



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

(Reg No. SR/MBDA - 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

**MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

Request For Quotations (RFQ)

For

Procurement of Vehicles under MBDA

RFQ No: PLN/MBDA/34905/2026/NF/5^a

Dated: 14th October 2026

REQUEST FOR QUOTATIONS

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: *Procurement of Vehicles under MBDA*

RFQ No: PLN/MBDA/34905/2026/NF/ 59

Dated: 14th October 2026

Table 1: Key Details of the RFQ		
Sl. no	Description	Date & Time
1.	Date of publication of RFQ	14 th October, 2026
2.	Last date & time for receipt of queries and e-mail ID	16 th October 2026 by 16:00 Hrs. Email ID: procurementmbma@gmail.com
3.	Last date and time of submission of quotation	27 th October 2026 by 16:00 Hrs.
4.	Date and Time of Opening of Quotation	27 th October 2026 at 16:30 Hrs.
5.	Website for downloading the RFQ's	www.mbda.gov.in
6.	Mode of submission of quotation	Hard copies of the quotation must be submitted
7.	Validity of Quotation	90 (ninety) days from the Due Date for submission
8.	Authority	Executive Director, Meghalaya Basin Development Authority (MBDA)
9.	Address for submission and opening of quotation	The Procurement Unit, Meghalaya Basin Development Authority (MBDA), O/o MegARISE, RDL Building, Springside, Lumsophoh, Nongthymmai, Shillong – 793014



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Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

Section 1: Notice Inviting Quotation (NIQ)

Ref No: PLN/MBDA/34905/2026/NF/59

Dated: 14th October, 2026

Dear Sir/Madam,

1. Meghalaya Basin Development Authority (MBDA) invites sealed Quotations (Off-line) comprising of Technical & Financial Quotation from eligible suppliers for supply and delivery of the vehicles mentioned in table below.

Lot #	Description of the Goods	Qty	Technical Specification	Delivery Period	Delivery Address
1	Four-Wheeler	1	Please Refer Annexure I	Within 60 Days from the date of issue of Supply Order	Please Refer Clause 6, Section 2 (Terms and Conditions)
2	Two-Wheeler	1			

2. The quotations must be submitted on or before the Due Date, in a **single sealed envelope**, containing both Technical and Financial information clearly marked **"Procurement of Vehicles under MBDA" for Lot# ____**.
3. The deadline for receipt of sealed quotation is **27th October 2026 by 1600 Hrs. (IST)**. Quotations will be opened on **27th October 2026 at 1630 Hrs. (IST)** at the address given in Table 1. All late submissions will be rejected outright.
4. Bidders may submit quotations for one or both lots. Each Lot shall be evaluated separately, and the Supply Order may be awarded Lot-wise to the respective lowest evaluated bidder. Evaluation will be based on the total quoted price (excluding GST) for the respective lot.
5. **Quotation validity:** The quotation, including the quoted prices, shall remain valid for a period of 90 (ninety) days from the Due Date for submission of quotations. **Conditional bids/quotations shall be considered non-responsive and may be rejected.**
6. The Bidders shall be solely responsible for checking the above website for any corrigendum, addendum or amendment issued subsequent to publication of this NIQ and for taking the same into consideration while preparing and submitting their quotation.

Executive Director,
Meghalaya Basin Development Authority

Section 2: Terms and Conditions

1. **Clarifications & Amendments:** Bidders may seek clarification on the RFQ document by sending their queries to the e-mail ID specified in **Table 1** within 3 (three) days from the date of publication of this Request for Quotation (RFQ). Responses to such queries, along with any amendments to the RFQ, will be published on www.mbda.gov.in for the information of all bidders. Bidders are advised to regularly visit the website for updates, including any revisions to the terms and conditions and notifications regarding contract award. No oral clarification shall be binding on the Purchaser.
2. **Bid Securing Declaration:** The Bidder shall submit a duly filled, signed and stamped Bid Securing Declaration in the format provided at **Annexure II** along with the quotation, signed by the authorised representative of the Bidder. A quotation without a Bid-Securing Declaration shall be rejected as non-responsive
3. **Preparation and Submission of Quotation:**
 - a) Bidders shall submit their quotation in hard copy at: **Procurement Unit, Meghalaya Basin Development Authority (MBDA), O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.**
 - b) The quotation shall include the following:
 - Duly filled and signed Annexure I – Technical Specification of Goods;
 - Duly filled and signed Annexure II – Bid-Securing Declaration;
 - Duly filled and signed Annexure III – After-Sales Service Support Details;
 - Duly filled and signed Annexure IV – Price Quotation;
 - All documents required under Clause 6 (Qualification of Bidder's);
 - Other supporting documents required under this RFQ.
 - c) A Bidder may submit a quotation for a single Lot or both Lots. For each Lot, all documents relating to that Lot, including the Technical Bid and Financial Quotation, shall be placed in one (1) separate sealed envelope, clearly marked:
“Quotation for the Procurement of Vehicles under MBDA - Lot# ____”
“Not to be opened before 27th October, 2026 at 16:30 hours.”
Where a Bidder submits quotations for both Lots, the two (2) Lot-wise sealed envelopes shall be placed inside one (1) outer sealed envelope, clearly marked “Quotation for the Procurement of Vehicles under MBDA – Lot No. 1 & Lot No. 2”. The name, address and contact details of the Bidder shall be clearly mentioned on the outer envelope.
 - d) Sealed envelopes may be submitted by post, by hand or dropping in the box earmarked by the Purchaser. The Purchaser shall not be responsible for any postal or courier delay.
 - e) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agrees to all terms and conditions of this RFQ. Any overwriting or alterations, if any, in the quotation shall be initialed by the authorized signatory.
 - f) A quotation not accompanied by specified documents, signatures may be rejected as non-responsive and may not be evaluated.

g) Quotations received after the Due Date and time shall be rejected and returned unopened.

4. **Place of Delivery:** The goods shall be delivered at: MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA), C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003. The Supplier shall give at least 2 (two) working days' prior notice of delivery, and delivery shall be made during office hours.

5. **Quotation Prices:**

- a) The price quotation shall be submitted strictly in the format specified in Annexure IV. Quotations submitted in any other format shall not be considered, and any deviation from the prescribed format shall be liable for rejection.
- b) The goods offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, re-writing, initialing and dating.
- c) All duties and levies payable (other than GST) shall be included in the total price. Goods and Services Tax (GST) shall be indicated separately.
- d) The quoted rates shall remain fixed throughout the validity period of the quotation. No adjustment or revision shall be permitted on any account, including changes in ex-showroom price, fuel price, exchange rate or the Supplier's costs.
- e) The Bidder shall expressly mention the make/brand and model of the vehicle offered in Annexure I and Annexure IV. Bidders shall quote for only one make and model against each Lot. Quotations offering more than one make or model for the same Lot may be treated as non-responsive
- f) The Bidder shall describe in detail the product offered against each specification, and not merely state "Complied". Quotations without proper details are liable to be disqualified. The required information shall be entered in the last column of Annexure I and submitted as part of the quotation.

6. **Qualification of Bidder:**

Bidders shall meet the following criteria and submit the documentary evidence indicated against each:

Sl. no	Criteria	Criteria Details	Documentary Evidence
1	Bid Securing Declaration	The Bidder shall submit a Bid-Securing Declaration in the prescribed format provided at Annexure II.	Bid-Securing Declaration duly filled, signed and stamped by the Bidder, as per Annexure II.

2	Legal Status of the Bidder	The bidder shall be a legally registered entity under applicable laws.	The bidder shall submit Certificate of Incorporation/ Registration Certificate, GST Registration Certificate, or any other relevant document issued by a Government authority as proof of the legal status of the bidder.
3	Trading License/Business License	A valid Trading License issued by the concerned Autonomous District Council or Municipal Authority in Meghalaya shall be submitted. Note: Bidders belonging to a recognized Scheduled Tribe (ST) community of Meghalaya shall be exempted from the requirement of submitting a Trading License, subject to submission of a valid ST Certificate.	Trading License /ST Certificate issued by the Competent Authority.
4	Bidder must have PAN and GST registration certificate issued by competent authority.	The bidder shall possess valid and applicable registrations with the relevant statutory authorities, including PAN and GST registration.	Attested copy of PAN and GST Registration
5	Manufacturer's Authorization Certificate (MAF)	The bidder must submit a valid Manufacturer's Authorization Form (MAF) issued by the OEM for the quoted Vehicle.	Manufacturer's Authorization Certificate (MAF). Non - Manufacturer bidders shall submit the Authorized Dealership/distributorship certificate.
6	Brochure	The bidder must submit a Manufacturer's or Technical Brochures (catalogues) on the items offered	Manufacturer's / technical brochure (catalogue) showing the specifications of the offered model.
7	After-Sales Service Support	The bidder shall furnish the name, address, and contact details of the OEM-authorized service centre in Shillong, Meghalaya, that will provide warranty and after-sales service support for the offered Vehicle.	Duly filled and signed Annexure III

8	Blacklisting & non- conviction	The bidder must not have been blacklisted by any government department, public sector undertaking (PSU), or other public authority.	The self-declaration shall be submitted on the bidder's official letterhead. In the absence of an official letterhead, the declaration may be submitted on plain paper; however, it must be duly stamped and signed by the authorized signatory.
<i>Note: Bidders must submit all required documents in accordance with the criteria specified under the Qualification of Bidders section. Failure to submit the supporting documents in accordance with the Qualification of Bidder criteria will be deemed non-responsive, resulting in the rejection of the quotation.</i>			

7. Validity of Quotations: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission of RFQ.

8. Opening and Evaluation of Quotations:

- a) Quotations shall be opened at the date, time and place stated in the Table 1, in the presence of the Bidders or their authorised representatives who choose to attend. If the date of opening is declared a holiday, the quotations shall be opened at the same time on the next working day.
- b) The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed by the competent authority of the bidder and company stamped on all the pages.
 - ii. are accompanied by the documents required under Clause 6 and conform to the terms and conditions and specifications of this RFQ.
 - iii. offer the Goods as per Annexure I with complete details of the make and model offered.
- c) Each Lot shall be evaluated separately. Technical responsiveness shall be determined first; only technically responsive quotations shall be compared on price, on the basis of the total price (excluding GST) for the Lot.
- d) If there is any discrepancy between the unit rate and the total price, the unit rate shall take precedence and the total price shall be adjusted accordingly.
- e) Any historical or clarificatory information may be sought from the Bidders during evaluation. Such request and the Bidder's response shall be in writing, and no change in the price or substance of the quotation shall be sought, offered or permitted.

9. Award of Contract:

- a) The Purchaser shall award the Supply Order, Lot-wise, to the Bidder whose quotation is found to be substantially responsive and who offers the lowest evaluated price for that lot. In the event of a tie in the quoted price, the award shall be made to the Bidder with a higher value of supplies of vehicles made to any Government Departments or PSU in Meghalaya during the three (3) financial years preceding September 2026. If the values are also identical, the successful bidder shall be determined by a draw of lots.
- b) The announcement of the award for this assignment will be published on mbda.gov.in.

- c) Notwithstanding the above, the Purchaser also reserves the right to accept or reject any quotations, and to cancel the bidding process and reject all quotations at any time prior to the award of Supply Order.
- d) The Purchaser reserves the right to increase the quantity of vehicles under each Lot by up to 2 (two) additional units, as required, at the time of issuing the Supply Order. Any additional quantity ordered shall be supplied at the same unit rate and on the same terms and conditions quoted by the successful bidder.
- e) The Bidder whose quotation is accepted shall be notified by the Purchaser through the issue of a Supply Order before the expiry of the quotation validity period. The terms and conditions of the accepted quotation shall be incorporated into the Supply Order (a sample format is attached at **Annexure V**).

10. Payments:

- a) Payment shall be made within 30 days after satisfactory delivery of the Goods and certified by the concerned officer of the Executive Director, MBMA.
- b) The invoice copy must be accompanied by the delivery challan and a copy of the Supply Order.
- c) Bank details of the Bidder must be mentioned in the invoice.
- d) All payments to the successful bidder shall be made by Account Transfer only.
- e) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- f) No advance payment shall be made.

- 11. Warranty and After-Sales Service:** The supplied Goods shall be covered by the OEM's standard commercial warranty, together with the extended warranty for the period specified in Annexure I, from the date of delivery and acceptance.

12. Cancellation of Tender: MBDA reserves the absolute and unconditional right to cancel, modify, withdraw, or annul this tender process, either wholly or partially, at any stage prior to the issuance of the Letter of Award, without assigning any reason and without incurring any liability whatsoever. No bidder shall have any claim for costs, damages, loss of profit, or compensation of any nature arising out of or in connection with such cancellation or modification of the tender process.



Executive Director
Meghalaya Basin Development Authority

Annexure I: Technical Specification of Goods

(Note: The bidder must provide the required information in the last column. This form shall be submitted along with the quotation.)

Lot #.	Items Name	Qty	Description	NOTE: The bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements. Failure to mention complete details of the offered products shall result in rejection of the quotation.
			Made & Model	
1	Four-Whealers	1	Specification	Details
			Dimension	Length: 3655 mm;
				Width: 1620 mm;
				Height: 1675 mm;
				Wheelbase: 2435 mm;
				Turning Radius: 4.7 m
			Engine & Transmission	Engine Type: K10C
				Capacity(cc): 998
				Number of Cylinders: 3
				Maximum Engine Output (kw @ rpm) (Petrol): 50.4 kw (68.5 PS) @ 5600rpm.
				Maximum Torque (Nm@ rpm) (Petrol): 91.1 Nm @ 3400 rpm (petrol mode)
				Transmission: 5-speed Manual
			Suspension	Front: MacPherson Strut with Coil Spring
				Rear: Torsion Beam with Coil Spring
			Capacity	Seating Capacity: 5
				Fuel Tank Capacity (L): 32 (Petrol)
				Boots Space (Litres): 335^ (Petrol)
			Wheel & Tires	Size: 165/70 R14
				Type: Radial & Tubeless, Steel Wheels, Alloy Wheel

			Brakes	Front: Disc	
				Rear: Drum	
			Weight	1340	
			Colour	Metallic Magma Grey	
			Interiors	Dual Interiors	
				2nd row 60:40 Split Seat	
				Front cabin Lamps (3 Positions)	
				day/Night IRVM	
				Tilt Steering	
				Steering Wheel Garnish	
				Silver Inside Door Handle	
				Driver Side Sunvisor with Ticket Holder	
				Front Passenger Side Vanity Mirror Survisor	
			Instrument Cluster	Instrument Cluster Meter Theme (Raddish Amber)	
				Low Fuel Warning	
				Gear Shift Indicator	
				Fuel Consumption (Instantaneous and Avg)	
				Distance to empty	
				Headlamp on Warning	
				Door Ajar warning Lamp	
			Confort & Convenience	Idle Start stop (ISS) (Petrol)	
				Remote keyless Entry	
				Accessory Socket Front Row with Storage Space	
				Power Windows (Fr/Rr) with Dr. Side Auto Down Function	
				AC& Heater	
				1L Bottle Holders (All Four Doors + Floor Console)	
				Rear Parcel Tray	
				Co-Driver Side front Seat	
				Reclining & Front Sliding Seats	
				Smartplay Dock	

			Infotainment System	Bluetooth	
				Speaker (2)	
				USB Connectivity/ AUX	
			Safety & Security	Side and Curtain Airbag'^	
				Dual Front Airbags (Driver And Co-driver)'^	
				ABS With EBD	
				Electronic Stability Program (ESP)	
				Seat Belt Pre-tensioner & Force Limeters (Dr.+Co-Dr.)	
				Seat Belt Reminder With Buzzer (Front and Rear Seat)	
				3-Point seat belts for all Seats	
				Speed Alert System^^	
				Speed Sensitivity Auto Door Lock	
				Security Alarm	
				Rear parking Sensors	
				Central Locking	
				Child proof Rear Door Lock	
			Exteriors	Roof Antenna	
				Full Wheel Cover	
				Electrical Adjustabe ORVM	
				Body Colour Door Handle	
				Body Colour Bumpers	
				Body Colour ORVMs	
			Additional items:	Floor mat (Set)	
				Steering Cover	
				Seat Covers (Complete Set)	
			Registration	BS6 Phase 2 (RDE compliant)	
			Insurance Coverage	First party Minimum 1 years	
			Warranty and Services	Minimum 3 years / 1,00,000 km, Entended upto 6 Years.	

2	Two-Wheelers	1	Engine	Engine Type: Air cooled, 4-stroke, SOHC, 2-valve	
				Hybrid: Equipped	
				Displacement: 125 cc	
				Bore & Stroke: 52.4x57.9mm	
				Maximum Torque (With Assist Function Working): 10.3 N.m (1.1kgf.m)/5000 r/min	
				Compression Ratio: 10.2:1	
				Maximum horse power: 6.0kW(8.2PS)/6500r/min	
				Stop & Start System (SSS): Equipped	
				Fuel System: Fuel injection, E20 fuel Consumption	
				Starting system type: Electric starter	
				Transmission type: V-Belt Automatic	
				Smart Motor Generator (SMG) System: Equipped	
			Chassis	Suspension type (Front/Rear): Telescopic fork/Unit swing	
				Tyre size (Front): 90/90-12 Tubeless	
				Tyre size (Rear): 110/90-10 Tubeless	
				UBS: Equipped	
				Brake type (Front): Disc: 190mm,	
				Brake type (Rear): Drum	
			Electrical	Battery: Maintenance free - 12V,5.0 Ah	
				Ignition system: TCI (Transistor Controlled Ignition)	
				Brake/tail light: 12V,21/5W x 1	
				Position light: LED	

				Side stand engine cut-off switch: Equipped	
				Meter Console: Disc: Digital	
				Y-Connect: Equipped	
			Dimensions	Overall Length x Width x Height: Disc:1,880 x 685 x 1,190 (Spec. in mm)	
				Seat height: 785 mm	
				Wheelbase: 1280 mm	
				Minimum ground clearance: 145 mm	
				Kerb Weight (with oil and full fuel tank): 99 kg	
				Fuel tank capacity: 5.2 L	
				Underseat Storage: 21 L	
			Colour	Matte Grey Metallic	
			Insurance Coverage	First party Minimum 1years	
			Warranty and Services	10 Years (2-year standard warranty and 8-year extended warranty)	
			Accessories (Must Include)	1.Floor Mat 2.Side mirror 3.Seat Cover	
			Additional items - Helmet: 2 nos	Helmet:	
				Certification: ISI marked and compliant with BIS Standard IS 4151:2015 (or the latest applicable revision) for protective helmets for two-wheeler riders.	
				Type: Full Face Helmet	
				Material: High-impact resistant outer shell material.	
				Visor: Clear, scratch-resistant visor.	
				Safety Features: Impact-absorbing inner	

				liner and secure chin strap.	
				Size: Adult size (to be provided at the time of delivery).	
				Warranty: Minimum 1-year manufacturer's warranty.	
<i>(Signature of the Bidder with Seal)</i>					
<i>Note:</i> Bidders shall quote for only one brand against a particular specification/item. Multiple brand options for the same specification/item shall not be permitted, and quotations containing offers for more than one brand for the same specification/item may be treated as non-responsive.					

Annexure II: Bid-Securing Declaration

Date: ____/____/____

RFQ No.: PLN/MBDA/34905/2026/NF/59

To:

The Executive Director,
Meghalaya Basin Development Authority,
The Procurement Unit, O/o MegARISE, RDL Building, Springside,
Lumsohphoh, Nongthymmai, Shillong – 793014

We, the undersigned, declare that:

We understand that, according to your conditions, Quotations must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding or submitting proposals in any contract with the Employer for the period of 2 years from the date of suspension, if we are in breach of our obligation(s) under the Bid/RFQ conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) forty-five days after the expiry date of the Bid validity.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

Annexure III: Format for Furnishing After-Sales Service Support Details

(To be furnished separately for each Lot quoted)

Lot # _____ Make & Model offered: _____

Sl. No.	Particulars	Details to be furnished by the Bidder
1.	Name of OEM-authorised service centre (Shillong, Meghalaya)	
2.	Address of service centre	
3.	City / District	
4.	PIN Code	
5.	Contact person	
6.	Mobile No. / Telephone No.	
7.	E-mail ID	

I/We hereby certify that the information furnished above is true and correct. I/We further confirm that the above-mentioned service centre is available to provide warranty and after-sales service support for the offered vehicle model(s) during the entire warranty period.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Date: _____

Seal of the Bidder: _____

Annexure IV: PRICE QUOTATIONS

Lot #.	Description of Goods	Brand Name	Total Qty	Unit Price (exclusive of GST) In INR	GST amount in INR (Per Unit).	Amount (Inclusive of GST Per Unit)	Total Price (excluding GST) IN INR (For total quantity)	Total Price (Including GST) IN INR (For total quantity)
(A)	(B)	(C)	(D)	(E)	(F)	$G = E + F$	$H = D * E$	$I = D * G$
1	Four- Wheelers		1					
2	Two-Wheelers		1					
Grand Total (in Figures)								
Grand Total (in Words)								

Signature of Supplier:

Date:

Annexure V: SUPPLY ORDER (Sample Format)

To:

M/s

.....
.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

Your quotation no.....of (Date) for the supply of..... **has been accepted.** You are requested to supply the following goods as per the rate quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl. No.	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price exclusive of GST (Rs.)	GST amount (Rs.)	Total Price inclusive of GST (Rs.)
1							
			Grand Total				

1. Delivery Period Day(s) from the date of issue of this supply order.
2. Place of delivery
3. Consignee Address:
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above).
5. Extended Warranty/Guarantee shall be minimum from the date of delivery and acceptance.
6. If the product provided fails to meet the verification process, the supply order will be cancelled and order will be issued to the next qualified bidder.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order

**Executive Director
Meghalaya Basin Development Authority**