

Office of the Project Director
Community-based Forest Management and
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Meghalaya Livelihood Improvement
through Forest Enhancement



Meghalaya Basin
Development Authority



Japan International
Cooperation Agency

No. MBDA/JICA/93/2021/2286

Dated: Shillong, the 24th March, 2025

Office Order

Sub: Approval Process for Vendor Selection and Material Supply under MegLIFE Project

To ensure the effective and transparent implementation of the MegLIFE project, the following procedure shall be followed to streamline the vendor selection and material supply process:

1. **Shortlisting of Vendors:**

The shortlisting of vendors at the VPIC level shall always be through the RFQ process for procurement of materials >Rs.25,000/- to <Rs.2,50,000/-, following community procurement guidelines.

2. **Approval from SPMU:**

After the shortlisting of vendors, before awarding the contract to the L1 bidder or selection of any vendor for material supply, final approval must be sought from the **SPMU, MegLIFE**.

3. **Approval Process:**

The DPMs must submit the shortlisted vendor details, including quotations, documents, and relevant recommendations of the Executive Committee of VPICs, to SPMU for final approval. SPMU will review and issue approval accordingly.

No contract shall be awarded, and no vendor shall be selected for material supply without explicit written approval from the SPMU.

// By Order //

(Shri Gananka DB, IFS)

Joint Secretary to the Govt. of Meghalaya
Executive Director, MBDA
Additional Project Director
MegLIFE, MBDA Shillong

To:

1. The Deputy Project Director, MegLIFE, MBDA
2. SPMU Finance/Procurement
3. All DPMs/BPMs
4. Accountants of DPMUs/BPMUs

-For Necessary Action

Copy to:

1. The Project Director, MegLIFE, MBDA, Main Secretariate Building, Shillong

Bratab

Technical Specialist, Project Management
MegLIFE, MBDA, Shillong