

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 1 under MHSSP*

RFQ No: *GD-4*

S#	Description	Date & Time
1	Date of Issue of RFQ	5th July, 2021
2	Last Date and Time of submission of RFQs	20th July, 2021 at 1600 Hrs.
3	Opening of RFQs	20th July, 2021at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

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



DHS/P-21/MHSSP/GD-4/2021-22/76(B)

Date: 5th 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 applied for a 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	Laptop – Category I	20	30	No
Lot# 2	Laptop – Category II	10	30	No
Lot# 3	All in one Desktop	4	20	Yes
Lot# 4	Photocopier	2	30	Yes
Lot# 5	Mouse + Keyboard	6	20	No
Lot# 6	Headset	5	20	No
Lot# 7	Monitor HDMI	2	20	No
Lot# 8	iMac 27”	1	20	Yes
Lot# 9	Laser Printer	1	20	Yes

***: 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.nhmmeghalaya.nic.in 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 made by crossing out, initialling, dating and re writing.
 - b) Quotation should be placed in a single sealed envelope, clearly marked as **“Quotation for Office Equipment (LOT#) for MHSSP under DoHFW.”**
 - 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. **Specification Brochures should be submitted along with the bid.**
 - h) 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/catalogues are likely to be disqualified.

- i) The bidder shall make it known that the product/equipment being offered is of a model and make not lesser than two years, i.e. the bidder should not offer an old stock product even if the same matches the specifications.

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. 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. 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.

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 and which are of latest make and model for that respective lot.

The announcement for this assignment will be published in www.nhmmeghalaya.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 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).
9. Payment shall be made within 60 days after delivery of the goods.
10. Normal commercial warranty/ guarantee of minimum 2 year shall be applicable to the supplied equipment. (Extended warranty if required will be mentioned in the technical specifications.)
11. You are requested to provide your sealed quote latest by 1600 hours on 20th July, 2021. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on 20th July, 2021. Late quotes will be 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, Laitumkhrah, 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								
Lot # 7								
Lot # 8								
Lot # 9								

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.

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
Total								

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 _____ 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



Meghalaya Health Systems Strengthening Project
World Bank Financed 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					
Lot # 7					
Lot # 8					
Lot # 9					
			Total		
<u>Terms and Conditions</u>					
Tax:					
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

Sno	Equipment	Minimum Specifications	
1	Laptop Type 1	Processor	11th Generation Intel® Core™ i7 Processor (4 Cores / 8 Threads, 2.80 GHz, 12 MB Cache)
		RAM	16 GB DDR4-3200 SDRAM (2 x 8 GB)/ 8GB (1 x 8 GB) DDR4-3200 SDRAM
		Graphics	NVIDIA® GeForce® MX Series (4 GB GDDR5 dedicated) /Integrated Intel® Iris® Xe Graphics (4 GB DDR5 Dedicated)
		Display	<ul style="list-style-type: none"> • 39.62 cm (15.6") diagonal, FHD (1920 x 1080) / Anti-Glare/Narrow Bezels • Convertible (180-360 Degrees) form factor (Not Mandatory)
		Hard Drive	512 GB PCIe® NVMe™ M.2 SSD / 1 TB PCIe M.2. SSD
		Weight	1-1.80 Kg
		Keyboard	Backlit, English
		Wireless	Intel Wi-Fi 6 (2x2 AX) & Bluetooth® 5.1
		Battery	3/4/6 cell, 48Wh, Upto 17 hours with 65W Power Adapter
		Ports	Minimum 4 Ports including HDMI Port
		Camera	720p HD
		OS	Windows 10 64-bit Professional including MS Office 2019 or latest
		Sound	Stereo/Dolby Audio
Warranty	Min – 3 years on-site warranty		
2	Laptop Type 2	Processor	11th Generation Intel® Core™ i7 Processor (4 Cores / 8 Threads, 2.80 GHz, 12 MB Cache)
		RAM	16 GB DDR4-3200 SDRAM (2 x 8 GB)/ 8GB (1 x 8 GB) DDR4-3200 SDRAM
		Graphics	NVIDIA® GeForce® MX Series (4 GB GDDR5 dedicated) /Integrated Intel® Iris® Xe Graphics (4 GB DDR5 Dedicated)
		Display	<ul style="list-style-type: none"> • 35.56 cm(14'') diagonal, FHD (1920 x 1080)/ Anti-Glare/Narrow Bezels • Convertible (180-360 Degrees) form factor (Not Mandatory)
		Hard Drive	512 GB PCIe® NVMe™ M.2 SSD / 1 TB PCIe M.2. SSD
		Weight	1-1.80 Kg
		Keyboard	Backlit, English
		Wireless	Intel Wi-Fi 6 (2x2 AX) & Bluetooth® 5.1
		Battery	3/4/6 cell, 48Wh, Upto 17 hours with 65W Power Adapter
		Ports	Minimum 4 Ports including HDMI Port
Camera	720p HD		

		OS	Windows 10 64-bit Professional including MS Office 2019 or latest
		Sound	Stereo/Dolby Audio
		Warranty	Min – 3 years on-site warranty
3	All in one Desktops	Type	All in One PC
		Processor	11th Generation Intel® Core™ i7 Processor (4 Cores / 8 Threads, 2.80 GHz, 12 MB Cache)/ 11th Generation Intel® Core™ i5 Processor (4 Cores / 8 Threads, 2.80 GHz, 12 MB Cache)/
		RAM	8GB/16 GB DDR4-3200 SDRAM (1x8 GB)/ (2 x 8 GB)
		Memory Slots	2 SODIMM
		Graphics	NVIDIA® GeForce® MX Series (6 GB GDDR5 dedicated) /Integrated Intel® Iris® Xe Graphics (6 GB DDR5 Dedicated)/ Integrated Intel UHD graphics (6 GB DDR5)
		Display	24 inches diagonal, FHD (1920 x 1080), IPS, three-sided micro-edge, anti-glare, 250 nits
		Hard Drive	500 GB PCIe M.2. SSD + 1 TB SATA HDD
		Keyboard	USB Wireless/Wired keyboard and mouse combo
		Ports	Minimum 4 Ports including HDMI Port
		Communications	Network interface - Integrated 10/100/1000 GbE LAN Wireless - Realtek RTL8821CE 802.11a/b/g/n/ac (1x1) Wi-Fi® and Bluetooth® 4.2 combo
		Camera	720p HD
		UPS	Power Backup with 1100 VA / 660-Watt Output Capacity/Surge Protection/ 75 min. @ 100W Run Time Load
		OS	Windows 10 64bit Professional including MS-Office 2019 or latest
		Media Devices	Audio features - Dual 2 W speakers Webcam - 720p HD
		4	Photocopier
Scanning Type	Monochrome/ Colour / Print, Copy, Scan, Send, Store and Optional Fax for General Office Usage		
Connectivity	Hi-Speed USB 2.0/ USB 3.0/ Ethernet Interface/ Wireless		
Paper Formats	Multi Tray with Support for Standard Sizes: SRA3, A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R, Legal, Custom and Free Sizes; Envelopes COM10 No.10, Monarch, DL, ISO-C5 etc		

		Print Features	Print from USB/ Print from Cloud/ Secure Print/ Two Sided Printed/ Default Printing/ Direct Print / Secure Watermark/ Header/Footer/ Page Layout/ Mixed Paper Sizes/ Orientations/ Front/Back Covers/ Toner Reduction/ Poster Printing/ Print Date/ Scheduled Printing etc
		Print/Copy & Scan Resolution	Print/Copy - 600*600, 1200*1200 dpi Scan – 600*600 dpi
		Print/Copy & Scan Speed	Print/Copy Speed – Up to 15-25 Pages/Minute (Monochrome & Colour) Scanning Speed – Up to 200 Sheets (Document Feeder)
		Capacity	Input Capacity Standard: 1200 Sheets Output Capacity Standard 250 Sheets
		OS	Windows 8,10/ Mac OS X(or Later)
		Hardware	Minimum 3GB Ram with 320 GB Storage (SSD/HDD), Dual/Quad Core Processor
		Control Panel	10-15inches Touch Screen Panel
		Maintenance	Photocopier should be eco-friendly and their cartridges should be economical and easily available
5	Mouse + Keyboards	Type	Wireless Optical Mouse + Keyboard Combo
		Connection	Bluetooth and Wireless Connection (2.4GHz) Wireless range – 10m
		Compatible Devices	Laptops, Desktops etc
		OS	Windows 8,10 + Mac OS Support
6	Headsets	Type	USB- A Compatible Headset with Mic Support
		Noise Cancelling	Yes
		Connections	USB-A compatible (1.1, 2.0, 3.0)
		Cable Length	1.2-2.0 m
		OS	Windows 8,10 + Mac OS Support
7	Monitor HDMI	Type	Table top HDMI Monitor
		Screen Size	24 inches, 16:9 Aspect Ratio, 1920 x 1080 (FHD), Non-glare Surface Display, Anti-Glare etc.
		Connection Type	VGA, HDMI, USB Support
		Weight	3.5-7.5Kgs

8	iMac 27"	Display	5K Retina display 68.58 cm / 27-inch (diagonal) 5K Retina display
		Processor	Apple M1 3.1GHz / 3.1GHz 6-core 10th-generation Intel Core i5, Turbo Boost up to 4.5GHz
		Memory	8GB (two 4GB) of 2666MHz DDR4 memory; four SO-DIMM slots, user accessible
		Storage	256 GB SSD expandable to 1TB or 2TB SSD
		Graphics	AMD Radeon Pro 5300 with 4GB of GDDR6 memory
		Camera	1080p FaceTime HD camera
		Mounting Hardware	Magic Keyboard Magic Mouse Power cord Lightning to USB Cable
		Operating System	Mac OS
		UPS	Power Backup with 1100 VA / 660-Watt Output Capacity/Surge Protection/ 75 min. @ 100W Run Time Load
9	Laser Printer	Type	Desktop Color Laser Printer cum Scanner for Single Person Use
		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	Print/Copy - 600*600 Scan – 600*600 dpi
		Print/Copy & Scan Speed	Print/Copy Speed – Up to 15-25 Pages/Minute (Monochrome & Colour) Scanning Speed – Up to 200 Sheets (Document Feeder)
		Capacity	Input Capacity Standard: 1200 Sheets Output Capacity Standard 250 Sheets
		OS Compatible	Windows 8,10/ Mac OS X(or Later)

		Hardware	Minimum 3GB Ram with 320 GB Storage (SSD/HDD), Dual/Quad Core Processor
		Weight	11-15 Kg
		Maintenance	Should be eco-friendly and their cartridges should be economical and easily available