



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society,
Upper Nongrim, Shillong, East Khasi Hills District,
Meghalaya – 793003 (CIN No. U75144ML2012NPL008509)



PRIME Start Up Hub,
J. N. Stadium, Polo,
Shillong, Meghalaya,
PIN: 793001

Email ID:
prime.urbanshillong.mbma
@gmail.com

PLN/MBMA/14766/2025/NF/1001

Dated: 23rd April 2026

Response to pre-bid queries

Title of the Tender: Request of Bid for **PROCUREMENT OF OFFICE FURNITURE, APPLIANCES AND IT/ELECTRONIC EQUIPMENT AT PRIME HUB, JOWAI** for setting up of PRIME Hub, Jowai, Meghalaya. RFB Reference Number: **PLN/MBMA/14766/2025/NF/981**

Sl No.	Clause No/ Page No..	Query	MBMA's Response/ Revised Clause
1	Section I: Letter of Invitation 5. All bids must be accompanied by the following documents. Offers with incomplete documents will be rejected: k), m) Bidders shall submit an Earnest Money Deposit (EMD) in the form of an account Insurance Surety Bonds, or account payee Demand Draft.	In case a bidder is a MSME, then they are exempted for payment of EMD as per GFR 2017. Kindly confirm.	RFB Condition shall prevail.



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2	Section I: Letter of Invitation, Table: 1 : Mandatory Experience : For Lot#1: The bidder must have Successfully executed at least 1(one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending November 2025. The value of the Individual supply order should not be less than INR 6,00,000/- . For Lot#2 : The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending November 2025. The value of the Individual supply order should not be less than INR 2,00,000/- For Lot#3: The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending November 2025. The	The original timeline indicated complied by November 2025. The bidder requested an extension unitl 31st March 2026 (end of Financial Year 2025-2026).	Section I: Letter of Invitation, Table: 1 : Mandatory Experience : For Lot#1: The bidder must have Successfully executed at least 1(one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending February 2026. The value of the Individua l supply order should not be less than INR 6,00,000/- . For Lot#2 : The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending February 2026. The value of the Individual supply order should not be less than INR 2,00,000/-
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value of the Individual supply order should not be less than INR 3,75,000/- .

For Lot#4: The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending November 2025. The value of the Individual supply order should not be less than INR 4,00,000/-

For Lot#5: The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, **ending November 2025**. The value of the Individual supply order should not be less than INR 2,00,000/-

For Lot#6: The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending November 2025. The value of the Individual supply order should not be less than INR 4,00,000/-

Section II: Instruction to Bidders

3. Eligibility criteria to participate in public procurement

d.) The bidder must have successfully executed at least one supply order for similar items for any Government Department or PSU in Meghalaya within the last five years, ending November 2025. A copy of the relevant supply order must be submitted along with the other documents. The value of the supply order must meet the requirement specified in Table 1.

For Lot#3:

The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending **February 2026**. The value of the Individual supply order should not be less than INR 3,75,000/- .

For Lot#4: The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending **February 2026**. The value of the Individual supply order should not be less than INR 4,00,000/-

For Lot#5:

The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending **February 2026**. The value of the Individual supply order should not be less than INR 2,00,000/-

For Lot#6:

The bidder must have successfully executed at least 1 (one) supply order for similar Items for any government dept. or PSU in Meghalaya within the last 5 (five) years, ending **February 2026**. The value of the Individual supply order should not be less than INR 4,00,000/-

Section II: Instruction to Bidders

3. Eligibility criteria to participate in public procurement

d.) The bidder must have successfully executed at least one supply order for similar items for any Government Department or PSU in Meghalaya within the last five years, ending **February 2026**. A copy of the relevant supply order must be submitted along with the other documents. The value of the supply order must meet the requirement specified in Table 1.



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Section VII: Schedule of Technical Specifications of Goods

#1	Leather Sofa Set (Two Sets – 3+3+1+1)	2	<u>Leather Sofa Set (Two Sets – 3+3+1+1)</u> • Configuration : Two (02) complete sofa sets, each consisting of : o Two (2) Three- Seater Sofa o Two (02) Single- Seater Sofas • Seating Arrangement : Three-seater positioned on both opposite side with single- seaters on both other opposite sides (3+3+1+1 layout) • Upholstery Material: High- quality leather / leatherette upholstery (as approved) • Frame Material: Seasoned hardwood / solid wood frame ensuring durability and long life • Cushioning: High-density foam cushions for seating and back support, comfortable for prolonged use • Design : Contemporary/m odern design suitable for office, conference, or	Asking for 3+3+1+1 sofa but later mentioning 10 seater capacity. It should be 8 seater capacity or set of 3+3+2+2. Also picture of the product is required to quote accurate price.	<u>Leather Sofa Set (Two Sets – 3+3+1+1+1+1)</u> • Configuration : Two (02) complete sofa sets, each consisting of : o Two (2) Three- Seater Sofa o Two (02) Single- Seater Sofas • Seating Arrangement : Three-seater positioned on both opposite side with single-seaters on both other opposite sides (3+3+1+1 +1+1 layout) • Upholstery Material: High-quality leather / leatherette upholstery (as approved) • Frame Material: Seasoned hardwood / solid wood frame ensuring durability and long life • Cushioning: High-density foam cushions for seating and back support, comfortable for prolonged use • Design : Contemporary/modern design suitable for office, conference, or lounge areas • Color: Neutral or dark shade (Green) • Finish : Smooth finish with neat stitching and uniform texture • Armrests: Cushioned armrests on all seats • Seating Capacity: Total seating capacity per set: 5 persons Total seating capacity (two sets): 10 persons • Condition : Brand new, unused • Warranty: Minimum 1-year warranty (Copy of documents to be provided.
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				lounge areas • Color: Neutral or dark shade (Green) • Finish : Smooth finish with neat stitching and uniform texture • Armrests: Cushioned armrests on all seats • Seating Capacity: Total seating capacity per set: 5 persons Total seating capacity (two sets): 10 persons • Condition : Brand new, unused • Warranty: Minimum 1-year warranty (Copy of documents to be provided.		
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4	#1	1-seater leather Dignitaries' Sofa	14	<u>1-Seater Leather Dignitaries' Sofa</u> • Type : Single-Seater Sofa (Dignitaries' Chair) • Upholstery Material: Premium quality leather / leatherette upholstery • Frame : Seasoned hardwood / solid wood frame with strong structural support • Cushioning: High-density foam cushioning for superior comfort and posture support • Design : Elegant and dignified design suitable for official chambers, meeting rooms, and VIP lounges • Armrests: Well-padded armrests for added comfort • Backrest: High or medium backrest with ergonomic support • Finish : Fine finish with neat stitching and uniform texture • Color: Neutral or Green Pro • Load Capacity: Suitable for adult seating with stable base • Condition: Brand new and unused • Warranty:	Picture of product required to quote accurate price.	RFB Condition shall prevail
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				Minimum one (01) year warranty against manufacturing defects (Copy of documents to be provided).		
5	#1	Rectangular Wooden teak with Sun mica Centre Table	2	<u>Rectangular Wooden Table (Teak Wood)</u> • Type: Rectangular Wooden Table • Material: Solid teak wood / teak wood with appropriate treatment • Dimensions: - o Length: 6 feet - o Height: 3 feet - o Width: Standard proportionate width (approx. 3 feet) • Finish: Smooth polished finish with proper surface treatment • Construction: Sturdy construction with strong joints ensuring durability and stability • Design: Simple and elegant design suitable for office, meeting, or official use • Legs: Solid teak wood legs with adequate thickness for load bearing • Edge Finish: Smooth, rounded or beveled edges for safety • Color:	The height asked is 3 feet which is inappropriate table. It should be 1.5 feet. Picture of product required to quote accurate price.	<u>Rectangular Wooden Table (Teak Wood)</u> • Type: Rectangular Wooden Table • Material: Solid teak wood / teak wood with appropriate treatment • Dimensions: - o Length: 6 feet - o Height: 1.5 feet - o Width: Standard proportionate width (approx. 3 feet) • Finish: Smooth polished finish with proper surface treatment • Construction: Sturdy construction with strong joints ensuring durability and stability • Design: Simple and elegant design suitable for office, meeting, or official use • Legs: Solid teak wood legs with adequate thickness for load bearing • Edge Finish: Smooth, rounded or beveled edges for safety • Color: Natural teak finish / approved shade • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects



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				Natural teak finish / approved shade • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
6	#1	Wooden teak with Sun mica Dignitaries Centre Table	3	<u>Dignitaries' Centre Table (Teak Wood with Sunmica Finish)</u> • Type: Dignitaries' Centre Table • Material: Teak wood frame and structure with Sunmica laminated top • Dimensions: o Length: 6 feet o Width: 3 feet (or proportionate standard width) o Height: Standard centre table height (approx. 1.5–2 feet) • Top Finish: Premium-quality Sun mica laminate with smooth, scratch-resistant surface • Frame & Legs: Solid teak wood ensuring strength and durability • Design: Elegant and dignified design suitable for VIP lounges, official chambers, and meeting areas • Edges: Properly finished, rounded or	Picture of product required to quote accurate price.	RFB Condition shall prevail



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bevelled edges
for safety and
aesthetics
• Color:
Approved shade
as decided by the
purchaser
• Construction:
Sturdy
construction with
firm joints and
balanced support
• Condition:
Brand new and
unused
• Warranty:
Minimum one
(01) year
warranty against
manufacturing
defects



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7	#1	2-seater Wooden teak with sun mica Round Table	5	<u>Two-Seater Sun mica Round Table (Teak Wood)</u> • Type: Two-Seater Round Table • Top Material: High-quality Sunmica laminated top with smooth, scratch-resistant finish • Frame / Base: Solid teak wood frame and base ensuring strength and durability • Shape: Round • Dimensions: o Height: 3 feet o Diameter: 3 feet • Finish: Neatly finished surface with proper edge banding for safety and durability • Design: Simple and functional design suitable for office seating, lounge, or meeting areas • Seating Capacity: Suitable for two (02) persons • Color: Approved shade as decided by the purchaser • Stability: Well-balanced base ensuring firm placement and safe usage • Condition: Brand new and unused • Warranty: Minimum one (01) year	Picture of product required to quote accurate price.	RFB Condition shall prevail
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				warranty against manufacturing defects		
8	#1	Plastic Folding Table	2	<u>Plastic Folding Table</u> • Type: Folding Table • Material: High-quality durable plastic tabletop with strong folding metal/rigid plastic frame • Dimensions: - o Length: 6 feet - o Width: 2.5 feet - o Height: Standard table height (approx. 2.5–3 feet) • Design: Foldable design for easy storage and portability • Frame: Rust-resistant metal frame / reinforced plastic legs with locking mechanism • Finish: Smooth surface, easy to clean and maintain • Load Capacity: Suitable for	Picture of product required to quote accurate price.	RFB Condition shall prevail



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				regular office, meeting, or event use • Stability: Anti-skid feet with stable base when unfolded • Color: Neutral color as approved by the purchaser • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
9	#1	Modern Plastic armless dining Chair without armrest	24	<u>Modern Plastic Armless Dining Chair</u> • Type: Dining Chair (Armless) • Material: High-quality Polypropylene	Picture of product required to quote accurate price.	RFB Condition shall prevail



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				(PP) • Design: Modern design with open backrest for ventilation and comfort • Armrest: Without armrest • Dimensions: o Depth: 54 cm o Width: 45 cm o Height: 85 cm • Load / Bearing Capacity: Minimum load capacity of 120 kg • Finish: Smooth molded finish with rounded edges for safety • Legs / Base: Integrated molded legs providing stability and durability • Usage: Suitable for dining areas, office cafeterias, meeting rooms, and waiting areas • Color: Half quantity yellow and Half Green • Stability: Stable structure suitable for regular use • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
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10	#1	Thick Toughened Glass Round Table 4-seater	6	<u>Toughened Glass Round Table (4- Seater)</u> • Type: Round Dining / Meeting Table (4-Seater) • Top Material: Thick toughened glass top with smooth, polished edges • Frame / Structure: Strong metal frame with durable finish • Shape: Round • Dimensions: - o Diameter: 3 feet - o Height: 3 feet (Width same as diameter for round table) • Load Capacity: - o Table Load Capacity: Minimum 150 kg - o Seating Load Capacity: Minimum 120 kg per seat • Finish & Color: - o Table Top: Silver finish - o Frame: Black / Grey finish • Base & Stability: Anti-skid rubber feet for enhanced stability and floor protection • Design: Modern and sturdy design suitable for office dining, meeting, or lounge areas • Edges: Smoothed glass edges for safety	Picture of product required to quote accurate price.	RFB Condition shall prevail
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				• Seating Capacity: Suitable for four (04) persons • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
11	#1	3-seater Reception	1	<u>3-Seater Reception Desk</u> • Type: Reception Desk / Counter (3-Seater) • Material: Moisture-resistant plywood with wooden construction • Lamination: Double-sided lamination for enhanced durability and finish • Table Top: - o Primary Table Top Thickness: 25 mm - o Edges: Straight edge finish • Dimensions: - o Length: 5 feet - o Height: 3.5 feet (Front view) - o Width: 2.5 feet (Back view / working side) • Storage: Integrated drawer(s) with locking	Asking for 3 seater reception table in 5 feet length which will result in congested and uncomfortable seating. Either the length needs to be increased to 8 feet or seating to be reduced. Also an image of the product is required to quote accurate prices.	<u>3-Seater Reception Desk</u> • Type: Reception Desk / Counter (2-Seater) • Material: Moisture-resistant plywood with wooden construction • Lamination: Double-sided lamination for enhanced durability and finish • Table Top: - o Primary Table Top Thickness: 25 mm - o Edges: Straight edge finish • Dimensions: - o Length: 5 feet - o Height: 3.5 feet (Front view) - o Width: 2.5 feet (Back view / working side) • Storage: Integrated drawer(s) with locking mechanism for secure storage • Design: Functional and professional design suitable for reception and front-office areas • Finish: Smooth laminated finish with proper edge banding • Stability: Strong base structure ensuring stability during regular use • Color: Wooden shine • Condition:



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				mechanism for secure storage • Design: Functional and professional design suitable for reception and front-office areas • Finish: Smooth laminated finish with proper edge banding • Stability: Strong base structure ensuring stability during regular use • Color: Wooden shine • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects
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12	#1	1-seater Computer Desk	8	<u>1-Seater Computer Desk</u> • Type: Computer Desk (Single Seater) • Material: Engineered wood / moisture- resistant plywood with laminated finish • Dimensions: - o Length: 4 feet - o Breadth (Width): 2.5 feet - o Height: 2.5 feet • Table Top: Smooth laminated work surface suitable for computer use • Edges: Properly finished straight edges with edge banding for safety and durability • Design: Compact and functional design suitable for office and workstation use • Storage: Provision for keyboard tray / single drawer required) • Finish: Neat laminated finish, easy to clean and maintain • Color: Normal Dark wooden/ similar • Stability: Sturdy construction ensuring firm placement • Condition: Brand new and unused	Picture of product required to quote accurate price.	RFB Condition shall prevail
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				• Warranty: Minimum one (01) year warranty against manufacturing defects		
13	#1	3-seater long Desk	4	<u>3-Seater Long Computer Desk</u> • Type: Computer Desk / Workstation (3-Seater) • Material: Engineered wood / moisture-resistant plywood with laminated finish • Dimensions: - o Length: 6 feet - o Breadth (Width): 2 feet - o Height: 2.5 feet • Table Top: Smooth laminated work surface suitable for computer and office use • Edges: Properly finished straight edges with edge banding for safety and durability • Design: Long, continuous workstation design suitable for three users • Finish: Neat laminated finish, easy to clean and maintain • Color: Wooden shine	Picture of product required to quote accurate price.	RFB Condition shall prevail



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				• Stability: Sturdy construction ensuring firm placement during regular use • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
14	#1	Wall- mounted Wooden Almirah	1	<u>Wall-Mounted Wooden Almirah</u> • Type: Wall-Mounted Wooden Almirah / Storage Cabinet • Material: Engineered wood with sturdy construction • Finish: Laminated finish for durability and easy maintenance • Dimensions: - o Height: 3 feet - o Breadth (Width): 4 feet • Shelving: Two (02) internal shelves for organized storage • Installation: Wall-mounted with proper fixing hardware and support • Design: Compact and functional design suitable for office and institutional use	Picture of product required to quote accurate price.	RFB Condition shall prevail



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15				• Edges: Properly finished edges with edge banding for safety • Color: wooden Shine • Stability & Safety: Secure mounting ensuring safe load bearing • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
	#1	Wooden Podium	1	<u>Wooden Podium</u> • Type: Wooden Podium / Lectern • Material: Engineered wood / solid wood with sturdy construction • Dimensions: - o Height: 48 inches - o Width: 22 inches - o Depth: 18 inches • Storage: One (01) internal shelf for keeping notes, files, or accessories • Design: Professional and functional design suitable for conferences, meetings, and official events • Finish: Smooth polished /	Picture of product required to quote accurate price.	RFB Condition shall prevail



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				laminated finish with proper edge banding • Stability: Strong base ensuring firm placement during use • Color: Wooden shine laminated • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
16	#1	Office revolving Chair	33	<u>Office Revolving Chair</u> • Type: Office Revolving Chair with Armrests • Backrest: Ergonomic backrest o Backrest Width: 43 cm • Armrests: Fixed armrests o Distance Between Armrests: 59.9 cm • Seat Height Adjustment: Pneumatic height adjustment mechanism o Floor to Seat Height: Adjustable from 47 cm to 59.5 cm • Seat & Back Cushioning: High-density foam cushioning for comfort during prolonged use	Asking for inner handle to handle distance to be 599mm which is not possible. Picture of product required to quote accurate price.	RFB Condition shall prevail



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PRIME Start Up Hub,
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Shillong, Meghalaya,
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				• Base & Mobility: Five-star base with smooth-rolling castor wheels for easy movement • Frame & Mechanism: Strong internal frame with swivel and tilt mechanism • Upholstery: Fabric / leatherette upholstery (as approved) • Design: Ergonomic and professional design suitable for office workstations • Load Capacity: Suitable for regular office use • Color: Black • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
17	#1	Executive Conference chair	100	<u>Executive Conference Chair</u> • Type: Executive Conference Chair with Armrests • Frame:	Picture of product required to quote accurate price.	RFB Condition shall prevail



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				Chrome-plated metal frame ensuring strength and durability • Upholstery: High-quality leatherette upholstery • Seat & Back: Cushioned seat and backrest for enhanced comfort during meetings • Armrests: Fixed, well-padded armrests for added support • Design: Ergonomic and professional design suitable for conference rooms and meeting areas • Comfort Level: Designed for comfortable seating during prolonged conference sessions • Finish: Neat upholstery finish with proper stitching • Base: Non-revolving, stable base suitable for conference use • Color: Black • Condition: Brand new and unused • Warranty: Minimum one (01) year warranty against manufacturing defects		
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18	#2	PA System	2	<u>PA System with Amplifier</u> • System Type: Public Address (PA) System with integrated amplifier • Speakers Configuration: Two-way speaker system • Speaker Power Rating: Minimum 150 W or higher per speaker • Mixer: - o Minimum 6-channel integrated mixer - o At least 4 mono mic/line inputs • Microphones: - o Minimum 2 wireless microphones - o Wired cardioid gooseneck microphone – 1 No. - o Wired cardioid handheld microphone – 1 No. • Usage: Conference hall / training room / public announcements • Power Supply: Standard AC power compatible with Indian electrical standards • Accessories: All required cables, mounts, and connectors • Warranty:	Clarification was sought regarding the number of sets required.	<u>PA System with Amplifier</u> • System Type: Public Address (PA) System with integrated amplifier • Speakers Configuration Two-way speaker system : 6 Wall mounted speaker for large hall and 4 Wall mounted speakers for small hall • Speaker Power Rating: Minimum 150 W to 230 W or higher per speaker • Mixer: - o Minimum 6-channel integrated mixer - o At least 4 mono mic/line inputs • Microphones: - o Minimum 2 wireless microphones in one set - o Wired cardioid gooseneck microphone – 1 No. - o Wired cardioid handheld microphone – 1 No. • Usage: Conference hall / training room / public announcements • Power Supply: Standard AC power compatible with Indian electrical standards • Accessories: All required cables, mounts, and connectors • Warranty: Minimum 1 year onsite warranty
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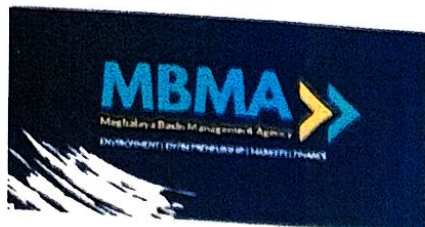
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				Minimum 1 year onsite warranty		
19	#4	Router Network Switch ☐ Type: Ethernet Switch ☐ Ports: 8-Port Gigabit Ethernet (10/100/1000 Mbps) ☐ Usage: LAN connectivity for office systems		Does the Router Section include Setting up of Local Area Network. If so, it should be for how many Network Distribution Points. (No. of Computer to be connected) and the size of the areas where the LAN has to be Setup.	☐ Ports: Included LAN Suitable for more than 20 Nos Machine and size of area 5000 Sq ft	
20	#5	UPS UPS for CCTV System ☐ Capacity: 2 KVA ☐ Application: CCTV surveillance system ☐ Output Type: Pure sine wave (preferred) ☐ Input Voltage: Compatible with Indian power standards ☐ Display: LED / LCD display for status indication UPS for Desktop PCs ☐ Capacity: 1 KVA ☐ Application: Desktop computer systems and peripherals ☐ Output Type: Pure sine wave (preferred) ☐ Input Voltage: Compatible with Indian power standards ☐ Display: LED / LCD display for operational status		Output Type: Pure sine wave which is online ups if any option for offline	☐ Output Type: Offline UPS	



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