



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)



HQR: SHILLONG

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2017**

Dated Shillong, the, 21st July,

From

Shri. S.M. Sahai, IFS
Additional Project Director
Meghalaya Basin Management Agency

To: _____

PROJECT: Meghalaya Livelihoods and Access to Markets Programme (LAMP)

REQUEST FOR QUOTATIONS FOR PRINTING & SUPPLY OF JUTE BAGS

Sir/Madam, -

Meghalaya Basin Management Agency, Shillong invites your quotation for the items mentioned above. -

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 - Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method - contained in the IFAD Project Procurement Guidelines (September 2010) and its Handbook in accordance with the - procedures described herein. -

Preparation of Quotations: You are requested to quote for these items by completing, signing and returning: -

- the rate in terms of price for printing, by paper type, size, number of units and add-ons
- the List of Goods and Price Schedule LOT WISE
- the technical specification as offered.
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Quotations: The quotation validity required is 90 days.

Sealing and marking of Quotations: Quotations should be placed in a single sealed envelope, clearly marked as **Quotation For Printing & Supply of Jute Bags, LAMP** as reference above and **the Bidders Name**.

Submission of Quotations: Quotations along with the supporting documents and should be submitted to the address below within deadline (the date and time) as referenced below.

Date of deadline: 1st August, 2017; Time of deadline: 16:00 hrs. (local time).

Address: Meghalaya Basin Management Agency Office, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003

Attn:

Shri. S.M. Sahai, IFS
Additional Project Director
Meghalaya Basin Management Agency

Facsimile: 0364-2522921; **Email:** mbdaprocurement@gmail.com

Eligibility Criteria: Bidders are required to meet the following criteria to be eligible:

Have the legal capacity to enter into a contract;
Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

Documents Evidencing Eligibility: Bidders are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid trading license or equivalent;
- b). Valid certificate of VAT/GST registration or equivalent;
- c). Experience certificate for printing and supply of bags along with copy of Supply/Purchase order;
- 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 bidders business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

Technical Criteria: The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.

Currency: Quotations shall be priced in Indian Rupees only.

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

Delivery: Prices should be quoted as applicable for Shillong.

Duties and Taxes: Goods imported into India under this project are not exempt from import duties and taxes.

Rates: It should be inclusive of all taxes till delivery

Delivery Schedule: Delivery required should be as per the time prescribed in the Purchase Order. The delivery of these items 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.

Terms of Payment:

Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery - of the Goods. -

Any resulting contract awarded shall be by placement of a Purchase Order. -

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and - submit your quotation or inform the undersigned if you will not be submitting a quotation. -

Yours faithfully

Sd/-

(Shri. S.M. Sahai, IFS)

Additional Project Director

Meghalaya Basin Management Agency

STATEMENT OF REQUIREMENTS
List of Goods and Price Schedule

Procurement Reference: _____ -

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for -
Quotations referenced above. -

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the -
Request for Quotations. -

The validity period of our quotation is: _____ days/weeks/months. -

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the -
validity period and will not be subject to revision or variation. -

The delivery period offered is: _____ days/weeks/months from date of Purchase Order. -

CURRENCY OF QUOTATION: _____

Sl. No.	Item	Specification	Qty.	Total quantity
1	Document Bag (Jute)	Description 1. Should accommodate A4 size documents 2. Should have handle and shoulder strap 3. Should have at least 2 inner compartments and one outer compartment Type Eco friendly/ indigenously made Additional requirement Printing of permanent IBDLP logo on bag (2 inches x 2 inches)	500	

Quotation authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorized for and on behalf of: _____

(dd/mm/yy)

Company: _____ -