

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

☎ +91 364-3510190 🌐 www.mbda.gov.in

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



Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/Printing/2022/1087

Dated: Shillong, the 6th July, 2023

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,

1. 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
2nd Floor, Shalom Building, Block-3
Lower Lachumiere, Shillong, PIN-793001

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

4. 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)

Seedlings preferably as per list annexed at Annexure-4	To be Supplied to
	Mawryngkneng
	Mawkynrew
	Mairang
	Mawkyrwat
	Saipung
	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 mandatory 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 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:

