

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
Shalom Building, 2nd Floor,  
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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA BASIN DEVELOPMENT AUTHORITY  
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST  
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

**Request For Quotations (RFQ)**

**FOR**

**Procurement of Equipment for FMP Under MegLIFE**

## **REQUEST FOR QUOTATIONS**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Procurement of Equipment for FMP Under MegLIFE.*

**RFQ No:** *P2-PLN/MBDA/03336/2024/NF*

| <b>Sl#</b> | <b>Description</b>                              | <b>Date &amp; Time</b>                                                                                     |
|------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>1</b>   | <b>Date of Issue of RFQ</b>                     | <b>7<sup>th</sup> October, 2025</b>                                                                        |
| <b>2</b>   | <b>Last Date and Time of submission of RFQs</b> | <b>21<sup>st</sup> October, 2025 at 1600 Hrs.</b>                                                          |
| <b>3</b>   | <b>Opening of RFQ</b>                           | <b>21<sup>st</sup> October, 2025 at 1630 Hrs.</b>                                                          |
| <b>4</b>   | <b>Mode of submission of RFQ</b>                | <b>Hard copies of the quotation must be submitted</b>                                                      |
| <b>5</b>   | <b>Address for communication</b>                | <b>The Procurement Unit (MegLIFE), RDL Building, Springside, Lumsohphoh, Nongthymmai, Shillong- 793014</b> |

**Additional Project Director**  
**MegLIFE**  
**Meghalaya Basin Development Authority (MBDA), Shillong**

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**Ref No: P2-PLN/MBDA/03336/2024/NF**

**Dated: 7<sup>th</sup> October, 2025**

## INVITATION FOR QUOTATIONS FOR PROCUREMENT OF EQUIPMENT FOR FMP UNDER MEGLIFE.

To

\_\_\_\_\_

**Subject: Request for quotation (RFQ) for Procurement of Equipment for FMP under MegLIFE.**

Dear Sir/Madam,

With reference to the above, you are invited to submit your most competitive quotation for the following item as mentioned below:-

**\*Detailed Specifications given at Annexure II**

| Sl. No | Brief Description of the Goods   | Quantity | Technical Specification | Consignee Address                                                                      | Delivery Period |
|--------|----------------------------------|----------|-------------------------|----------------------------------------------------------------------------------------|-----------------|
| 1      | Prismatic Compass + Tripod stand | 41       | Please Refer Annex II   | The MegARISE Office, RDL Building, Springside, Lumsohphoh Nongthymmai, Shillong-793014 | 30 Days         |
| 2      | Abney Level                      | 32       |                         |                                                                                        |                 |
| 3      | Measuring Tape (15 meters)       | 66       |                         |                                                                                        |                 |
| 4      | Measuring Tape (50 meters)       | 130      |                         |                                                                                        |                 |
| 5      | Nylon Ropes (50 meters)          | 119      |                         |                                                                                        |                 |
| 6      | First Aid Kit                    | 115      |                         |                                                                                        |                 |
| 7      | Insect repellent (100 ml)        | 105      |                         |                                                                                        |                 |
| 8      | Water Bottle (1 ltr)             | 53       |                         |                                                                                        |                 |
| 9      | Rain coat (Poncho)               | 135      |                         |                                                                                        |                 |
| 10     | Safety Gumboots                  | 135      |                         |                                                                                        |                 |
| 11     | Backpack                         | 147      |                         |                                                                                        |                 |
| 12     | Machette                         | 53       |                         |                                                                                        |                 |

## Preparation and submission of quotation:

### 1. Preparation and Submission of Quotation:

- a) Quotation shall be addressed to **“The Additonal Project Director of MegLIFE- O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.**
- b) Quotations shall be submitted as per the format given at Annex- I along with other supporting documents as mentioned in the RFQ with a copy of the RFQ placed in a single sealed envelope, clearly marked as **“Quotation for the Supply of Equipment for FMP under MegLIFE”**; Not to open before **21-10-2025 at 16.30 hours.** The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
- c) Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/ self-attested by the Bidder.
- d) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
- e) Quotation not accompanied by specified documents, signatures may be rejected by the office as non-responsive and may not be evaluated.
- f) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.
- g) Bidders are required to submit quotes for all items listed serially. Partial quotations covering only selected serial numbers will result in disqualification.

### 2. The Quotation shall comprise the following: *(The bidder must submit mandatorily copies of the following self-attested documents along with the Quotation)-*

- a) **Qualification Criteria 1:** *Trade License or Certificate of Incorporation or Registration certificate or any other valid document in compliance to the criteria.*
- b) Complete address and contact details of the Bidder having the following information:  
**Name of Firm:**  
**Address for communication:**  
**Telephone No(s): Office**  
**Mobile No.:**  
**Electronic Mail Identification (E-mail ID):**
- c) GST Registration Certificate
- d) PAN card.
- e) Certificate of Non-Barred/Non-Blacklisting (Self declaration)

### **3. Quotation Validity & Prices**

- a) The quotation shall remain valid for a minimum of 90 days from the last date of submission of the Quotation.
- b) The rates quoted by the bidder shall be fixed for period of 90 days from the date of issuance supply order.
- c) Corrections of the quoted rate, if any, shall be made by crossing out, re writing, initialing and dating.
- d) 'Discount' or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- e) The Prices shall be quoted in Indian Rupees only.
- f) No other charges like transportation, packaging shall be paid extra.

### **4. Evaluation of Quotations:**

- a) The Additional Project Director shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
  - i. are properly signed and sealed;
  - ii. have submitted the required documents and meet the criteria specified as indicated above;
- b) Evaluation shall be carried out on total price;
- c) Mere submission of quotation does not entitle a bidder for award of contract.

### **5. Award of contract:**

- a) The Additional Project Director shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price provided it fully meets the terms & conditions, specification of the offered items cited above.
- b) Notwithstanding the above, the Additional Project Director also 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.
- c) The bidder whose quotation is accepted will be notified of the award of contract by the Additional Project Director prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

### **6. Payments:**

- a) Payment shall be made within 30 days after satisfactory delivery of the Goods and certified by the concerned officer of the Additional Project Director, MegLIFE.
- b) Invoice copy must be accompanied with Delivery challan and copy of the Supply/Work order.
- c) Bank details of the Bidder must be mentioned in the invoice.
- d) All payments to the successful bidder shall be made by Account Transfer only.

- e) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- f) No advance payment shall be made.

**7. Place of Delivery:**

MegARISE Office,  
RDL Building, Springside, Lumsohphoh Nongthymmai,  
Shillong- 793014

- 8. Adjustment:** Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed. The unit price shall prevail and the total price shall be corrected, in case of any discrepancy. If the supplier does not accept the final price based on re-computation and correction of errors, its quotation will be rejected.

**9. Others:**

- a) MBDA is not bound to accept any quotation, nor award a contract/work order, nor be responsible for any costs associated with supplier's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
- b) No variation or modification of the terms and conditions of the contract shall be made.
- c) Agency needs to deliver the item within 30 days from the date of issuance of supply order.
- d) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures.

*Sd/-*

**Additional Project Director,  
MegLIFE, MBDA**

**Annexure 1: Letter of Quotation-Financial Part**

| Sl.No | Description of Goods             | Unit (Nos). | Unit Rate (in INR) | Total Amount (in INR) | Tax Amount (in INR) | Grand Total (in INR) |
|-------|----------------------------------|-------------|--------------------|-----------------------|---------------------|----------------------|
| 1     | Prismatic Compass + Tripod stand | 41          |                    |                       |                     |                      |
| 2     | Abney Level                      | 32          |                    |                       |                     |                      |
| 3     | Measuring Tape (15 meters)       | 66          |                    |                       |                     |                      |
| 4     | Measuring Tape (50 meters)       | 130         |                    |                       |                     |                      |
| 5     | Nylon Ropes (50 meters)          | 119         |                    |                       |                     |                      |
| 6     | First Aid Kit                    | 115         |                    |                       |                     |                      |
| 7     | Insect repellent (100 ml)        | 105         |                    |                       |                     |                      |
| 8     | Water Bottle (1 ltr)             | 53          |                    |                       |                     |                      |
| 9     | Rain coat (Poncho)               | 135         |                    |                       |                     |                      |
| 10    | Safety Gumboots                  | 135         |                    |                       |                     |                      |
| 11    | Backpack                         | 147         |                    |                       |                     |                      |
| 12    | Machette                         | 53          |                    |                       |                     |                      |

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

(Amount in

**Signature of Supplier**

## Annexure-II

| Specifications for Procurement of Equipment for FMP under MegLIFE |                          |          |                            |                                |
|-------------------------------------------------------------------|--------------------------|----------|----------------------------|--------------------------------|
| SL. No                                                            | Item                     | Quantity | Specification              |                                |
| 1                                                                 | Abney Level              | 41       | Material                   | Aluminium                      |
|                                                                   |                          |          | Colour                     | Yellow and White               |
|                                                                   |                          |          | Item Weight                | 220 Grams                      |
|                                                                   |                          |          | Operation Mode             | Manual                         |
|                                                                   |                          |          | Country of Origin          | India                          |
|                                                                   |                          |          | Product Dimensions         | 30.48 x 6.35 x 30.48 cm; 220 g |
|                                                                   |                          |          | Item Height                | 12 Inches                      |
|                                                                   |                          |          | Item Width                 | 2.5 Inches                     |
| 2                                                                 | Prismatic Compass        | 32       | Material                   | Aluminium and Brass            |
|                                                                   |                          |          | Item Weight                | 3.5 Kilograms                  |
|                                                                   |                          |          | Size of Prismatic Compass  | 4 Inches                       |
|                                                                   |                          |          | Maximum Height with Tripod | 60 Inches Adjustable           |
| 3                                                                 | Measuring Tape (50 mtrs) | 66       | Blade Length               | 50 m                           |
|                                                                   |                          |          | Blade Material             | Carbon Steel                   |
|                                                                   |                          |          | Body Material              | ABS & Vinyl Leatherette        |
|                                                                   |                          |          | Colour                     | Grey                           |
| 4                                                                 | Measuring Tape (15 mtrs) | 130      | Blade Length               | 15 m                           |
|                                                                   |                          |          | Blade Material             | Carbon Steel                   |
|                                                                   |                          |          | Body Material              | ABS & Vinyl Leatherette        |
|                                                                   |                          |          | Colour                     | Grey                           |
| 5                                                                 | Nylon Rope               | 119      | Certification              | ISO 9001:2015                  |
|                                                                   |                          |          | Colour                     | Yellow                         |
|                                                                   |                          |          | Length                     | 50 m                           |
|                                                                   |                          |          | Retractable                | No                             |
|                                                                   |                          |          | Material                   | Polypropylene                  |
|                                                                   |                          |          | Plastic Slides             | No                             |
|                                                                   |                          |          | Maximum Weight             | 0.8 kg                         |
| 6                                                                 | First Aid Kit            | 115      | Product Dimensions         | 16 x 12 x 12 cm; 240 g         |
|                                                                   |                          |          | Item Weight                | 240 g                          |
|                                                                   |                          |          | Item Dimensions LxWxH      | 16 x 12 x 12 Centimeters       |
|                                                                   |                          |          | Net Quantity               | 22.00 count                    |



|    |                  |     |                     |                                                  |
|----|------------------|-----|---------------------|--------------------------------------------------|
|    |                  |     | Included Components | Elastic Bandage                                  |
|    |                  |     |                     | Adhesive Plaster                                 |
|    |                  |     |                     | Elastic Adhesive Plaster                         |
|    |                  |     |                     | Cotton Roll                                      |
|    |                  |     |                     | Antiseptic Cream                                 |
|    |                  |     |                     | Antiseptic Lotion                                |
|    |                  |     |                     | ORS Sachet                                       |
|    |                  |     |                     | Gauze Bandage                                    |
|    |                  |     |                     | Sterile Gauze Swab                               |
|    |                  |     |                     | Wound Dressing                                   |
|    |                  |     |                     | Scissor                                          |
|    |                  |     |                     | Sterile Burn Dressing                            |
|    |                  |     |                     | Microporous Tape                                 |
|    |                  |     |                     | Wound Cleansing Wipe Alcohol                     |
|    |                  |     |                     |                                                  |
| 7  | Insect Repellent | 105 | Quantity            | 100ml                                            |
|    |                  |     | Ingredients         | Lemon Grass oil, Eucalyptus oil & Citronella oil |
|    |                  |     | Item Form           | Spray                                            |
|    |                  |     | Protection against  | Mosquitoes, Fleas & Ants                         |
|    |                  |     |                     |                                                  |
| 8  | Water Bottle     | 53  | Material            | Plastic                                          |
|    |                  |     | Quantity            | 1 Ltr                                            |
|    |                  |     |                     |                                                  |
| 9  | Raincoat         | 135 | Product type        | Rain Poncho                                      |
|    |                  |     | Material type       | Polyester                                        |
|    |                  |     | Size                | Free Size                                        |
|    |                  |     | Colour name         | Black                                            |
|    |                  |     | Product dimensions  | 20 x 20 x 5 cm                                   |
|    |                  |     | Closure type        | Button                                           |
|    |                  |     | Pattern             | Solid                                            |
|    |                  |     | Design type         | Solid                                            |
|    |                  |     | Neck type           | Hood                                             |
|    |                  |     | Gender              | Unisex                                           |
|    |                  |     |                     |                                                  |
| 10 | Safety Gumboots  | 135 | Upper Material      | PVC/ Rubber                                      |
|    |                  |     | Upper Boot Material | PVC/ Rubber                                      |
|    |                  |     | Outsole Material    | PVC/ Rubber                                      |

|    |                |     |                     |                                                   |
|----|----------------|-----|---------------------|---------------------------------------------------|
|    |                |     | Features            | Chemical Resistant                                |
|    |                |     | Sizes Available     | All size available                                |
|    |                |     |                     |                                                   |
| 11 | Backpack       | 147 | Material            | Polyester                                         |
|    |                |     | No. of Compartments | 1                                                 |
|    |                |     | Pattern             | Solid                                             |
|    |                |     | Sizes               | Free Size (Length Size: 10 in, Width Size: 10 in) |
|    |                |     | Dimensions          | Width - 13 inches & Height - 18 inches.           |
|    |                |     |                     |                                                   |
| 12 | Machette (Dao) | 53  | Type                | Khasi                                             |

## SUPPLY ORDER

To:  
M/s

.....  
.....

Dear Sir,

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 as per the rate quoted by you.

| Sl.No | Brief description of goods/ services | Specifications | Quantity to be supplied | Unit Rate (Rs.) | Tax Amount (Rs.) | Total Price (Rs.) |
|-------|--------------------------------------|----------------|-------------------------|-----------------|------------------|-------------------|
| 1     | Prismatic Compass + Tripod stand     |                | 41                      |                 |                  |                   |
| 2     | Abney Level                          |                | 32                      |                 |                  |                   |
| 3     | Measuring Tape (15 meters)           |                | 66                      |                 |                  |                   |
| 4     | Measuring Tape (50 meters)           |                | 130                     |                 |                  |                   |
| 5     | Nylon Ropes (50 meters)              |                | 119                     |                 |                  |                   |
| 6     | First Aid Kit                        |                | 115                     |                 |                  |                   |
| 7     | Insect repellent (100 ml)            |                | 105                     |                 |                  |                   |
| 8     | Water Bottle (1 ltr)                 |                | 53                      |                 |                  |                   |
| 9     | Rain coat (Poncho)                   |                | 135                     |                 |                  |                   |
| 10    | Safety Gumboots                      |                | 135                     |                 |                  |                   |
| 11    | Backpack                             |                | 147                     |                 |                  |                   |
| 12    | Machette                             |                | 53                      |                 |                  |                   |

1. Delivery Period .....Day(s) from the date of issue of this supply order.
2. Place of delivery .....
3. Consignee Address: .....

4. If the product provided fails to meet the verification process, the supply order will be cancelled and order will be issued to the next qualified bidder.
5. Warranty/Guarantee shall be \_\_\_Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order

**Additional Project Director,  
MegLIFE, MBDA  
Place: Shillong, Meghalaya**