

Office of the Project Director
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/Printing/2022/ 1235

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 QUOTATION

For MANUFACTURING OF SIGNBOARDS FOR VPICS OF MegLIFE PROJECT

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 providing rates for manufacturing of signboards as per the terms and condition annexed in **Annexure 1** of this RFQ.
3. The bidder should be a reputed firm preferably having experience and expertise in manufacturing of metal signboards/ metal signage for Central/ State Govt. Departments/ PSUs/ Autonomous bodies etc. Copy of the work orders / award letters showing the experience of work should be provided along with quotation (self-attested photocopy).
4. Technical and financial quotations are required, be submitted in separate envelopes with a single forwarding letter.

Your quotation in the required format should be addressed to:

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

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

5. 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) Registration certificate (if the applicant is a firm/society)
 - h) Articles and memorandum of association (if the applicant is a firm/society)
 - i) Audited statements of accounts for last three successive years
 - j) Price Bid Sheet (As per **Annexure-3**)
6. **The deadline for receipt of your sealed quotation is 1600 Hrs. (IST) on 21st September 2023. Quotations will be opened at 1630 Hrs. on 21st September 2023. Quotations received after the deadline will be summarily 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 "Manufacturing of Signboards for VPICs of MegLIFE Project"** as reference above and **the Bidders Name**.
8. **Taxes** as applicable should be shown separately.
9. **Evaluation.** The substantially responsive bids to the request for quotation will be evaluated first against, technical specification. Bids of Technically Qualified bidders will be opened for financial evaluation. The Purchaser/Procuring Entity shall award the Contract to the Technically Qualified Bidder whose offer has been determined to be the lowest priced bid and is provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
10. **Prices** shall be quoted in Indian Rupees per species.
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. No additional cost would be accepted once the proposal is submitted and opened.
13. **Before manufacturing, selected bidder has to submit prototype of the signboard to SPMU, MegLIFE for verification and finalization** as per the technical specifications mentioned at Annexure-1. Manufacturing shall be initiated only after getting clearance certificate for manufacturing from SPMU, MegLIFE.
14. SPMU, MegLIFE reserve the right to cancel supply order if prototype is not up to the quality as per the technical specifications mentioned at **Annexure-1**.
15. The prices should be quoted for manufacturing and fitting fixing at the village intervention sites.

16. **Payment:** Payment shall be made within 30 days on receipt of invoices and subject to clearance from concerned BPM against whose block the invoices are made following fitting & fixing of signboards.
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

Iron structure Signboard

- a. Size of Sign board: 6^{ft}. (width) x 4^{ft} (height)
- b. ACP sheet: 3 mm ACP sheets of 6^{ft}. (width) x 4^{ft} (height),
- c. Board Structure: The ACP sheet signboard should be fixed on two parallel Iron poles (refer picture for details)
- d. Iron angel structure: 25 mm x 25mm x 5 mm full size Iron Angle structure.
- e. Affixing of ACP sheet with poles and Angle structure: Pop rivet affixing.
- f. Iron pole length/height: 10 ft. The pole should be erected on ground with 1.5 feet inside the ground. Hence, the bottom part of the signboard should be 4.5 feet above the ground level (refer picture annexed at **Annexure-5** for details)
Other specifications of the Iron pole: The poles should be of 38 mm OD (Outer Diameter) and weighing not less than 700 gm/feet.
- g. Print: Recto reflective sticker/ material
- h. Quantity: maximum 10 nos. per VPIC
- i. Pole Painting: Synthetic painting with priming

Quotation

1. Price to be quoted Block wise as per the block list attached at **Annexure-4 including manufacturing transport and fitting fixing at the intervention sites.**

Delivery

1. Delivery schedule will be mentioned in individual supply orders (Block wise) issued by SPMU, MegLIFE from time to time. The time schedule should be strictly adhered to. If the supplier fails to deliver any or all of the goods or to perform the service within the period(s) specified in the contract/work order, 1% of the total value of individual work will be deducted as penalty for a delay of every week and past thereof.
2. **Delivery including fitting and fixing** of the signboard has to be made at the **MegLIFE Project Village as per the list of villages provided along with the supply order**. the cost of which shall be included in the quoted price.

REQUEST FOR QUOTATION
MANUFACTURING OF SIGNBOARDS FOR VPICS OF MegLIFE PROJECT
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

Date:

Name:

Designation:

Price Bid Sheet

Item No	Block	Amount Quoted per Signboard including manufacturing transport, fitting and fixing (INR) <i>(Should be in figure and number)</i>	Total Amount for 10 signboards per village (Without taxes) <i>(Should be in figure and number)</i>	Taxes (INR) <i>(Should be in figure and number)</i>	Total Amount (With Taxes) <i>(Should be in figure and number)</i>

Signature of the Authorized Signatory with Seal

Date:

Name:

Designation:

List of MegLIFE Project Blocks				ANNEXURE-4
District	District Code	Block	Block Code	No. of Villages
WEST GARO HILLS	278	GAMBEGRE	2478	19
SOUTH GARO HILLS	277	BAGHMARA	2471	19
NORTH GARO HILLS	656	RESUBELPARA	2452	23
SOUTH WEST GARO HILLS	663	BETASING	2475	23
WEST GARO HILLS	278	DALU	2477	22
SOUTH GARO HILLS	277	RONGARA	2474	18
SOUTH GARO HILLS	277	GASUAPARA	2473	22
WEST GARO HILLS	278	RONGRAM	2479	27
SOUTH WEST GARO HILLS	663	ZIKZAK	2482	22
WEST GARO HILLS	278	TIKRIKILLA	2481	22
RI BHOI	276	UMLING	2469	21
EAST GARO HILLS	273	DAMBO RONGJENG	2450	21
EAST GARO HILLS	273	SAMANDA	2453	21
EAST JAINTIA HILLS	657	SAIPUNG	2466	20
EAST GARO HILLS	273	SONGSAK	2454	23
NORTH GARO HILLS	656	KHARKUTTA	2451	19
EAST KHASI HILLS	274	MAWRYNGKNENG	2458	13
EASTERN WEST KHASI HILLS	740	MAIRANG	2483	23
EAST KHASI HILLS	274	MAWKYNREW	2456	21
WEST JAINTIA HILLS	275	THADLASKEIN	2467	20
SOUTH WEST KHASI HILLS	658	MAWKYRWAT	2484	21
RI BHOI	276	UMSNING	2470	22
SOUTH GARO HILLS	277	CHOKPOT	2472	12
WEST GARO HILLS	278	SALSELLA	2480	6
WEST GARO HILLS	278	DEMDEMA	7181	1
WEST GARO HILLS	278	DADENGGIRI	2476	3
WEST JAINTIA HILLS	275	LASKEIN	2465	10
EAST KHASI HILLS	274	PYNURSLA	2461	1
EAST JAINTIA HILLS	657	KHLIEHRIAT	2464	1
WEST KHASI HILLS	279	MAWSHYNRUT	2485	3
SOUTH WEST GARO HILLS	663	RERAPARA	7180	1

