

No. DHS/P-51/MHSSP/GD-9/2022-23

Dated: 21st July, 2022



**Meghalaya Health Systems
Strengthening Project**
Government of Meghalaya



REQUEST FOR QUOTATION (RFQ) Via e-TENDER

Meghalaya Health Systems Strengthening (MHSS) Project, Meghalaya invites quotations via e-tendering (www.meghalayatenders.gov.in) mode only for Office Equipment like Video Conferencing System, Laptop, Printers, etc)

Detailed Request for Quotation is available at www.meghssp.org – Notice Board – MHSSP Tenders and at www.meghalayatenders.gov.in. Last date for submission is on 12th August, 2022; 4:00 PM and will be opened at 4:30 PM on the same day.

This is an online tender, where only e-tender will be accepted by the office of the undersigned

Sd/-

**Ramkumar S, IAS
Project Director
Meghalaya Health Systems Strengthening Project
Department of Health & Family Welfare, GoM**

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Health Systems Strengthening Project (MHSSP), Department of Health & Family Welfare (DoHFW)*

Contract title: *Procurement of Office Equipment – Phase II under MHSSP via e-tendering*

RFQ No: *GD-9*

S#	Description	Date & Time
1	Date of Issue of RFQ	21st July, 2022
2	Last Date and Time of submission of RFQs	12th August, 2022 at 1600 Hrs.
3	Opening of RFQs	12th August, 2022 at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016 revised November 2017, August 2018 and November 2020]



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



DHS/P-51/MHSSP/GD-9/2022-23

Date: 21st July, 2021

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To,

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE EQUIPMENT

Government of India has received funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan towards the cost of the project name **Meghalaya Health Systems Strengthening Project (MHSSP)**. **Department of Health & Family Welfare (DoHFW)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

1. You are invited to submit your most competitive quotation for the following make as per the lots mentioned below. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

*Detailed Specifications are provided at Annexure I

Lot*	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
Lot# 1	Video Conference System	1	30	Yes
Lot# 2	Laptop	30	30	No
Lot# 3	Headset	30	30	No
Lot# 4	Mouse + Keyboard Combo	15	15	No
Lot# 5	Mouse	35	20	No
Lot# 6	Desktop Printer	2	20	Yes

- Interested bidders must register themselves on the State NIC portal (meghalayatenders.gov.in) and in order to participate should have Digital Signature Certificate (signing & encryption).

Bids must be submitted/ uploaded under Single Stage One Envelope Bidding Procedure on portal on or before the notified dates and time. The Quotations shall be opened on the notified date and time above in the presence of the bidder's representative who choose to attend in person at the address specified or may be viewed by the bidders by logging in to the portal as per features available to them .Bidder may please note that for proper submission of the bid, the bidders are solely responsible and they are expected to apprise themselves adequately for the procedure and provisions available on the portal for the same. Purchaser in no case shall be responsible for any issues related to uploading/submission of the bid.

- No Bids should be submitted manually. No such bids will be accepted by the Purchaser. Zoom Link will be uploaded on the website before the opening of the RFQ. Bidders shall take full responsibility to check www.meghssp.org for the information.
- Canvassing in connection with this RFQ is strictly prohibited and the quotations submitted by the bidder who resort to canvassing will be liable to rejection.
- The supplier if deems fit can at its own expense and at no cost to the Purchaser visit the MHSSP office which is under construction for measurement purposes in the Conference Room however none of the PMU members will accompany the vendors while doing so.

***: bidder may apply for one or more Lots; however, they are requested to mention the Lot numbers they are bidding for and should meet the individual requirements of the Lot/s.**

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 Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group 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.
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.meghssp.org for information of all Bidders. Bidders should regularly check on the website, for any amendments to the terms and conditions and for Award of Contract.
3. **Place of Delivery:** Meghalaya Health Systems Strengthening Project (MHSSP), MHIS Building, 1st Floor; Directorate of Health Services, Red Hill, Laitumkhrah, Shillong - 793003
4. **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 valid only if they are signed or initialled by the person signing the Quotation.
 - b) Quotation should be submitted ONLY via ONLINE through www.meghalayatenders.gov.in.
 - c) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

- 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) The Prices shall be quoted in Indian Rupees only.
- g) Bidder must expressly mention the Name/Brand/Model No and any other extra specifications/configurations etc of the items offered by them in the price schedule along with proper brochures/catalogues, etc.
- h) The bidder must mention in detail about the product being offered in the specified specifications in lieu of simply mentioning “Complied”. Quotations with no proper technical specifications/catalogues are likely to be disqualified.
- i) The bidder shall provide a declaration and shall demonstrate that the product/equipment being offered is of a model and make not more than two years old, i.e. the bidder should not offer an old stock product even if the same matches the specifications. The product should be a brand new one and should not have been ever used.

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 the business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- d) Is either an Original Equipment Manufacturer (OEM) of the offered product or an Authorised Dealer of the goods and services by the Manufacturer.

6. 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. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)/Valid Dealership Documents.
- d. Past Performance Certificate/Completion Certificate/Work order etc wherein the vendor has supplied/installed similar items in the past two years, ie, 2020-21; 2021-22. The same will be verified if needed be.
- e. 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.
- f. 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.
- g. Submission of Self-Declaration complying to point no. 4 (i)

7. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
8. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise 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 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.
 - (e) The purchaser reserves the right to give more weightage to the product offered which is of the latest make and model.
 - (f) While deciding upon the selection of Tenderers, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule
9. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price, compliance to the technical specifications, Delivery and Completion Schedule and which are of latest make and model for that respective lot.

The announcement for this assignment will be published in www.meghssp.org

- 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 Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order (sample form attached).
9. Payment shall be made within 60 days after delivery of the goods.
10. Normal commercial warranty/ guarantee of minimum 3 years shall be applicable to the supplied equipment. (Extended warranty if required will be mentioned in the technical specifications.)
11. You are requested to submit the RFQ on www.meghalayatenders.gov.in latest by **1600 hours on 12th or before 12th August, 2022. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on 12th August, 2022. Late quotes will be summarily rejected.**
12. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Name: Ram Kumar S, IAS

Address: MHSSP Office, Department of Health & Family Welfare, Red Hill, Laitumkrah, Shillong - 793003

Tel. No.: 7005161416

Email: procurement.megh@meghssp.org

FORMAT OF QUOTATION *

Sl. No. ¹	Description of Goods	Specifications (Breakup as per Minimum Specifications Provided + Any other provided specifications)	Qty.	Unit	Quoted Unit Rate ² Lot wise at destination in Rs.	³ 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
Lot # 1								
Lot # 2								
Lot # 3								
Lot # 4								
Lot # 5								
Lot # 6								
Total								

Gross Total Cost: Rs.

¹ A bidder may offer for one or more than one lots.

² Any unconditional discounts if offered shall be specified in this column along with the unit rates.

³ Indicate each applicable tax separately.

We agree to supply the above goods in accordance with the Technical Specifications (provided in Annexure-A) for a Total Price of INR..... amount in figures) (INR amount in words) within the period specified in the Invitation for Quotations and it shall remain binding upon us and may be accepted at any time before it expires.

We also confirm that commercial warrantee/guarantee as per Sl. No. 10 of the Invitation for Quotations shall apply to the offered goods.

We also confirm that commercial warrantee/guarantee of _____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.

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers.

Signature of Supplier

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*



Meghalaya Health Systems Strengthening Project

Government of Meghalaya



WORK ORDER (SAMPLE)

Vendor Name & Address:		File No: DHS/P-21/MHSSP/GD-4/2021-22/			
		Date:			
Enquiry No:		Ref no:			
Date:		Dated:			
You are hereby authorized to urgently arrange to supply the items indicated below:					
Nature of Work: Supply of					
SL.No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
Lot # 1					
Lot # 2					
Lot # 3					
Lot # 4					
Lot # 5					
Lot # 6					
			Total		
<u>Terms and Conditions</u>					
Place of supply and Installation:		Meghalaya Health System Strengthening Project (MHSSP), MHIS Building, 1 st Floor, Directorate of Health Services, Government of Meghalaya, Red Hill Road, Upper New Colony Shillong 793003, Meghalaya			
Reporting Officer:		Smt Mamta Rai, +91-700151614, procurement.megh@meghssp.org . The vendor is to intimate the Consignee at least three days before the delivery/installation			
Other Conditions:		1. Delivery Period:			
		2. Warranty/guarantee:			
		3. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above).			
		4. Payment shall be made within 60 days of delivery post installation & and acceptance of the goods/equipment			

Yours faithfully,

Ramkumar S, IAS
Project Director, MHSSP
Department of Health & Family Welfare, GoM

SPECIFICATIONS

LOT 1 – Video Conference System – 1 No (8 seater)

Component	Type	Specifications
Video Conferencing System	(A) DuoBoard Conferencing System with all necessary accessories such as Remote Control, Touch Pen, VGA, Wall Mount etc.	DuoBoard Conferencing System for a wall size of approx. 60X2.67 m with a built-in-camera, microphone array and speakers which should be compatible with video conferencing software such as Zoom, Google Meet, and Microsoft Teams with all necessary accessories such as Remote Control, Touch Pen, VGA, Wall Mount etc.
		Screen Type – Capacitive Touch
		Orientation - Landscape
		Resolution – maximum 3840 x 2160
		Memory Storage – Minimum 32 GB
		Camera – Full HD
	(B) Camera and Microphone Array with manual, remote control, Audio cable, Adaptor, wall mount screw, Stand pad, Left and right connector cables	Audio Conference microphone, speaker and Wireless Receiver & Bluetooth.
		Built- in four omnidirectional microphones forma ring array, 360° omnidirectional pickup coverage or better
		Automatic Echo Cancellation, Automatic Gain Control, Automatic Noise reduction, Automatic Non-Linear Processing, Automatic Level Control, Automatic Microphone Equalizer, etc
	Both A and B should be ISO certified with minimum 3 years warranty	

Lot	Equipment		Minimum Specifications	Quantity Required
2	Laptops	Processor	Intel i7 11th Generation or above (4 cores, 4.80 GHZ Turbo Frequency, 12 MB Cache and 3.00 GHZ base frequency)	30
		RAM	8 GB DDR4-3200 Mhz with 2 DIMM Slots field replaceable, upgradable upto 64 GB or more.	
		Hard Drive	512 GB NMVE M.2 SSD	
		Graphics	Integrated Graphics or 2 GB GDDR5 dedicated (if available)	
		Audio	Stereo/Dolby Audio Integrated audio controller with 2 Integrated stereo speakers	
		Operating System	Windows 11 64-bit Professional including Ms Office 2019 perpetual license for office use	
		Display	14" diagonal, FHD (1920 x 1080) / Anti-Glare/Narrow Bezels	
		Networking	Integrated Gigabit 10/100/1000 Ethernet Controller Intel® Dual Band Wi-Fi 6 AX201 802.11a/b/g/n/ac/ax (2x2) WLAN and Bluetooth® 5.2	
		Ports	Video: 1 HDMI 2.0 , Audio: 1 Headphone/microphone combo jack	
		Slots	USB: minimum 2 USB 3.1 Gen 1 with power delivery from atleast 1 Port, 1 USB Type C with display and Laptop charging capable 1 x Thunderbolt 4.0 port	
		Keyboard	Spill Resistant Backlit English Keyboard	
		Battery	4/6 cell, 60Wh, Upto 17 hours with 65W Power Adapter	
		Weight	Maximum 1.5 Kg including battery. Technical datasheet to mention the same.	
		Security	Hardware TPM 2.0 security lock slot	
		Chassis	Metallic hinges	
Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download			
Warranty	3 Years onsite for laptop and one year onsite for battery			
Bag	Backpack (Same Laptop OEM Make) - To be included			
3	Headsets	Type	USB- A Compatible Headset with Mic Support	30
		Noise Cancelling	Yes	
		Connections	USB-A compatible (1.1, 2.0, 3.0 or higher)	

		Cable Length	1.2-2.0 m	
		OS	Windows 8,10,11 + Mac OS Support	
4	Mouse + Keyboard Combo	Type	Wireless Optical Mouse + Keyboard Combo	15
		Connection	Bluetooth and Wireless Connection (2.4GHz)	
			Wireless range – 10m	
		Compatible Devices	Laptops, Desktops etc	
OS	Windows 8,10,11 + Mac OS Support			
5	Mouse	Type	Wireless Optical Mouse	35
		Connection	Bluetooth and Wireless Connection (2.4GHz)	
			Wireless range – 10m	
		Compatible Devices	Laptops, Desktops etc	
OS	Windows 8,10,11 + Mac OS Support			
6	Desktop Printer	Type	Desktop Color Inkjet Printer cum Scanner for Single Person Use (Table Top)	2
		Scanning Type	Monochrome/ Colour / Print, Copy, Scan, Send, Store and Optional Fax for General Office Usage	
		Printing Type	Laser Beam Printing Monochrome/ Colour	
		Connectivity	Hi-Speed USB 2.0/ USB 3.0/ Ethernet Interface/ Wireless	
		Paper Formats	Multi Tray with Support for Standard Sizes: A4, Legal, Letter, Indian Legal, Foolscap etc	
		Print/Copy & Scan Resolution	Monochrome Print/Copy - 7.5 ppm Colour Print/Copy - 5.5 ppm	
			Scan – 600*600 dpi	
		OS Compatible	Windows 8,10,11/ Mac OS X(or Later)	
		Hardware	Printer 1N,(Black Ink Cartridge 1N,Color Ink Cartridge 1N,Power Cord 1N,USB Cable 1N)	
Weight	4-6 Kgs			