

ANNEXURE-I

NEWSPAPER ADVERTISEMENT

Dated: Shillong, the 18th October, 2022

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY (MSSAT)
c/o, V. W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya

REQUEST FOR QUOTATION

MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY INVITES QUALIFIED SEALED QUOTATIONS FROM BIDDERS FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTERS AND ITS PERIPHERALS, COMPUTER TABLES, COMPUTER CHAIRS, OFFICE TABLES AND OFFICE NETWORK REQUIREMENTS

S. No.	Description	Date & Time
1	Date of Issue of RFQ	20 th October, 2022
2	Last Date and Time of submission of RFQs	28 th October, 2022 at 15:00 Hrs.
3	Opening of RFQs	28 th October, 2022 at 15:30 Hrs.

Detailed information and other Terms & Conditions about the bidding documents is available at www.mssat.nic.in or on demand from the Office of the undersigned

The responses must be submitted in sealed envelope for respective requirements to
The Director, - Office of Meghalaya Society for Social Audit & Transparency, c/o, V. W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya, Phone number: 8012465702.

ANNEXURE-II

REQUEST FOR QUOTATION

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: Meghalaya Society for Social Audit & Transparency (MSSAT)

Contract title: Procurement of Computers and its peripherals, Computer tables, Computer chairs, Office Tables and Office Network Requirements

S. No.	Description	Date & Time
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MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY (MSSAT) Meghalaya, Shillong

INVITATION FOR SEALED QUOTATIONS FOR SUPPLY, INSTALLATION AND COMMISSIONING OF COMPUTERS AND ITS PERIPHERALS, COMPUTER TABLES, COMPUTER CHAIRS, OFFICE TABLES AND OFFICE NETWORK REQUIREMENTS

To

Dear Sir/Madam,

Subject: Invitation for sealed quotations for supply, installation and commissioning of computers and its peripherals, computer tables, computer chairs, office tables and office network requirements

Meghalaya Society for Social Audit & Transparency (MSSAT) is an independent society set up by the Department of Rural Development, Government of Meghalaya to conduct social audits of its flagship and other government/development programs.

You are invited to submit your most competitive quotation for the following goods as mentioned below:-

***Detailed Specifications given at Annexure I**

S. No.	Brief Description of Goods	Quantity	Consignee Address	Delivery Period	Installation (Y/N)
1	Desktop PC	4	MSSAT c/o, V. W. Bonded Warehouse, Lower Lachumiere, Shillong- 793001, Meghalaya	Within 30 days	Y
2	Uninterruptible Power Supply (UPS) System	6		Within 30 days	Y
3	Computer Table	4		Within 30 days	Y
4	Computer chair	4		Within 30 days	Y

OFFICE ADDRESS: C/O, V. W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya

☎ 0364 – 2500551

Email: mssatmeghalaya@gmail.com

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(MSSAT) Meghalaya, Shillong**

5	Office Table	4		Within 30 days	Y
6	D-Link DGS-1024C 24-Port Gigabit Unmanaged Desktop/Rackmount Switch	1		Within 30 days	Y
7	D-Link Cat6 UTP 24 Port Loaded Patch Panel/ Cat6 24 Port Panel	1		Within 30 days	Y
8	24 Port Switch	1		Within 30 days	Y
9	LAN Cable - CAT 6 Cable	2		Within 30 days	N
10	CAT 6 Patch Chord	20		Within 30 days	N
11	CAT 6 Information Outlet	20		Within 30 days	Y
12	Casing (meters)	100		Within 30 days	N
13	Networking Rack	1		Within 30 days	Y
14	Laptop	1		Within 30 days	N
15	Optical mouse	6		Within 30 days	N
16	Keyboard	6		Within 30 days	N

TABLE: 1

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Terms and Conditions

1. Eligibility:

- a) A Bidder should possess experience of executing/supplying Items of similar nature for Central/ State Govt. Dept. / PSU companies.
- b) A Bidder must be a registered Entity within India
- c) A Bidder should not have been blacklisted or suspended by Central or any State Government Departments in India.

2. Clarifications & Amendments: If the Purchaser receives any request for clarification of this RFQ Document, it will send its response together with any amendment to this document, on mssatmeghalaya@gmail.com for information of all Bidders within 24th October, 2022. Bidders should check on the website (www.mssat.nic.in), for any amendments to the terms and conditions and for Award of Contract.

3. Place of Delivery: Meghalaya Society for Social Audit & Transparency (MSSAT), c/o, V. W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

4. Quotation Price

- a) The quantity offered should be 100% of the requirement quoted. Corrections, if any, shall be made by crossing out, initial-ling, 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.
- e) The Prices shall include installation charges as per the location and quoted in Indian Rupees only.
- f) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures and also to ensure post sales service for a period of one year.
- 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 bids with no proper details are likely to be disqualified.

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(MSSAT) Meghalaya, Shillong

5. 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.

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

- a. A valid Company/Firm Registration Certificate.
- b. Valid trading license/registration or equivalent/Exemption Certificate.
- c. Valid certificate of GST registration;
- d. 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.
- e. 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.
- f. Proof of Experience like Client certificates, including Completion Certificate, work order, Customer feedback or supply order of works of similar nature from Central/ State Govt. Dept. / PSU companies.
- g. Audited financial statements of the last 3 years

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Opening and Evaluation of Quotations: After opening of the quotations, the rates from the bidders will be read out and the Purchaser will then evaluate and compare the quotations 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) The Quotations would be evaluated as per the requirements; GST will not be taken into consideration while evaluating the quotations.

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(d) Any historical information, if required may be asked from the bidders during evaluation of quotes.

9. Award of contract: The Purchaser will award the supply orders to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price (L1). The announcement for this assignment will be published in www.mssat.nic.in

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 of the issue of Supply Order 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).

10. Upon the award of the contract, the selected bidder must make sure that the requirements are delivered **within 30 days** to the location as mentioned in TABLE 1.

11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.

12. You are requested to provide your sealed quote latest by 15:00 hours on 28th October, 2022. Quotations that have been submitted on or before time will be opened at 15:30 hours on 28th October, 2022. Late quotes will be rejected.

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

Sd/-

Name: Director

Address: Meghalaya Society for Social Audit & Transparency (MSSAT), c/o, V. W. Bonded Warehouse, Lower Lachumiere, Shillong-793001, Meghalaya.

Tel. No.: 0364 – 2500551

Email: mssatmeghalaya@gmail.com

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7	D-Link Cat6 UTP 24 Port Loaded Patch Panel/ Cat6 24 Port Panel								
8	24 Port Switch								
9	LAN Cable - CAT 6 Cable								
10	CAT 6 Patch Chord								
11	CAT 6 Information Outlet								
12	Casing (meters)								
13	Networking Rack								
14	Laptop								
15	Optical Mouse								
16	Keyboard								

***Any unconditional discounts if offered shall be specified in this column along with the unit rates.**

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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 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

SUPPLY ORDER

To:

M/s

.....
.....
.....

Dear Sirs,

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:

S. No.	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
			TOTAL		

1. Delivery Period:days from the date of issue of this supply order.
2. Place of delivery
3. Consignee Address:
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
5. Extended Warranty/Guarantee shall be 12months from the date of delivery and acceptance.
6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

(Purchaser)

Date:

Designation: Director, MSSAT

Place: Shillong, Meghalaya

**MEGHALAYA SOCIETY FOR SOCIAL AUDIT & TRANSPARENCY
(MSSAT) Meghalaya, Shillong**

ANNEXURE I

SL. NO	REQUIRMENTS	QUANTITY
1	Desktop PC (Series Idea Center 3 Core i5 12400 RAM 8GB, HDD 1TB + SDD, Intel B660, Monitor 21.5" LED, OS Win11 & MSO 2021, Wifi , Bluetooth, Features M.2 SSD Slot, Warranty 3 year Onsite)	4
2	Uninterruptible Power Supply (UPS) System	6
3	COMPUTER TABLE (36"x18" with Built-in Keyboard Tray with CPU Compartment & Storage Space)	5
4	COMPUTER CHAIR	4
5	OFFICE TABLE	4
6	D-Link DGS-1024C 24-Port Gigabit Unmanaged Desktop/Rackmount Switch	1
7	D-Link Cat6 UTP 24 Port Loaded Patch Panel/ Cat6 24 Port Panel	1
8	24 Port Switch	1
9	LAN Cable - CAT 6 Cable (305 Meter)	2
10	CAT 6 Patch Chord - 2 metres	20
11	CAT 6 Information Outlet	20
12	Casing (meters)	100
13	Networking Rack	1
14	Laptop (15.6 inches display, WiFi and ethernet, Hard disk size: 1 TB, Intel Core i3 1115G4, 8 GB RAM, 8 GB memory, Graphics Card and Windows 10 Operating System, Warranty 3 years onsite)	1

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15	Wired optical mouse	6
16	Wired keyboard	6