

**MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION**  
**(MECDM)**

**under**  
**Social Welfare Department,**  
**Government of Meghalaya**

**REQUEST FOR QUOTATION (RFQ)**

**FOR PROCUREMENT**

**OF**

**Laptops & Desktops**

**MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM)**

**MSRLS Office, Montfort Building, 2nd floor, Dhankheti, Shillong- 793001**

**East Khasi Hills District, Meghalaya**

### Detail of Events

Sl No	Particular s	Remarks
1	Contact details of issuing department (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFQ and for submission of Bids)	Chief Executive Officer, MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM), MSRLS office, Montfort Building, 2nd floor, Dhankheti, Shillong- 793001, East Khasi Hills District, Meghalaya  Email: <a href="mailto:mecdmprocurement@gmail.com">mecdmprocurement@gmail.com</a>
2	Bid Document Availability including changes/amendments, if any to be issued	RFQ may be downloaded from Social Welfare Department website <a href="https://megsocialwelfare.gov.in/">https://megsocialwelfare.gov.in/</a>
3	Date of Issue of RFQ	16.09.2022
4	Last date for requesting clarification	Upto 5pm on 22.09.2022 All communications regarding points / queries requiring clarifications shall be given in writing or by e-mail.
5	Last date and time for Bid submission	Upto 2 pm on 3.10.2022
6	Date and Time of opening of Technical Bids	At 3 pm on 3.10.2022 Authorized representatives of Bidders may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the Bidder representatives.
7	Opening of Financial Bids	Financial bids of technically qualified bidders only will be opened on a subsequent date that will be notified later.
8	Tender Fee	Tender fee will not be applicable for submission of this RFQ

**PART-I**

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## **PART-I**

### **1. INVITATION TO BID:**

1. Meghalaya has launched a project called **Meghalaya Early Childhood Development Mission** (hereinafter referred to as '**MECDM/the Mission**') on the 8th June 2022. To address the low performing indicators related to ECD and ensure that every child can reach his or her potential, the State has come up with a comprehensive approach to initiate and roll out a first-of-its-kind MECDM that will cater towards the holistic development of children and young adults. The Mission will enable young children (0-8 years) to develop a sound foundation to be able to achieve their full potential during their early years to contribute positively towards themselves, the society and the development of the State. The Mission is a cross-sectoral and cross-department initiative of Health, Education, Social Welfare and Community & Rural Development as well as other key government and non-government agencies. The ECD Mission is a unique intervention for Meghalaya, and for all of India.
2. This Request for Quotation (RFQ) has been issued by **the Mission** for Procurement, Installation and Maintenance of Laptops & Desktops for the office as per details mentioned in **ANNEXURE-IV** of this RFQ.
3. Interested Bidders are advised to go through the entire RFQ before submission of Bids to avoid any chance of elimination. The eligible Bidders who meet the eligibility criteria and agree to all the **Terms & Conditions** contained in this RFQ are invited to submit their Technical and Financial proposal in response to this RFQ.
4. The criteria and the actual process of evaluation of the responses to this RFQ and subsequent selection of the successful Bidder will be entirely at MECDM's discretion.

### **2. DISCLAIMER:**

- i. This RFQ is not an offer by MECDM, but an invitation to receive responses from the eligible Bidders.
- ii. The purpose of this RFQ is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFQ does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFQ and where necessary obtain independent advice/clarifications. Mission may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ.
- iii. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFQ. Failure to furnish all information required under this RFQ or to submit a Bid not substantially responsive to this RFQ in all respects will be at the Bidder's risk and may result in rejection of the Bid.
- iv. The Mission reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order and/or its acceptance thereof by the successful Bidder as defined in the Award of Contract in this RFQ.

### 3. REQUIREMENT SPECIFICATIONS:

Lot	Brief Description of the Goods	Quantity	Delivery Period	Installation Required (Y/N)	Place for Delivery
Lot # 1	Laptops	10	Within 15 Days	Y	*Chief Executive Officer, MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM), MSRLS Office Montfort Building, 2nd floor, Dhankheti, Shillong-793001, East Khasi Hills District, Meghalaya
Lot # 2	Desktops	5	Within 15 Days	Y	-----do-----

**\*Bidding cost should include Transportation cost for each Lot as well.**

### 4. TERMS & CONDITIONS

#### A. Eligibility: A Bidder:

- (a) shall not participate in more than one Quotation;
- (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and
- (c) should not have been:
  - (i) temporarily suspended or debarred by the Government of Meghalaya and Government of India in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework;
  - or
  - (ii) blacklisted or suspended by Central or any State Government Departments in India.

**B. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will put up in the notice board for information of all Bidders. Bidders should check on the Notice Board, for any amendments to the terms and conditions and for Award of Contract.

**C. Place of Delivery:** Meghalaya Early Childhood Development Mission (MECDM) temporary office, MSRLS Office, Montfort building, 2<sup>nd</sup> Floor, Dhankheti, Shillong-793001 as mentioned in the tender paper.

#### **D. 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.
- e) The Prices shall be quoted in Indian Rupees (INR) only.
- f) Bidders must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
- g) The bidder must mention in detail about the product being offered in lieu of the specified specifications and **not** by simply mentioning “Complied”. Quotations with no proper technical specifications/catalogs are likely to be disqualified.

#### **E. 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.

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

- a. Valid trading license from Meghalaya.
- b. Valid certificate of GST registration;
- c. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
- 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. Declaration that the OEM has not been blacklisted over the past 10 years [For following items only: Laptop, Desktop]

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

- H. 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 the terms and conditions and specifications.
  - (c) The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
  - (d) Any historical information, if required may be asked from the bidders during evaluation of quotes.
- I. Award of contract:** The Purchaser will award the supply orders to the bidder 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 put up in the Notice Board of the Office.
- 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 by 10 to 15 percent 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).
- J.** Payment shall be made within 30 days after delivery of the goods.
- K.** Normal commercial warranty/ guarantee of minimum 1 year shall be applicable to the supplied goods. Extended warranty to include the cost for two years Annual Maintenance Contract from the manufacturer separately and warranty should be properly mentioned in the quotation with all contact details /address otherwise quotes may be rejected.
- L.** You are requested to provide your sealed quote latest by 2 pm on 03.10.2022. Quotations that have been submitted on or before time will be opened at 3 pm on 03.10.2022. Late quotes will be rejected.

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

**Sd/-**

Chief Executive Officer  
MECDM, Shillong

## **PART – II**

### **ANNEXURE I**

**Bidding Document(s):  
(On the letter head of the Bidder)**

To

The Chief Executive Officer,  
Meghalaya Early Childhood Development Mission,  
Montfort Building, Dhankheti, Shillong-493001.

Subject: Supply of Laptops & Desktops.

Dear Sir,

With reference to the subject and your Invitation of RFQ for Laptops & Desktops

dated \_\_\_\_\_, I/We having understood its contents, obligations and requirements, hereby submit my/our application for the willingness to provide service to your Society.

1. I/We certify that all information provided herein is true and correct.
2. The application and bid are being for the express purpose of qualifying as a successful bidder.
3. Additional information required by the Office will be given at any point of time.
4. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive.
5. I/We certify that I/we have the legal capacity to enter into a contract;
6. I/We or any Member certify that I/We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
7. I/We certify that I/we have not had our business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
8. My/Our firm/group is genuine and have valid registrations and documents
9. I/We agree and undertake to abide by all terms and conditions of the RFQ
10. I/We enclosed the following documents mentioned in point F under Terms and Conditions of the RFQ.

Thanking You,

Yours Faithfully,

(Signature of the authorized Signatory)

Name and Seal of Bidder



## ANNEXURE II

### **Details of Bidder (On the letter head of the Bidder)**

1. (a) Name:  
(b) Address of the headquarter and its branch Office (s) if any:
  
2. Brief description of the Bidder on the following details:
  - a. Bank Details:
  - b. Pan Card Details:
  - c. Trading License:
  - d. GST Registration:
  
3. Details of Individuals (s) who will serve as main responsible person/communication for MECDM:
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Address for communication:
  - e) Contact Number:
  - f) E-mail Address:
  
4. Particulars of the authorized signatory of the RFQ:
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Address for communication:
  - e) Contact Number:
  - f) E-mail Address:
  
5. Documents to be submitted:
  - a. Valid trading license in Meghalaya.
  - b. Valid certificate of GST registration;
  - c. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM).
  - 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.

Place:

Signature of authorized Signatory

Date:

Name: \_\_\_\_\_

Office Seal

**ANNEXURE- III**

**Format of Financial Bid  
(On the letter head of the Bidder)**

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement)	List the specifications of goods quoted	Qty.	Unit	Quoted Unit Rate Lot wise at destination in Rs.	<sup>1</sup> GST and similar other taxes applicable on finished Goods/ Services	*Total Price at Destination - inclusive of discounts, all taxes and duties	
								In Figures	In Words
Lot # 1									
Lot # 2									

**Gross Total Cost: Rs. ....../-**

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<sup>1</sup> Indicate each applicable tax separately.

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 warranty/guarantee of 12 months shall apply to the offered goods. Extended warranty to include in the cost for two years Annual Maintenance Contract from the manufacturer separately and warranty should be properly mentioned in the quotation with all contact details /address otherwise quotes may be rejected.

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.

Authorized Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

## ANNEXURE – IV

### SPECIFICATIONS:

#### 1. Laptops:

SL. NO	ITEMS	TECHNICAL SPECIFICATIONS
1	<b>Processor:</b>	M2 chip with 8-core CPU and 8-core GPU
2	<b>Operating System:</b>	MacOS or MS-Windows
3	<b>RAM:</b>	8GB and above
4	<b>Storage:</b>	256GB and above
5	<b>Display:</b>	13.6-inch Liquid Retina display with True Tone
6	<b>Colour:</b>	2560x1664 native resolution at 224 pixels per inch with support for 1 billion colours
7	<b>Connectivity:</b>	Two Thunderbolt / USB 4 ports
8	<b>Battery</b>	52.6-watt-hour lithium-polymer battery
9	<b>Weight:</b>	1.24 kg (2.7 pounds)
10	<b>Finish</b>	Any Color
11	<b>Accessories:</b>	Backlit Magic Keyboard with Touch ID
12	<b>Warranty</b>	1-year
13	<b>Extended Warranty (AMC)</b>	Extended warranty to include the cost for two years Annual Maintenance Contract From the manufacturer separately and warranty should be properly mentioned in the quotation with all contact details /address
14	<b>Included Software</b>	MS-Office 2021 or higher (64 bit) , Adobe Acrobat DC, etc.

**Time Schedule for supply of materials:** As mentioned

## 2. Desktops:

SL. NO	ITEMS	TECHNICAL SPECIFICATIONS
1	<b>Operating System:</b>	Windows 10 Home, 64 bits
2	<b>Chipset:</b>	Intel chipset is integrated with processor
3	<b>Processor:</b>	i5, 9th or 10th Generation
4	<b>Memory:</b>	16 GB RAM 2400/2600 MHz minimum
5	<b>Hard Drive:</b>	2 TB HDD, 240 GB SSD
6	<b>Optical Drive:</b>	DVD-Writer Display size: 24"
7	<b>Connectivity :</b>	WiFi, Ethernet LAN
8	<b>Bluetooth ports:</b>	Minimum of 4 USB 3.1; 2 USB 2.0
9	<b>Pointing device:</b>	USB wired optical mouse
10	<b>Keyboard:</b>	USB Wired Multimedia Keyboard
11	<b>Warranty:</b>	3 Year Onsite Warranty
12	<b>Service Centre:</b>	Authorized Service Centre in Meghalaya
13	<b>Included Software</b>	MS-Office 2021 or higher (64 bit) , Adobe Acrobat DC, etc.

**Time Schedule for supply of materials:** As mentioned