



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

MegLIFE OFFICE, 2ND FLOOR, SHALOM BUILDING

LOWER LAICHUMERE, SHILLONG

MEGHALAYA - 793001

Email ID: mbdaprocedure@gmail.com

Ref: MBDA/MINR/2023-24/1422

Issue Date: 08-12-2023

Short Tender Invitation for Quotation

MINR, MBDA invites you to kindly provide Quotation for *“Procurement of Toner Cartridges for Printer” under MINR, MBDA*

In this regard, you are requested to submit your quotation via email to mbdaprocurement@gmail.com before or latest by 3:00 PM on 13th December, 2023.

Kindly provide details of the same with brochure.

1. **Place of Delivery:** The Institute of Natural Resources 3rd Floor, Shalom Building, Lower Lachumiere, MBDA Shillong - 793001.
2. **Award of contract:** The Purchaser will award the supply order to the bidder whose quotation have been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
3. **Payment:** Shall be made within 30 days after delivery of the goods.
4. **Warranty:** Normal commercial warranty/guarantee shall be applicable to the supplied goods.
5. **Delivery Period:** 10 from the date of issue of the supply order.
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.
 - b. Valid certificate of GST registration;



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- 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. A copy of Description of Goods and the Financial quotation to be declared by the vendor is in Annexure - I)**

We look forward to receiving your best quotes and participation.

Sd/-

**Executive Director
MINR**



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Annexure - I

SL.NO	Description of Goods	Specifications	Qty	Quoted Price (inclusive of GST) and other charges
1	Toner cartridge	Printer Epson L5290	2	
2	Toner cartridge	Printer Laserjet Pro MFP M329dw	2	