

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

**REQUEST FOR QUOTATIONS  
–PROCUREMENT OF VEHICLES –**

# REQUEST FOR QUOTATION - GOODS (RFQG)

**Project Title** : CLIMATE ADAPTATIVE COMMUNITY BASED WATER HARVESTING PROJECT  
IN MEGHALAYA

**Source of Funding** : Asian Development Bank

**Contract Ref** : GS 6

Date of Issue of Request: **9<sup>th</sup> June, 2025**

To : \_\_\_\_\_

Sir/Madam:

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

**Procurement of Vehicles:**

To assist you in the preparation of your price quotation we enclose the necessary **Supply and Delivery Schedule, Technical Specifications, Form of Quotation** and draft **Contract**.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm 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) you/your firm are/is owned by the Purchaser, or
  - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
  - (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.
4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

**Preparation of Quotations**

- (a) Your 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 Engineering Division, Soil & Water Conservation Department, Risa Colony, 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) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (e) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years.
- (f) The Firms/ Contractors shall obtain a valid trading license from the concerned Autonomous District Council (ADCs)

#### Submission and Opening

- (g) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by **27<sup>th</sup> June, 2025 at 01:00 PM** 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  
&  
Deputy Chief Executive Officer, MSWWDA  
4th Administrative building, 1st floor  
Lower Lachumiere, Meghalaya Shillong-793001  
Telephone : 03643510017  
Email : megsoil49@gmail.com

- (h) Quotations shall be opened in public, in the presence of participating suppliers' representatives who choose to attend, **on 27<sup>th</sup> June, 2025 at 02:00 PM** 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

- (i) 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**.
- (j) 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 you refuse to accept the correction, your quotation will be rejected.

### **Award of Contract**

- (k) 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.
- (l) The Supplier whose quotation has been accepted will be notified by the Purchaser within 21 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
- (m) 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.
5. Further information can be obtained from:
- Name : Mr. Z.D. Shira, (Deputy CEO)  
Address : Meghalaya Sate Watershed & Wasteland Development Agency  
(MSWWDA), Shillong, Meghalaya.  
Telephone : 0364 2224551  
E-mail : megsoil49@gmail.com
6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your 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):<sup>1</sup>
- (a) Name of Institution: \_\_\_\_\_
- (b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_
- (c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_
9. You/your 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:<sup>2</sup>

- (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: \_\_\_\_\_

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



(Purchaser)  
Deputy Chief Executive Officer  
MSWWDA

## Attachment 1

### 1. Price List

Item No.	Description of Goods	Quantity	Physical Unit	Unit Price with GST & other applicable taxes	Total Price
1	Pick UP 4 Wheel Drive	09	Number		
2	Sports Utility Vehicles (SUV)	02	Number		
	Total Price (in figure)				
	Total Price in (Word)				

### 2. List of Goods and Delivery Schedule

Item No	Description of Goods	Quantity	Physical unit	Delivery Destination (DAP- Delivered at Place)	Delivery Date		
					Earliest Delivery Date (days after effectiveness of contract)	Latest Delivery Date (days after effectiveness of contract)	Bidder's offered Delivery date
1	Pick Up 4 Wheel Drive	09	Number	Office of the Divisional Soil & Water Conservation Officer; Engineering Division Risa Colony, Shillong-793002	1	45	
2	Sports Utility Vehicles (SUV)	02	Number		1	45	

### 3. List of Related Services and Completion Schedule

Service	Description of Service	Quantity	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Vehicle registration and license plate issuance	11	set	Shillong, Meghalaya	45 days after effectiveness of contract
2	Vehicle Insurance	11	set	Shillong, Meghalaya	45 days after effectiveness of contract

### Attachment 2 TECHNICAL SPECIFICATIONS

The Goods and Related Services shall comply with following Technical Specifications and Standards:

Item No	Name of Goods or Related Service	Technical Specifications and Standards
1	Sports Utility Vehicle (SUV)	<ul style="list-style-type: none"> <li>- new, unused, and of the most recent or current model of year 2025</li> <li>- minimum to seat 6-7 passengers including driver</li> <li>- four wheel or rear wheel drive</li> <li>- 5 or 6 speed manual transmission</li> <li>minimum 1493 and 2198 cubic centimeters capacity diesel engine complying with BSVI</li> <li>- air-conditioning</li> <li>- driver and passenger airbags</li> <li>- rearview monitor</li> <li>- anti-lock Braking System</li> <li>- driver &amp; co-driver Airbags</li> <li>- reverse parking sensor</li> <li>- audio system and bluetooth</li> <li>- engine immobiliser</li> <li>- driver information system</li> <li>- power windows</li> <li>- central locking</li> <li>-</li> </ul>
2	Pick Up (4WD)	<ul style="list-style-type: none"> <li>- new, unused, and of the most recent or current model of year 2025</li> <li>- Double Cabin, minimum to seat 6 passengers including driver</li> <li>- four-wheel drive</li> <li>- 5 or 6 speed manual transmission</li> <li>minimum 2523 cubic centimeters capacity diesel engine complying with BSVI</li> </ul>

		<ul style="list-style-type: none"> <li>- DI -Turbo Charged</li> <li>- air-conditioning</li> <li>- driver and passenger airbags</li> <li>- rearview monitor</li> <li>- anti-lock Braking System</li> <li>- driver &amp; co-driver Airbags</li> <li>- reverse parking sensor</li> <li>- audio system and bluetooth</li> <li>- engine immobiliser</li> <li>- driver information system</li> <li>- power windows</li> <li>central locking</li> <li>- Payload Capacity 1015 Kgs</li> </ul>
3	Vehicle registration, Insurance and license plate issuance	<ul style="list-style-type: none"> <li>- Official vehicle registration and Insurance documents</li> <li>- Government license plate</li> </ul>



## FORM OF QUOTATION (Goods)

\_\_\_\_\_ (Date)

To: \_\_\_\_\_ [Purchaser's Name]  
\_\_\_\_\_ [Purchaser's Address]  
\_\_\_\_\_

We offer to execute the \_\_\_\_\_ in accordance with the **Contract Terms and Conditions** and the priced **Supply and Delivery Schedule** accompanying this Quotation for the Contract Price of Indian Rupees \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you 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.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

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

## ACCEPTANCE

The Purchaser accepts the Supplier's offer to supply and deliver the goods. Attached is the Contract with accepted Contract price for Supplier's signature to be submitted to the Purchaser within 7 days from receipt.

**Name of Purchaser:**

**Authorized Signature:**

**Name of Signatory:**

Date: \_\_\_\_\_

# CONTRACT

Name of Country: India

**Project Name:** CLIMATE ADAPTATIVE COMMUNITY BASED WATER HARVESTING PROJECT IN MEGHALAYA

**Name of Contract:** Purchase of Sports Utility Vehicle and Pick Up (4WD)

**Contract Ref:** GS 6

**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 applicable laws.

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

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

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## CONTRACT TERMS AND CONDITIONS

**Project Name:** CLIMATE ADAPTATIVE COMMUNITY BASED WATER HARVESTING PROJECT IN MEGHALAYA

**Purchaser:** Meghalaya State Watershed and Wasteland Development Agency, MSWWDA.

**Contract Ref:** GS 6

**Contract No:**

### 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.
- (i) "ADB" is the Asian Development Bank.

### 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. Fraud and Corruption

- 5.1 This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Suppliers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

**6. Fixed Contract Price**

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

**7. Delivery Schedule**

- 7.1 The delivery should be completed as per schedule indicated in the **Supply and Delivery Schedule**.

**8. 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.

**9. Delivery and Documents**

- 9.1 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.

**10. Taxes and Duties**

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

**11. Payment**

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

- (a) Bills in triplicate to be submitted to the office of the undersigned upon delivery of the materials along with the delivery challan.
- (b) 100% payment within 45 days after delivery and completion of Vehicle registration.

**12. Warranty**

- 12.1 Goods offered should be covered by manufacturer's warranty for at least 36 months or 1 Lakh kilometers or whichever is earlier, from the date of delivery to the Purchaser.

**13. Defects**

- 13.1 All defects will be corrected by the Supplier without any cost to the Purchaser within 15 days 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: To be incorporated to the Contract Agreement of the supplier upon award.

Address: \_\_\_\_\_

**14. Resolution of Disputes**

- 14.1 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 laws or rules of India.

**15. Failure to Perform**

- 15.1 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.

**16. Force Majeure**

- 16.1 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.

**17. Termination Due to Integrity Violation**

- 17.1 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.

**18. Accounts and Records**

- 18.1 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.

**19. Suspension of ADB Loan or Credit**

- 19.1 In the event that ADB suspends the Loan or Credit to the Purchaser, from which part of the payments to the Supplier are being made,
- (a) the Purchaser is obligated to notify the Supplier, with copy to the Purchaser's representative, of such suspension within 7 days of having received ADB's suspension notice.
  - (b) if the Supplier has not received sums due it within the 21 days for payment provided for in Clause 11 [Payments], the Supplier may immediately issue a 14-day termination notice.