

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



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

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 meglifembda@gmail.com/jicambda@gmail.com

Ref. No. MBDA/JICA/Printing/2022/1129

Dated: Shillong, the 8th September, 2023

From

Gunanka DB, IFS,
Additional Project Director
MegLIFE, MBDA, Shillong

To: _____

PROJECT: Community Based Forest Management & Livelihoods Improvement in Meghalaya (MegLIFE)

**REQUEST FOR QUOTATIONS FOR PRINTING OF
PLANTATION & COMMUNITY NURSERY FLIPCHARTS, POSTERS
& MegLIFE NEWSLETTER “TOGETHER”**

Sir/Madam,

1. The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (JICA), 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. You are invited to submit your price quotation in a pro forma invoice format for the Printing of Flipcharts on plantation and community nursery, posters for MegLIFE Project Villages and MegLIFE Newsletter as listed in Annex 1 of this RFQ.
3. Your quotation in the required format should be addressed to:

O/o of the Project Director, SPMU, MegLIFE,
Meghalaya Basin Management Agency
2nd Floor, Shalom Building, Block-3
Lower Lachumiere, Shillong, PIN-793001

Ph: 0364-2510190; **Email:** mbda.meglifembda@gmail.com

4. The quotation, in English, should be accompanied by the following documents:
 - a) Application Letter (As per Annexure-2)
 - b) 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.
 - c) A copy of GST Registration certificate
 - d) 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.

- e) Valid Trade License/Registration or Equivalent/Exemption Certificate
- f) Photocopy of PAN Card
- g) Price Bid Sheet (As per Annexure-3)

5. **The deadline for receipt of your sealed quotation is 16:00 Hrs. (IST) on 20th September, 2023. Quotations will be opened at 16:30 Hrs. on 20th September, 2023. Quotations received after the deadline will be summarily rejected.**
6. 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 Plantation & Community Nursery Flipcharts, Posters & MegLIFE Newsletter” “(TOGETHER)”** as reference above and **the Bidders Name**.
7. 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.
8. **Taxes** as applicable should be shown separately.
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. **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
12. **The rate in the Financial Quotation** should be inclusive of all taxes, transportation charges, among others. No additional cost would be accepted once the proposal is submitted and opened.
13. **Sample Copy** of printing items (Proof) Should be sent to SPMU, MegLIFE and approved before printing.
14. **Payment:** On award of contract, payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery and verification of the Goods.
15. **Delivery:** The prices should be quoted for delivery in Shillong at the O/o the Additional Project Director, SPMU, MegLIFE, MBDA, 2nd Floor, Shalom Building, Block-3, Lower Lachumiere, Shillong, PIN-793001.

16. Delivery Schedule: All items should be delivered within 4 weeks from date of Supply Order. Bidders must state exact delivery time in the quotation.

17. Validity of Quotations: Your quotation should be valid for a period of 90 days from the date of your quotation.

Yours sincerely

Sd/-
(Gunanka DB, IFS)
Additional Project Director,
MegLIFE, MBDA, Shillong

SCHEDULE OF REQUIREMENTS

Table-A-List of Items to be Printed -

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

S#	Description	No. of sets to be printed		Total sets
		Khasi	Garro	
1	Plantation Flip Charts of 25 pages bound into one set	180	330	510
2	Community Nursery Flip Charts of 10 pages bound into one set	180	330	510
3	Community Procurement Poster	Khasi	Garro	Total
		No.	No.	
		360	660	1020
4	Anti-Corruption poster	Khasi	Garro	Total
		No.	No.	
		180	330	510
5	MegLIFE Newsletter "TOGETHER"	English -2000 (4 issues; each quarter 500 copies of one issue)		2000

Technical Specifications

Sl. No.	Particulars	Description and Specifications	Rates to be quoted for
1	Plantation Flip Charts of 25 pages bound into one set	Paper Thickness 170 – 200 GSM Size 24" X 36" or 2ft.X 3ft. (W X H) No of pages 25 pages per set with ring binding and hanger on top	Glossy paper Matte Paper Separately
2	Community Nursery Flip Charts of 10 pages bound into one set	Paper Thickness 170 – 200 GSM Size 24" X 36" or 2ft.X 3ft. (W X H) No of pages 10 pages per set with ring binding and hanger on top	Glossy paper Matte Paper Separately

Sl. No.	Particulars	Description and Specifications	Rates to be quoted for
3	Posters (Community Procurement & Ani-Corruption)	Size 6 ft X 4 ft (W X H) Specification Star flex 340 GSM Front Lit & Anti Curl	Star flex 340 GSM Front Lit & Anti Curl
4	MegLIFE, Quarterly Newsletter “TOGETHER”	1. Page Size: 21.5 cm X 28 cm 2. Paper: 130 GSM Glossy paper 3. Color: Multicolor 4. No of leaves- 4 5. Printing- Both side 6. Design- As per' sample to be provided by SPMU, MegLIFE, MBDA	Glossy paper

Request for Quotation for Printing of VPIC Books of Records and registers
Application Letter

Name of Bidder	
Office Address	
Proprietor	
Designation	
Contact No:	
PAN No.	
GSTN No.	

I/We hereby agree to all the terms & conditions given in the RFQ document.

I/We agree that I/We will supply the goods according to the conditions of the RFQ document and the supply order.

Signature of the Authorized Signatory with Seal of the Agency

Date:

Name:

Designation:

Price Bid Sheet

Item No	Particular	Amount Quoted per unit (INR) <i>Should be in figure and letter</i>	Total Amount (Without taxes & additional cost) <i>Should be in figure and letter</i>	Taxes (INR) <i>Should be in figure and letter</i>	Other /Additional Cost (INR) <i>Should be in figure and letter</i>	Total Amount (With Taxes & Additional Cost) <i>Should be in figure and letter</i>
1	Plantation Flip Charts					
2	Community Nursery Flip Charts					
3	Community Procurement Poster					
4	Anti-Corruption poster					
5	MegLIFE Newsletter "TOGETHER"					

Signature of the Authorized Signatory with Seal of the Agency

Date:

Name:

Designation: