



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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No. MBMA/MLAMP/I68/2020/G-90/333

Dated: 1st 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 THREE LOTS FOR PRINTING OF FINANCIAL LITERACY MATERIALS
– (IVCS) UNDER MLAMP

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. A Bidder can bid for one or all the Lots, however the evaluation will be done Lot wise and contracts will also be given lot wise.
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 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 20, 2020 by 1600 Hrs. (IST). Quotations will be opened on April 20, 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 Financial Literacy Materials-(IVCS) under MLAMP"** 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.**
- a. 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.
 - b. Quotes will be evaluated Lot wise and contract will also be given lot wise.
10. Prices shall be quoted in Indian Rupees.
11. **Payment:** within 30 days after delivery and acceptance of 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 90 days after issuing of Purchase Order/Contract. Bidders must state exact delivery time in the quotation.**
14. **Warranty.** Items offered should be covered by at least 12 months' warranty from the date of delivery to the Purchaser/Procuring Entity. Goods offered shall be new, unused and based on the manufacturer's current and most recent model. (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



Shantana 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**	Total Copies	Cost per unit (in INR)	Total (in INR)
Lot#1	Financial Literacy Guide (detailed specifications provided at page 5)	Khasi: 26,200 copies		
		Garro:27,000 copies		
Lot#2	Financial Awareness Messages (detailed specifications provided at page 5)	Khasi: 26,200 copies		
		Garro:27,000 copies		
Lot#3	Financial Dairy (detailed specifications provided at page 5)	Khasi: 26,200 copies		
		Garro:27,000 copies		
	Applicable Taxes*			
	Total Price			

* Applicable taxes to be quoted separately.

**: Evaluation will be done Lot wise and Purchase Order will be awarded Lot wise

Technical specifications and Compliance Sheet

Sl. No	Description and Specifications	Meeting the Requirement Yes / No
Lot # 1	Financial Literacy Guide: Inner pages – 100 GSM Cover pages – 200 GSM <u>Paper type:</u> Glossy paper <u>Paper size:</u> A5 <u>Printing type:</u> Multi-color- front and back <u>No of pages</u> Khasi-24 Garo-24	
Lot # 2	Financial Awareness Messages <u>Paper Thickness</u> Inner pages – 100 GSM Cover pages – 200 GSM <u>Paper type:</u> Glossy paper <u>Paper size:</u> A5 <u>Printing type:</u> Multi-color- front and back <u>No of pages</u> Khasi-12 Garo-12	
Lot # 3	Financial Dairy <u>Paper Thickness</u> Inner pages – 80 GSM Cover pages – 200 GSM <u>Paper type:</u> Inner pages – Normal A4 Cover pages – Glossy Paper <u>Paper size:</u> A5 <u>Printing type:</u> Multi-color- front and back <u>No of pages</u> Khasi-14 Garo-14	