



# Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5<sup>1</sup>/<sub>2</sub> Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



[www.megbrdc.nic.in](http://www.megbrdc.nic.in) |



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GOVERNMENT OF MEGHALAYA

BIO-RESOURCES DEVELOPMENT CENTRE(BRDC)

Request For Quotation (RFQ)

FOR

Supply of Office Furniture and Office Equipment's under BRDC

Joint Secretary to the Govt. Of Meghalaya,  
Planning Department &  
Member Secretary,  
Bio-Resources Development Centre, 5 1/2 Mile, Upper Shillong.

## REQUEST FOR QUOTATION

### Supply of Office Furniture and Office Equipment's under BRDC

**Purchaser:** *Bio-Resources Development Centre*

**Contract title:** *Supply of Office Furniture and Office Equipments under BRDC*

**RFQ No: E-File No: P5-PLN/BRDC/0304/2023/NF/328**

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>6<sup>th</sup> March, 2025</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>20<sup>th</sup> March, 2025 at 2:30 P.M</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>20<sup>th</sup> March, 2025 at 3:00 P.M</b>

**INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE AND OFFICE EQUIPMENT UNDER BRDC**

TO

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

**Subject: Invitation for quotations for Supply of Office Furniture and Office Equipments under BRDC**

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#	Brief Description of Goods	Qty	Consignee Address	Delivery Period
1	Mid Back Office Chairs Branded or equivalent	15 Nos	As mentioned in T&C Cl. 4	To be mentioned in the Supply Order.
2	Visitor Chair	14 Nos		
2	External Hard Disk	5 Nos		
3	Wireless Mouse	4 Nos		
4	UPS	3 Nos		
5	Keyboard	2 Nos		
6	Extension Cord (Domestic)	2 Nos		
7	Extension Cord (Powerline)	2 Nos		
8	Memory Card for Camera	3 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) 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 BRDC
  - 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.

- a. Valid trading license/registration or equivalent/Exemption 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.

9. **Evaluation of Quotations:** The Purchaser will 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) Any historical information, if required may be asked from the bidders during evaluation of quotes.
- (d) Bid submitted should be in English Language only
- (e) 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.

- 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)

- 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 20<sup>th</sup> March, 2025. Quotations that have been submitted on or before time will be opened at 3:00 P.M on 20<sup>th</sup> March, 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 BRDC Shillong, 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 BRDC may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind itself to accept the lower bid. The BRDC 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/-*

**Joint Secretary to the Govt. of Meghalaya &  
Member Secretary,  
Bio-Resources Development Centre,  
5 ½ Mile, 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#	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/-*

**Joint Secretary to the Govt. of Meghalaya &  
Member Secretary,  
Bio-Resources Development Centre,  
5 1/2 Mile, Upper Shillong**

Annexure I

Sl.no	Description of Goods	Specifications	Quantity
1	Mid Back Office Chairs – Branded or Equivalent	Mid Back Office Chairs with arm rest (leather back/modern/contemporary)  Material: Stainless Steel or better  Dimension: 43.2D x 50.7W x 92.8H cms  Special Feature: Back Support, Ergonomic or more  Seat Material: Foam or better  Style : Leather Back  Colour: Black  Warranty: As per applicable	15 Nos
2.	Visitor Chair	Material: Polypropylene or better  Product Dimensions: (LXWXH) 56Dx56Wx81.5H Cms  Finish : Lazquer  Back Style: Solid Back  Special Feature: Back Support, Ergonomic Colour : Black or Grey  Warranty: As per applicable	14 Nos
3.	External Hard Disk	<ul style="list-style-type: none"><li>• Capacity- 2TB SSD</li><li>• Connectivity – USB 3.0 or better</li><li>• Power – Adapter Powered</li><li>• Cover should be included</li></ul>	

		<ul style="list-style-type: none"> <li>• Compatibility- Mac/Window</li> <li>• Warranty : As per OEM standard</li> </ul>	
4.	Wireless Mouse	Item height: 39 mm Power Source: Battery ( should be included) Compatibilty: Mac/ Windows Connectivity: Wifi or more Special Feature : Wireless, Soundless Movemet: Optical	4 Nos
5	UPS	<ul style="list-style-type: none"> <li>• Type- Line-interactive</li> <li>• Input voltage -230v or more</li> <li>• Output power wattage- 480 w or more</li> </ul>	3 Nos
6	Extension Cord (Domestic)	Extension Cord (Domestic)	2 Nos
7	Extension Cord (Powerline)	Extension Cord (Powerline)	2 Nos
8	Memory Card for Camera	Class 10 128 GB or more	3 Nos

**The rate quoted should include:**

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