



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

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

**Request For Quotations (RFQ)**

**FOR**

**Procurement of VPIC Registers for DPMUs under MegLIFE.**

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

## **REQUEST FOR QUOTATIONS**

### **Procurement of VPIC Registers for DPMUs under MegLIFE.**

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

**Contract title:** *Procurement of VPIC Registers for DPMUs under MegLIFE.*

**RFQ No:** *P1-PLN/MBDA/02828/2024/NF/*

<b>Sl#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>17<sup>th</sup> June, 2025</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>1<sup>st</sup> July, 2025 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>1<sup>st</sup> July, 2025 at 1630 Hrs.</b>

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
Shalom Building, 2nd Floor,  
Lower Lachumiere, Shillong—793001

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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

Ref No: P1-PLN/MBDA/02828/2024/NF/

Dated: 17<sup>th</sup> June, 2025

## INVITATION FOR QUOTATIONS FOR PROCUREMENT OF VPIC REGISTERS FOR DPMUS UNDER MEGLIFE.

To

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Dear Sir/Madam,

**Subject: Invitation for quotations for Procurement of VPIC Registers for DPMUs under MegLIFE.**

You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

**\*Detailed Specifications given at Annexure I**

Item No.	Particular	Quantity	Consignee Address	Delivery Period
1	Fixed Asset Register	300	As mentioned in T&C of CL 4	Within 30 days
	Current Asset Register	300		
	Community Contribution Register	300		
2	Cheque Issue Register	350		
3	Nursery Journal	200		
4	Plantation Journal	200		
5	Minutes Register	400		
6	Material Supply Register	250		

7	Voucher (in A4 size with blank page with voucher)	400		
8	Cashbook	400		
9	Muster Roll	400		
10	Measurement Book	250		
11	Ledger	250		

## Terms and Conditions

1. **Eligibility:** A Bidder (a) shall be a Citizen of India; (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document send your queries and clarification at [meglife.procurement@gmail.com](mailto:meglife.procurement@gmail.com), it will upload its response together with any amendment to this document, on [www.mbd.gov.in](http://www.mbd.gov.in) 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. **Bid- Submission of Quotations:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
4. **Place of Delivery of items:** Please Refer to Annexure II
5. **Quotation Price:**
  - a) The bidder must mention the Serial No. that they are offering. However, the quantity offered should be 100% of the requirement. Corrections, if any, shall be made by crossing out, initialing, 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. The quoted price should be inclusive of all the transportation charges, delivery, installations and commissioning.
  - e) The Prices shall be quoted in Indian Rupees only.
  - f) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures.
  - g) 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
  - h) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Quotations with no proper technical

specifications/catalogues are likely to be disqualified.

- 6. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**7. 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.

**8. Documents Evidencing Qualification:**

- a) Valid trading license/registration or equivalent/Exemption Certificate;
- b) Valid certificate of GST registration/Caste Certificate;
- 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.

- 9. 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) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes.
- (d) The RFQ will be evaluated on a serial wise.

- 10. 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. The announcement for this assignment will be published in [www.mbda.gov.in](http://www.mbda.gov.in)

- 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. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
- 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)

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 1<sup>st</sup> July, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 1<sup>st</sup> July, 2025. Late quotes will be rejected.
13. Prior to the issuance of the supply order, the selected bidder shall be required to provide a printed sample copy of the registers for approval by the Evaluation Committee. The sample must adhere strictly to the specifications and quality standards detailed in the tender document.
14. Payments shall be released on completion and subject to acceptance of deliverable by the client within 30 working days. However, for any issues experienced post completion and acceptance of the work the purchaser, the vendor should provide support in resolving the technical issues.
15. 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:*** [meglife.procurement@gmail.com](mailto:meglifeprocurement@gmail.com)

## QUOTATION OF FORMAT:

Sl.No	Description of Goods	Unit	Quoted Unit Rate <sup>1</sup> 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
1	Fixed Asset Register	300				
	Current Asset Register	300				
	Community Contribution Register	300				
2	Cheque Issue Register	350				
3	Nursery Journal	200				
4	Plantation Journal	200				
5	Minutes Register	400				
6	Material Supply Register	250				
7	Voucher (in A4 size with blank page with voucher)	400				
8	Cashbook	400				
9	Muster Roll	400				
10	Measurement Book	250				
11	Ledger	250				

**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 at least 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**

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## 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/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/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	Fixed Asset Register		300		
	Current Asset Register		300		
	Community Contribution Register		300		
2	Cheque Issue Register		350		
3	Nursery Journal		200		
4	Plantation Journal		200		
5	Minutes Register		400		
6	Material Supply Register		250		
7	Voucher (in A4 size with blank page with voucher)		400		
8	Cashbook		400		
9	Muster Roll		400		
10	Measurement Book		250		
11	Ledger		250		
	<b>Total</b>				

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 PO will be cancelled and order will be issued to the next qualified bidder.
5. Extended 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.

**(Purchaser)**

Date:

Name: Shri Gunanka D.B, IFS

Designation: Additional Project Director,  
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

Technical Specification for “Procurement of VPIC Registers for DPMUs under MegLIFE”				
Item No.	Particular	Quantity	Pages	Description
1	<ul style="list-style-type: none"> <li>Fixed Asset Register</li> <li>Current Asset Register</li> <li>Community Contribution Register</li> </ul>	300	<ul style="list-style-type: none"> <li>Fixed Asset Register:50 (Light Blue)</li> <li>Current Asset Register: 100 (Light Yellow)</li> <li>Community Contribution Register: 50(Light Green)</li> </ul> (Clubbed in one register 400 pages separated by different colors)	<ul style="list-style-type: none"> <li>Size - 32 x 20 cm</li> <li>Hard Bound</li> <li>Inner Page- 70 GSM Ledger Paper Multi Color</li> <li>Cover page-Printing in multi-color, paper-130 GSM</li> <li>Binding-Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)</li> </ul>
2	Cheque Issue Register	350	120	<ul style="list-style-type: none"> <li>Size - 32 x 20 cm</li> <li>Hard Bound</li> <li>Inner Page- 70 GSM Ledger Paper Black &amp; White</li> <li>Cover page-Printing in multi-color, paper-130 GSM</li> <li>Binding-Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)</li> </ul>
3	Nursery Journal	200	20	<ul style="list-style-type: none"> <li>Size - 21 cm x 29 cm</li> <li>Hard Bound</li> <li>Inner Page- 70 GSM, Black &amp; White</li> <li>Cover page- <b>Front Cover:</b> Printing in multi-color, paper-135 GSM <b>Back Cover:</b> straw board of 32 Oz &amp; superior in quality</li> <li>Binding-Gel board binding with cloth and cover pasting</li> </ul>
4	Plantation Journal	200	40	<ul style="list-style-type: none"> <li>Size - 21 cm x 29 cm</li> <li>Hard Bound</li> <li>Inner Page- 70 GSM, Black &amp; White</li> <li>Cover page- <b>Front Cover:</b> Printing in multi-color, paper-135 GSM <b>Back Cover:</b> straw board of 32 Oz &amp; superior in quality</li> <li>Binding-Gel board binding with cloth and cover pasting</li> </ul>

5	Minutes Register	400	300	<ul style="list-style-type: none"> <li>• Size - 32 x 20 cm</li> <li>• Hard Bound</li> <li>• Inner Page- 70 GSM Ledger Paper Black &amp; White</li> <li>• Cover page-Printing in multi-color, paper-130 GSM</li> <li>• Binding-Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)</li> </ul>
6	Material Supply Register	250	50	<ul style="list-style-type: none"> <li>• Size - 32 x 20 cm</li> <li>• Hard Bound</li> <li>• Inner Page- 70 GSM Ledger Paper Black &amp; White</li> <li>• Cover page-Printing in multi-color, paper-130 GSM</li> <li>• Binding-Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)</li> </ul>
7	Voucher (in A4 size with blank page with voucher)	400	200	<ul style="list-style-type: none"> <li>• Size - 21 cm x 29 cm</li> <li>• Hard Bound</li> <li>• Inner Page- 70 GSM, Black &amp; White</li> <li>• Cover page- <b>Front Cover:</b> Printing in multi-color, paper-135 GSM <b>Back Cover:</b> straw board of 32 Oz &amp; superior in quality</li> <li>• Binding-Gel board binding with cloth and cover pasting</li> </ul>
8	Cashbook	400	300	<ul style="list-style-type: none"> <li>• <b>Inner Paper-</b> 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</li> <li>• <b>Size</b> - Legal,</li> <li>• <b>Binding</b> - Hardcase Binding,</li> <li>• <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</li> </ul>
9	Muster Roll	400	300	<ul style="list-style-type: none"> <li>• <b>Inner Paper-</b> 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</li> <li>• <b>Size</b> - Legal,</li> <li>• <b>Binding</b> - Hardcase Binding,</li> <li>• <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</li> </ul>
10	Measurement Book	250	300	<ul style="list-style-type: none"> <li>• <b>Inner Paper-</b> 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</li> <li>• <b>Size</b> - Legal,</li> <li>• <b>Binding</b> - Hardcase Binding,</li> <li>• <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</li> </ul>

11	Ledger	250	200	<ul style="list-style-type: none"> <li>• <b>Inner Paper-</b> 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</li> <li>• <b>Size</b> - Legal,</li> <li>• <b>Binding</b> - Hardcase Binding,</li> <li>• <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</li> </ul>
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\*\*\*\*\***Important Note:**

1. On the front cover of the all Books of Record: The **MegLIFE's Emblem**, Name of the Project, the title of the Book shall be printed.
2. In the Money Receipt Book, Voucher Book: Book No. and its corresponding receipt/Voucher Nos. with series of numeric /alphabets, shall be printed at the top in Black ink as per our requirements.
3. On the Money Receipt Book, Voucher Book each sheet shall be accompanied with one blank sheet for duplicating with carbon paper: On each receipts/voucher sheet, Book No. as well as receipt/voucher No. should be printed on automatic machine Numbering. For example, Book No. 1 will contain the receipt from Serial No. MRB01- 1 to MRB01-200 (500 books). The printer shall checkup initially at their premises Sr. No. printed on receipt and proper binding of all Money Receipt Book & Voucher Books to avoid rejection subsequently by SPMU, MegLIFE. This will be supplier's responsibility prior to dispatch of books to MegLIFE.
4. **Most Important: Printing of book Nos. with its corresponding serial numbers** on each and every receipts/voucher is the most important part of the job and slightest defect variation will render the book unacceptable and hence will be rejected outright

**Annexure II**

**Place of Delivery**

Sl no .	District	Sum of Minutes Register	Sum of Asset Register (Fixed +Current )	Sum of Mesurement Book	Sum of Cheque Issue Register	Sum of Cashbook	Sum of Vouchers	Sum of Nursery Journal	Sum of Plantation Journal	Sum of Material Supply Register	Sum of Community Contribution Register	Sum of Ledger	Sum of Muster Roll	DPMU Office Address
1	EAST GARO HILLS	63	63	63	63	63	63	63	63	63	63	63	63	Office of the District Project Management Unit, MegLIFE, Balsrigittim Williamnagar EGH, near St.Paul Secondary School, Pin Code 794111 Contact No: 6003775694
2	EAST JAINTIA HILLS	13				13	13		13				13	Office of the District Project Management Unit , MegLIFE JICA Khliehriat East Jaintia Hills District near DC's office 793200 Contact No: 6009284018

3	EAST KHASHI HILLS	30	21	23	30	30	30	21	21	21	22	21	26	Basin Development Unit office, Room 205, Office of the Deputy Commissioner, East Khasi Hills, Shillong - 01 Contact No: 8974025678
4	EASTER N WEST KHASHI HILLS	22			22	22	22					7	22	Office of the District Project Management Unit MegLIFE, Pyndenumiong , Mairang, Eastern West Khasi Hills, 793120, Adjacent to Apex Bank Contact No: 7642008830
5	NORTH GARO HILLS	34	5	6	7	27	8			2		19	30	Mini Secretariat Building 1st floor MBDA Office, Resubelpara Pin no.794108 North Garo Hills Contact No: 9089447340

6	RI BHOI	31			31	31	29			4		13	18	Office of the District Project Management Unit- MegLIFE, Ri Bhoi District, Downgate, Nongpoh - 793102(near Mahindra Showroom) Contact No: 9863268323
7	SOUTH GARO HILLS	55	1	64	37	37	53	9	11	37	1	2	53	District Project Management Unit, Office,Asim Chiring, Baghmara, South garo hills. 794102 Contact No: 8787318670
8	SOUTH WEST GARO HILLS	20			22	22	22					19	22	Office of the District Project Management Unit, MegLIFE, JICA SWGH, DC office Complex New Bulding First Floor Ampati- 794115,Opp. Office of the District Agricultural Officer, SWGH Contact No: 9615484251



9	SOUTH WEST KHASI HILLS	21	42	21	42	21	42	21	21	42	21	21	21	Office of the District Project Management Unit, MegLIFE, South West Khasi Hills, Laitlawsang, Mawkyrwat 793114Opp. Office of the AH & VETY, South West Khasi Hills Contact No: 7642008830
10	WEST GARO HILLS	23		39	20	21	25	20	20	20		20	21	MegLIFE- JICA, District Project Management Unit, Matchakolgre, Najing Bazar New Tura Road, West Garo Hills Contact No: 7005299691
11	WEST JAINTIA HILLS	48	19	19	29	48	48	19	29	18	19	48	48	Office of the District Basin Development Unit, Ladthalaboh (Near the office of (DMHO), Jowai-793150 Contact No: 8837352834