

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Printing of Books and Registers*

RFQ No: *MBMA/CLLMP/41/2020-21/GD-43*

S#	Description	Date & Time
1	Date of Issue of RFQ	January 19, 2021
2	Last Date and Time of submission of RFQs	January 29 , 2021 at 1600 Hrs.
3	Opening of RFQs	January 29, 2021 at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016]



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

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

MBMA/CLLMP/41/2020-21/GD-43 /811

Date: January 19, 2021

INVITATION FOR QUOTATIONS FOR PRINTING OF BOOKS AND REGISTERS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PRINTING OF BOOKS AND REGISTERS

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

1. You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below:-

***Detailed Specifications given at Annexure 1**

S #	Brief Description of the Goods	Quantity			Delivery Period
		Khasi	Garos	English	
1	Community Nursery Register	200	200	-	Within 60 Days
2	Afforestation Register	200	200	-	
3	Cash Book Register	200	200	-	
4	Cheque Book Register	200	200	-	
5	Community Contribution Register	200	200	-	
6	Report on Divers of Deforestation	-	-	25	

S #	Brief Description of the Goods	Quantity			Delivery Period
		Khasi	Garo	English	
7	Report on Study of Mining Affected Area	-	-	25	

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.mbda.gov.in and www.clmp.com for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
3. **Place of Delivery:** Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, c/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong - 793003
4. **Quotation Price**
 - a) The quantity offered should be 100% of the requirement for the whole package. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) Goods and Service Tax (GST) should be indicated separately.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
 - f) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.

- g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning “Complied”. Such bids with no proper details are likely to be disqualified.

5. Qualification of Bidders

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

6. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate.
- b. Valid certificate of GST registration;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder’s business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

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

8. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations for the whole package that are determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) Confirm to the terms and conditions and specifications.
- (c) The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
- (d) Any historical information, if required may be asked from the bidders during evaluation of quotes.

9. Award of contract: The Purchaser will award the supply order to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be published in www.climp.com and www.mbda.gov.in

- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior

to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.

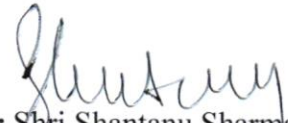
- b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

9. Payment shall be made with 60 days after delivery of the goods.

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

11. You are requested to provide your sealed quote latest by 1600 hours on January 29, 2021. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on January 29 , 2021. Late quotes will be rejected.

12. We look forward to receiving your quotations and thank you for your interest in this project.



Name: Shri Shantanu Sharma, IAS

Address: Meghalaya Basin Management Agency, Office of Meghalaya Basin Development Authority, Upper Nongrim Hills, Shillong – 793003; Meghalaya

Tel. No.: 0364 -2522921

Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION *

Sl. No.	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Quantity (Nos.)			Unit	Quoted Unit Rate at destination in Rs.	¹ GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
			Khasi	Garo	English				In Figures	In Words
1	Community Nursery Register		200	200	-					
2	Afforestation Register		200	200	-					
3	Cash Book Register		200	200	-					
4	Cheque Book Register		200	200	-					
5	Community Contribution Register		200	200	-					
6	Report on Divers of Deforestation		-	-	25					

¹ Indicate each applicable tax separately.

Sl. No.	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Quantity (Nos.)			Unit	Quoted Unit Rate at destination in Rs.	1 GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
			Khasi	Garo	English				In Figures	In Words
7	Report on Study of Mining Affected Area		-	-	25					
Total										

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....
(amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbd.gov.in, E-mail: mbdaprocurement@gmail.com

SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sirs,

Sub: Supply of

.....

Reference: Your Quotation no..... Dated

1. Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates 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 (Rs.)
1					
2					
3					
4					
5					
6					
7					
			Total		

1. Delivery Period:days 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 12 months from the date of delivery and acceptance.

6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

(Purchaser)

Date:

Name: Shri Shantanu Sharma, IAS

Designation: Executive Director &

Additional Project Director, CLLMP, MBMA

Place: Shillong, Meghalaya

SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity (Nos.)		
			Khasi	Garro	English
1	Community Nursery Register	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> 3 colours (60 pages + 60 pages + 60 pages) offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 90 pages (EXCLUDING COVER)</p>	200	200	-
2	Afforestation Register	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Cash Book size</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 100 (EXCLUDING COVER)</p>	200	200	-

Sl. No.	Item	Specification	Total quantity (Nos.)		
			Khasi	Garos	English
3	Cash Book Register	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Cash Book size</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200 (EXCLUDING COVER)</p>	200	200	-
4	Cheque Book Register	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200 (EXCLUDING COVER)</p>	200	200	-

Sl. No.	Item	Specification	Total quantity (Nos.)		
			Khasi	Garó	English
5	Community Contribution Register	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200	-
6	Report on Drivers of Deforestation	<p><u>Paper thickness</u> Inner - 130 gsm Cover – 250 gsm</p> <p><u>Paper type</u> Art Paper</p> <p><u>Paper Size</u> A4</p> <p><u>Binding</u> Spiral binding</p> <p><u>Paper finishing</u> Matte</p> <p><u>Printing type</u> Multi-colour – both sides</p> <p><u>No. of pages</u> 264 (including front and back cover)</p>	-	-	25

Sl. No.	Item	Specification	Total quantity (Nos.)		
			Khasi	Garro	English
7	Report on Study of Mining Affected Area	<u>Paper thickness</u> Inner - 130 gsm Cover – 250 gsm <u>Paper type</u> Art Paper <u>Paper Size</u> A4 <u>Binding</u> Spiral binding <u>Paper finishing</u> Matte <u>Printing type</u> Multi-colour – both sides <u>No. of pages</u> 226 (including front and back cover)	-	-	25