



**Meghalaya Health Systems
Strengthening Project**
Government of Meghalaya



REQUEST FOR QUOTATION (RFQ)

Meghalaya Health Systems Strengthening (MHSS) Project, Meghalaya invites quotations from Qualified Bidders for printing of 55 numbers of 5ft x 4ft Glow Signboards for Jaintia and East Khasi Hills Region.

Last Date & Time of Submission of quotations	Opening of Quotations
7 th October, 2024; 3:00 PM	7 th October, 2024; 3:30 PM

Detailed Request for Quotation is available at www.meghssp.org – Notice Board – MHSSP Tenders
The quotation must be submitted in a sealed envelope to The Project Director – Meghalaya Health Systems Strengthening Project (MHSSP), Directorate of Health Services, above Regional Training Centre, Laitumkhrah, Shillong – 793003. Phone: 7005161416

Sd/-

Ramkumar S, IAS
Project Director

Meghalaya Health Systems Strengthening Project
Department of Health & Family Welfare, GoM

REQUEST FOR QUOTATIONS

Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Meghalaya Health Systems Strengthening Project (MHSSP), Department of Health & Family Welfare (DoHFW)*

Contract title: *Printing of 55 Nos of Glow Signboards*

RFQ No: *GD-10*

S#	Description	Date & Time
1	Date of Issue of RFQ	28th September, 2024
2	Last Date and Time of submission of RFQs	7th October, 2024 at 1500 Hrs.
3	Opening of RFQs	7th October, 2024 at 1530 Hrs.

Applicable Procurement Guidelines/Regulations Date:

[Procurement Regulations July 2016 revised November 2017, August 2018 and November 2020]



Meghalaya Health Systems Strengthening Project

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DHS/P-40/MHSSP/Creative/2021-22(V)
26.09.2024

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER SHOPPING PROCEDURES

To,

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR PRINTING OF 55 NOS OF GLOW SIGNBOARDS

Government of India has received funding from the **International Bank for Reconstruction and Development (IBRD)** in the form of Loan towards the cost of the project name **Meghalaya Health Systems Strengthening Project (MHSSP)**. **Department of Health & Family Welfare (DoHFW)** is the implementing agency of the Project and intends to apply part of the proceeds of this loan 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 printing and delivering of 55 numbers of Glow Signboards as per the requirement below:

ITEM	Glow Signboard
SIZE	5ft x 4ft
QUANTITY	55 NOS
DELIVERY LOCATION	DM&HO Office of West Jaintia Hills District (For Jaintia Hills Region) Office of Health Engineering Wing, DHS Shillong (For East Khasi Hills region)
DELIVERY PERIOD	Within 10 days of receiving Work Order along with delivery
REQUISITE	The signboard should be an outdoor type and all the provisions for ground support at a height of 5ft from the ground should come with the signboard
SAMPLE	The vendor shall provide one sample piece of the printing for approval prior to the final printing of all 55 units. The final production will proceed only after the sample has been reviewed and approved by MHSSP.
DESIGN	Attached – Annexure - A



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Dept. of Health & Family Welfare, Government of Meghalaya

Red Hill Road, Upper New Colony, Shillong 793003, Meghalaya



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Terms and Conditions

- 1. Eligibility:** Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
- 2. Clarifications & Amendments:** If MHSSP receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.meghssp.org for information of all Bidders. Bidders should regularly check on the website, for any amendments to the terms and conditions and for Award of Contract.

Place of Delivery: 1) DM&HO Office of West Jaintia Hills District (For Jaintia Hills Region)
2) Office of Health Engineering Wing, DHS Shillong (For East Khasi Hills region)

3. Quotation Price

- a. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- b. Goods and Service Tax (GST) should be indicated separately.
- c. The rates quoted by the bidder **should include** the delivery charges and 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.

4. 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 the business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- d. Is a registered vendor with appropriate authorities.

5. 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;



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- 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.

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

7. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations 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. 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.

8. **Award of contract:** MHSSP will issue a Work Order to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price and complies to the technical specifications as given above.

The announcement for this assignment will be published in

- a. Notwithstanding the above, MHSSP 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.
- b. The bidder whose quotation is accepted will be notified of the issue of Work Order by MHSSP prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order (sample form attached).

9. Payment shall be made within 60 days after delivery of the items, acceptance and installation.

10. You are requested to provide your sealed quote latest by **1500 hours on 7th October, 2024**. Quotations that have been submitted on or before time will be opened at **1530 hours on 7th October, 2024**. Late quotes will be rejected.



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

Name: Ramkumar S, IAS

Address: MHSSP Office, Department of Health & Family Welfare, Red Hill, Laitumkhrach, Shillong - 793003

Tel. No.: 7005161416

Email: procurement.megh@meghssp.org

The document is digitally approved. Hence signature is not needed.



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FORMAT OF QUOTATION *

Sl. No.	Specifications (Breakup as per Minimum Specifications Provided + Any other provided specifications)	Qty.	Unit	Quoted Unit Rate ¹ Lot wise at destination in INR	² GST	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					INR	In Figures	In Words
Glow Signboards		55					
TOTAL							

Gross Total Cost: Rs.

We agree to print and 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 and it shall remain binding upon us and may be accepted at any time before it expires.

Conformity and no reservations: We offer to supply the Goods, as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ.

We understand that you reserve the right to:

² Indicate each applicable tax separately.

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers.

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.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*



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WORK ORDER (SAMPLE)

Vendor Name & Address:		File No: DHS/P-49/MHSSP/GD-7/2022-23			
		Date:			
Enquiry No:		Ref no:			
Date:		Dated:			
You are hereby authorized to urgently arrange to supply the items indicated below:					
Nature of Work: Supply of					
SL.No	Brief description of goods/equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
			Total		
<u>Terms and Conditions</u>					
Tax:					
Place of supply and Installation:		Meghalaya Health Systems Strengthening Project (MHSSP), MHIS Building, 1 st Floor, Directorate of Health Services, Government of Meghalaya, Red Hill Road, Upper New Colony Shillong 793003, Meghalaya			
Reporting Officer:		Smt Mamta Rai, +91-700151614, procurement.megh@meghssp.org . The vendor is to intimate the Consignee at least three days before the delivery/installation			
Other Conditions:		1. Delivery Period:			
		2. Warranty/guarantee:			
		3. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above).			
		4. Payment shall be made within 60 days of delivery post installation & and acceptance of the goods/equipment			

Yours faithfully,

Ramkumar S, IAS
Project Director, MHSSP
Department of Health & Family Welfare, GoM