

**GOVERNMENT OF MEGHALAYA
MEGHALAYA BASIN DEVELOPMENT AUTHORITY
(MBDA)**

**COMMUNITY-BASED FOREST MANAGEMENT AND
LIVELIHOOD IMPROVEMENT IN MEGHALAYA**

Invitation for Bids (IFB)

FOR

PROCUREMENT OF TWO - WHEELERS

**Additional Project Director
Community-Based Forest Management
and Livelihood Improvement in Meghalaya
Meghalaya Basin Development Authority (MBDA), Shillong**



MBDA/JICA/2022/806/782

Date: 26th October, 2022

LETTER OF INVITATION

From

Shri Gunanka D.B. IFS
Additional Project Director, MegLIFE
Meghalaya Basin Development Authority (MBDA)

To:

INVITATION FOR BIDS FOR PROCUREMENT OF TWO-WHEELERS

Sir/Madam,

1. You are invited to submit your most competitive Bid for the following list of items as indicated below:

Slno	Brief Description of the Goods*	Quantity	Delivery Period	Consignee Address
# 1	Procurement of Two-Wheelers (Gearless) for MegLIFE	23 nos.	45 days	As per place of Delivery mention in serial no.4

**Detailed Specifications given at Annexure 1*

2. Your Bid must be submitted on or before the date mentioned below at the address mentioned here : Meghalaya Basin Development Authority (MBDA), MegLIFE office, 2nd Floor, Shalom Building, Lower Lachumiere, Shillong -793001, Meghalaya
3. The deadline for receipt of your sealed bid is November 8, 2022 by 16:00 Hrs. (IST). Bids will be opened on November 8, 2022 at 16:30 Hrs.

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall be a Citizen of India; (ii) Should not be blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this IFB Document, it will upload its response together with any amendment to this document, on www.mbda.gov.in for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract. No Clarifications will be entertained with only one week time left for opening. The email id for any procurement related correspondence is jicaprocurement.mbda@gmail.com.
3. **Delivery Period:** 45 days from the date of issue of supply order.
4. **Place of Delivery with quantities:**
 1. Meghalaya Basin Development Authority (MBDA), MegLIFE office, 2nd Floor, Shalom Building, Lower Lachumiere, Shillong -793001, Meghalaya.
Quantity: 5 nos.
 2. Office of the DPMU – MegLIFE Deputy Commissioner Office, Room No. 153, West Jaintia Hills Jowai – 793150.
Quantity – 2 nos.
 3. Office of the MegLIFE, MBDA Office 2nd Floor SMELC BUILDING DAKOPGRE TURA, West Garo Hills - 794101.
Quantity – 14 nos.
 4. Office of the The Block Project Management Unit, Near Meghalaya Co-operative Apex Bank, Pyndengumiong, Mairang - 793120.
Quantity – 2 nos.
5. **Quotation Price:**
 - a) The bidder must quote the price inclusive of all duties, taxes and other levies payable on the raw materials and components and cost of installation and commissioning.
 - b) Goods and Service Tax (GST) should be indicated separately.
 - c) 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.
 - d) The Prices shall be quoted in Indian Rupees only.
 - e) Bidder must expressly mention the make/brand of the item offered by them in the price schedule along with proper product brochures.
6. **Documents for 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. Incorporation Certificate.
 - c. Valid certificate of GST registration;
 - d. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)
 - e. Declaration(**Annexure II**)

7. **Validity of Bids:** Bids shall remain valid for a period not less than 90 days after the deadline date specified for submission.
8. **Evaluation of Bids:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
 - (a) are properly signed;
 - (b) confirm to the terms and conditions, Specifications (**Annexure I**),
 - (c) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of bids.
9. **Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The announcement for this assignment will be published in www.mbda.gov.in
 - a. Notwithstanding the above, the Purchaser 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 by 10 to 15 percent 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 Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
10. **Payment:** Payment shall be made with 60 days after delivery of the goods.
11. Demonstration and operation will have to be exhibited by the Supplier/Manufacturer's representative in respect of the equipment as and when called for at the cost of the Supplier.
12. The Supplier shall:
 - (a) have Service Center at Shillong and also in the district headquarters or nearby headquarters within the region to attend any call from the Purchaser or Representative for any difficulties and solve the problem within three days.
 - (b) employ suitable skilled persons to carry out the installation and commissioning if required.
13. **Warranty:**
 - (a) The warranty shall be as per standard T&C of the goods from the date of delivery.
14. The Purchaser reserves the right withdraw or cancel the Request for Bid anytime during the bid validity period without citing any reason thereof.

Sd/-

**(Shri. Gunanka D B, IFS)
Additional Project Director, MegLIFE
MBDA, Shillong.**

FORMAT OF QUOTATION *

Sl. No.	Description of Goods	Specifications (complied or Not complied as per requirement)	Make	Qty	Quoted Unit Rate at destination in Rs.	GST Rate/Cess if applicable	Permanent Registration	Insurance	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
									In Figures	In Words
1										

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 Bids.

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

SUPPLY ORDER

To:

M/s

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

Dear Sirs,

Sub: Supply of
.....

Reference: Your bid no..... Dated

1. Your bid 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:

S#	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: Shri.Gunanka D.B. IFS
Designation: Additional Project Director, MegLIFE
Place: Shillong, Meghalaya

SPECIFICATIONS -

Sl. No.	Item	Specification	Total quantity
1	Two-Wheelers (Gearless Scooter)	Category	Gearless Scooter (BS VI)
		Seating Capacity	2
		Mileage	Minimum 50 kmpl
		Engine Type	Air Cool, 4 Stroke, 2 Valve
		Displacement	Minimum 120 cc
		Maximum Horse Power	Minimum 8 bhp @ 4000 -7000 rpm
		Maximum Torque	Minimum 9 NM @ 4000 - 6000 rpm
		Starting System	Electric Starter
		Dimensions	
		Overall Length	1880mm - 1900mm
		Overall Width	685mm - 750mm
		Seat height	Maximum 785mm
		Wheelbase	1250mm - 1300mm
		Minimum ground clearance	Minimum 140mm
		Kerb Weight	99kg-116kg
		Chasis	
		Tyre Size Front	Minimum 10 inch
		Tyre Size Rear	Minimum 10 inch
		Under Seat Storage	Minimum 20 L
		Brake Type (Front)	Disc
		Brake Type (Rear)	Disc/Rear
		Others	
		Fuel Tank Capacity	Minimum 5 Ltrs
		Fuel System	Carburetor / Injection
		Transmission	Gearless / Automatic
		Suspension type Front & Rear	Telescopic Fork / Coil spring hydraulic dampers
		Battery	12V
			23 Nos.

DECLARATION

IFB No. _____

Date: _____

To

The Additional Project Director,
Community-based Forest Management and Livelihood Improvement in Meghalaya,
Meghalaya Basin Development Authority (MBDA),
Shillong-793003, Meghalaya

We, the undersigned, declare that:

- (i) We offer to supply in conformity with the Terms and Conditions and in accordance with the delivery schedule as specified.
- (ii) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the terms & conditions.
- (iii) We are not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- (iv) Our business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

Name [Insert complete name of the person signing the Bid]:

Designation [Insert legal capacity of person signing the Bid]:

Signed [Insert signature of person whose Name and capacity shown above]:

Duly authorized to sign the Bid for and on behalf of [Insert complete Name of the Bidder]:

Date:

PROFORMA OF CERTIFICATE FOR ISSUE BY THE PURCHASER AFTER SUCCESSFUL INSTALLATION AND STARTUP OF THE SUPPLIED GOODS

No.

Date:

M/s.

Sub: Certificate of start-up of the supplied Goods

1. This is to certify that the goods as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.

(a) Contract No. _____ dated _____

(b) Description of the Good _____

(c) Quantity _____

(d) Name of the consignee _____

(e) Date of start-up and proving test _____

2. Details of accessories/spares not yet supplied and recoveries to be made on that account.

<u>S. No.</u>	<u>Description</u>	<u>Amount to be recovered</u>
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3. The proving test has been done to our entire satisfaction.

4. The supplier has fulfilled his contractual obligations satisfactorily. *

or

The supplier has failed to fulfil his contractual obligations with regard to the following:

(a)

(b)

(c)

(d)

5. The amount of recovery on account of non-supply of accessories and spares is given under Para No. 2.
6. The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated in endorsement of the letter.

Receiver _____

Signature _____

Name _____

Name _____

Designation with Stamp _____

Designation with Stamp _____

* Explanatory notes for filling up the certificates:

- a) He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to Technical Specifications.
- b) He has supervised the start-up of the plan in time i.e., within the period specified in the contract from the date of intimation by the Purchaser in respect of the installation of the plant.
- c) Training of personnel has been done by the supplier as specified in the contract
- d) In the event of documents/drawings having not been supplied or installation and start-up of the plant have been delayed on account of the supplier, the extent of delay should always be mentioned.