



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

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *PRINTING OF FOREST MANAGEMENT PLAN REPORT*

RFQ No: *MBMA/CLLMP/GD-94/2022-23/603*

S#	Description	Date & Time
1	Date of Issue of RFQ	9 th November, 2022
2	Last Date and Time of submission of RFQs	23 rd November, 2022, 2022 at 1400 Hrs.
3	Opening of RFQs	23 rd November, 2022, 2022 at 1430 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016]



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Date: 9th November, 2022

INVITATION FOR QUOTATIONS FOR PRINTING OF FOREST MANAGEMENT PLAN REPORT UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PRINTING OF FOREST MANAGEMENT PLAN REPORT

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:-

Organizations/ Villages	Number of Copies to be printed (for 2 copies=51 Villages) (Nos)	Number of Copies to be printed (for 6 copies = 349 Villages) (Nos)	Total Number of Copies to be printed (Nos)	Specifications
SPMU	0	698	698	1) Book size: Letter size (8.5x11 inch.) 2) Both side printing 3) Inside Paper quality: 130gsm Glossy paper (Art paper) 4) Cover: 250gsm Glossy paper (with Lamination) 5) Multi color printing 6) Binding: perfect bound. 7) Average no. of pages per book = 100
DPMUs	102	1396	1498	
Total	102	2094	2,196	

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.cllmp.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:**

SI No	Place of Delivery	Number of Copies to be delivered against each address (Nos.)
1	Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, c/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong – 793003	698
2	O/o Deputy Commissioner, DPMU- CLLMP Room No. 36 East Garo Hills Meghalaya PIN - 794111	110

3	O/o District Rural Development Agency & District Basin Development Unit, East Jaintia Hills District, Khliehriat, 793200	108
4	DPMU-CLLMP, Zoram Villa, Bomfyle Road, Laitumkhrah, 793003 Opposite St Anthony's College, Shillong	368
5	Community Led Landscape Management Project (CLLMP) DPMU, North Garo Hills, Near DC Office, Thana Road, Resubelpara-794108	66
6	O/o Community Led Landscape Management Project (CLLMP) Lawbot Basa Building, Opp PHE Office. Down Gate, Nongpoh, Ribhoi 793012	108
7	Community Led-Landscape management project (CLLMP) DPMU, SOUTH GARO HILLS Asim chiring, Bagmara 794102	88
8	DPMU-CLLMP, Chengkompara, Near DC. Office, Amapati. SouthWest Garo Hills. Meghalaya 794115	188
9	O/o The Community Led Landscape Management Project (CLLMP), Basin Development Unit, South West Khasi Hills District, Mawkyllut, Mawkyrwat, 793114, (Adjacent ICDS Office)	150
10	O/o Deputy Commissioner, District Project Management Unit (DPMU-CLLMP), West Garo Hills, Tura, 794001	152
11	O/o Deputy Commissioner, DPMU-CLLMP, MBDA, West Jaintia Hills, Jowai	70
12	O/o The Meghalaya Basin Management Agency, Community Led Landscape Management Project, District Project Management Unit, Nondein (near Meghalaya Rural Bank, Nondein Branch) Nongstoin, West Khasi Hills District	90
	Total	2,196

Note: Village wise number of copies to be delivered to districts will be updated only after completion of bidding process.

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. Installation & Transportation whichever is applicable must also be included at 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. 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 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.
- (d) Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2018 – 2021)
- (e) Bidder should have Office in Shillong/ Guwahati for last 05 years Self attested documentary evidence like Incorporation Certificate, Trade License, PAN to be submitted
- (f) Audited Financial Statements of last three years (2018 – 2021) demonstrating the average annual turnover of INR 7 lakh.

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 1400 hours on 23rd November, 2022. Quotations that have been submitted on or before time will be opened at 1430 Hrs. On 23rd November, 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: Community-Based Forest Management and
Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority (MBDA),
MegLIFE office 2nd Floor, Shalom Building,
Lower Lachumiere. Shillong– 793001

Tel. No.: +913643510190

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.	Total Qty.	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	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
	Printing of Forest Management Plan Reports							
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 also confirm that commercial warrantee/ guarantee of 12 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

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



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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:

Lot#	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
			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 12months 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:

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