

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Basin Management Agency (MBMA)*

Contract title: *Printing of Books & Registers*

RFQ No: GD -16

S#	Description	Date & Time
1	Date of Issue of RFQ	July 4, 2019
2	Last Date and Time of submission of RFQs	July 18 , 2019 at 1600 Hrs.
3	Opening of RFQs	July 18 , 2019 at 1630 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016]



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: mbdaprocurement@gmail.com

MBMA/CLLMP/ 4/PROC/GD-16/2019-20/

Date: July 4, 2019

INVITATION FOR QUOTATIONS FOR PRINTING OF BOOKS & REGISTERS UNDER SHOPPING PROCEDURES

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PRINTING OF BOOKS & REGISTERS UNDER CLLMP PROJECT

Government of India has received a funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan toward the cost of **Meghalaya Community- Led Landscape Management Project (MCLLMP)**, **Meghalaya Basin Management Agency (MBMA)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan to eligible payments under the contract for which this invitation for quotations is issued.

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

***Detailed Specifications given at Annexure 1**

S #	Brief Description of the Goods	Total quantity (Khasi)	Total quantity (Garo)	Delivery Period	Place of Delivery
1	BILL REGISTER	200	200	15 Days	Meghalaya Basin Development Authority, Campus of Meghalaya State Housing Financing & Cooperative Society, Behind Bethany Hospital Upper Nongrim Hills, Shillong – 793003

2	COMMUNITY CONTRIBUTION REGISTER	200	200	15 Days	<p style="text-align: center;">Meghalaya Basin Development Authority, Campus of Meghalaya State Housing Financing & Cooperative Society, Behind Bethany Hospital Upper Nongrim Hills, Shillong – 793003</p>
3	MINUTE BOOK	200	200	15 Days	
4	CASH BOOK	200	200	15 Days	
5	CHEQUE ISSUE REGISTER	200	200	15 Days	
6	PAYMENT VOUCHER	200	200	15 Days	
7	ASSET REGISTER	200	200	15 Days	

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.cllmp.com & www.mbda.gov.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions.
3. **Quotation Price**
 - a) The quantity offered should be 100% of the requirement. Corrections, if any, shall be made by crossing out, initialling, 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.
- e) The Prices shall be quoted in Indian Rupees only.
- f) Bidder must expressly mention the name/brand of the items offered by them in the price schedule. (not applicable for this assignment)

4. 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.

5. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

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

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

7. 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) GST will not be taken into consideration while evaluating the quotations.

- a. **Award of contract:** The Purchaser will award the supply order to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price for all. The announcement for this assignment will be published in www.clmp.com & www.mbd.gov.in

- b. 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.
 - c. 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).
8. Payment shall be made with 60 days after delivery of the goods.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty if required will be mentioned in the technical specifications. (not applicable for this assignment)
10. You are requested to provide your sealed quote latest by 1600 hours on July 18, 2019. Quotations that have been submitted on or before time will be opened at 1630 Hrs. on July 18, 2019. Late quotes will be rejected.
11. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/

(Purchaser)

Name: Shri Shantanu Sharma, IAS

Address: Meghalaya Basin Management Agency, Office of Meghalaya Basin Development Authority, Upper Nongrim Hills, Shillong – 793003; Meghalaya

Tel. No.: 0364 -2522921

Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION *

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement at Annexure 1)	Total Quantity (Khasi)	Total quantity (Garo)	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	² 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	BILL REGISTER		200	200					
2	COMMUNITY CONTRIBUTION REGISTER		200	200					
3	MINUTE BOOK		200	200					
4	CASH BOOK		200	200					
5	CHEQUE ISSUE REGISTER		200	200					
6	PAYMENT VOUCHER		200	200					
7	ASSET REGISTER		200	200					
Total including all taxes and duties									

¹ Any unconditional discounts if offered shall be specified in this column along with the unit rates.

² Indicate each applicable tax separately.

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 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



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Regd. Address: House No. L/ A-56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: mbdaprocurement@gmail.com

SUPPLY ORDER

To:

M/s

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.....
.....
.....

Dear Sirs,

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/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
# 1					
Total					

1. Delivery Period:days from the date of issue of this supply order.
2. Place of delivery
3. Consignee Address:
4. GST if any will be paid at actual prevailing on the date of supply.
5. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.

(Purchaser)

Date:

Place: Shillong, Meghalaya

Name: Shri Shantanu Sharma, IAS

Designation: Additional Project Director,
CLLMP, MBMA

SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity (Khasi)	Total quantity (Garo)
1	BILL REGISTER	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200
2	COMMUNITY CONTRIBUTION REGISTER	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200
3	MINUTE BOOK	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200

Sl. No.	Item	Specification	Total quantity (Khasi)	Total quantity (Garo)
4	CASH BOOK	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Cash Book size</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200
5	CHEQUE ISSUE REGISTER	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200
6	PAYMENT VOUCHER	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> A4</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200

Sl. No.	Item	Specification	Total quantity (Khasi)	Total quantity (Garo)
7	ASSET REGISTER	<p><u>Paper thickness</u> Inner pages – 100 gsm Outer pages – 170 gsm</p> <p><u>Paper type</u> Maplitho paper for inner pages Art paper for cover</p> <p><u>Paper Size</u> Legal, spread across 2 pages</p> <p><u>Binding</u> Hard case binding</p> <p><u>Printing</u> Single colour offset both sides for inside pages and multi-colour offset one side for cover page</p> <p><u>No. of pages</u> 200</p>	200	200

- **Time Schedule for supply of materials:** 30 Days from issue of work order.
- **Client’s Input to be made available to the vendor:**
 - Soft copy and art work of all mentioned items will be provided by:
 - 1) Knowledge Management Division, CLLMP, MBMA
 - 2) Contact Details: Shri Wankit Kupar Swer, OSD-KM, MBMA (9579275289)