**Meghalaya State Watershed & Wasteland Development Agency (MSWWDA)**

# REQUEST FOR QUOTATIONS -

## Supply of IT Equipments for GIS Lab& Data Centre

# REQUEST FOR QUOTATION - GOODS (RFQ-G)

Contract Ref : MSWWDA-15/22/310 Date of Issue of Request: 30th September,2026

To : _____

Sir/Madam:

1. The Meghalaya State Watershed & Wasteland Development Agency (MSWWDA) hereby requests bidder to submit price quotation/(s) for the supply of the following items:

**(a) Desktop Computers for GIS Lab- 2 (two) numbers (delivery within 30 days)**

| Sl. No. | Brief Description of the Items |
|---|---|
| 1. | Processor: Intel Ultra 9-285K Gen |
| | Motherboard: MPG Z890 Egde TI Wifi |
| | Graphics: Nvidia RTX 5060 Ti 16G Trio OC |
| | Memory: 64GB DDR5 |
| | Storage: 1TB Gen4 NVMe |
| | Storage: 2 TB HDD |
| | Display: GW3290QT 31.5" IPS 2K QHD / USB-C (64W PD) / Height Adjust / 75Hz / Brightness Intelligence / HDMI / DP / USB Hub |
| | Backup System: Online UPS MAX-2DVA 72V Pure Sinewave without inbuilt batteries |
| | Power Supply: MAG 850GL PCIE |
| | Liquid Cooler: Cooler Master NEX 360 Digital |
| | Cooler Master Devastator Keyboard and Mouse |

**(a) Desktop Computers- 2 (two) numbers (delivery within 30 days)**

| Sl. No. | Brief Description of the Items |
|---|---|
| 1. | Processor: Intel Core i7 – 14700F |
| | Motherboard: Z790 WiFi, LGA 1700-DDR5 |
| | Graphics: RTX 3060 Ventus 2X 12G OC Graphics Card NVIDIA GeForce RTX 3060 GPU / 12 GB GDDR6 |
| | Memory: 32GB DDR5 |
| | Storage: 1TB Gen4 NVMe |
| | Storage: 2TB HDD |
| | Display: GW2790C-27" IPS 144Hz FHD Eye-Care Monitor / HDMI / DP / USB Hub |
| | Backup System: Online UPS MAX-2DVA 72V Pure Sinewave without in built batteries |
| | Power Supply: 750GL PCIE |
| | Liquid Cooler: Cooler Master NEX Digital |
| | K/M: Cooler Master Devastator Keyboard and Mouse |

(b) **Motherboard, RAM & Printer for GIS Lab and Data Centre (delivery within 30 days)**

| Sl. No. | Particulars | Qty |
|---|---|---|
| 1. | Memory: D35 16GB 3200Mhz CL16 DDR4 RAM | 4 Nos |
| 2. | Motherboard: B365M Gaming HD (Rev. 1.0) | 1 No |
| 3. | A3 Ink Tank Printer | 1 No |
| 4. | A4 Ink Tank Printer | 1 No |

To assist bidder in the preparation of bidder's price quotation, enclosed are the necessary **Supply and Delivery Schedule**, **Technical Specifications**, **Form of Quotation** and draft **Contract**.

2. If the Bidder/Bidder firm, however, falls under any of the following conditions, the proposal shall not be considered:

   (a) Bidder/Bidder firm are/is not a citizen/national of India, or

   (b) Bidder/Bidder firm have/has been associated with MSWWDA that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or

   (c) Bidder/Bidder firm are/is owned by the To be qualified, bidder must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, bidder must also attach the following documents:

   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.
   e. Bidder experience as supplier in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.

3. Bidder quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

**Preparation of Quotations**

(a) Bidder's price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be Indian Rupees (INR).

(b) The prices should be quoted for supply and delivery to Shillong, Meghalaya, and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Shillong.

(c) Bidder shall submit only one set of quotations for the above items. Bidder's quotation must be typed or written in indelible ink and shall be signed by bidder or bidder's authorized representative. Without a signature in bidder's **Form of Quotation**, bidder's quotation will not be considered further.

(d) Bidder's quotation(s) should be valid for a period of 90 days from the deadline for submission of the quotation/(s) as indicated below. If bidder withdraw the bidder's quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then bidder will be excluded from the list of Suppliers for a period of two years.

**Submission and Opening**

Bidder's **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted on or before the -- ----------with the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

| | |
|---|---|
| Purchaser's Address | : Office of the Director of Soil & Water Conservation Department<br>&<br>Deputy Chief Executive Officer, MSWWDA<br>4th Administrative building, 1st floor<br>Lower Lachumiere, Meghalaya Shillong-793001 |
| Telephone | : 0364-222-4551 |

(e) Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, on----------and at the following address.

Office of the Director of Soil & Water Conservation Department
& Deputy Chief Executive Officer, MSWWDA
4th Administrative building, 1st floor
Lower Lachumiere, Meghalaya Shillong-793001

**Evaluation and Comparison**

(f) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.

(g) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
(i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
(ii) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If bidder refuse to accept the correction, bidder's quotation will be rejected.

**Award of Contract**

(h) The Purchaser shall award the contract to the Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.

(i) The Supplier whose quotation has been accepted will be notified by the Purchaser through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.

(j) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions.** In addition to the quoted price, the contract price shall include Goods and Service Tax (GST) and any other taxes applicable in Meghalaya, India.

4. Further information can be obtained from:

| | |
|---|---|
| Name | : Deputy Chief Executive Officer |
| Address | : Meghalaya Sate Watershed & Wasteland Development Agency (MSWWDA),<br>4th Administrative building, 1st floor<br>Lower Lachumiere, Meghalaya, Shillong – 793001 |
| Telephone | : 0364 2224551 |
| E-mail | : mswwda.shillong@gmail.com |

5. Bidder/bidder's firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily

suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):[1]

(a) Name of Institution: _____

(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____

(c) Reason for the debarment, ineligibility, or blacklisting: _____

6. Bidder/bidder's firm's, joint venture partners', associates', parent company's affiliates or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

   If so charged or convicted, please state details:

   (a) Nature of the offense/violation: _____

   (b) Court/Area of jurisdiction: _____

   (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

   (d) Other relevant details:

7. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
8. Please confirm by fax/e-mail the receipt of this request and whether or not bidder will submit the price quotation(s).
9. Notwithstanding the above, the office of the undersigned 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 Contract.

Sincerely,

Director of Soil & Water Conservation
&
Deputy Chief Executive Officer,
Meghalaya State Watershed &
Wasteland Development Agency
Meghalaya, Shillong

# FORM OF QUOTATION
## (Goods)

_____ (Date)

To: _____ [*Purchaser's Name*]
_____ [*Purchaser's Address*]
_____

We offer to execute the _____ [*name and number of Contract*] in accordance with the **Contract Terms and Conditions** and the priced **Supply and Delivery Schedule** accompanying this Quotation for the Contract Price of _____ [*amount in words and numbers*] (_____) [*name of currency*]_____. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated

This Quotation and bidder's written acceptance will constitute a binding Contract between us. We understand that not bound to accept the lowest or any Quotation bidder receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the **Request for Quotation** document and the **Contract Terms and Conditions**, respectively.

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional) : _____

# CONTRACT

**Name of Country:**

**Name:**

Name of Contract:_____

Contract Number _____

This Contract is entered into on __[*date*]__ day of _[*month*]_,_ [*year*], between ____[*name of Purchaser*]_____ (hereinafter called "the Purchaser") on the one part, and ____[*name of Supplier*]_____ (hereinafter called "the Supplier") on the other part.

Whereas the Purchaser has requested for quotation for _____ [*description of goods*] to be supplied by Supplier in accordance with the **Contract**, and has accepted the Quotation by the Supplier in the amount of ___[*amount in words*]___ [*amount in figures*] hereinafter called "the Contract Price".

The Purchaser and the Supplier agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
   a) **Form of Quotation**, with **Supply and Delivery Schedule**;
   b) **Contract Terms and Conditions**; and
   c) **Technical Specifications**
2. Taking into account payments to be made by the Purchaser to the Supplier as provided herein, the Supplier hereby enters into this **Contract** with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of this **Contract** and its **Terms and Conditions.**
3. The Purchaser agrees to pay the Supplier, in consideration of the supply and delivery of the goods and the remedying of defects therein, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions.**

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ [*country of Purchaser*] on the date indicated above.

**Signature and seal of the Purchaser:**
For and on behalf of

_____
Name of Authorized Representative

Official Witness:

**Signature and seal of the Suppler:**
For and on behalf of

_____
Name of Authorized Representative

Official Witness:

# CONTRACT TERMS AND CONDITIONS

**1. Definitions**

(a) "Contract" means the agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.

(b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.

(c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.

(d) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.

(e) "Completion" means the fulfilment of the delivery and any related service by the Supplier in accordance with the terms and conditions set forth in the Contract.

(f) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.

(g) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.

(h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.

**2. Applicable Law**

2.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

**3. Language**

3.1 All communications and documents related to the Contract shall be in English.

**4. Assignment**

4.1 Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Purchaser shall be void.

**5. Fixed Contract Price**

5.1 The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

**6. Delivery Schedule**

a. The delivery should be completed as per schedule indicated in the **Supply and Delivery Schedule** but not exceeding _____ months from the date of signing of contract.

**7. Required Technical Specifications** (with attachments as necessary)

a. General Description

b. Specific details and technical standards

c. Performance Parameters

Supplier confirms compliance with above specifications.

**8. Delivery and Documents**

8.1 Upon delivery, the Supplier shall provide the following documents to the Purchaser:

(a) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total

amount;

(b) manufacturer's or supplier's warranty certificate; and

(c) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

**9. Taxes and Duties**

9.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

**10. Payment**

10.1 Payment of the contract price shall be made in the following manner:

(a) 100% within 30 days from receipt by the Purchaser of the delivered goods on site in accordance with the contract including the required documents; and

**11. Warranty**

11.1 Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

**12. Defects**

12.1 All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the Supplier within the warranty period are:

Facility _____

Address _____

_____

**13. Resolution of Disputes**

13.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the _____ [*arbitration law or rules of the Purchaser's country*].

**14. Failure to Perform**

14.1 The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, despite a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

**15. Force Majeure**

15.1 The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(a) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

(b) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of

such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

**16. Termination Due to Integrity Violation**

16.1 The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

**17. Accounts and Records**

17.1 The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.