

**MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

Protection of Vulnerable Catchment Areas in Meghalaya (MegARISE)

Financed under

German Financial Cooperation with India

BMZ-Nos. 2015 67 643(Loan) and 2015 67 650 (Grant)

REQUEST FOR QUOTATION

for

Procurement of Office Equipment under MegARISE

RFQ No.: MBDA/MegARISE/2025-26/G-15/

Procurement No: G15

Date of Issue: 12th November 2025

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Section I: Letter of Invitation

Procurement of Office Equipment under MegARISE

RFQ No.: MBDA/MegARISE/2025-26/G-15/

Date: 12th November 2025

Dear Sir/Madam,

1. The Government of Meghalaya hereinafter called “Meghalaya Basin Development Authority (MBDA)”, has received financing from KfW towards the cost of the “Protection of Vulnerable Catchment Areas in Meghalaya” Project, hereinafter called “MegARISE”, and intends to apply part of the proceeds towards eligible payments under the contract for which this Request for Quotation (RFQ) is issued.
2. Meghalaya Basin Development Authority (MBDA) now invites sealed price quotations from eligible suppliers (refer to Section III. Clause No. 3 for eligibility criteria) for the supply and delivery of the following items mentioned in the table below:

Table 1:

Lot#	Name of Goods	Quantity (NOS)	EMD Amount	Past experience	Delivery Address
Lot 1	Laptop Type 1	8	Rs.67,000/-	The bidder must have successfully executed at least one supply order for similar items to any Government Department or PSU in Meghalaya within the last three years, up to 31st October 2025 . A copy of the relevant supply order must be submitted along with the quotation. For the avoidance of doubt, it is hereby clarified that if a bidder submits a bid for multiple lots, the bidder must provide a separate supply order for each respective lot. Accordingly, if a bidder submits a bid for three lots, three corresponding supply orders must be submitted one for each lot. This criteria is applicable for all the Lots i.e from 1-15.	Meghalaya Basin Development Authority (MBDA) Procurement Division RDL Building, 3rd Floor, Springside Opposite HP Office Lumsohphoh, Nongthymmai - 793014
	Laptop Type 2	23			
	Desktop Type 1	1			
	Desktop Type 2	1			
	Tablets	2			
Lot 2	Low End Printers	4	Rs.5,000/-		
	High End Printers	2			
Lot 3	Flat Screen TV (60 inch)	2	Rs.12,000/-		
	Projector	2			
Lot 4	SSD External Drives	8	Rs.10,000/-		
	USB Drives	50			
Lot 5	Action Camera	4	Rs.10,000/-		
Lot 6	GPS Devices	50	Rs.40,000/-		
Lot 7	Waiting Room Chairs	2	Rs.8,000/-		

	Whiteboard with Stand	1			
	Almirah	5			
Lot 8	Speaker with Mic	2	NA		
Lot 9	Pedestal Fan	2	NA		
	Room Heater	6			
Lot 10	Coffee Machine	1	NA		
Lot 11	Whiteboard with Stand	3	Rs.8,000/-		<i>Catchment Management Unit (CMU) Umiew – C/o Zoram Villa Bomfyle, Lower Lachumere Road Opposite Saint Anthony's College Shillong - 793001</i>
	Plastic Chairs	60			
	Plastic Table	6			
	Revolving Chairs	10			
	Almirah	4			
Lot 12	Speaker with Mic	2	NA		
Lot 13	Pedestal Fan	2	NA		
	Room Heater	6			
Lot 14	Coffee Machine	1	NA		
Lot 15	Whiteboard with Stand	3	Rs.8,000/-		<i>Catchment Management Unit (CMU) Ganol – Akkongre, Tura Municipal Complex Tura Bazar, West Garo Hills Near District Court Building - 794001</i>
	Plastic Chairs	60			
	Plastic Table	10			
	Revolving Chairs	10			
	Almirah	4			

3. Quotations must be in a sealed envelope for both price and technical offer, clearly marked with the inscription:

“Procurement of Office Equipment under MegARISE”

RFQ No.: MBDA/MegARISE/2025-26/G-15/

Addressed to:

Meghalaya Basin Development Authority (MBDA)

Procurement Division

RDL Building, 3rd Floor,

Springside Opposite HP Office

Lumsohphoh, Nongthymmai – 793014

4. The deadline for receipt of your sealed quotation is **3rd December 2025 by 1600 Hrs. (IST)**. Quotations will be opened on **3rd December 2025 at 1630 Hrs.** All late submissions will be rejected outright.
5. All bids must be accompanied by the following documents. Offers with incomplete documents will be rejected:
- Declaration of Undertaking (Section V)
 - Form of Quotation (Section VI)
 - Schedule of requirements (Section VII)

- d) List of Goods and Price Schedule (Section VIII)
 - e) Schedule of Technical Specifications of Goods Offered (Section IX)
 - f) A copy of company's business registration/trading license
 - g) GST Registration Certificate
 - h) Manufacturers or Technical Brochures (catalogues) on the items offered
 - i) Non- Manufactures' Bidders will submit the Manufacturer's Authorization Form (MAF).
 - j) Copies of Past Contract/Supply orders/completion certificate as mentioned in the document
 - k) Earnest Money Deposit (EMD) in the name of **MegARISE, MBDA** in the form of account payee demand draft/bank guarantee, which shall remain valid at least for a period of 3 months. In case a bidder submits bids for more than one lot, the Earnest Money Deposit (EMD) shall be submitted cumulatively for all such lots.
6. Tenderers are required to complete the quotation Form and Price Schedule on their company's letter head in the formats provided in Section VI and VIII of the bid documents.
7. Quotation shall be fixed and presented in Indian Rupees. Price Quotations shall indicate any discount separately. The financial evaluation will be based on the price quotation per item. The final financial evaluation will consider the economically most advantageous offer for all items.
- 8. Price quotations will indicate all applicable taxes separately.**
9. Tenders shall be valid for **sixty (60) days** from the date of tender submission.
10. Tenderers are requested to bid for any of the lots.
11. The items shall be delivered to the Recipient within **20 days** from the date of Contract Signature.
12. 100% payment of the contract price will be paid within thirty (30) days after full delivery of all the items and accepted by the Purchaser and the Recipient.
13. When preparing their quotations, tenderers shall be guided by the Instructions and Conditions of supply in Section III.
14. Requests for clarifications shall be submitted within five (5) days after the date of Issuing of the Invitation of Quotation to the address: kfwmbdaprocurement@gmail.com
15. We look forward to receiving your quotation and thank you for your interest in the project.

Yours sincerely

Sd/-

**Additional Project Director
MegARISE, MBDA**

Section II: Pre-selected Firms

Not Applicable

Section III: Instructions to Bidders

Procurement of Office Equipment under MegARISE

RFQ No.: MBDA/MegARISE/2025-26/G-15/

1. Rules of the procurement	<p>The rules of this procurement and the selection of the firm for the supply of the goods will be made in accordance with the KfW "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries".</p> <p>The latest version of these KfW Guidelines can be downloaded from KfW's website under: https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/Vergaberichtlinien-2019-Englisch-Internet_2.pdf.</p>
2. Context of the requirement	Procurement of Office Equipment Under MegARISE
3. Eligibility criteria to participate in public procurement	<p>The suppliers established in India shall:</p> <ul style="list-style-type: none">a.) be in conformity with the provisions of the law andb.) have fulfilled their obligations with regard to the payment of duties and taxes andc.) are generally eligible as per KfW Eligibility Criteria (Section IV).d.) have no conflict of interest as per article 1.3.3 of KfW's Procurement Guidelines. In particulare.) not being owned or controlled by the purchaser;f.) not having business or family relationship with Purchaser's staff involved in the procurement process or the supervision of the resulting contract;g.) not being associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement;h.) not having the same legal representative as another bidder.i.) shall observe the highest standard of ethics and respect social as well environmental standards during the procurement process and contract implementation as set forth in Section IV a – KfW Policy Sanctionable Practice – Social and Environmental Responsibility. KfW will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

	<p>j.) The bidder must have successfully executed at least one supply order for similar items to any Government Department or PSU in Meghalaya within the last three years, up to 31st October 2025. A copy of the relevant supply order must be submitted along with the quotation.</p> <p>For the avoidance of doubt, it is hereby clarified that if a bidder submits a bid for multiple lots, the bidder must provide a separate supply order for each respective lot. Accordingly, if a bidder submits a bid for three lots, three corresponding supply orders must be submitted one for each lot. This criteria is applicable for all the Lots i.e from 1-15.</p> <p>With regards to the supply and delivery kindly note the following:</p> <p>k.) All the Goods and Related Services to be supplied under the contract and financed by KfW shall have their origin in any country in accordance with Section IV – KfW Eligibility Criteria</p>
4. Pre-selected firms	N/A
5. Clarifications	<p>Requests for clarifications shall be submitted within five (5) working days after the date of issuing of this RFQ to kfwmbdaprocurement@gmail.com</p>
6. Submission of quotation	<p>Quotations shall be submitted in 1 original quotation enclosed in a sealed envelope, clearly marked with the inscription: “Procurement of Office Equipment under MegARISE” RFQ No: MBDA/MegARISE/2025-26/G-15/ and must be sent or delivered to the address: Meghalaya Basin Development Authority (MBDA) Procurement Division RDL Building, 3rd Floor, Springside Opposite HP Office Lumsophoh, Nongthymmai – 793014</p>
7. Submission deadline for the quotation	<p>Date: No later than 3rd December 2025 by 1600 Hrs</p> <p>Any quotations received after the deadline prescribed in this section will be rejected and returned unopened to the bidder.</p>
8. Opening of quotations	<p>The opening will be held on 3rd December 2025 by 1630 Hrs at Meghalaya Basin Development Authority (MBDA), Procurement Division, RDL Building, 3rd Floor, Springside Opposite HP Office, Lumsophoh, Nongthymmai – 793014, office in the presence of the Bid Evaluation Committee and the bidders’ representatives who prefer to attend.</p>
9. Period of validity of quotation	60 Days (starting from submission date)

10. Documents comprising the quotation	<p>Each bidder shall submit only one quotation.</p> <p>Quotations submitted by the bidders shall comprise the following documents:</p> <ol style="list-style-type: none"> a.) Declaration of Undertaking (Section V) b.) Form of Quotation (Section VI) c.) List of Goods and Price Schedule (Section VIII) d.) Schedule of Technical Specifications of Goods Offered (Section IX) e.) Company's Business registration/trading license f.) GST Registration Certificate g.) Manufacturer's or Technical Brochures (catalogues) on the items offered h.) Non-Manufacturer Bidders will submit the Manufacturer's Authorization Form (MAF). i.) Copies of past contracts/supply orders/completion certificates as mentioned in the table 1. <p>Incomplete offers will be rejected.</p>
11. Brief description of the required goods (Technical details in Section IX)	<p>As per Table 1</p>
12. Language of bid	<p>The bid prepared by the Bidder, and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language.</p>
13. Currency of quotation	<p><input checked="" type="checkbox"/> Indian Rupee (INR) ₹</p>
14. Bid prices	<ul style="list-style-type: none"> • The Bidder shall indicate, on the appropriate Price Schedule attached to these documents (Section VIII), the total Bid Price quoted CIP (Carriage and Insurance Paid To) for goods, transport and insurance to the named place of destination (specified in No. 23), excluding the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the goods already imported. • The prices indicated in the quotation are fixed and not subject to any adjustment during the period of validity. • In case of any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected.
15. Taxes on price quotation	<p>Quotation must be exclusive of any Taxes.</p> <p>Applicable taxes shall be quoted separately.</p> <p>Expenditure Claims under the Project will be exclusive of taxes and will be borne by the MBDA.</p>

16. Partial quotations	<input type="checkbox"/> Not permitted (quotations must include all lots in this RFQ) <input checked="" type="checkbox"/> Permitted (quotations can exclude some lots in this RFQ)
17. Clarification of quotations	The Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation, if necessary.
18. Correction of arithmetical errors	Provided that the quotation is substantially responsive, the Purchaser shall correct arithmetical errors on the basis that the respective unit price and amount expressed in words shall prevail.
19. Evaluation criteria	<ul style="list-style-type: none"> • A quotation is considered substantially responsive if it meets the requirements listed in No. 10 without material deviation, reservation, or omission. Non-responsive offers will be rejected. • The <u>technical evaluation</u> shall be carried out by an evaluation of compliance to confirm that all requirements of Section IX: Technical Specifications have been met without any material deviation or reservation, or omission. • The <u>financial evaluation</u> will be the lowest price evaluation of the total price of the offer (corrected as necessary) after the evaluation of the technical compliance of the bids. • The financial evaluation will be evaluated on the net prices without the GST rate. Financial evaluation will be conducted lot-wise. The bidder offering the lowest price for each lot will be awarded the contract for that lot.
20. Award of contract	<ul style="list-style-type: none"> • The Purchaser will award the Contract to the successful Bidder whose bid has been determined to be administratively and technical compliant and has been determined as the lowest evaluated bid.
21. Notification of award	<ul style="list-style-type: none"> • Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. • Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
22. Signing contract	<ul style="list-style-type: none"> • At the time as the Purchaser notifies the successful Bidder that his bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in this RFQ Document, incorporating all agreements between the parties. • Within seven (7) days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser. The contract will become effective only upon return of the signed Contract Agreement.

23. Recipient and delivery location of goods	<p>Recipient of goods:</p> <p>Address: For Lot #1 - Lot# 7: Meghalaya Basin Development (MBDA) Procurement Division RDL Building, 3rd Floor, Springside Opposite HP Office Lumsophoh, Nongthymmai – 793014 Email: kfwmbdaprocurement@gmail.com</p> <p>Address: For Lot#7 – Lot# 11: Catchment Management Unit (CMU) Umiew – C/o Zoram Villa Bomfyle, Lower Lachumere Road Opposite Saint Anthony's College Shillong – 793001 Email: kfwmbdaprocurement@gmail.com</p> <p>Address: For Lot#12 – Lot# 15: Catchment Management Unit (CMU) Ganol – Akkongre, Tura Municipal Complex Tura Bazar, West Garo Hills, Near District Court Building - 794001 Email: kfwmbdaprocurement@gmail.com</p>
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Section IV: Eligibility Criteria

Eligibility in KfW-Financed Procurement

1. Consulting Services, Works, Goods, Plant and Non-Consulting Services are eligible for KfW financing regardless of the country of origin of the Contractors (including Subcontractors and suppliers for the execution of the Contract), except where an international embargo or sanction by the United Nations, the European Union or the German Government applies.
2. Applicants/Bidders (including all members of a Joint Venture and proposed or engaged Subcontractors) shall not be awarded a KfW-financed Contract if, on the date of submission of their Application/Offer or on the intended date of Award of a Contract, they:
 - 2.1. are bankrupt or being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation;
 - 2.2. have been
 - (a) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union and/or the German Government for involvement in a criminal organization, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
 - (b) convicted by a final court decision or a final administrative decision by a court, the European Union or national authorities in the Partner Country or in Germany for Sanctionable Practice during any Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests, unless they provide supporting information together with their Declaration of Undertaking (Form available as Appendix to the Application/Offer which shows that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction;
 - 2.3. have been subject within the past five years to a Contract termination fully settled against them for significant or persistent failure to comply with their contractual obligations during Contract performance, unless this termination was challenged, and the dispute resolution is still pending or has not confirmed a full settlement against them;
 - 2.4. have not fulfilled applicable fiscal obligations regarding payments of taxes either in the country where they are constituted or the PEA's country;
 - 2.5. are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individual available on the World Bank's website or any other multilateral development bank unless they provide supporting information together with their Declaration of Undertaking which shows that this exclusion is not relevant in the context of this Contract or
 - 2.6. have given misrepresentation in documentation requested by the PEA as part of the Tender Process of the relevant Contract.
3. State-owned entities may compete only if they can establish that they (i) are legally and financially autonomous, and (ii) operate under commercial law. To be eligible, a state-owned entity shall establish to KfW's satisfaction, through all relevant documents, including its charter and other information KfW may request, that it: (i) is a legal entity separate from their state (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to their state, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt.

Section IV a - KfW Policy – Sanctionable Practice – Social and Environmental Responsibility

1) Sanctionable Practice

The PEA and the Contractors (including all members of a Joint Venture and proposed or engaged Subcontractors) must observe the highest standard of ethics during the Tender Process and performance of the Contract.

By signing the Declaration of Undertaking the Contractors declare that (i) they did not and will not engage in any Sanctionable Practice likely to influence the Tender Process and the corresponding Award of Contract to the PEA's detriment, and that (ii) in case of being awarded a Contract they will not engage in any Sanctionable Practice.

Moreover, KfW requires to include in the Contracts a provision pursuant to which Contractors must permit KfW and in case of financing by the European Union also to European institutions having competence under European law to inspect the respective accounts, records and documents relating to the Tender Process and the performance of the Contract, and to have them audited by auditors appointed by KfW.

KfW reserves the right to take any action it deems appropriate to check that these ethics rules are observed and reserves, in particular, the rights to:

- (a) reject an Offer for Award of Contract if during the Tender Process the Bidder who is recommended for the Award of Contract has engaged in Sanctionable Practice, directly or by means of an agent in view of being awarded the Contract;
- (b) declare misprocurement and exercise its rights on the ground of the Funding Agreement with the PEA relating to suspension of disbursements, early repayment and termination if, at any time, the PEA, Contractors or their legal representatives or Subcontractors have engaged in Sanctionable Practice during the Tender Process or performance of the Contract without the PEA having taken appropriate action in due time satisfactory to KfW to remedy the situation, including by failing to inform KfW at the time they knew of such practices.

KfW defines, for the purposes of this provision, the terms set forth below as follows:

Coercive Practice	The impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person with a view to influencing improperly the actions of a person.
Collusive Practice	An arrangement between two or more persons designed to achieve an improper purpose, including influencing improperly the actions of another person.
Corrupt Practice	The promising, offering, giving, making, insisting on, receiving, accepting or soliciting, directly or indirectly, of any illegal payment or undue advantage of any nature, to or by any person, with the intention of influencing the actions of any person or causing any person to refrain from any action.
Fraudulent Practice	Any action or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a person to obtain a financial benefit or to avoid an obligation.
Obstructive Practice	Means (i) deliberately destroying, falsifying, altering or concealing evidence material to the investigation or the making of false statements to investigators, in order to materially impede an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice, or threatening, harassing or intimidating any Person to prevent them from disclosing their knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) any act

intended to materially impede the exercise of KfW's access to contractually required information in connection with an official investigation into allegations of a Corrupt Practice, Fraudulent Practice, Coercive Practice or Collusive Practice.

Sanctionable Practice Any Coercive Practice, Collusive Practice, Corrupt Practice, Fraudulent Practice or Obstructive Practice (as such terms are defined herein) which is unlawful under the Financing Agreement.

2) Social and Environmental Responsibility

Projects financed in whole or partly in the framework of Financial Cooperation have to ensure compliance with international Environmental, Social, Health and Safety (ESHS) standards (including issues of sexual exploitation and abuse and gender based violence) Contractors in KfW-financed projects shall consequently undertake in the respective Contracts to:

- a) comply with and ensure that all their Subcontractors and major suppliers, i.e. for major supply items comply with international environmental and labour standards, consistent with applicable law and regulations in the country of implementation of the respective Contract and the fundamental conventions of the International Labour Organisation¹ (ILO) and international environmental treaties and;
- b) implement any environmental and social risks mitigation measures, as identified in the environmental and social impact assessment (ESIA) and further detailed in the environmental and social management plan (ESMP) as far as these measures are relevant to the Contract and implement measures for the prevention of sexual exploitation and abuse and gender-based violence.

¹ In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

Section V: Declaration of Undertaking

Declaration of Undertaking

Reference name of the Application/Offer/Contract:

("Contract")²

To:

("Project Executing Agency")

1. We recognise and accept that KfW only finances projects of the Project Executing Agency ("PEA")³ subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
 - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
 - 2.2) having been convicted by a final judgment or a final administrative decision or a preliminary investigation/charge is pending against us for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings, or have been subject to (financial) sanctions and/or embargo provisions by the United Nations, the European Union or the Federal Republic of Germany. This exclusion criterion is also applicable to legal persons whose shares (or the majority thereof) are owned or de facto controlled by natural or legal persons against whom such judgments, administrative decisions, (financial) sanctions and/or embargoes have been imposed and – in the case of (financial) sanctions and/or embargoes – these restrictive measures continue to apply;
 - 2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (*in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction*);
 - 2.4) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5) not having fulfilled the applicable fiscal obligations with regard to the payment of taxes at the respective tax residence and in the country of origin of the PEA (*contractors based in Annex I countries (<https://www.consilium.europa.eu/de/policies/eu-list-of-non-cooperative-jurisdictions/>) must submit a fully completed and legally countersigned declaration of tax conformity (Appendix I to the Declaration of Undertaking) in addition to the Declaration of Undertaking at the time of award of the contract/contract review. This shall become an integral part of the contract. Failure to submit may result in exclusion from the awarding procedure. For contractors based in countries not listed as Annex I countries, only the Declaration of Undertaking must be submitted, and not the declaration of tax conformity*);
 - 2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the

² Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW's "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries".

³ The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services.

relevant list of any other multilateral development bank *(in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction)*; or

- 2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.
3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:
 - 3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;
 - 3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;
 - 3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;
 - 3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;
 - 3.5) in the case of procurement of Works, Plant or Goods:
 - i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;
4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.
6. In the context of the Tender Process and performance of the corresponding Contract:
 - 6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice, or violate the Guidelines during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;
 - 6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and
 - 6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation⁴ (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation

⁴ In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project.
8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case, for at least six years from the date of fulfillment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of⁵: _____

Signature:

Dated:

⁵ In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder.

Declaration of tax conformity – binding confirmation for legal persons

Name of company

I hereby confirm with my signature that:

1. I am authorised to make this declaration on behalf of the above company;
2. the company properly pays all taxes in accordance with the tax laws of the country in which the company is domiciled;
3. the company is not currently nor has been in the past involved in any legal proceedings concerning the taxation of the company;
4. the company will duly pay taxes that may arise from the provision of contracted services;
5. all information and statements provided in advance are complete, accurate in terms of content and currently correct.

.....
(Place)

.....
(Date)

.....
(Name of the consultant)

.....
(Signature(s))

Declaration of tax conformity – binding confirmation for natural persons

I hereby confirm with my signature that:

1. I make this declaration in my name/on my own account;
2. I duly pay taxes that I am obliged to pay under the tax law of my country of residence;
3. I am not currently involved in tax law court proceedings, nor have I been in the past;
4. I will duly pay taxes that may arise from the provision of contracted services;
5. I have filled in all the information and statements of this confirmation in full, accurately in terms of content and that they are up to date at this time.

.....
(Place)

.....
(Date)

.....
(Name of the person)

(Signature)

.....

Section VI: Form of Quotation

[The Bidder shall prepare his Bid Submission Form on a letterhead paper specifying the Bidder's complete name, address and communication details].

Date: _____

To: **Meghalaya Basin Development Authority (MBDA)**

Ref.: Procurement of Office Equipment under MegARISE

RFQ No.: MBDA/MegARISE/2025-26/G-15/

We refer to your RFQ No. _____ dated _____. We undertake to supply the goods as indicated in the attached Schedule of Technical Specifications and List of Goods and Price Schedule in accordance with the Request for Quotation document for the contract price of _____ (amount in words and figures) in _____ (name of currency).

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We undertake to complete the delivery of the above equipment to the Recipient within ____ days from the date of Contract Signature.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Section III Clause No. 3

The validity period of our quotation is: _____ days.

Until a formal Contract is prepared and executed, this quotation, together with your written acceptance thereof and your notification of award, shall 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 Quotation required by the documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Section VII: Schedule of Requirements

1) Supply of Goods & warranty:

Each item of equipment to be supplied is described in Section IX: Schedule of Technical Specifications of Goods. The successful Supplier shall supply a copy of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

Items offered should be covered by at least 3 Years warranty (if applicable) from the date of delivery to the Purchaser/Procuring Entity. Goods offered shall be new, unused and based on the manufacturer's current and most recent model

2) Recipient of Goods:

Address: For Lot #1 - Lot #7:

SPMU Office Meghalaya Basin Development (MBDA)
Procurement Division
RDL Building, 3rd Floor,
Springside Opposite HP Office
Lumsophoh, Nongthymmai – 793014
Email: kfwmbdaprocurement@gmail.com

Address: For Lot#8 – Lot#11:

Catchment Management Unit (CMU) Umiew –
C/o Zoram Villa Bomfyle, Lower Lachumere Road
Opposite Saint Anthony's College Shillong – 793001
Email: kfwmbdaprocurement@gmail.com

Address: For Lot#12 – Lot#15:

Catchment Management Unit
(CMU) Ganol – Akkongre, Tura Municipal Complex Tura Bazar,
West Garo Hills, Near District Court Building – 794001
Email: kfwmbdaprocurement@gmail.com

3) Delivery and Installation

All equipment shall be forwarded to the destination as per No. 2 under the responsibility of the Supplier within 30 days after signing of the contract. The supplier is responsible for the installation and instruction of the end-users pursuant to the instruction procedures of the manufacturers. The manuals must be delivered in English and for selected items in English language as indicated in the schedule of requirements.

4) Post-Sales Service:

Please provide details of any after-sales service that you offer, including technical support and maintenance

Section VIII: Price Schedule of Goods

Currencies in accordance with Section III No. 13						Date: <i>[Insert]</i>	
						RFQ. No.: <i>[Insert]</i>	
						Page <i>[Inserts]</i> of <i>[Insert]</i>	
1	2	3	4	5	6	7	8
Line Item No.	Description of Goods*	Country of Origin	Delivery Time in Days at named place of CIP destination <i>[Insert final destination(s) in the Purchaser's country]</i>	Quantity and Physical unit (Nos.)	CIP Unit Price & Currency excluding Custom Duties and Import Taxes paid, in accordance with Section I No. 14	Sales and other taxes paid or payable if Contract is awarded.	Currency & Total Price per line item (Col. 5 x 6)
<i>Lot#</i>							
Total Price (including currency) CIP plus local services (if any) <i>[Insert name of Purchaser's Country]</i>							

Name of Bidder:

Signature of Bidder

Date:

***Description of goods to be provided along with the warranty**

Section IX: Schedule of Technical Specifications of Goods

Technical Specifications: Procurement of Office Equipment Under MegARISE					
RFQ No. MBDA/MegARISE/2025-26/G-15 Date- 28th November, 2025					
Lot No#	Item	Quantity	Specification		Statement of Compliance
		(NOS)			(Bidder's Offered Item & Specification)
Lot 1	Laptop Type 1	8	Processor	Intel Core i7 13 Gen/ AMD Ryzen 7 pro or equivalent	
			RAM size	16 Gb or equivalent	
			Memory Technology	DDR5 or equivalent	
			Memory Clock Speed	3.5 GHz or equivalent	
			Hard Drive Size	1 TB SSD	
			Hard Drive Interface	Solid State	
			Audio Details	Headphones, Speakers	

			Graphics Coprocessor	NVIDIA GeForce RTX 3050 or Better	
			Power source	Lithium-ion batteries	
			Connectivity Type	Bluetooth, Wi-fi, USB, HDMI(Latest Version)	
			Service center	Shillong	
			Warranty	1 Year	
			Screen Size	15'6 inches (should have Num Pad)	
			Additional Features	Windows 11	
				Microsoft Office 2021 for Lifetime	
				Anti-Virus	
				Laptop Bag	
				Wireless Mouse	
				Auto CAD features	

Lot 1	Laptop Type 2	23	Form Factor	Ultra-Portable	
			Standing Screen Display Size	14 Inches	
			Screen Resolution	WUXGA (1920 × 1200), 16:10 aspect ratio	
			Batteries	1 Lithium Polymer battery (56.6 Wh, built-in)	
			Processor Type	Intel Core i5 (13th Gen) 13420H	
			Processor Speed	2.1 GHz upo 4.6 GHz (Turbo Boost)	
			Processor Count	8	
			RAM Size	16 GB	
			Computer Memory Type	DDR5	
			Hard Drive Size	512 GB	

			Hard Disk Description	SSD (M.2 PCIe 4.0 NVMe)	
			Audio Details	Dolby Audio, Stereo Speakers (2 × 2W)	
			Graphics Coprocessor	Intel UHD Graphics	
			Graphics Chipset Brand	Intel	
			Graphics Card description	Integrated	
			Connectivity Type	Wi-Fi 6E, Bluetooth 5.1	
			Wireless Type	802.11ax (Wi-Fi 6E)	
			Number of USB 3.0 Ports	2 × USB-A 3.2 Gen 1, 2 × USB-C 3.2 Gen 1 (with DisplayPort + Power Delivery)	

			Number of HDMI Ports	1 × HDMI 1.4b	
			Front Webcam Resolution	1080p Full HD with IR and Privacy Shutter	
			Power Source	Battery Powered with 65W USB-C Charger	
			Operating System	Windows 11 Home	
			Lithium Battery Energy Content	56.6 Watt Hours	
			Item Weight	Approx. 1.46 kg	
			Additional Features	Microsoft Office 2021 for Lifetime	
				Anti-Virus	
Lot 1	Desktop Type 1	1	Processor	M4 Chip	
				8-core CPU with 4 performance cores and 4 efficiency cores	

				8-core GPU	
				16-core Neural Engine	
			Memory	16 GB unified memory	
			Connectivity	Wi-Fi 6E (802.11 ax)3	
				Bluetooth 5.3	
			Storage	512 GB or higher	
			Display	24 inches 4.5 K Retina display	
				4480x2520 resolution at 218 pixels per inch with support for 1 billion colours	

				500 nits brightness	
				Wide colour (P3) with True Tone technology	
			Camera	1080p FaceTime HD camera	
				Advance image signal processor with computational video	
			Ports	Two Thunderbolt/USB 4 ports	
				3.5 mm headphone jack with advance for high-impedance heaadphones	
			Additional	Magic Keyboard with Touch ID	
				Magic Mouse	

				143W power adapter	
				Power cord (2m)	
				USB-C to Lightning Cable	
Lot 1	Desktop Type 2	1	Processor	> i5 14 Gen	
			RAM	16GB or 32GB DDR4 RAM (expandable to 64GB)	
			HDD	500 GB or 1 TB	
			SSD	512GB NVMe or 1TB NVMe SSD	
			Graphics	NVIDIA GeForce RTX 3060 or 3070 (optional for GPU-intensive tasks)	
			OS	Windows 11	
			Monitor	27"	
			Wireless Card	Need to have wifi card pre installed inbuilt	
				Bluetooth® wireless card	

			Peripherals	Wired Mouse ,wired Keyboard	
				UPS	
			Connectivity	USB 3.1 Gen 1 Type-A ports (x4)	
				USB 3.1 Gen 2 Type-C port (x1)	
				HDMI 2.0 and DisplayPort	
				Ethernet port	
				Wi-Fi (in built)	
				Bluetooth® wireless card	
Lot 1	Tablets	2	Memory Storage	512 GB	
			Screen Size	13 inches Ultra Retina XDR Display with ProMotion, P3 wide colour and True Tone	
			Display Resolution Maximum	2752 x 2064 pixels	
			Processor	M5 Chip	
			Operating System	IOS 26	
			RAM Memory	12 Gb	
			Network	Wi-Fi + Cellular and should support 5g LTE Network	
			Battery Life	Up-to 10 Hours	
			Connector	USB-C connector with support for thunderbolt/USB 4	
			Wi-Fi	Wi-Fi 802.11 a/b/g/n/ ac; 2.4 GHz & 5 GHz or Higher	
			Bluetooth version	6 or higher	

			GPS	Should support GPS, AGPS & Geo Tagging. Location tracking to be supported by Google Maps	
			Flashlight	Optional	
			Camera- Primary	12 MP or higher	
			Camera- Secondary	12 MP or higher	
			Pencil	Should include Pencil	
			Accessories	<ul style="list-style-type: none"> OEM Magic keyboard Folio 	
				<ul style="list-style-type: none"> Tempered Glass as per offered screen size 	
				<ul style="list-style-type: none"> USB Cable & Charger 	
				<ul style="list-style-type: none"> Pen 	
			Warranty	As per company standards	
			colour	Black/Silver	
Lot2	Low End Printers	4	Printer Type	Monochrome Laser	
			Functionality	Single Function (Print Only)	
			Connectivity	Wireless, Hi-Speed USB 2.0	
			Print Speed	Up to 21 pages per minute (ppm)	
			Input Tray Capacity	150 sheets	
			Output Tray Capacity	100 sheets	
			Monthly Duty Cycle	Up to 10,000 pages	
			Color Output	Black & White	

Lot 2	High End Printers	2	Printer Type	A3 Inkjet, All-in-One (Print, Scan, Copy, Fax – optional)	
			Print Technology	Ink-Tank (Continuous Ink Supply System, Dye/Pigment based depending on model)	
			Print Functions	Print, Copy, Scan (some models include Fax)	
			Print Size	Up to A3 (329 × 483 mm)	
			Print Resolution	Up to 4800 × 1200 dpi	
			Print Speed (ISO)	~15 ppm (black) / 10 ppm (color)	
			Draft Speed	Up to 30 ppm (black) / 20 ppm (color)	
			Borderless Printing	Supported (up to A3)	
			Duplex Printing	Automatic (varies by model; manual in some)	
			Monthly Duty Cycle	~10,000 pages (recommended ~1,000–1,500 pages)	
			Ink System	Refillable Ink-Tank (4-color: C, M, Y, K; some models 6-color for vivid prints)	
			Ink Yield	Black: ~6,000 pages / Color: ~7,000 pages per refill set	

			Scanner Type	Flatbed & ADF (Automatic Document Feeder – up to A3 in premium models)	
			Scanner Resolution	Up to 1200 × 2400 dpi	
			Copy Speed	~8 cpm (black) / 6 cpm (color)	
			Connectivity	USB 2.0, Wi-Fi, Wi-Fi Direct, Ethernet, Mobile Printing (AirPrint, Mopria)	
			Paper Handling	Input: 250 sheets (varies); Output: 100 sheets	
			Media Types	Plain Paper, Photo Paper, Envelopes, Labels, Cardstock	
			Display	2.4” –4.3” LCD touchscreen (varies)	
			Operating System	Windows, macOS, Linux (varies by drivers)	
			Power Consumption	~20W (printing), ~1W (standby)	
			Dimensions (W × D × H)	~530 × 420 × 240 mm (varies)	
			Weight	~8–12 kg	
			Warranty	1 Year Standard (extendable up to 3 Years for office use)	
Lot 3	Flat Screen TV (60 inch)	2	Display:	60-inch LED panel with 4K UHD (3840 × 2160) resolution	

			HDR Support:	Active HDR with HDR10 Pro and HLG	
			Processor:	Quad-Core Processor 4K	
			Audio:	20W output (2 x 10W), Clear Voice III, Ultra Surround	
			Smart Features	: AI ThinQ, Google Assistant, Amazon Alexa, Apple AirPlay 2, Apple HomeKit	
			Connectivity:	* 2 HDMI ports	
				*1 USB port	
				*Ethernet port	
				*Bluetooth 5.0	
				* Wi-Fi Direct	
			Design:	Slim profile with 3-side Cinema Screen	
			Weight:	17.1 kg (without stand)	
			Power Consumption:	75W (operating), 0.5W (standby)	
			Included:	Magic Remote, wall mount bracket, user manual, warranty card	
Lot 3	Projector	2	Resolution	3840 x 2160 pixels (4K UHD)	
			Contrast Ratio	100,000:1	
			Brightness	2000 lumens	
			Aspect Ratio	16:09	
			Refresh Rate	240 Hz	
			Audio	Built-in speaker	

			Inputs	HDMI, USB	
			Power Consumption	180 Watts	
			Operating Voltage	240 Volts	
			Noise Level	30 db	
			Weight	5.5 kg	
			Dimensions	21.2 x 18.09 x 19.48 cm	
			Included Accessories	Projector unit with adaptor	
				Pointer 10 pieces	
Lot 4	SSD External Drives	8	Capacity	4TB	
			Interface	USB 3.2 Gen 2x2 (20Gbps)	
			Connector	USB-C	
			Sequential Read/Write Speeds	Up to 2000MB/s	
			Durability:Drop Protection	Up to 3 meters	
			Water and Dust Resistance	IP65 rated	
			Build	Forged aluminum chassis with a durable silicone shell	
			Encryption	256-bit AES hardware encryption	
			Compatibility	Compatible with Windows, macOS, and USB-C smartphones	
			Dimensions	110.26mm x 57.34mm x 10.22mm	
			Weight	77.5 grams	
			Operating Temperature	0°C to 45°C	

	USB Drives	50	Non-Operating Temperature	-20°C to 85°C	
			Warranty	5-year limited warrant	
			Type	OTG/Flash Pendrive	
			Capacity	128 GB	
			Speed	150 Mbps or higher	
			Connectivity	USB Compatible	
			Warranty	As Per OEM Standard	
Lot 5	Action Camera	4	Video Resolution	4K/120 fps in some modes; high-frame-rate slow-motion	
			Photo Resolution	40 MP ($\approx 7,296 \times 5,472$) for stills	
			Leans Features	Fixed aperture f/2.8; ultra-wide field of view $\approx 155^\circ$	
			Built-in Storage	64 GB total built-in, ~47 GB usable	
			Image Stabilization	RockSteady 3.0" (EIS) and "HorizonSteady / HorizonBalancing" mode for 360° horizon lock. Subject tracking (including selfie/self-vlog friendly)	
			Waterproof Rating	20 m without the Waterproof Case, 60 m with the Waterproof Case	
			Battery Life	Li-ion 1S, 1950 mAh, 7.5 Wh, 3.87 V, 240 mins operating time	
			Connectivity	WiFi 6.0, Bluetooth 5	

			Screen	Dual high-brightness OLED touchscreens – front and rear. Rear ~2.5", front ~1.46".	
			Time-Lapse mode	Yes	
			Mount/Accessory Compatibility	ADOFYS Magnetic Adapter Mount.	
			Slow motion	Yes	
			Microphone	Built-in 3-mic stereo system with noise reduction	
			Expandable Storage	microSD (500 GB)up to 1 TB)	
			Dimensions	70.5×44.2×32.8 mm (L×W×H)	
			Weight	146 g	
			Accessories Included	* Extension Rod Kit * Full camera cage * Magnetic Backpack * Clip Mount	
Lot 6	GPS Devices	50	Dimension	2.1" x 4.0" x 1.3" (5.4 x 10.3 x 3.3 cm)	
			Weight	5 oz (141.7 g) with batteries	
			Screen Size	5.6 Centimetres	
			Map Type	Satellite	
			Display Size	1.4" x 1.7" (3.5 x 4.4 cm); 2.2" diag (5.6 cm)	
			Display resolution	240 x 320 pixels	
			Battery type	2 AA batteries (not included); NiMH or Lithium recommended	

			Battery life	25 hours	
			Memory/History	8 GB	
			Interface	Mini USB	
			Mounting Type	Handheld	
			Audio Output Mode	Speaker	
Lot 7	Waiting Room Chairs	2	Seating Capacity : 3 Persons		
			Overall Dimensions: 165.5 cm (W) × 66.5 cm (D) × 87 cm (H)		
			Seat Height; 42.5 cm		
			Armrests: Fixed (2 or 4)		
			Foam Type: High-density self-skin PU foam		
			Special Feature: Cold-comfort (no exposed metal)		
			Ideal Usage Areas: Offices, hospitals, hotels, airports, lobbies		
			Warranty:~1 Year		
Lot 7		1	Colour	Grey	

	Whiteboard with Stand		Material	Prime Quality CRCA Steel, MDF, Melamine Writing Surface (Marker), Virgin ABS and EVA	
			Size	3 x 4 feet	
			Ruling	Plain	
Lot 7	Almirah	5	Material	CRCA Steel	
			Sheet Thickness	0.8 mm (Body and Doors)	
			Locking System	High-quality three-way locking mechanism	
			Handle Type	Traditional solid steel handle	
			Number of Shelves	4 shelves	
			Compartments	5 equal compartments (including base)	
			Dimensions (W×D×H)	Width: 90 cm × Depth: 51 cm × Height: 197 cm	
			Weight	Less than 70 kg	
			Door Type	Hinged double-door	
			Usage	Office storage, file/ document organization	
Catchment Management Unit (CMU) Umiew					
Lot 8	Speaker with Mic	2	Power Source	AC mains, 12 V DC (external), built-in 12 V/7Ah rechargeable battery	
			Connector Type	Mic (6.3 mm), RCA Aux, USB, SD/MMC, Bluetooth	
			Item Weight	17.5 Kilograms	

			Output Wattage	50 W Max (35 W LF + 15 W HF)	
			Number of Channels	6 input channels (2 wired mic, 2 wireless mic, Aux, Music)	
			Audio Input	Mic, Aux, Music, Bluetooth, USB/SD/MMC	
			Recommended Uses For Product	Public address, outdoor events, schools, religious gatherings	
			Package Dimensions	610 mm × 405 mm × 350 mm	
			Power sources supported:	AC mains: 220–240 V, 50/60 Hz	
				External 12 V DC (e.g., car battery)	
				Built-in 12 V 7 Ah rechargeable battery	
				Power consumption: ~60 VA	
			Electric fan design	Floor Fan	
Lot 9	Pedestal Fan	2	Power Source	Corded Electric	
			Style	Stand 82	
			Special Feature	Oscillating	
			Recommended Uses For Product	Cooling	
			Noise Level	2 dB	
			Wattage	58 Watts	
			Finish Type	Powder Coated	
			Number of Blades	3	
			Air Flow Capacity	90 Cubic Metres per Minute	

			Blade Length	400 Millimetres	
			Speed	1.33E+3 RPM	
			Voltage	240 Volts	
			Switch Type	Push Button	
			Item Weight	5 Kilograms	
			Included Components	Light Kit	
			Efficiency	Energy Efficient	
			Cable Length	2 Metres	
			Number of Power Levels	3	
			Size	Medium	
			Country of Origin	India	
Lot 9	Room Heater	6	Power	1000 W Halogen (Radiant Rod)	
			Mesh Grid	Nickel-Chrome-Plated	
			Reflector	Stainless Steel	
			Cord & Stand	Cotton-Braided, Flexible Stand	
			Safety	Overheat Protection, Tip-Over Switch	
			Controls	Push Button, Single Setting	
			Motor/Rotation	No auto-revolve	
			Coverage	~20-200 sq ft	
			Warranty	1-2 Years (depends on retailer)	
			Certification	BIS Certified	
			Dimensions & Weight	~14×22×32 cm; 1.3-2.3 kg (varies)	
Lot 10	Coffee Machine	1	Colour	Black	

			Product Dimensions	22D x 22W x 22H Centimeters	
			Build:	The body is made of durable materials like ABS plastic and mild steel, and it weighs between 15 and 25 kg.	
			Beverages:	It dispenses two drinks, typically coffee and tea, from premix powders. It also provides plain hot water.	
			Capacity:	It has two premix canisters, each holding about 1.1 kg, and a 2-3 liter stainless steel boiler.	
			Operation Mode	Fully Automatic	
			Power:	It runs on a standard 220V/ AC outlet and consumes 700-2000W.	
			Performance:	It can make 5-10 cups per minute and dispenses up to 22 cups continuously.	
			Coffee Input Type	premix	
			Features:	The machine is fully automatic and includes an auto-clean function for hygiene and a digital cup counter for tracking usage.	
Lot 11		3	Colour	Grey	

	Whiteboard with Stand		Material	Prime Quality CRCA Steel, MDF, Melamine Writing Surface (Marker), Virgin ABS and EVA		
			Size	3 x 4 feet		
			Ruling	Plain		
	Plastic Chairs	60	Material Types:	Polypropylene (PP)		
			Product Dimensions:84 CM x 56 CM x 54 CM			
	Plastic Table	6	Rectangular Plastic Table	4 x 3		
	Revolving Chairs	10	Product Dimensions: 45D x 66W x 127.5H (cm)			
			Colour: Black			
			Material: Polypropylene			
			Back Style: Mesh			
			Armrest: Yes (Adjustable)			
			Back Rest: Yes (Adjustable)			
Compatibility: Office use						
Warranty: 1 year or more						
Almirah	4	Material	CRCA Steel			
		Sheet Thickness	0.8 mm (Body and Doors)			

			Locking System	High-quality three-way locking mechanism	
			Handle Type	Traditional solid steel handle	
			Number of Shelves	4 shelves	
			Compartments	5 equal compartments (including base)	
			Dimensions (W×D×H)	Width: 90 cm × Depth: 51 cm × Height: 197 cm	
			Weight	Less than 70 kg	
			Door Type	Hinged double-door	
			Usage	Office storage, file/ document organization	
Catchment Management Unit (CMU) Ganol					
Lot 12	Speaker with Mic	2	Power Source	AC mains, 12 V DC (external), built-in 12 V/7Ah rechargeable battery	
			Connector Type	Mic (6.3 mm), RCA Aux, USB, SD/MMC, Bluetooth	
			Item Weight	17.5 Kilograms	
			Output Wattage	50 W Max (35 W LF + 15 W HF)	
			Number of Channels	6 input channels (2 wired mic, 2 wireless mic, Aux, Music)	
			Audio Input	Mic, Aux, Music, Bluetooth, USB/SD/MMC	

			Recommended Uses For Product	Public address, outdoor events, schools, religious gatherings	
			Package Dimensions	610 mm × 405 mm × 350 mm	
			Power sources supported:	AC mains: 220–240 V, 50/60 Hz	
				External 12 V DC (e.g., car battery)	
				Built-in 12 V 7 Ah rechargeable battery	
				Power consumption: ~60 VA	
Lot 13	Pedestal Fan	2	Electric fan design	Floor Fan	
			Power Source	Corded Electric	
			Style	Stand 82	
			Special Feature	Oscillating	
			Recommended Uses For Product	Cooling	
			Noise Level	2 dB	
			Wattage	58 Watts	
			Finish Type	Powder Coated	
			Number of Blades	3	
			Air Flow Capacity	90 Cubic Metres per Minute	
			Blade Length	400 Millimetres	
			Speed	1.33E+3 RPM	
			Voltage	240 Volts	
			Switch Type	Push Button	
			Item Weight	5 Kilograms	

			Included Components	Light Kit	
			Efficiency	Energy Efficient	
			Cable Length	2 Metres	
			Number of Power Levels	3	
			Size	Medium	
			Country of Origin	India	
	Room Heater	6	Power	1000 W Halogen (Radiant Rod)	
			Mesh Grid	Nickel-Chrome-Plated	
			Reflector	Stainless Steel	
			Cord & Stand	Cotton-Braided, Flexible Stand	
			Safety	Overheat Protection, Tip-Over Switch	
			Controls	Push Button, Single Setting	
			Motor/Rotation	No auto-revolve	
			Coverage	~20–200 sq ft	
			Warranty	1–2 Years (depends on retailer)	
			Certification	BIS Certified	
			Dimensions & Weight	~14×22×32 cm; 1.3–2.3 kg (varies)	
Lot 14	Coffee Machine	1	Colour	Black	
			Product Dimensions	22D x 22W x 22H Centimeters	
			Build:	The body is made of durable materials like ABS plastic and mild steel, and it weighs between 15 and 25 kg.	

			Beverages:	It dispenses two drinks, typically coffee and tea, from premix powders. It also provides plain hot water.	
			Capacity:	It has two premix canisters, each holding about 1.1 kg, and a 2-3 liter stainless steel boiler.	
			Operation Mode	Fully Automatic	
			Power:	It runs on a standard 220V/ AC outlet and consumes 700-2000W.	
			Performance:	It can make 5-10 cups per minute and dispenses up to 22 cups continuously.	
			Coffee Input Type	premix	
			Features:	The machine is fully automatic and includes an auto-clean function for hygiene and a digital cup counter for tracking usage.	
Lot 15	Whiteboard with Stand	3	Colour	Grey	
			Material	Prime Quality CRCA Steel, MDF, Melamine Writing Surface (Marker), Virgin ABS and EVA	
			Size	3 x 4 feet	
			Ruling	Plain	
	Plastic Chairs	60	Material Types: Polypropylene (PP)		

			Product Dimensions: 84 CM x 56 CM x 54 CM		
	Plastic Table	10	Rectangular Plastic Table: 4x3		
	Revolving Chairs	10	Product Dimensions: 45D x 66W x 127.5H (cm)		
			Colour: Black		
			Material: Polypropylene		
			Back Style: Mesh		
			Armrest: Yes (Adjustable)		
			Back Rest: Yes (Adjustable)		
			Compatibility: Office use		
			Warranty: 1 year or more		
	Almirah	4	Material	CRCA Steel	
			Sheet Thickness	0.8 mm (Body and Doors)	
			Locking System	High-quality three-way locking mechanism	
			Handle Type	Traditional solid steel handle	
			Number of Shelves	4 shelves	
Compartments			5 equal compartments (including base)		
Dimensions (W×D×H)			Width: 90 cm × Depth: 51 cm × Height: 197 cm		

			Weight	Less than 70 kg	
			Door Type	Hinged double-door	
			Usage	Office storage, file/ document organization	

Section X: Conditions of Contract

1. Definitions

- 1.1 In this contract, the following terms shall be interpreted as indicated:
- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - b) "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
 - c) "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Purchaser under the contract;
 - d) "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
 - e) "The Purchaser" means the organization purchasing the goods;
 - f) "The Supplier" means the individual or firm supplying the goods and services under this contract.

2. Technical Specification

- 2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.

3. Patent Right

- 3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.

4. Inspection and Tests

- 4.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises.
- 4.2 Should any inspected goods fail to conform to the specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free to the Purchaser.

5. Packing

- 5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
- 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.

- 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Goods

- 6.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.

All Goods and Related Services to be supplied under the Contract and financed by the KfW shall have their origin in accordance with Section IV (Eligibility Criteria) of the Request for Quotation.

For the purpose of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance. The term “origin” means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

7. Insurance

- 7.1 The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 7.2 Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. Warranty

- 8.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.
- 8.2 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.
- 8.3 The following time limit for warranty shall apply:
Standard Warranty: Transfer of the manufacturer’s normal warranty conditions and time (usually 6 months to 2 years) on materials, tools and simple machinery to the Purchaser, and representation of the Purchaser is case of warranty claims.
- 8.4 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

- 8.5 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective goods.
- 9. Payment**
- 9.1 Payment for goods supplied from within 30 days shall be made in Indian Rupees into the bank accounts of the selected supplier after the delivery, installation and commissioning of goods to the satisfaction of the Purchaser.
- 9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by the invoice describing, as appropriate, the Goods delivered and by the shipping documents and, upon fulfilment of other obligations stipulated in the Contract.
- 9.3 Payment shall be made promptly by the Purchaser within thirty (30) days of submission of an invoice/claim by the Supplier.
- 10. Prices**
- 10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
- 11. Liquidated Damages**
- 11.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.
- 12. Resolution of Disputes**
- 12.1 The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of Purchaser's Country.
- 13. Language**
- 13.1 The Governing Language of this contract shall be English.
- 14. Applicable Law**
- 14.1 The applicable law shall be the Law of Purchaser's Country.
- 16. Taxes and Duties**
- 16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees and other such levies imposed by the Government of Meghalaya.
- 16.2 All taxes, duties, license fees and other such levies are to be listed **separately** on the invoices.

**18. Insurance,
Reimbursements,
guarantee or
similar claimable
payments**

**19. Fraud and
Corruption**

- 18.1 Any reimbursements guarantee or similar claimable payments and any insurance payments shall be remitted to a special account of the Recipient in the country of the Recipient, which may be drawn on only with the consent of KfW. Such funds may be re-utilized for the execution of the Project with KfW's consent.
- 19.1 The Government requires that the Employer, as well as Bidders and Contractors shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.
KfW requires the same complemented by Section IVa KfW Policy.
- 19.2 In pursuance of this requirement, the Employer shall:
- a) exclude the Bidder from participation in the procurement proceedings concerned or reject a quotation/bid for award;
 - b) if it, at any time, determines that the Bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under public funds.
- 19.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Employer, it shall, in the first place, allow the Bidder to provide an explanation and shall, take actions only when a satisfactory explanation is not received. Such exclusion and the reasons thereof, shall be recorded in the record of the procurement proceedings and promptly communicated to the Bidder concerned. Any communications between the Bidder and the Employer related to matters of alleged fraud or corruption shall be in writing.
- 19.4 The Government defines, for the purposes of this provision, the terms set forth below as follows:
- a) **“Corrupt Practice”** means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other governmental/private authority or individual, a gratuity in any form, an employment, or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
 - b) **“Fraudulent Practice”** means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Purchaser;
 - c) **“Collusive Practice”** means a scheme or arrangement among two or more Bidders, without the knowledge of the Purchaser (prior to or after Bid submission), designed to establish Bid prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free, open and genuine competition; and
 - d) **“Coercive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

e) **“Obstructive Practice”** is

- 1) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Government investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
- 2) acts intended to materially impede the exercise of the Government’s inspection and audit rights.

19.5 The Government requires that the Employer’s personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.

**20. Inspections and
Audit by the KfW**

20.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep accurate and systematic accounts and records, in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.

20.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the KfW and/or persons appointed by the KfW to inspect the Supplier’s offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the KfW if requested by the KfW.

21. Force Majeure

21.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

21.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

21.3 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 the Force Majeure event.

22. Termination

22.1 Termination for Default

- a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract
 - (ii) If the Supplier fails to perform any other obligation under the Contract
 - (iii) If the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption.
- b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 21.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

22.2 Termination for Insolvency

- a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

Section XI: Contract Form

THIS AGREEMENT made the _____ day of _____ 2025 between Meghalaya Basin Development Authority (MBDA) (hereinafter called “the Purchaser”) of the one part and _____ (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,

Procurement of Office Equipment at KfW-MBDA PMU Office under MegARISE

RFQ No.: MBDA/MegARISE/2024-25/G-15/

and has accepted a bid by the Supplier for the supply of those goods in the sum of _____ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) Quotation Form and the Price Schedule submitted by the Supplier;
 - b) The Schedule of Requirements;
 - c) The Technical Specifications;
 - d) The Conditions of Contract; and
 - e) The Purchaser’s Notification of Award.
 - f) Signed Declaration of Undertaking
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal: