

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/Procure/2022/1760/989

Dated: Shillong, the ...^{5th} April, 2023

From:

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

To:

The Block Project Managers
MegLIFE Project, MBDA
Meghalaya

Sub- Sample RFQ for VPICs

Ref- No. MBDA/JICA/Procure/2022/1760/937

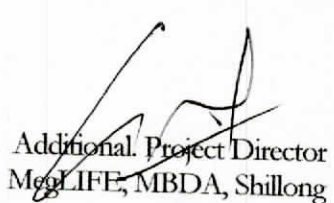
Dated: Shillong, the ^{4th} March, 2023

Please find enclosed herewith the sample Request for Quotation (RFQ) for VPICs for inviting quotations for purchase of materials as per guideline issued from SPMU vide letter under reference.


Addl. Project Director
MegLIFE, MBDA, Shillong

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong -for favour of kind information


Additional. Project Director
MegLIFE, MBDA, Shillong

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ

Purchaser:..... VPIC

Contract title: Procurement of under MegLIFE

RFQ No: (Mention serial no. & Resolution no. of Minutes)

S#	Description	Date & Time
1	Date of Issue of RFQ	DD/MM
2	Last Date and Time of submission of RFQs	DD/MM/YYYY
3	Opening of RFQs	DD/MM/YYYY

Applicable Procurement Guidelines/Regulations Date: [GFR, 2017]

**VPIC:
BPMU:
DPMU:**



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RFQ no:

Date:

INVITATION FOR QUOTATIONS FOR [Name of the Contract] UNDER MegLIFE

To

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR [Name of the Contract] UNDER MegLIFE

..... VPIC received funding from the **Community Based Forest Management & Livelihoods Improvement Project (MegLIFE) funded** in the form of Loan by **Japan International Cooperation Agency (JICA)**. VPIC is the implementing agency of the works to be implemented in MegLIFE Project Village and intends to apply part of the proceeds of this loan released for implementation of Project works to the VPIC to eligible payments under the contract for which this invitation for quotations is issued.

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

***Detailed Specifications given at Annexure 1**

SI #	Brief Description of the Goods*	Quantity	Delivery Period	Installation Required (Y/N)
# 1	Name of the product (You can add more rows depending on the number of products)	Number of products	Specify the no. of days here	Yes or No

***: bidder may apply for one or more Lots, however they are requested to mention the Lot numbers they are bidding for.**

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 GFE, 2017; and (c) should not have been (i) temporarily suspended or debarred by the GOI or GOM or (ii) blacklisted or suspended by Central or any State Government Departments.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will be discussed in VPIC LPC Meeting and its response together with any amendment to this document, will be intimated to the bidder/bidders through letter for information of all Bidders. Bidders should check with the official contact number (Mobile Number of VCF of VPIC who shall be designated by LPC to communicate with Bidders), for any amendments to the terms and conditions and for Award of Contract. (You can also contact Manager, KM, MegLIFE to upload in the MBDA's Website)
3. **Place of Delivery:** Fill the place of delivery of the products
4. **Quotation Price**
 - a) The bidder must mention the Lot that they are offering. However, the quantity offered should be 100% of the requirement for the quoted Lot. Corrections, if any, shall be made by crossing out, initialling, 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) All installation or any other charges should be mentioned (if any). No extra cost will be allowed to be claimed once the Purchase/Work Order is issued.
 - d) Goods and Service Tax (GST) should be indicated separately.
 - e) 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.
 - f) The Prices shall be quoted in Indian Rupees only.
 - g) Bidder must expressly mention the name/brand of the items offered by them in the price schedule along with proper product brochures.
 - h) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning "Complied". Such bids with no proper details are likely to be disqualified.

5. 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.

6. 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.

**** Other documentary proofs can also be added depending on the types of procurement done**

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Evaluation of Quotations: The LPC of VPIC will evaluate and compare the quotations lot wise 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) The Quotations would be evaluated lot wise; GST will not be taken into consideration while evaluating the quotations.
- (d) Any historical information, if required may be asked from the bidders during evaluation of quotes.

9. Award of contract: The VPIC will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be displayed in public place in the VPIC and also will be communicated to the successful bidder through post.

- a. Notwithstanding the above, the VPIC 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 VPIC prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

9. Payment shall be made within 60 days after delivery of the goods.

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

11. You are requested to provide your sealed quote latest by DD/MM/YYYY. Quotations that have been submitted on or before time will be opened at DD/MM/YYYY. Late quotes will be rejected.

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

Name:.....
(Chairperson, VPIC)
Address: -- VPIC,
..... Village,
Block..... District
Phone:

FORMAT OF QUOTATION *

SI #	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures.	Qty.	Unit	Quoted Unit Rate ¹ Lot wise at destination in Rs.	² 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	Name of the product							
Total								

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 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

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

² Indicate each applicable tax separately.

**VPIC:
BPMU:
DPMU:**



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SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sir/Madam,

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 #	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	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. Extended Warranty/Guarantee shall be 12months from the date of delivery and acceptance.
6. Payment shall be made within 60 days of delivery; and acceptance of the goods/equipment.

(Purchaser)

Date:

Name:

Designation:

Place:

SPECIFICATIONS

Sl. No.	Item	Specification	Total quantity	Compliance (Y/N) – Against each line item & brand and model offered.
1				