

Office of the Project Director
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

Request For Quotations (RFQ)

FOR

Printing of Newsletter Together under MegLIFE

for FY 25-26

**Additional Project Director
MegLIFE
Meghalaya Basin Development Authority (MBDA), Shillong**

REQUEST FOR QUOTATIONS

Printing of Newsletter Together for FY 25-26 under MegLIFE

Purchaser: *Meghalaya Basin Development Authority (MBDA)*

Contract title: Printing of Newsletter Together under MegLIFE

RFQ No: PLN/MBDA/02828/2024/NF

SL#	Description	Date & Time
1	Date of Issue of RFQ	22nd September, 2025
2	Last Date and Time of submission of RFQs	6th October, 2025 at 1600 Hrs.
3	Opening of RFQs	6th October, 2025 at 1630 Hrs.

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PLN/MBDA/02828/2024/NF

Date: 22nd September, 2025

**INVITATION FOR QUOTATIONS FOR PRINTING OF NEWSLETTER “TOGETHER” for
 FY 25-26 UNDER MEGLIFE**

To

Dear Sir/Madam,

**Subject: Invitation for quotations for “Printing of Newsletter Together for FY 25-26 under
 MegLIFE”.**

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

***Detailed Specifications given at Annexure I**

SL.No	Description of Goods	Qty	Consignee Address	Delivery Period
1	MegLIFE Newsletter “TOGETHER” For FY 25-26	English -2000 (500 copies in each quarter for each volume total 4 Volumes=2000 copies)	As mentioned in T&C CL 4	Within 15 Days from the end of each Quarter

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 State/Central Government/PSU's 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.mbda.gov.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
3. **Bid- Submission of Quotations:** O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong - 793014.
4. **Place of Delivery of items:** Meghalaya Basin Development Authority (MBDA) MegLIFE office, 2nd Floor Shalom Building, Lower Lachumiere, Shillong - 793001, Meghalaya.
5. **Requirements:**
 - i. The Technical Specifications is mentioned in **Annexure-I**.
 - ii. The Vendor is required to print **4 Volumes** (500 copies in each quarter for each volume total 4 Volumes=2000 copies in English)
 - iii. On issuance of Purchase Order, the Vendor is required to provide a sample of the Newsletter, post approval of MBDA, the complete printing can be done.
 - iv. The design is yet to be finalized and will be shared in due course of time.
 - v. The Vendor will be engaged for 1 year.
6. **Quotation Price**
 - a) The quantity offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, 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.
7. **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.
8. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
9. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- a. Valid trading license/registration 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.
10. **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) Any historical information, if required may be asked from the bidders during evaluation of quotes.
11. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be published in www.mbda.gov.in
- a. 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. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
 - b. 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)

12. You are requested to provide your sealed quote latest by 1600 hours on 6th October, 2025. Quotations that have been submitted on or before time will be opened at 1630 hours on 6th October, 2025. Late quotes will be rejected.
13. Payments shall be released on completion and subject to acceptance of deliverable by the client within 30 working days. However, for any issues experienced post completion and acceptance of the work the purchaser, the vendor should provide support in resolving the technical issues.
14. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

**Additional Project Director,
MegLIFE, MBDA**

QUOTATION OF FORMAT:

Sl.No	Description of Goods	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	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	MegLIFE Newsletter "TOGETHER"	English -2000 (500 copies in each quarter for each volume total 4 Volumes=2000 copies)				

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 also confirm that commercial warrantee/ guarantee of at least 12 months shall apply to the offered goods.

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

SUPPLY ORDER

To:
M/s
.....
.....

Dear Sir,

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/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	MegLIFE Newsletter "TOGETHER"				

1. Delivery Period: Day(s) 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 (if not already included in the cost above.
5. Extended Warranty/Guarantee shall be Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)
Date:

Additional Project Director
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

Annexure - I

Specifications for "Printing of Newsletter Together" for FY 25-26 Under MegLIFE.			
Sl. Nos	Items Name	Items Descriptions	Rates to be quoted for
1	MegLIFE, Quarterly Newsletter "TOGETHER" For FY 25-26	<ol style="list-style-type: none"> 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