



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



**REQUEST FOR QUOTATIONS**

Meghalaya Health Systems Strengthening (MHSS) Project, Department of Health & Family Welfare, Government of Meghalaya invites qualified Firms/Individuals for the following scope of work for the project:

- 1. Engagement of a Freelance Graphic Designer/Firm**
- 2. Engagement of a Firm in Running a Multi-media Podcast Program for Adolescents in Meghalaya**

**Detailed Request for Quotations and other Terms and Conditions is available at [www.meghssp.org](http://www.meghssp.org) – Notice Board – MHSSP Tenders. The bidders are requested to keep checking the aforementioned websites for any updates. Last date for submission is on 25<sup>th</sup> August, 2023; 4:00 PM and will be opened at 4:30 PM on the same day.**

Sd/-

**Ramkumar S, IAS**  
**Project Director**  
**Meghalaya Health Systems Strengthening Project**  
**Department of Health & Family Welfare, GoM**

**REQUEST FOR QUOTATION**  
**Procurement of NCS under RFQ/Shopping Procedures**

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

**Contract title:** *Engagement of a Freelance Graphic Designer/Firm*

**RFQ No:** *NCS-5*

<b>S#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>14th August, 2023</b>
<b>2</b>	<b>Last Date and Time of submission of RFQ</b>	<b>25th August, 2023 by 1600 Hrs</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>25th August, 2023 at 1630 Hrs.</b>

**Applicable Procurement Guidelines/Regulations Date:**

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



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



DHS/P-44/MHSSP/NCS-5/2023-24/

Date: 14th August, 2023

### INVITATION FOR QUOTATIONS FOR PROVIDING NON-CONSULTANCY SERVICES UNDER SHOPPING PROCEDURES

To,

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Dear Sir/Madam,

**Subject: INVITATION FOR QUOTATIONS FOR DESIGN AND LAYOUT OF VARIOUS MATERIALS UNDER MHSSP, DEPARTMENT OF HEALTH & FAMILY WELFARE, GOVERNMENT OF MEGHALAYA**

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.

You are invited to submit your most competitive quotation for the below-mentioned service for initially one year which may be subject for renewal/extension. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction. The key deliverables of the assignment are as follows:

Lot*	Materials*
Lot# 1	Book
	Booklet
	Panel
	Report
	Signage
	Brochure
	Leaflet



**Meghalaya Health Systems Strengthening Project**

Dept. of Health & Family Welfare, Government of Meghalaya

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



7005161416



[pmu.admin@meghssp.org](mailto:pmu.admin@meghssp.org)



# Meghalaya Health Systems Strengthening Project

## Government of Meghalaya



	Banner
	Poster
	Pamphlet
	Letterhead
	Invitation Card
	Wall Calendar
	<b>Lot# 2</b>
	Animation
	Mascot

**\*\*The Bidder can either bid for any of the two Lots or Both however the same needs to be clearly mentioned in the outer cover of the envelope.**

- I. Create engaging and visually appealing designs and layouts for the above materials
- II. Prepare the finalized designs for printing or digital distribution, ensuring compatibility with the chosen mediums and formats.
- III. Accommodate any necessary revisions or amendments to the designs based on feedback provided by the organization.
- IV. The work will be allocated ONLY on need basis for which the Individual/Firm will be informed in advance via email by an authorised officer from the Project. The assignment for designing may or may not be on a continuous basis.

### Terms and Conditions

- a. **Eligibility:** A 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.
- b. **Quotation Price**
  - i. All duties, taxes and other levies payable shall be included in the total price.
  - ii. Goods and Service Tax (GST) should be indicated separately.
  - iii. 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.
  - iv. The Prices shall be quoted in Indian Rupees only.
  - v. The bidder is to quote per unit for each of the **above materials** mentioned above however total cost will be determined Lot Wise ONLY.



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vi. All applicable TDS (Tax Deducted at Source) will be applicable as per norms.

### c. Qualification of Bidder

- d. Have the legal capacity to enter into a contract;
- e. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- f. Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- g. The Individual (Freelancer)/ Agency/ Firm should be a registered firm, partnership firm or proprietary concern that should be registered with appropriate authorities

2. **Documents Evidencing Qualification:** Bidder is requested to submit copies of the following documents as evidence of qualification. Failure to submit any of the documents mentioned below will be rejected and same will be treated as non-Responsive.

- a. Valid trading license/registration or equivalent/Exemption Certificate
- b. Valid certificate of GST registration/PAN/TAN;
- 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.
- e. Self-declaration that the Individual/Firm is capable of taking the assignment and will deliver the task assigned within the specified timeline.
- f. The Individual/firm must have been in operation for a minimum period of 3 years, specializing in the design of books, reports, brochures, posters, folders, coffee table books, infographics, animations and other related materials.
- g. The Individual/firm should provide a portfolio of previous works including details of engagement with major clients or departments. Work Order/Agreement of the same to be submitted.
- h. The Individual/firm must submit previous work samples in a pen drive or via links clearly demonstrating the quality and competence of the work done ONLY through proper designing software.

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

4. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e. which



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- a. are properly signed; and
  - b. confirm to the terms and conditions above.
  - 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.
5. **Award of contract:** The Purchaser will issue work order to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price as well as compliance to the requirement of the project as per the deliverables.
6. The announcement for this assignment will be published in [www.meghssp.org](http://www.meghssp.org)
- 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.
  - b. The bidder whose quotation is accepted will be notified of the issue of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order (sample form attached).
  - c. At any time, prior to the date of submission of quotations, MHSSP may, for any reason, shall modify RFQ Document by amendments and the same will be uploaded on [www.meghssp.org](http://www.meghssp.org) and these amendments will be binding on them.
7. You are requested to provide your sealed quote latest by **on or before 1600 hours of 25<sup>th</sup> August, 2023**. Quotations that have been submitted on or before time will be opened at **1630 Hrs. on 25<sup>th</sup> August, 2023**. Late quotes will be rejected.
8. 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

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



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**FORMAT OF QUOTATION \***

<b>Lot</b>	<b>Materials</b>	<b>Unit Cost</b>	<b>GST</b>	<b>Total Cost (In Figures)</b>	<b>Total Cost (In Words)</b>
<b>Lot# 1</b>	Book				
	Booklet				
	Panel				
	Report				
	Signage				
	Brochure				
	Leaflet				
	Banner				
	Poster				
	Pamphlet				
	Letterhead				
	Invitation Card				
	Wall Calendar				
<b>TOTAL</b>					
<b>Lot# 2</b>	Infographic				
	Animation				
	Mascot				
<b>TOTAL</b>					

1) I/We agree to deliver the above materials in accordance with the terms and conditions of the RFQ for a total contract price of Rs..... (amount in figures) (Rs. .... amount in words) (Lot#1; Lot#2 or Both) (Please Specify) within the period specified in the Invitation for Quotations.

2) I/We hereby certify that I/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.

3) I/we hereby submit the following items to substantiate my/our work done in the past complying to the requirement of the Invitation for Quotations.

1. **Pendrive**
2. **Handouts**
3. **Links**
4. **Any other**

**Signature of Supplier**



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## WORK ORDER (SAMPLE)

<b>Vendor Name &amp; Address:</b>	<b>File No:</b>												
	<b>Date:</b>												
<b>Enquiry No:</b>	<b>Ref no:</b>												
<b>Date:</b>	<b>Dated:</b>												
You are hereby authorized to urgently arrange to supply the items indicated below:													
<b>Nature of Work:</b> Supply of													
<table border="1"><thead><tr><th>SL.No</th><th>Type of vehicle</th><th>Unit Rate (Rs.)</th><th>Total Price (Rs.)</th></tr></thead><tbody><tr><td>Lot # 1</td><td></td><td></td><td></td></tr><tr><td>Lot # 2</td><td></td><td></td><td></td></tr></tbody></table>	SL.No	Type of vehicle	Unit Rate (Rs.)	Total Price (Rs.)	Lot # 1				Lot # 2				
SL.No	Type of vehicle	Unit Rate (Rs.)	Total Price (Rs.)										
Lot # 1													
Lot # 2													
<b>Terms and Conditions</b>													
<b>Tax:</b>													
<b>Reporting Office</b>	Meghalaya Health Systems Strengthening Project (MHSSP), Directorate of Health Services, Government of Meghalaya, Red Hill Road, Upper New Colony Shillong 793003, Meghalaya												
<b>Reporting Officer:</b>	Smt. Evanylla Marbaniang, +91-6909810452, communications_manager@meghssp.org.												
<b>Terms &amp; Conditions</b>	As detailed in the annexure												

Yours faithfully,

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