

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
Shalom Building, 2nd Floor,  
Lower Lachumiere, Shillong—793001

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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

No. MBDA/JICA/Printing/2022/711

Dated: Shillong, the 26<sup>th</sup> August, 2022

**From**

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

**To:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**REQUEST FOR QUOTATIONS FOR PRINTING OF FLIP CHARTS**

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 supply of the item listed in Annex 1 of this RFQ. Annex 1 also indicates list of accessories required, and the bidder has to provide the pricing schedule for them separately.
3. Your quotation in the required format should be addressed to:

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

**Ph:** 0364-2510190; **Email:** [mbda.meglife@gmail.com](mailto:mbda.meglife@gmail.com)

4. The quotation, in English, should be accompanied by:
  - a) A Copy of your business registration
  - b) A copy of GST Registration 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 or Government of India.
  - e) Complete price and delivery schedule
5. **The deadline for receipt of your sealed quotation is 17:00 Hrs. (IST) on 12<sup>th</sup> September, 2022. Quotations will be opened at 11:30 Hrs. on 13<sup>th</sup> September, 2022. 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 "Printing of Flip Charts for MegLIFE Project, MBDA"** as reference above and **the Bidders Name**.
7. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.
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.
10. **Payment:** On award of contract, payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery and verification of the Goods.
11. **Delivery:** The prices should be quoted for delivery should be in Shillong at the O/o the Project Director, MegLIFE, MBDA, 2<sup>nd</sup> Floor, Shalom Building, Block-3, Lower Lachumiere, Shillong, PIN-793001.
12. **Delivery Schedule: All items should be delivered within 4 weeks from date of Purchase Order. Bidders must state exact delivery time in the quotation.**
13. **Validity of Quotations:** Your quotation should be valid for a period of 120 days from the date of your quotation.

Yours sincerely

*Sd/-*

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

**SCHEDULE OF REQUIREMENTS**

**List of Goods and Price Schedule -**

All specifications are stated in minimum terms, except where ranges, approximations, maximum levels or exactitudes are obviously stipulated.

S #	Description	No. of sets to be printed				Total sets	Cost of one set of flipcharts of 20 pages (INR)	Total (INR)
		(Khasi)	(Garo)	(Assamese)	(English)			
1	Flip Charts of 20 pages bound into one set	180	310	15	10	515		

\* Applicable taxes to be quoted separately.

### Technical Specifications

Sl. No.	Particulars	Description and Specifications	Rates to be quoted for
1	Flip Charts of 20 pages bound into one set	<p><b><u>Paper Thickness</u></b> 170 – 200 GSM</p> <p><b><u>Size</u></b> 24" X 36" or 2ft.X 3ft. (W X H)</p> <p><b><u>No of pages</u></b> 20 pages per set with ring binding and hanger on top</p>	Glossy paper Matte Paper Separately