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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

Request For Quotations (RFQ)

For

PROCUREMENT OF WORKSTATION UNDER MEGLIFE

REQUEST FOR QUOTATIONS

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Workstation under MegLIFE*

RFQ No: *PLN/MBDA/22698/2026/NF*

Dated- *24/04/2026*

Sl. no#	Description	Date & Time
1	Date of Issuance of RFQ	24th April, 2026
2	Last Date and Time of submission of RFQs	8th May, 2026 at 1500 Hrs.
3	Opening of RFQ	8th May, 2026 at 1530 Hrs.
4	Mode of submission of RFQ	Hard copies of the quotation must be submitted
5	Address for communication/ submission of RFQ	The Procurement Unit, RDL Building, Springside, Lumsohphoh, Nongthymmai, Shillong- 793014

Additional Project Director
MegLIFE
Meghalaya Basin Development Authority (MBDA), Shillong



Ref No: PLN/MBDA/22698/2026/NF

Dated: 24th April, 2026

INVITATION FOR QUOTATION FOR PROCUREMENT OF WORKSTATION UNDER MEGLIFE

To

Subject: Request for Quotation (RFQ) Procurement of Workstation under MegLIFE

Dear Sir/Madam,

With reference to the above, you are invited to submit your most competitive quotation for the following items mentioned below: -

***Detailed Specifications given at Annexure II**

Sl. No	Brief Description of the Goods	Qty	EMD Amount	Technical Specification	Consignee Address	Delivery Period
1	Workstation	2	Rs. 30,000/-	Please Refer Annex II	The MegARISE Office, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong-793014	Within 30 Days from the date of issuance of Supply Order

PREPARATION AND SUBMISSION OF QUOTATION:

1. 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** and **Annex - II** 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 Procurement of Workstation under MegLIFE”**; **“Not to open before 8th May, 2026 at 1530 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.
- f) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.
- 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 quotations with no proper details are likely to be disqualified. The details of the products offered can be provided by the bidder in the last column of **ANNEXURE II.**

2. **Clarifications & Amendments:** Bidders may submit any queries regarding the clarification of the RFQ document on or before **26th April, 2026 at 11:59 PM** to megliffe.procurement@gmail.com. Responses to the queries, along with any clarifications or amendments to the RFQ, will be communicated directly to the respective bidders via email.

3. **The Quotation shall comprise the following:** *(The bidder must submit mandatorily copies of the following self-attested documents along with the Quotation)-*

- a) Trading License from the respective autonomous district council or Municipality Authority of Meghalaya
- b) Registration Certificate of the Firm.
- c) Complete address and contact details of the Bidder having the following information:
Name of Firm:
Address for communication:
Telephone No(s):
Office Mobile No.:
Electronic Mail Identification (E-mail ID):

- d) GST Registration Certificate
- e) PAN card.
- f) Certificate of Non-Barred/Non-Blacklisting (Self declaration)
- g) Certificate of Non- Insolvent/Non-Bankrupt (Self declaration)
- h) OEM/MAF Certification
- i) The bidder should have successfully supplied laptops/desktops to any Government Department/PSUs in Meghalaya through one or more supply orders in the preceding two years ending March 2026, with the total order value of INR 5 Lakhs. A copy of the relevant supply order(s) must be submitted along with the other documents.
- j) Earnest Money Deposit (EMD):
 - i. Bidders shall submit an Earnest Money Deposit (EMD) for the required amount as specified in the RFQ in the form of an account payee Demand Draft, Fixed Deposits receipt, Banker's Cheque in favour of **MBDA-MEGLIFE 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.
 - ii. The EMD of unsuccessful bidders will be returned without interest after finalization of the tender. The EMD of the successful bidder will be retained and released without interest upon successful completion of the contract. In the event that the EMD submitted by the successful bidder expires before the completion of the contract, the bidder shall renew the EMD or submit a fresh one to ensure continuous validity until contract closure.
 - iii. In the event that the L1 bidder does not accept the Supply Order, which is issued within the quotation validity period, for whatsoever reason other than the reason comes under Force Majeure, the Bid Security of the successful bidder shall be forfeited. Subsequently, the offer shall be extended to the L2 bidder.

4. **Quotation Validity & Prices**

- a. The quotation shall remain valid for a minimum of 90 days from the last date of submission of the Quotation.
- b. The rates quoted by the bidder shall be fixed for period of 90 days from the date of issuance supply order.
- c. 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.
- d. 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- e. The Prices shall be quoted in Indian Rupees only.

- f. No other charges like transportation, packaging shall be paid extra.
- g. No alternative offers shall be accepted under any circumstances. Bidders are required to quote a single, firm, and unconditional price for each item or lot. The quoted price must be clear, comprehensive, and free from any ambiguity, conditions, or multiple pricing structures. Any bid that includes alternative proposals, optional pricing, or more than one quoted price for the same item or lot shall be deemed non-responsive and will be rejected outright without further evaluation.

5. Evaluation of Quotations:

- a) The Purchaser shall evaluate and compare the quotations that are determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed;
 - ii. have submitted the required documents and meet the criteria specified as indicated above;
- b) Bidder quoted lowest price shall be declared as Successful bidder for this assignment.
- c) Any historical information, if required may be asked from the bidders during evaluation of quotes.
- d) Mere submission of quotation does not entitle a bidder for award of contract.

6. Award of contract:

- a) The Purchaser shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price provided it fully meets the terms & conditions, specification of the offered items cited above. In case it is found upon evaluation of RFQ that two bidders have quoted the same amount in their financial bid then the vendor will be asked to submit their financial turnover Certificate for the last 3 Financial years and the vendor who is having highest average financial turnover during the last 3 Financial years shall be award the contract. In case, it is observed that the financial turnover of the L1 bidders are same, the selection of bidder shall be undertaken through the draw of Lots.
- b) The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be sent to all the participated bidders via email.
- 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 contract.
- d) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

7. Payments:

- a) Payment shall be made within 30 days after satisfactory delivery of the Goods and certified by the concerned officer of the Additional Project Director, MegLIFE.
- b) Invoice copy must be accompanied with Delivery challan and copy of the Supply/Work 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.

8. Place of Delivery:

MegLIFE Office,
Shalom Building, 2nd Floor,
Lower Lachumiere, Shillong- 793001
Meghalaya

- 9. Adjustment:** Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the supplier does not accept the final price based on re- computation and correction of errors, its quotation will be rejected.

10. Others:

- a) MBDA is not bound to accept any quotation, nor award a contract/work order, nor be responsible for any costs associated with supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
- b) No variation or modification of the terms and conditions of the contract shall be made.
- c) Agency needs to deliver the item within 30 days from the date of issuance of supply order.
- d) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures. The details of the products offered can be provided by the bidder in the last column of **ANNEXURE II.**

Sd/-

**Additional Project Director,
MegLIFE, MBDA**

Annexure I: Letter of Quotation-Financial Part

Sl. No	Description of Goods	Unit (Nos).	Unit Rate (in INR)	Total Amount	Tax Amount	Grand Total (in INR)
1	Workstation	2				

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier

Specifications for "Procurement of Workstation under MegLIFE"

BIDDER HAS TO FILL UP THIS COLUMN WITH REQUIRED INFORMATION.

Sl. No	Item	Quantity	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	Workstation	2	Processor (CPU)	Intel Core i7/i9 or AMD Ryzen 9 processor	
			RAM	Minimum 32 GB DDR5 (expandable up to 64 GB)	
			Graphics (GPU)	NVIDIA GeForce RTX 5080 or equivalent (16 GB GDDR7, Blackwell, 960 GB/s bandwidth, 10, 752 CUDA cores, 5th-gen Tensor Cores with added FP4/FP6 support)	
			Storage	Minimum PCIe Gen 4/5 NVMe SSD 1TB	
			Display	upto 2560 x 1600, 60-240 Hz, aspect ratio- 16:10 or equivalent or higher (3:2)	
			Build Quality	Premium aluminum/plastic/industrial/minimal + RGB	
			Operating System	Pre-installed Windows 11 Home or Pro	
			Keyboard	Up to Full-size, per-key RGB backlit lattice-less keyboard with numeric keypad	
			Battery	Ranging 70 Wh to 99 Wh battery with fast charging support via USB-C PD	
			Weight	3kg<	
			Connectivity	Wi-Fi 6 / 6E, Bluetooth 5.1 or above	

			Ports	Minimum USB-A: 2 x USB 3.2 USB-C: 2 x USB-C (USB4/Thunderbolt) or equivalent/higher Thunderbolt 4 (2 ports) or equivalent/higher 1 x HDMI 2.1 or equivalent/higher Ethernet RJ45 or equivalent/higher Audio jack 3.5mm combo or equivalent/higher	
			Webcam	Integrated HD (720p or 1080p) camera	
			Warranty	Minimum 1 Year Onsite Warranty	
			Additions:	Microsoft Office 2021 or higher	
				Anti-Virus for 12 months	
				Wireless Mouse	
				Laptop Bag	

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.

Sl. no	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Tax Amount (Rs.)	Total Price (Rs.)
1	Workstation		2			

1. Delivery Period Day(s) from the date of issue of this supply order.
2. Place of delivery
3. Consignee Address:
4. 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.
5. Warranty/Guarantee shall be _____Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order

(Purchaser)

Date:

**Additional Project Director,
MegLIFE, MBDA
Place: Shillong, Meghalaya**