

GOVERNMENT OF MEGHALAYA
O/o The Project Director
State Project Management Unit (SPMU)
Project for Community Based Forest Management
and Livelihoods Improvement in Meghalaya
MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

Request for Quotations

SPMU, Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya, MBDA invites Request for Quotations from authorized agencies/vendors/suppliers for the following as mentioned below to be delivered at SPMU Office, Shillong:

Sl. No.	Printing Materials	Method of Procurement	Last Date of Submission of Quotations	Opening of Quotations
1	Cash Book	Through	5 th May by	6 th May by
2	Flyer	Quotations	5:00 P.M.	11:00 A.M.

Detailed RFQ is available at www.mbda.gov.in

The RFQ responses must be submitted in a sealed envelope to :

The Additional Project Director, Project for Community Based Forest Management and Livelihoods Improvement in Meghalaya, MBDA, Office of Project Director, SPMU, Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya, (JICA Project), 2nd Floor, Shalom Building, Lower Lachumiere, Shillong- 793001.

Sd/-
Additional Project Director
MeCFLIP, MBDA



Meghalaya Basin
Development Authority

+91-364 3510190

Office of the Project Director
Project for Community Based Forest Management
and Livelihood Improvement in Meghalaya
Shalom Building, 2nd Floor, Lower Lachumiere
Shillong-793001

cflip-mbda@gov.in , jica.mbda@gmail.com



www.mbda.gov.in

No.MBDA/JICA/Printing/2022/ 530

Dated: Shillong, the 28th April, 2022

From

Shri. Gunanka DB, IFS,
Additional Project Director,
Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya
Meghalaya Basin Development Authority

To:

REQUEST FOR QUOTATIONS FOR PRINTING OF CASH BOOK & FLYER

Sir/Madam,

SPMU, Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya, MBDA , Shillong invites your quotation for the items mentioned above.

The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (JICA), and intends to print cashbooks and flyers for Village Project Implementation Committees (VPICs) and field offices and hence this Request for Quotations is issued.

The quotations are invited for the following items as mentioned below. Technical Specifications is provided at page #5.

SL.	Description	Total Copies (Khasi)	Total Copies (Garo)	Total Copies (English)	Delivery
1	Cash Book	0	0	533	Within 4 weeks from the date of work order
2	Flyer	17700	32300	0	

1. Preparation of Quotations:

You are requested to quote for these items by completing, signing :

- ✓ the List of Goods and Price Schedule
- ✓ the technical specification as offered
- ✓ the documents confirming your eligibility, as listed below;
- ✓ the rate in terms of price for printing, by paper type, size, number of units and add-ons
- ✓ The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Validity of Quotations: The quotation validity required is 90 days.

3. Sealing and marking of Quotations: Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for "PRINTING OF CASH BOOK & FLYERS UNDER Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya"** as reference above and **the Bidders Name**.

4. Submission of Quotations: Quotations along with the supporting documents should be submitted to the address below within deadline (the date and time) as referenced below.

5. Date of deadline: 5th May, 2022 upto 5:00 PM

Address: Office of Project Director, SPMU, Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya, (JICA Project), 2nd Floor, Shalom Building, Lower Lachumiere, Shillong- 793001

6. Opening: Quotations will be opened on **6th May, 2022 at 11:00 AM** in presence of the bidders who chose to attend. Bidders to make their own arrangements for attending such meeting. No expenses will be paid by SPMU to such effect.

7. Address for communication:

Attn:

Shri. Gunanka DB, IFS

Additional Project Director,

Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya
Meghalaya Basin Development Authority

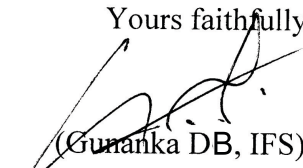
Telephone: 0364-3510190; Email: jica.mbda@gmail.com

8. Eligibility Criteria: Bidders are required to meet the following criteria to be eligible:

- a) Have the legal capacity to enter into a contract;
- b) Is an authorised dealer of the goods and services by the Manufacturer (if applicable);
- c) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- d) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

- 9. Documents Evidencing Eligibility:** Bidders are requested to submit copies of the following documents as evidence of your eligibility.
- Valid trading license or equivalent;
 - Valid certificate of GST registration or equivalent;
 - Valid dealership documents (if applicable)
 - 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.
 - Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India
- 10. Technical Criteria:** The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
- 11. Currency:** Quotations shall be priced in Indian Rupees only.
- 12. Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
- 13. Delivery:** Prices should be quoted as applicable for Shillong, Meghalaya
- 14. Duties and Taxes:** As Applicable
- 15. Rates:** It should be inclusive of all taxes till delivery.
- 16. Delivery Schedule:** Delivery required should be within 4 weeks from date of Work Order. The delivery of these items should be in Lower Lachumiere, Shillong at the O/o the Project Director, SPMU, Project for Community Based Forest Management & Livelihood Improvement in Meghalaya, MBDA, Shalom Building, 2nd Floor, Lower Lachumiere, Shillong, PIN-793001.
- 17. Terms of Payment:** Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery and verification of the Goods.

Any resulting contract awarded shall be by placement of a work Order. Any queries should be addressed to the Procurement Team at the address given above.

Yours faithfully

(Gunanka DB, IFS)
Additional Project Director
MeCFLIP
Shillong

STATEMENT OF REQUIREMENTS

List of Goods and Price Schedule:

RFQ Reference: _____

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: ____ days.

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.

SN	Particulars	QTY Required(copies)			Unit Rate (INR)	Total Cost (INR)	GST @ (INR)
		(Khasi)	(Garo)	(English)			
1	Cash Book	0	0	533			
2	Flyer	17700	32300	533			

*** Applicable taxes to be quoted separately.**

The delivery _____ days/weeks/months from date of Work Order.

Quotation authorised by:

Signature:

Name:

Position:

Authorized
for and on
behalf of:

Date:

(dd/mm/yy)

Seal of
Company:

Technical specification

SN	Particulars	Description		
		No. of Pages	Specification	Rem,arks
1	Cash Book	400 (200 leaves/ sheets)	<p>Inner Paper - 100 Gsm Maplitho Paper for Inside and 170 gsm Art Paper for Cover</p> <p>Size Legal Binding - Hard Case Binding.</p> <p>Printing - Single Colour Offset Both Sides for Inside Pages and Multi Colour Offset One Side for Cover Page</p>	Both side Printing
2	Flyer	1 (2 sheets)	<p>Paper -100 GSM</p> <p>Type- Glossy</p> <p>Size- A4</p> <p>Printing-Multi colour Front & Back</p>	Both side Printing