB DDR5 RAM, (expandable to 32GB) Storage: 512 GB SSD (expandable to 1TB) Speaker: Integrated Graphics: Integrated Intel Graphics or better. Camera: Integrated pop-up or retractable IR camera Ports: Total USB Ports ≥5 Total HDMI Port ≥1 Connectivity: Wi-Fi, Bluetooth, Ethernet (RJ-45), USB, HDMI Accessories: Standard QWERTY keyboard and mouse Software: Pre-installed licensed office productivity suite (latest version). Warranty: 3 years On-site UPS: Type: Line Interactive UPS Capacity: 600VA/360W Backup Time: Minimum 10-20 Minutes	



		Connector Type: Compatible with the Desktop No of Outlets: Minimum 3 Warranty: Minimum 3 years.	
Laptop	5	Form Factor: Thin and light laptop Processor: Latest generation multi-core processor (Intel Core i5 / AMD Ryzen 5 or higher) with AI acceleration support (preferred) Memory (RAM): Minimum 16 GB DDR4/DDR5 Storage: Minimum 512 GB SSD (expandable up to 1 TB or higher) Display: Size: 14 inches or higher Resolution: Full HD (1920 × 1080) or higher Panel: IPS / OLED (or equivalent) Graphics: Integrated graphics Operating System: Preloaded licensed Windows 11 or higher Software: Pre-installed licensed office productivity suite (latest version) Connectivity: Wi-Fi 6 or higher, Bluetooth. Camera: Integrated HD/IR webcam Audio: Integrated speakers and microphone Battery: Minimum 6 hours backup under standard usage conditions Ports & Interfaces: USB ports (Type-A and Type-C), HDMI and Audio combo jack. Input Devices: Full-size keyboard and touchpad Build & Weight: Lightweight, portable design Accessories: Bag included. Warranty: Minimum 3 years.	
Printer	5	Type: Multi-function monochrome laser printer (Print / Scan / Copy) Print Technology: Laser Print Speed: Minimum 25–30 pages per minute (A4) Print Resolution: Minimum 1200 × 1200 dpi Functions: Print, Scan, Copy Duplex Printing: Automatic double-sided printing Document Feeder: Automatic Document Feeder (ADF), minimum 35–40 sheets Display: Integrated LCD / control panel Connectivity: USB 2.0, Ethernet (RJ-45), Wi-Fi (wireless printing support) and Mobile printing support (via standard apps/protocols) Paper Handling- Input tray: Minimum 250 sheets Output tray: Minimum 100 sheets Duty Cycle: Up to 25,000–30,000 pages per month Recommended Monthly Volume: Suitable for small to medium office usage Scanner-	



		Type: Flatbed + ADF Optical resolution: Minimum 600 dpi Copy Features- Multiple copies: up to 99 or more Resize: approx. 25%–400% Media Support: A4, A5, envelopes, labels, and custom sizes Operating System Compatibility: Windows (latest versions), macOS, and standard OS support Power Requirements: Standard AC power supply Consumables: Single black toner cartridge system Warranty: Minimum 3 years	
		Type: Floor-standing / desktop multifunction monochrome laser copier Functions: Print, Copy, Scan (Fax optional) Print Technology: Laser Print Speed: Minimum 25–30 pages per minute (A4) Print Resolution: Minimum 1200 × 1200 dpi Supported Paper Size: A3, A4, A5, Legal, and custom sizes Duplex: Automatic double-sided printing and scanning Document Feeder (ADF): Automatic Document Feeder (minimum 50 sheets or higher) Display Panel: Integrated color touchscreen display (minimum 7 inches or equivalent control panel) Processor: Minimum 1 GHz dual-core or equivalent. Memory: Minimum 1 GB RAM (expandable if supported) Storage (Optional): Internal storage support (optional HDD/SSD) Connectivity: USB 2.0, Ethernet (Gigabit LAN), Wireless (optional or built-in) and Mobile printing support (AirPrint/Mopria or equivalent) Paper Handling- Input capacity: Minimum 250 sheets (expandable) Multiple trays support (optional) Duty Cycle: Suitable for medium to high-volume office usage Copy Features: Multiple copies, Zoom range (approx. 25%–400%) and ID copy, duplex copy Scanner: - Type: Flatbed + ADF Optical resolution: Minimum 600 dpi Media Types: Plain paper, envelopes, labels, cardstock Operating System Compatibility: Windows, macOS, Linux Power Supply: Standard AC power Consumables: Single black toner system with drum/maintenance kit Additional Features: Network printing, Secure printing (optional) and Job management features	

Copier

1



			Warranty: Minimum 3 years. Display Type: Digital projection with high-resolution support Native Resolution: Minimum Full HD (1920 × 1080) Supported Resolution: Up to 4K UHD (3840 × 2160) Projection Technology: DLP / LCD / LED hybrid (equivalent performance) Contrast Ratio: Minimum 2000:1 (or better) Brightness: Minimum 3,000 ANSI lumens (or equivalent) Aspect Ratio: 16:9 (widescreen) Projection Size: Minimum 40" up to 200" diagonal Projection Distance: Wide throw range to support short to long distance Keystone Correction: ±30° or better (vertical & horizontal) Focus: Manual or motorized focus adjustment Light Source: Lamp / LED Light Source: Long-life LED or laser (minimum 20,000 hours) Audio: Built-in Speakers: Integrated stereo speakers (minimum 10W total) Audio Output: 3.5 mm / Bluetooth (optional) HDMI: Minimum 2 × HDMI ports USB: Minimum 1 × USB-A for media playback Wireless: Wi-Fi / Bluetooth (optional) for mirroring/streaming Audio: 3.5 mm audio output / Bluetooth audio support Other: Support for USB drive playback & screen-casting from smart devices OS Support: Android / proprietary smart interface (optional) Media Support: Playback from USB, streaming apps support (optional) Portable Design: Compact, lightweight chassis Mounting: Tripod / ceiling mounting support Remote Control: Included Input Supply: Standard AC mains Power Consumption: As per class norms Warranty: Minimum 1 year.	
			Type: AI-enabled USB video conferencing camera for small to medium meeting rooms Video & Imaging: Resolution: Up to 4K UHD (3840 × 2160) at 30 fps Field of View (FOV): Wide-angle, minimum 120° Auto-framing & AI tracking: Automatically frames participants; supports group and individual focus Digital zoom: Supported Audio: Integrated multi-microphone array with noise cancellation	



		Connectivity: USB interface (USB-C or USB-A), Bus-powered via USB, plug-and-play and Compatible with Windows and macOS Compatibility: Supports major video conferencing applications (Zoom, Microsoft Teams, Google Meet, Webex, etc.) Mounting & Physical Features: Monitor clip, desk placement, or tripod mount Compact and lightweight for easy deployment Privacy shutter or cover (if included) Functional Capabilities: Automatic participant detection and framing Group and individual modes for video focus AI framing adapts to participant movement Power Requirements: USB-powered (no external power adapter required) Warranty: Minimum 1 year warranty.	
		Inverter- Type: Pure Sine Wave Inverter Capacity: 900 VA – 1500 VA Input Voltage Range: 100V – 290V AC Output Voltage: 220V – 240V AC Output Waveform: Pure Sine Wave Battery Compatibility: 12V single battery system Charging Current: 10–15 Amps Efficiency: ≥85% Transfer Time: <10 ms Display: LED / LCD indicators Protection: Overload, short circuit, deep discharge, reverse polarity Mounting: Floor standing / wall mount Warranty: Minimum 3 years Battery- Type: Tall Tubular Battery Capacity: 150 Ah Voltage: 12V Technology: Tubular Plate Backup: Suitable for long power cuts Electrolyte: Lead-acid (refillable) Life Cycle: 5–7 years (indicative) Maintenance: Low maintenance Safety: Spill-proof, anti-explosion vents Indicators: Electrolyte level indicator Mounting: Floor standing / wall mount Warranty: Minimum 3 years	
Lot#2	Computer Table	Type: Computer Table / Study Desk Design: Straight configuration	

		Material: Engineered Wood (Particle Board or better) Finish: Laminated / pre-laminated surface Dimensions: Approx. 1200 mm (W) × 750 mm (H) × 450 mm (D) Structure: Free-standing, rigid frame construction Storage: Minimum 1 drawer + 2 shelves CPU Compartment: Required Locking System: Drawer should be lockable Edge Protection: PVC edge banding (minimum 1 mm thickness) Load Capacity: Minimum 40–50 kg uniformly distributed Assembly: Knock-down / modular with on-site installation Hardware: Rust-proof fittings, good quality hinges & runners Color: Standard office finish (Wenge / Teak / White or equivalent) Weight: Approx. 30–40 kg (indicative) Warranty: Minimum 1-3 Years	
Office Table	6	Table Type: Office Computer Table Length: 1350–1500 mm Width: 700–750 mm Height: 740–760 mm Table Top Material: Engineered Wood (Pre-laminated) Top Thickness: Minimum 18 mm (Preferred 25 mm) Edge Banding: PVC, minimum 2 mm Frame Material: Mild Steel (MS) Frame Size: Minimum 25x25 mm pipe Coating: Powder-coated, anti-rust Load Capacity: Minimum 50 kg Base Support: Anti-skid rubber/nylon bushes Structure: Stable, wobble-free Assembly: Knock-down, on-site installation Finish: Scratch-resistant laminate Warranty: Minimum 1- 3 Years	
Ergonomic Chair	2	Type: Ergonomic Office Chair (High Back) Back Material: Breathable Mesh Seat Material: Fabric / Foam Cushion Frame: Nylon / Fiber Reinforced Base: 5-Star Metal / Nylon Headrest: Adjustable (Height & Tilt) Lumbar Support: Adjustable / Fixed Armrest Adjustable (2D/3D preferred) Height Adjustment: Gas Lift (Class 3 or 4) Recline: 90°–135° with Lock Mechanism: Synchro / Centre Tilt Load Capacity: ≥ 100 kg Wheels: PU / Nylon Castors Rotation 360 Degree	



			Assembly: DIY / Installation Support	
			Warranty: Minimum 1–3 Years	
	Visitor Chair	40	Type: Visitor / Conference Chair Base Type: Fixed (Cantilever / Sled) Frame Material: MS Steel / Chrome Finish Back Material: Breathable Mesh Seat Material: Fabric Cushion (Foam) Armrest: Fixed Ergonomics: Lumbar Support (Mid-back) Load Capacity: ≥ 100 kg Mobility: Non-rotating Anti-Skid: Required Finish: Powder-coated / Chrome Assembly: Pre-assembled / Easy Warranty: Minimum 1-3 Years	
	Fixed Chair	8	Type: Visitor / Conference Chair (Fixed Base) Frame Material: MS Steel / Metal Base Type: Cantilever / Fixed Seat: Cushioned (Foam) Upholstery: PU / Synthetic Leather / Fabric Backrest: Cushioned / Mid-back Armrest: Fixed Load Capacity: ≥ 100 kg Stability: Anti-skid base Finish: Powder-coated / Chrome Assembly: Pre-assembled Usage: Office / Conference Warranty: Minimum 1–3 Years	
	Steel Almirah	5	Type: Steel Almirah (Double Door) Material: CRCA Steel Thickness: ≥ 0.6 mm Finish: Powder-coated / Epoxy Doors: Double hinged Locking: Central locking system Shelves: ≥ 3–4 adjustable Locker: Internal locker preferred Dimensions: 1800–2000(H) mm Shelf Capacity: ≥ 40 kg per shelf Corrosion Resistance: Required Edges: Smooth / Safe finish Assembly: Pre-assembled Usage: Office / Storage Warranty: Minimum 1–3 Years	
	Steel Rack		Type: Steel Storage Rack Material: Mild Steel / Carbon Steel Shelves: MDF / Steel / Mesh No. of Shelves: 4–5 Minimum Adjustable Shelves: Required	



		Structure: Boltless / Modular Load Capacity: ≥ 75 kg per shelf Finish: Powder-coated / Anti-rust Height: 1500–2000 mm Width: 700–1200 mm Depth: 300–600 mm Stability: Anti-skid / Levelling feet Assembly: DIY / Tool-free preferred Usage: Office / Warehouse Warranty: Minimum 1-3 Years	
Notice Board	2	Type: Lockable notice board Material: Softboard with Premium Flocked Fabric (Velvet) Cloth Surface Size: 2x3 feet Weight: 4.5 kilograms. Colour: Green. Mounting type: Wall Mount. Warranty: Minimum 1-3 Years	
White Board	2	Size: 3 feet x4 feet (90X122 CM) Surface: Melamine Writing Surface, Frame: Alloy Aluminium (6063-T6 Frame) Mounting: Wall- mounted (adjustable hooks) Accessories: Marker + Duster. Warranty: Minimum 1-3 Years	
Electric Kettle	1	Capacity: Minimum 1.5 litres; Material: Stainless steel inner body (304 grade); Power: Minimum 1200–1500 W; Features: Auto shut-off, dry boil protection, 360° base; Warranty: Minimum 1-3 Years	
Water Filter	1	Type: RO + UF water purifier; Capacity: Minimum 7 litres storage; TDS Handling: Up to 2000 ppm; Purification stages: Multi-stage filtration including RO membrane; Material: Food-grade storage tank; Mounting: Wall-mounted/desktop; Warranty: Minimum 1-3 Years	



Section VIII: Conditions of Contract

1. Definitions	1.1	In this contract, the following terms shall be interpreted as indicated: a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein; b) "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; c) "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Purchaser under the contract; d) "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment. e) "The Purchaser" means the organization purchasing the goods; f) "The Supplier" means the individual or firm supplying the goods and services under this contract.
2. Technical Specification	2.1	The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.
3. Patent Right	3.1	The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.
4. Inspection and Tests	4.1	The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises.
	4.2	Should any inspected goods fail to conform to the specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free to the Purchaser.
5. Packing	5.1	The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
	5.2	The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.



	5.3	Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
	5.4	The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
6. Delivery of Goods	6.1	Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements. All Goods and Related Services to be supplied under the Contract in accordance with the provisions of the Request for Bid. For the purpose of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, installation, training, and initial maintenance. The term "origin" means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
7. Insurance	7.1	The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
	7.2	Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.
8. Warranty	8.1	The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.
	8.2	The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.
	8.3	The following time limit for warranty shall apply: Standard Warranty: Transfer of the manufacturer's normal warranty conditions and time on materials, tools and simple machinery to the Purchaser, and representation of the Purchaser is case of warranty claims.
	8.4	The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.



	8.5	Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective goods.
9. Payment	9.1	Payment for goods supplied from within 30 days shall be made in Indian Rupees into the bank accounts of the selected supplier after the delivery, installation and commissioning of goods to the satisfaction of the Purchaser.
	9.2	The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by the invoice describing, as appropriate, the Goods delivered and by the shipping documents and, upon fulfilment of other obligations stipulated in the Contract.
	9.3	Payment shall be made promptly by the Purchaser within thirty (30) days of submission of an invoice/claim by the Supplier.
10. Prices	10.1	Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
11. Liquidated Damages	11.1	If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
12. Resolution of Disputes	12.1	The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
	12.2	If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of India.
13. Language	13.1	The Governing Language of this contract shall be English.
14. Applicable Law	14.1	The applicable law shall be the Law of India.
15. Taxes and Duties	15.1	The Supplier shall be entirely responsible for all taxes, duties, license fees and other such levies imposed by the Government of Meghalaya.
	15.2	All taxes, duties, license fees and other such levies are to be listed separately on the invoices.



16. Fraud and Corruption	16.1	Employer as well as Bidders and Contractors shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.
	16.2	In pursuance of this requirement, the Employer shall: a) exclude the Bidder from participation in the procurement proceedings concerned or reject a quotation/bid for award; if it, at any time, determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.
	16.3	Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Employer, it shall, in the first place, allow the Bidder to provide an explanation and shall, take actions only when a satisfactory explanation is not received. Such exclusion and the reasons thereof, shall be recorded in the record of the procurement proceedings and promptly communicated to the Bidder concerned. Any communications between the Bidder and the Employer related to matters of alleged fraud or corruption shall be in writing.
	16.4	MBMA defines, for the purposes of this provision, the terms set forth below as follows: a) “Corrupt Practice” means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or individual, a gratuity in any form, an employment, or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding; b) “Fraudulent Practice” means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Purchaser; c) “Collusive Practice” means a scheme or arrangement among two or more Bidders, without the knowledge of the Purchaser (prior to or after Bid submission), designed to establish Bid prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free, open and genuine competition; and



		d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract. e) “Obstructive Practice” is 1) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or 2) acts intended to materially impede the exercise of the Government’s inspection and audit rights.
	16.5	MBMA requires that its personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.
17. Force Majeure	17.1	The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
	17.2	For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
	17.3	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 the Force Majeure event.
-	18.1	Termination for Default a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part: (i) If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract



		(ii) If the Supplier fails to perform any other obligation under the Contract (iii) If the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption. b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 18.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
	18.2	Termination for Insolvency a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.



Section IX: Contract Form

THIS AGREEMENT made the _____ day of _____ 2026 between Meghalaya Basin Management Agency (MBMA) (hereinafter called "the Purchaser") of the one part and _____ (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,

Procurement of _____ under MBMA

RFQ No.: _____

and has accepted a bid by the Supplier for the supply of those goods in the sum of _____ (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) Quotation Form and the Price Schedule submitted by the Supplier;
 - b) The Schedule of Requirements;
 - c) The Technical Specifications;
 - d) The Conditions of Contract; and
 - e) The Purchaser's Notification of Award.
 - f) Signed Declaration of Undertaking
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:



FORM 1

Model Bank Guarantee Format for EMD

Whereas..... (Hereinafter called the
"tenderer") has submitted their offer dated.....for the supply of
.....(Hereinafter called the "tender") Against the
purchaser's tender enquiry No.....KNOW ALL MEN by these presents that
WE..... of..... having our registered
office at are bound unto
.....(hereinafter called the "Purchaser")

In the Sum of for which
payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by
these presents. Sealed with the Common Seal of the said Bank this Day of
.....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract. b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ____ days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

