



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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No. MBMA/MLAMP/IEC-MATERIALS/FSD/161/2019-20/G68-C/335

Dated: 6th April, 2020

From

Shri. Shantanu Sharma, IAS,
Additional Project Director,
Meghalaya Basin Management Agency

To: _____

PROJECT: Meghalaya Livelihoods and Access to Markets Programme (LAMP)

**REQUEST FOR QUOTATIONS FOR PRINTING OF IEC MATERIALS – QUARTERLY PERFORMANCE
MONITORING CHARTS FOR IVCS**

Sir/Madam,

1. The Government of Meghalaya has received a loan from the International Fund for Agriculture Development (IFAD), and intends to apply part of the proceeds of this Loan to eligible payments under the contract, for which this Request for Quotation (RFQ) is issued.
2. The procurement is based on the National Shopping method and governed by the IFAD Project Procurement Guidelines and IFAD Procurement Handbook.
3. You are invited to submit your price quotation in a pro forma invoice format for the supply of the items listed in Annex 1 of this RFQ. Annex 1 also indicates list of accessories required, and the bidder has to provide the pricing schedule for them separately.
4. Your quotation in the required format should be addressed to:

Attn: Shri. Shantanu Sharma, IAS,
Additional Project Director,
Meghalaya Basin Management Agency
MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus,
Upper Nongrim Hills,
Shillong, PIN-793003

Facsimile: 0364-2522043; **Email:** mbdaprocurement@gmail.com

5. The quotation, in English, should be accompanied by:
 - a) A Copy of your business registration
 - b) A copy of the Authorised dealership certificate (if applicable)
 - c) A copy of GST Registration certificate

- 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 or Government of India.
 - f) Complete price and delivery schedule
 - g) List of priced accessories which are not included in the goods prices.
 - h) Adequate technical documentation and catalogue(s) and any other relevant information.
6. **The deadline for receipt of your sealed quotation is April 21, 2020 by 1600 Hrs. (IST). Quotations will be opened on April 21, 2020 at 1630 Hrs. Late quotes will be rejected.**
7. Quotations should be submitted either by hand or by post/courier by the deadline stated above. Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for "Printing of IEC Material – Quarterly Performance Monitoring Charts for IVCS "** as reference above and **the Bidders Name**.
8. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.
9. **Evaluation.** The Purchaser/Procuring Entity shall award the Contract to the Bidder whose offer has been determined to be the lowest priced bid and is substantially responsive to the request for quotation, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
10. Prices shall be quoted in Indian Rupees.
11. **Payment:** On award of Contract, payment shall be made within 90 days against submission of your Invoice and supporting documents following delivery and verification of the Goods.
12. **Delivery:** The prices should be quoted for delivery should be in Shillong at the O/o the Meghalaya Basin Management Agency, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003.
13. **Delivery Schedule:** All items should be delivered within 4 weeks from date of Purchase Order. Bidders must state exact delivery time in the quotation.
14. **Warranty.** Minimum twelve months from the date of delivery. (not applicable for this assignment)
15. **Validity of Quotations:** Your quotation should be valid for a period of 60 days from the date of your quotation.

Yours sincerely

Sd/-

**Shantanu Sharma, IAS,
Additional Project Director,
Meghalaya Basin Management Agency**

SCHEDULE OF REQUIREMENTS**List of Goods and Price Schedule -**

All specifications are stated in **minimum terms**, except where ranges, approximations, maximum levels or exactitudes are obviously stipulated.

S#	Description	No. of copies to be printed			Total Copies	Cost per Unit (in INR)	Total (in INR)
		(English)	(Khasi)	(Garo)			
1	Quarterly Performance Monitoring Chart	50 copies	200 copies	200 copies	450 copies		

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

Technical specifications and Compliance Sheet

Sl. No.	Particulars	Description and Specifications	Meeting the Requirement Yes / No
1	Quarterly Performance Monitoring Chart	<p><u>Paper Thickness</u> 170 – 200 GSM</p> <p><u>Size</u> 24" X 36" or 2ft. X 3ft. (W X H)</p> <p><u>No of pages</u> 11 pages per chart with ring binding and hanger on top (3 months per page)</p>	