

Office of the Project Director  
Community-based Forest Management and  
Livelihoods Improvement in Meghalaya  
Shalom Building, 2nd Floor,  
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Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

No. MBDA/JICA/47/2021/1322

Dated: Shillong, the ....27th..Oct, 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 RATES FOR SUPPLY OF SEEDLINGS/SAPLINGS**  
**FOR PLANTATIONS IN MegLIFE PROJECT VILLAGES**

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. Nurseries located within the state of Meghalaya are invited to quote the price in a pro forma invoice format (enclosed in Annexure-1 herewith) for supply of seedlings/saplings.
3. 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](mailto:meglife.mbda@gmail.com)

**Queries are to be entertained through emails only.**

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 that the bidder is not insolvent, 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 to the effect that the bidder's business activities are not suspended or debarred from publicprocurement 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 the last three successive years (2020-21, 2021-22, 2022-23)
  - k) Price Bid Sheet (As per **Annexure-3**)
5. **The deadline for receipt of your sealed quotations is 17:00 Hrs. (IST) on ~~10th November, 2023~~..... Quotations will be opened at 11:30 Hrs. on ~~10th November, 2023~~. Quotations received after the deadline will be summarily rejected.**
  6. Quotations should be submitted either by hand or by post/courier on or before by the deadline stated above. Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for “Fixing 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 found 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 for the seedling at the nursery site.
  10. List of preferred species for the Khasi, Jaintia, Ri-Bhoi and Garo regions is 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 a quality check of seedlings before supply. Seedlings will be checked for quality as per the technical specifications mentioned at **Annexure-1**. Supply could be made only after getting a clearance certificate for supply from SPMU, MegLIFE.
  14. SPMU, MegLIFE reserves the right to cancel the supply order if seedlings are not up to the quality as per the 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 the supply of the seedlings.
  17. **Supply Schedule: May-June, 2024 (Approx)**
  18. **Validity of Quotations:** Your quotation should be valid for a period of one year from the date of your quotation.

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 -approximate 12lakhs (Twelve lakhs only) to14 lakhs (Fourteen lakhs only)

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

Region-wise preferable species given at <b>Annexure-4</b>	To be Supplied to			
	Khasi (4 Blocks)	Jaintia (2 Blocks)	Ri-Bhoi (2 Blocks)	Garos (13 Blocks)
	Mawryngkneng/Mawkyntew /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 in height at the time of the plantable season June/July
- Healthy, disease free
- Raised in 6`` x 8 `` poly bags
- Not Over grown

**NB-**

1. This RFQ is applicable for the nurseries located in Meghalaya only.
2. It is mandatory that Nursery quoting rates for any particular block (or blocks) should be situated within 100 km from the Block Headquarters. Nursery situated at a distance >100 km from the Block Headquarters for which they are quoting rates will not be considered.
3. Bidders must mention the full address of their nursery from where seedlings are supposed to be lifted by the project
4. Nearest nursery from a particular block/blocks who quoted the lowest bid from among the nearest nurseries of that block/blocks will be empaneled to supply seedlings to that particular block/blocks by SPMU, MegLIFE.

(On the official letter-head of the Bidder)

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

<b>Name of Bidder</b>	
<b>Single/in Partnership</b>	
<b>Office Address/ in case of partnership address of lead partner</b>	
<b>Nursery Address/Addresses (from where seedlings are supposed to be lifted)</b>	<u>Nursery-1</u> Distance from Block for which rates quoted (in KM)- <u>Nursery-2</u> Distance from Block for which rates quoted (in KM)- <u>Nursery-3</u> Distance from Block for which rates quoted (in KM)- <u>Nursery-4</u> Distance from Block for which rates quoted (in KM)- <u>Nursery-5</u> Distance from Block for which rates quoted (in KM)-
<b>Proprietor / in case of partnership name of lead partner</b>	
<b>Designation/ in case of partnership designation of lead partner</b>	
<b>Contact No:</b>	
<b>PAN No. /in case of partnership PAN no. of the lead partner</b>	
<b>GSTN No. in case of partnership PAN no. of the lead partner</b>	

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:

Price Bid Sheet

**Quoted for Khasi/Jaintia/Ri-Bhoi/Garo Region (Please give √ to the applicable region/regions)**

1. .... Block
2. .... Block
3. .... Block
4. .... Block
5. .... Block
6. .... Block

13. .... Block
14. .... Block
15. .... Block
16. .... Block
17. .... Block
18. .... Block

7. .... Block
8. .... Block
9. .... Block
10. .... Block
11. .... Block
12. .... Block

19. .... Block
20. .... Block
21. .... Block

Sl. No	Amount Quoted per seedling/sapling for <b>Forestry Species</b> (INR) <i>(Should be in figure and number)</i>	Taxes (INR) (if any) <i>(Should be in figure and number)</i>	Total Amount (INR) (With Taxes if any) <i>(Should be in figure and number)</i>

Sl. No	Amount Quoted per seedling/sapling (INR) for <b>Horticulture/Fruit Species</b> <i>(Should be in figure and number)</i>	Taxes (INR) (if any) <i>(Should be in figure and number)</i>	Total Amount (INR) (With Taxes if any) <i>(Should be in figure and number)</i>

Signature of the Authorized Signatory with Seal

Date:  
Name:  
Designation:

## Annexure-4

For Villages in Khasi & Jaintia		For Villages in Garo & Ri-Bhoi	
Sl.	Species	Sl.	Species
1	Dieng latyrpad ( <i>Cinnamomum tamala</i> )	1	Chambu ( <i>Eugenia claviflorum</i> )
2	Dieng sohiong ( <i>Mahonia acanthifolia</i> )	2	Bolbret ( <i>Chickrassia tabularis/Toona</i> )
3	Dieng sohphan ( <i>Artocarpus chaplasha</i> )	3	Chram ( <i>Artocarpus chama</i> )
4	Dieng sohphie ( <i>Myrica esculenta</i> )	4	Gamare ( <i>Gmelina arborea</i> )
5	Dieng soh ot ( <i>Castanopsis indica</i> )	5	Bolchim ( <i>Duabanga grandiflora</i> )
6	Toona ciliata (Poma)	6	Siso ( <i>Dalbergia sissoo</i> )
7	Michelia champaca	7	Segun ( <i>Tectona grandis</i> )
8	<i>Cryptomeria japonica</i>	8	Bolsal ( <i>Shorea robusta</i> )
9	<i>Betula alnoides</i>	9	Jalpai ( <i>Elaeocarpus floribundus</i> )
10	<i>Schima wallichii</i>	10	Arjun ( <i>Terminalia arjuna</i> )
11	<i>Pinus Kesiya</i>	11	Tekring ( <i>Bursera serrata</i> )
12	<i>Exbucklandia populnea</i> (Dieng Doh)	12	Gasampe ( <i>Baccaurea ramiflora</i> )
13	Wild apple /Sohphoh ( <i>Docynia indica</i> )	13	Tebrong ( <i>Artocarpus heterophyllus</i> )
14	Dieng lieng iong /Alder ( <i>Alnus nepalensis</i> )	14	Titachap ( <i>Michelia champaka</i> )
		15	Amlengga ( <i>Averrhoa carambola</i> )
		16	Jarul Bolassari ( <i>Lagerstroemia speciosa</i> )
		17	Tegachu ( <i>Mangifera indica</i> )
		18	Zam ( <i>Syzygium cumini</i> )
		19	Letchu ( <i>Litchi chinensis</i> )
		20	<i>Bischofia javanica</i>
		21	<i>Elaeocarpus Serratus</i>
		22	<i>Citrus sinensis / Citrus reticulata</i>
		23	Aritak ( <i>Terminalia Chebula</i> )
		24	<i>Delonix regia</i>
		25	Kimde ( <i>Mesua ferrea</i> )
		26	Cinnamon tamala
		27	<i>Albizia lebbeck</i>
		28	<i>Phyllanthus embilica</i>
		29	<i>Bauhinia purpurea</i>
		30	<i>Exbuclandia populnea</i>
		31	<i>Psidium guajava</i>
		32	<i>Cassia fistula</i>
		33	<i>Cassia nodosa</i>
		34	<i>Dipterocarpus retusus</i>
		35	<i>Parkia speciosa</i>
		36	<i>Samanea saman</i>
		37	<i>Terminalia bellerica</i>
		38	<i>Tetrameles nudiflora</i>
		39	<i>Eugenia claviflora</i>
		40	<i>Pongamia pinnata</i>
		41	<i>Spondias pinnata</i>