

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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 meglife.mbda@gmail.com/jica.mbda@gmail.com

No. MBDA/MegLIFE/Proc-2023-24/1596

Dated: 12th March, 2024

From

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

To: _____

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

**INVITATION for REQUEST FOR QUOTATION for
PROCUREMENT OF NITROGEN FIXING PLANT SEEDS UNDER 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 as per the format providing rates for procurement of Nitrogen Fixing Plant Seeds under MegLIFE project as per the terms and condition annexed in **Annexure 1** of this RFQ.
3. The deadline for receipt of your sealed quote is March 21st, 2024 by 1600 Hrs. (IST). Quotations will be opened on March 21st, 2024 at 1630 Hrs.
4. You are invited to submit your most competitive quotation for the following goods as per the Lot wise mentioned below: -

***Detailed Specifications given at Annexure 1**

Lot#	Brief Description of the Goods	Quantity	Consignee Address	Delivery Period
Lot#1	Indigofera arracta	367 Kg	As mentioned in T&C Cl.3	Within 30 Days
Lot#2	Tephrosia Candida	367 Kg		
Lot#3	Sesbania Sesban	3 Kg		
Lot#4	Sesbania Grandiflora	3 Kg		

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 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. Place of Delivery Quotations:**
O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai-793014
- 4. Consignee (ship to):**
Meghalaya Basin Development Authority (MBDA) MegLIFE office, 2nd Floor Shalom Building, Lower Lachumiere Shillong -793001, Meghalaya
- 5. Quotation Price**
 - 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.
 - All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - Goods and Service Tax (GST) should be indicated separately.
 - 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.
 - Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
 - The bidder must mention in details about the product being offered. Bids with no proper details are likely to be disqualified.

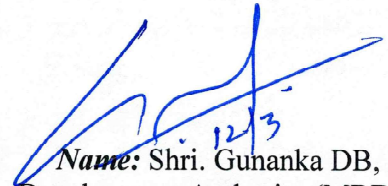
- 6. Qualification of Bidders**
- a) Have the legal capacity to enter into a contract;
 - b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
 - c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India. (Annexure-I)
- 7. 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/NOC from Headman
 - b. Valid certificate of GST registration/ Caste Certificate.
 - 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.
- 8. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- 9. 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.
 - d) The Quotation will be evaluated on a Lot wise basis. Contracts will be awarded to the lowest bidders (L1) for each lot.
- 10. Award of contract:** The Purchaser will award the supply order 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 of 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).

11. Payment shall be made with 30 days after delivery of the goods. Payment will commence subsequent to the confirmation of seed viability through verification.

12. Warranty: The warranty shall be as per standard T&C of the goods from the date of delivery.

13. We look forward to receiving your quotations and thank you for your interest in this project.



Name: Shri. Gunanka DB, IFS
Address: Meghalaya Basin Development Authority (MBDA),
MegLIFE office 2nd Floor, Shalom Building,
Lower Lachumiere. Shillong- 793001
Tel. No.: +913643510190
Email: mbdaprocurement@gmail.com

FORMAT OF QUOTATION

Sl. No.	Description of Goods/Services	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	GST and similar other taxes applicable on finished Goods	Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1	Indigofera arracta	367 Kg				
2	Tephrosia Candida	367 Kg				
3	Sesbania Sesban	3 Kg				
4	Sesbania Grandiflora	3 Kg				

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

**** The bidder can add more line items as required**

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

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Date:

SUPPLY ORDER

To:

M/s

.....
.....

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/services at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl.#	Brief description of goods	Specifcatons	Quantity to be supplied	Unit Rate (Rs.)	GST	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 (if not already included in the cost above.
5. Payment shall be made within 30 days of delivery; and acceptance of the goods. Payment will commence subsequent to the confirmation of seed viability through verification.

(Purchaser)

Date:

Name: Shri Gunanka DB, IFS
Designation: Additional Project Director,
MegLIFE, Shillong, Meghalaya
Place: Shillong, Meghalaya

TECHNICAL SPECIFICATIONS

Lot. No.	Item	Specification	Quantity
1	Indigofera arracta	1. Each packet will comprise of 250 gm Tephrosia candida seed and 250 gm Indigofera arracta seed.	367 Kg
2	Tephrosia Candida	2. Packets should be transparent good quality waterproof polythene material. 3. Seed should be mature, brown colour, plump. 4. Seed should be treated with pesticide powder to prevent insect damage. 5. Percentage of healthy seeds should be atleast 90%.	367 Kg
3	Sesbania Sesban	1. Each packet will comprise of 100 gm Sesbania Sesban seed and 100 gm for Sesbania Grandiflora seed.	3 Kg
4	Sesbania Grandiflora	2. Packets should be transparent good quality waterproof polythene material. 3. Seed should be mature, brown colour, plump. 4. Seed should be treated with pesticide powder to prevent insect damage. 5. Percentage of healthy seeds should be atleast 90%.	3 Kg