



MEGHALAYA BASIN DEVELOPMENT AUTHORITY

MBDA

THE INSTITUTE OF NATURAL RESOURCES

MEGHALAYA

Request For Quotation (RFQ)

For

Procurement Of Kit Boxes

REQUEST FOR QUOTATIONS

"Procurement of Kit Boxes" under MINR, MBDA

Purchaser: *The Institute of Natural Resources, Meghalaya*

Contract title: *Procurement of Kit Boxes under MINR, MBDA*

RFQ No: *Procure/2024/681*

Sl#	Description	Date & Time
1	Date of Issue of RFQ	25th July, 2024
2	Last Date and Time of submission of RFQs	08th August, 2024 at 1400 Hrs.
3	Opening of RFQs	08th August, 2024 at 1430 Hrs.



No. Procure/2024/681

Dated: 25th July, 2024

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF KIT BOXES UNDER MINR, MBDA.

To: _____

Dear Sir/Madam,

Subject: Invitation for quotations for Procurement of Kit Boxes under MINR, MBDA.

1. You are invited to submit your quotation in a pro forma invoice format (Format for Quotation) for the Lots listed below:

***Detailed Specifications is given at Annexure I.**

Sl#	Brief Description of the Goods	Consignee Address	Delivery Period
1	Kit Boxes	As mentioned in T&C Cl.4	Within 30 Days

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall be a Citizen of India; (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.mbda.gov.in and <https://inrmshillong.org/> for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- 3. Bid Submission:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.

4. Place of Delivery:

O/o The Institute of Natural Resources (INR)
Meghalaya Basin Development Authority (MBDA)
3rd Floor, Shalom Building, Lower Lachumiere, Shillong,
East Khasi Hills District,
Pin Code: 793001

5. Quotation Price

- a) The bidder must mention the Lot that they are offering. However, the quantity offered should be 100% of the requirement for the quoted Lot. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Goods and Service Tax (GST) should be indicated separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. **The quoted price should be inclusive of all the transportation charges, delivery, installation and commissioning. The Institute of Natural Resources (INR) will not pay any additional charges than the price quoted in the financial quotation"**
- e) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures.
- g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Quotations with no proper technical specifications/catalogues are likely to be disqualified.

6. Qualification of Bidders

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

7. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate/Incorporation Certificate.
 - b. Valid certificate of GST registration;
 - c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
 - d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
- 8. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- 9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which
- (a) are properly signed; and
 - (b) Confirm to the terms and conditions and specifications.
 - (c) GST/Taxes will not be taken into consideration while evaluating the quotations.
 - (d) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.
- 10. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be published in www.mbda.gov.in and <https://inrmshillong.org/>
- a. Notwithstanding the above, the Purchaser 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. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
 - b. The bidder whose quotation is accepted will be notified and the Supply Order will be issued by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- 11.** Normal commercial warranty/ guarantee shall be applicable to the supplied goods
- 12.** You are requested to provide your sealed quote latest by 1400 hours on 08th August, 2024. Quotations that have been submitted on or before time will be opened at 1430 Hrs. 08th August, 2024. Late quotes will be rejected.

13. Payments shall be made within 30 days after the delivery of the goods.

14. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Executive Director, MINR

FORMAT OF QUOTATION *

Sl No.	Description of Goods	Quantity	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Kit Boxes	500				

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 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



SUPPLY ORDER

To:

M/s

.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

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

Sl #	Brief description of goods/equipment	Specifications	Quantity to Be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Kit Boxes		500		
			Total		

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 PO will be cancelled and order will be issued to the next qualified bidder.
5. Extended Warranty/Guarantee shall be Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 60 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:
 Executive Director, MINR

Specifications for "Procurement of Kit Boxes Under MINR, MBDA"				
Sl. No	Item	Qty	Specifications	Offered Specifications (to be filled by bidder)
1	Kit Boxes	500	Product Name: Magnetic Rigid Hamper Box	
			Dimensions: <ul style="list-style-type: none"> • Overall Box Size: 6 inches (length) x 4 inches (width) x 2 inches (height) • Cavity Size: Designed to fit 4 bottles 	
			Bottle Specifications: <ul style="list-style-type: none"> • Bottle Size: Each bottle is 7 cm in length and 3 cm in diameter • Number of Bottles: 4 	
			Materials: <ul style="list-style-type: none"> • Box Material: High-quality rigid cardboard • Finish: Matte finish for a sleek and elegant look 	
			Design Features: <ul style="list-style-type: none"> • Magnetic Closure: Ensures secure and easy opening and closing of the box • Cavity Design: Custom cavities precisely fitted to hold 4 bottles securely in place, preventing movement during transport 	
			Additional Features: <ul style="list-style-type: none"> • Interior Lining: Smooth, soft-touch lining to protect the bottles from scratches • Exterior: Matte finish to provide a sophisticated and premium appearance 	
			Usage: <ul style="list-style-type: none"> • Purpose: Ideal for packaging of essential oils. 	
			Customization: <ul style="list-style-type: none"> • Logo and Branding: Option to add custom logo and branding on the box exterior • Color Options: Available in various matte finish colors upon request 	
			Designing: Design samples to be provided by the vendor	