

## **REQUEST FOR QUOTATIONS**

### **Procurement of Goods under RFQ/Shopping Procedures**

**Purchaser:** *Meghalaya Basin Management Agency (MBMA)*

**Contract title:** *Printing of GIS Maps*

**RFQ No:** *MBMA/CLLMP/86 /GD-82/2022-23/498*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>4<sup>th</sup> August, 2022</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>17<sup>th</sup> August, 2022 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>17<sup>th</sup> August, 2022 at 1630 Hrs.</b>

**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

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MBMA/CLLMP/86/GD-82/2022-23/498

Date: 4<sup>th</sup> August, 2022

### INVITATION FOR QUOTATIONS FOR PRINTING OF 1600 NOS OF GIS MAPS UNDER SHOPPING PROCEDURES

To

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Dear Sir/Madam,

#### Subject: INVITATION FOR QUOTATIONS FOR PRINTING OF GIS MAPS

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:-

Sl No.	District Name	Total Villages per District	Number of maps to be printed per village	Specifications
1	WKH	25	4	<b>Map Size:</b> A0 (2.759 x 3.901 ft) <b>Sheet:</b> Vinyl sheet with thin aluminium board (4mm thickness) *The maps are to be pasted to the thin aluminium board and
2	WJH	20	4	
3	WGH	40	4	
4	SWKH	40	4	
5	SWGK	49	4	
6	SGH	23	4	
7	RB	30	4	

8	NGH	20	4	delivered as a finish product to the respective District with 2 holes for hanging purpose.
9	EKH	93	4	
10	EJH	30	4	
11	EGH	30	4	
	Total	400	=1600 (4X400)	

### 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](http://www.mbda.gov.in) and [www.cllmp.com](http://www.cllmp.com) for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions.
3. **Place of Delivery:** Contact Number will be provided at the time of Delivery.
  - 1) 25 nos of Maps to be delivered to Nongstoin office, C/O the office of the District Commissioner, DPMU-CLLMP, West Khasi Hills- 793119
  - 2) 20 nos of Maps to be delivered to Jowai office, C/O the office of the District Commissioner, DPMU-CLLMP, West Jaintia Hills-793150
  - 3) 40 nos of Maps to be delivered to Tura office, C/O the office of the District Commissioner, DPMU-CLLMP, West Garo Hills- 794001
  - 4) 40 nos of Maps to be delivered to Mawkyrwat office, C/O the office of the District Commissioner, DPMU-CLLMP, South West Khasi Hills-793114
  - 5) 49 nos of Maps to be delivered to Ampati office, C/O the office of the District Commissioner, DPMU-CLLMP, South West Garo Hills- 794115
  - 6) 23 nos of Maps to be delivered to Baghmara office, C/O the office of the District Commissioner, DPMU-CLLMP, South Garo Hills- 794102
  - 7) 30 nos of Maps to be delivered to Nongpoh office, C/O the office of the District Commissioner, DPMU-CLLMP, Ri Bhoi- 793102
  - 8) 20 nos of Maps to be delivered to Resubelpara office, C/O the office of the District Commissioner, DPMU-CLLMP, North Garo Hills- 794018
  - 9) 93 nos of Maps to be delivered to DPMU EKH CLLMP, Zoram Villa Opposite St. Anthony's College , Shillong - 793001
  - 10) 30 nos of Maps to be delivered to Khliehriat office, C/O the office of the District Commissioner, DPMU-CLLMP, East Jaintia Hills- 793200

11) 30 nos of Maps to be delivered to William Nagar office, C/O the office of the District Commissioner, DPMU-CLLMP, East Garo Hills- 794111

**4. Quotation Price**

- a) The bidder must quote for whole of the quantity requirement. 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.

**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;
- b. Certificate of Distributorship by the Original Manufacturer.
- c. Valid certificate of GST registration;
- d. 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.
- e. 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 60 days after the deadline date specified for submission.

**8. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations 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 for the items listed; GST will not be taken into consideration while evaluating the quotations.

**9. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price for that respective lot.

- 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.
  - 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).
10. Payment shall be made with 30 days after delivery of the goods.
  11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
  12. You are requested to provide your sealed quote latest by 1600 hours on 17<sup>th</sup> August, 2022. Quotations that have been submitted on or before time will be opened at 1630 Hrs. On 17<sup>th</sup> August, 2022. Late quotes will be rejected.
  13. We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

Name: Shri Gunanka DB , IFS

**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](mailto:mbdaprocurement@gmail.com)

**FORMAT OF QUOTATION \***

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement)	Qty.	Quoted Unit Rate at Destination in Rs.	Discounts <sup>1</sup> if offered.	<sup>2</sup> GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1	GIS Maps		1600 Nos.					
			<b>Total Price</b>					

**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 also confirm that commercial warrantee/guarantee of 36 months shall apply to the offered goods.

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**

<sup>1</sup> Any unconditional discounts if offered shall be specified in this column along with the unit rates.

<sup>2</sup> Indicate each applicable tax separately.



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**SUPPLY ORDER**

To:

M/s

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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					
			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.
5. Warranty/Guarantee shall be 12 months from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.

**(Purchaser)**

Date:  
Place: Shillong, Meghalaya  
Name: Shri. Gunanka DB, IFS  
Designation: Additional Project Director,  
CLLMP, MBMA