

# MEGHALAYA STATE ORGANIC CERTIFICATION BODY

Bio-Resources Development Centre Experimental Farm  
Laitmynsaw, Upper Shillong, -793009, Meghalaya



## MEGHALAYA STATE ORGANIC CERTIFICATION (MSOCB)

### Request For Quotation (RFQ)

FOR

**Procurement of Laptops, Photo Copier Machine, Water purifier and Wireless Mouse at  
MSOCB, BRDC Experimental Farm 6<sup>th</sup> Mile Upper Shillong**

## REQUEST FOR QUOTATION

### Procurement of Laptops, Photo Copier Machine, Water purifier and Wireless Mouse at MSOCB, BRDC Experimental Farm Laitmynsaw 6<sup>th</sup> Mile Upper Shillong

**Purchaser:** *Meghalaya State Organic Certification*

**Contract title:** *Procurement of Laptops, Photo Copier Machine, Water purifier and Wireless Mouse at MSOCB, BRDC Experimental Farm Laitmynsaw 6<sup>th</sup> Mile Upper Shillong.*

**RFQ No: E-File No: PLN/MSOCB/05991/2025/NF/51**

<b>Sl. No.</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>15<sup>th</sup> May, 2025</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>29<sup>th</sup> May,2025 at 2:30 P.M</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>29<sup>th</sup> May,2025 at 3:00 P.M</b>

**INVITATION FOR QUOTATIONS FOR PROCUREMENT OF LAPTOPS, PHOTO COPIER MACHINE, WATER PURIFIER AND WIRELESS MOUSE AT MSOCB, BRDC EXPERIMENTAL FARM 6<sup>TH</sup> MILE UPPER SHILLONG.**

TO

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Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of Laptops, Photo Copier Machine, Water purifier and Wireless Mouse at MSOCB, BRDC Experimental Farm 6<sup>th</sup> Mile upper Shillong.**

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

**\*Detailed Specifications given at Annexure I**

Sl. No.	Brief Description of Goods	Qty	Consignee Address	Delivery Period
1	Laptop	4 Nos	As mentioned in T&C Cl. 4	To be mentioned in the Supply Order.
2	Laptop	2 Nos		
3	Photo copier machine	1 No		
4	Water Purifier	1 No		
5	Wireless mouse	6 Nos		

**Terms and Conditions**

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest as defined in the Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSU's or (ii) 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 upload its response together with any amendment to this document, on [www.megbrdc.nic.in](http://www.megbrdc.nic.in) or [msocb.org](http://msocb.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. **Delivery of Items:** 30 days from the date of issue of the Purchase Order. All aspects of safe delivery shall be the exclusive responsibility of the vendor.
4. **Consignee Address (and quotation Delivery Address):**  
Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong - 793009
5. **Quotation Price**
  - a) The quantity offered should be 100% of the requirement for the quoted amount. 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) The transportation and installations charges should be included in the financial quotations and no other additional cost than what is quoted by the vendor will be accepted by MSOCB
  - d) Goods and Service Tax (GST) should be indicated separately.
  - e) 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.
  - f) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule 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". Such bids with no proper details 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. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

- 8. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- Valid trading license/registration or equivalent/Exemption Certificate
  - Valid certificate of GST registration
  - 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.
  - 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.
- 9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- are properly signed; and
  - Confirm to the terms and conditions and specifications.
  - Any historical information, if required may be asked from the bidders during evaluation of quotes.
  - Bid submitted should be in English Language only
  - The quotation will be evaluated on a Lot wise basis.
- 10. Award of contract:** 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.
- 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.
  - 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)
- 11. Warranty/Guarantee:** 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 2:30 P.M on 29<sup>th</sup> May, 2025. Quotations that have been submitted on or before time will be opened at 3:00 P.M on 29<sup>th</sup> May,2025 or it will be extended to the next working day.

- 13. Late and delayed quotation:** Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
- 14. Payment:** Payment will be made within 30 days from the date of successful delivery and acceptance of goods at MSOCB, generally through RTGS / FUND TRANSFER. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -
- (a) Name of the Firm with complete postal address
  - (b) Name of the Bank with Branch where the Account exist
  - (c) IFSC CODE
  - (d) ACCOUNT No
  - (e) PAN No.
- 15. Installation Charges:** Supplier shall be responsible for installation whichever applicable and should have technical expertise and trained personnel to render "After Sales Services" during the warranty period.
- 16.** Expenditure involves towards any extra materials required or labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.
- 17.** Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION
- 18.** We look forward to receiving your quotations and thank you for your interest in this bid.

Important: - The MSOCB may accept or reject any or all the bids in part of in full without assigning any reason and doesn't bind itself to accept the lower bid. The MSOCB at its discretion may change the quantity / upgrade the criteria / drop any item or there-of at any time before placing the work Order.

*Sd/-*  
**Shri. Gunanka DB, IFS**  
**Chief Executive Officer (CEO)**  
**Meghalaya State Organic Certification**  
**Upper Shillong.**

**ANNEXURE 1: FORMAT OF QUOTATION**

Sl. No.	Description of Goods	Unit	Quoted Unit Rate Lot wise 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						
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 1 Years 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**

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**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/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl.no	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
2					
<b>Total</b>					

1. Delivery Period: Within 30 Day(s) from the date of issue of this supply order.
2. Place of delivery: As mentioned in Clause 4 of T&C
3. Consignee Address: Bio-Resources Development Centre, 5 1/2 Mile, Upper Shillong - 793009
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 1 Years 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)**

*Sd/-*  
**Shri. Gunanka DB, IFS**  
**Chief Executive Officer (CEO)**  
**Meghalaya State Organic Certification**  
**Upper Shillong.**

**Annexure I**

<b>SL. No.</b>	<b>Brief Description of Goods</b>	<b>Specification</b>		<b>Quantity</b>
<b>1</b>	<b>Laptop</b>	Screen Resolution	15.6FHD narrow Border/NSVFHD (2k or QHD)	4Nos.
		Processor	Intel	
		Processor Type	Corei5 (Latest Generation)	
		Processor Speed	4.5GHz	
		RAM Size	16GB or more	
		Memory Technology	DDR4	
		Computer Memory Type	DDR4SDRAM	
		Maximum Memory Supported	32GB or more	
		Memory Clock Speed	3200MHz	
		Storage Description	512mb SSD & 1 TB HDD	
		Hard Drive Interface	Solid State	
		Connectivity Type	Bluetooth, Wi-Fi, LAN	
		Number of USB3.0Ports	4	
		Number of HDMI Ports	1	
		Voltage	240Volts	
		Operating System	Latest Version	
		Components to be included	Battery, Adapter and Anti-Virus.	
		Ms Office	Version2021Lifetime or latest	
		Laptop Bag	Should be included	
Warranty & Service	As Applicable			
<b>2</b>	<b>Laptop</b>	Screen Resolution	2No. for 2 IT staff	2Nos.
		Processor	Intel Core i7-11800H (11th Gen)	
		Processor Type	Core i7	
		Processor Speed	2.3 GHz (Turbo Boost up to 4.6 GHz)	
		RAM Size	16 GB DDR4	
		Memory Technology	DDR4 SDRAM	
		Computer Memory Type	DDR4SDRAM	

		Maximum Memory Supported	32GB or more	
		Memory Clock Speed	3200MHz	
		Storage Description	1 TB SSD (NVMe PCIe)	
		Hard Drive Interface	PCIe NVMe	
		Connectivity Type	Bluetooth 5.0, Wi-Fi 6, LAN	
		Number of USB3.0Ports	3 USB 3.2 Gen 1	
		Number of HDMI Ports	1 HDMI 2.0	
		Voltage	240 Volts	
		Operating System	Windows 11 Home	
		Components to be included	Battery, Adapter, Cordless Mouse, Carrying Bag	
		Ms Office	Version 2021 Lifetime or Latest	
		Laptop Bag	Leather Backpack	
		Warranty & Service	As Applicable	
		Laptop Name	Asus FX506HE-HN385WS	
		Laptop Bag	Should be included	
<b>3.</b>	<b>Photo copier machine</b>	Functions	Print, Copy, Scan, Wireless	1No.
		Print Speed	Up to 40 ppm (Pages per Minute)	
		Print Resolution	Up to 1200 x 1200 dpi	
		Duplex Printing	Automatic (Standard)	
		First Page Out Time	As fast as 6.1 seconds	
		Processor Speed	1 GHz	
		Memory	512 MB	
		Paper Handling	250-sheet input tray, 100-sheet multipurpose tray	
		Supported Paper Sizes	A4, A5, A6, B5, Envelopes	
		Connectivity	USB 2.0, Gigabit Ethernet, Dual-band Wi-Fi	
		Mobile Printing	HP Smart App, Apple Air Print, Mopria, Wi-Fi Direct Printing	

		Scanner Type	Flatbed and ADF	
		Scan Resolution	Up to 600 x 600 dpi	
		Copy Speed	Up to 40 cpm (Copies per Minute)	
		ADF (Automatic Document Feeder)	Yes, 50-sheet capacity	
		Monthly Duty Cycle	Up to 80,000 pages	
		Recommended Monthly Volume	900 to 4,800 pages	
		Toner Cartridge	HP 149A Black Toner Cartridge	
		Display	2.7-inch Touchscreen	
		Supported OS	Windows, macOS, Linux	
		Power Consumption	495W (Printing), 5.5W (Ready), 0.5W (Sleep Mode)	
		Dimensions (W x D x H)	418 x 376 x 323 mm	
		Weight	12.6 kg	
		Warranty & Service	1-year onsite warranty	
4.	<b>Water Purifier</b>	Special Feature	RO+UV+UF Purification, Energy Saving, LED Indicators	1 No.
		Product Dimensions	32L x 27W x 48H Centimeters	
		Package Information	Dispenser	
		Installation Type	Wall-mounted, Countertop	
5.	<b>Wireless mouse</b>			6 Nos.

**The rate quoted should include:**

- Make/Brand Name with installation
- F.O. R MSOCB, Upper Shillong, 5 ½ Mile, Upper Shillong
- Warranty Period minimum 1 years with after sales service.
- Installation etc.