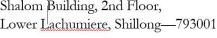
## Office of the Project Director Community-based Forest Management and Livelihoods Improvement in Meghalaya

Shalom Building, 2nd Floor, Lower Lachumiere, Shillong—793001









Meghalaya Basin

Development Authority

Dated: Shillong, the 6th July, 2023



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

No. MBDA/JICA/Printing/2022/1087

From
Gunanka DB, IFS,
Additional Project Director
MegLIFE, MBDA, Shillong
To:

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

#### REQUEST FOR FIXING OF RATES FOR SUPPLY OF SEEDLINGS/SAPLINGS FOR PLANTATION IN MegLIFE PROJECT VILLAGES

Sir/Madam,

- The MegLIFE Project, MBDA, Government of Meghalaya intends to procure seedlings/saplings for 2024 plantations (between May 2024 to August 2024) the year 2024 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 fixing of rates for supply of seedlings/saplings as per proforma annexed in Annexure 1 of this RFQ.
- 3. Your quotation in the required format should be addressed to:

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

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

- 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) Nursery license
  - h) Registration certificate (if the applicant is a firm/society)

- i) Articles and memorandum of association (if the applicant is a firm/society)
- j) Audited statements of accounts for last three successive years
- k) Price Bid Sheet (As per **Annexure-3**)
- 5. The deadline for receipt of your sealed quotation is 12th July, 2023 by 15:00 Hrs. (IST). Quotations will be opened at 15:30 Hrs on 12th July, 15:00 Hrs. (IST) Quotations received after the deadline will be summarily rejected.
- 6. 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 "Fixing of Rates for Supply of Seedlings/Saplings for Plantation in MegLIFE Project Villages" as reference above and the Bidders Name.
- 7. **Taxes** as applicable should be shown separately.
- 8. **Evaluation**. The Purchaser/Procuring Entity shall award the Contract to the Bidder whose offer has been determined to be the lowest priced bid and is substantially responsive to the request for quotation, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 9. Prices shall be quoted in Indian Rupees per species
- 10. Block wise list of preferable species are annexed at Annexure-4
- 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. **Designated persons from SPMU, MegLIFE** will visit the nursery for quality check of seedlings before supply. Seedlings will be checked for quality as per the technical specifications mentioned at Annexure-1. Seedlings/saplings not conforming to the either species, or specifications etc., shall not be accepted. Supply could be made only after getting clearance certificate for supply from SPMU, MegLIFE.
- 14. SPMU, MegLIFE reserves the right to cancel supply order if seedlings are not conforming to the quality or technical specifications mentioned at **Annexure-1**.
- 15. The prices should be quoted for onsite lifting without delivery.
- 16. **Payment:** Payment shall be made within 30 days by the respective Village Project Implementation Committees against whom Invoices are made following supply of the seedlings.
- 17. Supply Schedule: May-August, 2024.
- 18. **Validity of Quotations:** Your quotation should be valid for a period of one year from the date of opening quotations.

Yours sincerely

Sd/-

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

### SCHEDULE OF REQUIREMENTS

## **Details of Requirement**

Total No. of Seedlings to be supplied -14 lakhs (Fourteen lakhs only)

(There may be 20% increase or decrease in final requirement)

	To be Supplied to				
	Mawryngkneng				
	Mawkynrew				
	Mairang				
	Mawkyrwat				
	Saipung				
Seedlings preferably as per list annexed at Annexure-4	Thadlaskein				
	Umling				
	Umsning				
	Kharkutta				
	Resubelpara				
	Samanda				
	Dambo Ronjeng				
	Bagmara				
	Gasuapara				
	Rongara				
	Dalu				
	Gambegre				
	Rongram				
	Tikrikilla				
	Betasingh				
	Zikzak				

#### **Technical Specifications**

- Size 18 inches
- Healthy, disease free
- Raised in 10 x 4 poly bags
- Not Over grown

#### NB-

- 1. It is not mandatary to quote for all blocks and all species by one bidder.
- 2. Bidders may choose blocks or species or both for quoting rates
- 3. SPMU may also allocate blocks to bidders for raising seedlings for supply to respective blocks based on the location of the bidder's nursery/nurseries

# Request for Quotation for Supply of Seedlings/Saplings for Plantation in MegLIFE Project Villages Application Letter

Name of Bidder	
Office Address	
Proprietor	
Designation	
Contact No:	
PAN No.	
GSTN No.	
I/We agree that I/We will supply the goods according to the co	onditions of the RFQ document and the supply order.
	Signature of the Authorized Signatory with Sea
Date:	
Name:	

Designation:

## **Price Bid Sheet**

Item No	Block	Species to be supplied	Amount Quoted per seedling/sapling (INR) (Should be in figure and number)	Total Amount (Without taxes & additional cost) (Should be in figure and number)	Taxes (INR) (Should be in figure and number)	Other / Additional Cost if any (INR) (Should be in figure and number)	Total Amount (With Taxes & Additional Cost if any) (Should be in figure and number)

Signature of the Authorized Signatory with Seal

Date: Name:

Designation: