

Request for Quotations (RFQ)

for

Procurement of Goods Single-Stage Single-Envelope (1S-1E)

Government of Meghalaya (Early Childhood Development in Meghalaya (ECDM) Project)

Procurement of IEC Material (package-1) for Meghalaya Early Childhood Development Mission (MECDM): PKG-119

Issued on	:	22/05/2026
Invitation for Bids (IFB) No	:	MECDMS/PROC(ADB)/IECMaterials/PKG119/227/2024-25/3975
Purchaser	:	Early Childhood Mission Society (ECMS), Social Welfare Department, Government of Meghalaya
Country	:	India

Contents

REQUEST FOR QUOTATION - GOODS (RFQG)	3
FORM OF QUOTATION (Goods) (Mandatory Submission).....	9
Annexure-1 to FORM OF QUOTATION (GOODS) (MANDATORY SUBMISSION).....	10
LETTER OF ACCEPTANCE (LoA).....	13
Attachment 1: Supply and Delivery Schedule.....	14
List of ADB Member Countries	16
Attachment 2: TECHNICAL SPECIFICATIONS	17
CONTRACT	32
CONTRACT TERMS AND CONDITIONS	33
Attachment 3: Format of Performance Security.....	37
Attachment 4: Proforma for Successful Delivery and Installation	38

REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title : **Early Childhood Development in Meghalaya (ECDM) Project**
 Package Name : **Procurement of IEC Material (package-1) for Meghalaya Early Childhood Development Mission (MECDM): PKG-119**
 Source of Funding : **Asian Development Bank (ADB)**
 IFB No. : **MECDMS/PROC(ADB)/IECMaterials/PKG119/227/2024-25/3975**
 Date of Issue : **22/05/2026**

To: All the interested eligible and qualified bidders, who wish to submit their quotations against this RFQ advertised in local newspapers/purchaser's website.

Sir/Madam:

The Government of India (GoI) (hereinafter called the "Borrower") has received financing from the Asian Development Bank (the "Bank") in the form of a "loan" toward the cost of Early Childhood Development in Meghalaya (ECDM) Project. The Early Childhood Mission Society (ECMS), Social Welfare Department, Government of Meghalaya (herein after referred to as "Purchaser") hereby requests you /any interested eligible registered supplier (hereinafter referred to as "Supplier") to submit price quotation/(s) for the "**Procurement of IEC Material for Meghalaya Early Childhood Development Mission (MECDM)**", as per the details given below:

Table: A

Sr. No.	Brief Description of the Goods	Unit	Quantity
1)	Early Stimulation Activity Booklet-Khasi	Nos.	1110
2)	Early Stimulation Activity Booklet-Garo	Nos.	714
3)	Early Stimulation Activity Booklet-English	Nos.	176
4)	Lullaby	Nos.	2000
5)	Home Based Learning Package (HBL)-Khasi	Nos.	1110
6)	Home Based Learning Package (HBL)-Garo	Nos.	714
7)	Home Based Learning Package (HBL)-English	Nos.	176
8)	Story Pond – Flex	Nos.	2000
9)	Story Pond – Instruction Card-Khasi	Nos.	1110
10)	Story Pond – Instruction Card-Garo	Nos.	714
11)	Story Pond – Instruction Card-English	Nos.	176
12)	Number Line (Instruction Card)-Khasi	Nos.	1110
13)	Number Line (Instruction Card)-Garo	Nos.	714
14)	Number Line (Instruction Card)-English	Nos.	176
15)	Action Words-Khasi	Nos.	1110
16)	Action Words-Garo	Nos.	714
17)	Action Words-English	Nos.	176
18)	English Alphabet Letter Cards-Khasi	Nos.	1110
19)	English Alphabet Letter Cards-Garo	Nos.	714
20)	English Alphabet Letter Cards-English	Nos.	176
21)	Rhyme Card-Khasi	Nos.	1110
22)	Rhyme Card-Garo	Nos.	714
23)	Rhyme Card-English	Nos.	176
24)	Hop and Spot Floor Game (Instruction Card)-Khasi	Nos.	1110
25)	Hop and Spot Floor Game (Instruction Card)-Garo	Nos.	714
26)	Hop and Spot Floor Game (Instruction Card)-English	Nos.	176
27)	Sequence Cards-Khasi	Nos.	1110

Sr. No.	Brief Description of the Goods	Unit	Quantity
28)	Sequence Cards-Garo	Nos.	714
29)	Sequence Cards-English	Nos.	176
30)	Fruits and Vegetables Cards-Khasi	Nos.	1110
31)	Fruits and Vegetables Cards-Garo	Nos.	714
32)	Fruits and Vegetables Cards-English	Nos.	176
33)	SWI TLM's-Khasi	Nos.	1110
34)	SWI TLM's-Garo	Nos.	714
35)	SWI TLM's-English	Nos.	176
36)	Story Pond – MHSSP TLM	Nos.	2000
37)	Hop & Spot	Nos.	2000
38)	Number Line (Flex)	Nos.	2000
39)	When a Huro Sings-Khasi	Nos.	1110
40)	When a Huro Sings-Garo	Nos.	714
41)	When a Huro Sings-English	Nos.	176
42)	Yellow-Khasi	Nos.	1110
43)	Yellow-Garo	Nos.	714
44)	Yellow-English	Nos.	176
45)	The Tunes of Khongthong-Khasi	Nos.	1110
46)	The Tunes of Khongthong-Garo	Nos.	714
47)	The Tunes of Khongthong-English	Nos.	176
48)	The Bull Comes Home-Khasi	Nos.	1110
49)	The Bull Comes Home-Garo	Nos.	714
50)	The Bull Comes Home-English	Nos.	176
51)	Let's Dance with Ainam-Khasi	Nos.	1110
52)	Let's Dance with Ainam-Garo	Nos.	714
53)	Let's Dance with Ainam-English	Nos.	176
54)	My Jingjing-Khasi	Nos.	1110
55)	My Jingjing-Garo	Nos.	714
56)	My Jingjing-English	Nos.	176
57)	Jhor Khlo-Khasi	Nos.	1110
58)	Jhor Khlo-Garo	Nos.	714
59)	Jhor Khlo-English	Nos.	176
60)	U Slap-Khasi	Nos.	1110
61)	U Slap-Garo	Nos.	714
62)	U Slap-English	Nos.	176
63)	Apjon Apjon-Khasi	Nos.	1110
64)	Apjon Apjon-Garo	Nos.	714
65)	Apjon Apjon-English	Nos.	176
66)	We are Months-Khasi	Nos.	1110
67)	We are Months-Garo	Nos.	714
68)	We are Months-English	Nos.	176

To assist you in the preparation of your price quotation, we are enclosing the necessary Supply and Delivery Schedule, Technical Specifications, Form of Quotation and draft Contract.

- 1) The Purchaser intends to apply a portion of the proceeds of this “loan” to eligible payments under the contract for which this Request for Quotation is issued.
- 2) If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:

- a) you/your firm are/is not a citizen/national of an ADB member country, or
 - b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - c) you/your firm are/is owned by the Purchaser, or
 - d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
 - e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
- 3) To be qualified:
- a) **you must have experience as an IEC Material Supplier/Dealer of the items covered under this Request for Quotation and, as evidence, you must also attach a document for your experience as supplier/dealer in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.**
 - b) **You must have a valid Trading License from Meghalaya is required, if selected.**
- 4) Your price quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the Contract.
- 5) Preparation of Quotations
- (a) Your price quotation/(s) shall be for all/complete items as described in attached documents and submitted only using the attached **Form of Quotation including Annexure-1, signed copy of Supply and Delivery Schedule (Attachment-1), and Technical Specifications (Attachment 2)**. The currency of quoted prices and payment shall be **in Indian National Rupees (INR)**.
 - (b) The price quotation should include all applicable government taxes, packing, transportation, delivery, un-packing, installation, commissioning, etc. (as applicable) to **MEGHALAYA EARLY CHILDHOOD DEVELOPMENT MISSION (MECDM), MIIT Campus, 1st floor, Brookdeene, Dhankheti, Shillong- 793001, East Khasi Hills District, Meghalaya.**
 - (c) **Supplier must include a unit rate in the required columns for each of the item in Supply and Delivery Schedule. Supplier may indicate zero (0) or not applicable (NA) for items that are not priced separately (e.g. transportation etc.) but included in the total price. If any rate is not mentioned, it will be deemed included in the total quoted price.**
 - (d) You shall submit only one set of quotation for the above items. Your quotation will not be considered further, if Form of Quotation is not duly filled and signed.
 - (e) **You shall submit one original of the Form of Quotation, clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.**
 - (f) Your quotation(s) should be valid for a period of **180 days** from the deadline for

submission of the quotation/(s) as indicated below. The bidder should mandatorily submit the duly filled quotation with a Bid security, amounting to **INR 77,000/- (Indian Rupees Seventy Seven Thousand Only)** in the form of an unconditional Bank Guarantee (BG), Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) in favor of Chief Executive Officer, Meghalaya Early Childhood Development Mission (MECDM) payable in Shillong, Meghalaya with validity of **210 days** from the deadline of the quotation submission date. The Bid security of unsuccessful bidders shall be returned within 15 days after the contract signing with the selected supplier. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years after forfeiting the bid security.

- (g) The Purchaser reserves the right to vary the quantities of purchase by (+/-) 25% of the quantities stated in the Supply and Delivery Schedule at the same unit rate.
- (h) **No Pre-quotation meeting/pre-bid meeting shall be held. However, the bidder/supplier can request for any clarification in writing to mecdms2022@gmail.com within 7 days from the date of issue of this RFQ.**

6) Submission and Opening

- (a) Your duly filled, signed and sealed **Form of Quotation along with supporting documents** with the priced **Supply and Delivery Schedule/price bid BOQ** should reach the purchaser at the address mentioned below by speed post/courier/registered post/by hand on or before the closing date and time i.e., **08/06/2026 till 1600 Hours IST**:

Purchaser's Address:

Kind Attention: Chief Operating Officer (COO)
Meghalaya Early Childhood Development Mission (MECDM)
1st Floor, MIIT Campus, Brookdeene, Dhankheti,
Shillong-793001, Meghalaya, India
E-mail: mecdms2022@gmail.com

- (b) Quotations shall be opened in public in the office of the purchaser after the quotation submission deadline, in the presence of the Purchaser's officials and suppliers' representatives who choose to attend, on **08/06/2026 at 1600 Hours**.

7) Evaluation and Comparison

- (a) Only Quotations determined to be substantially responsive to this Request for Quotation will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications from this Request for Quotation (RFQ).
- (b) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- i. where there is a discrepancy between amount in figures and in words, the amount in words will govern; and
 - ii. where there is a discrepancy between the unit rate and the line-item; total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
 - iii. If you refuse to accept the correction, your quotation will be rejected.

8) Award of Contract

- (a) The Purchaser shall award the contract to the Supplier, whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
- (b) The successful supplier whose quotation has been accepted will be notified by the Purchaser within the validity period, through the return of a copy of the **Form of Quotation** with **Letter of Acceptance (LoA)** signed by the authorized representative of the Purchaser. The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**

9) Further information can be obtained from:

Office of the Chief Operating Officer
Meghalaya Early Childhood Development Mission (MECDM)
1st Floor, MIIT Campus, Brookdeene, Dhankheti,
Shillong-793001, Meghalaya, India
E-mail: mecdms2022@gmail.com

10) Under ADB's Anticorruption Policy(1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anti-Corruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

11) You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):¹

(a) Name of Institution: _____

(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____

(c) Reason for the debarment, ineligibility, or blacklisting: _____

12) You/your firms, joint venture partners', associates', parent company's affiliates or subsidiaries', including any subcontractors' or suppliers', key officers and directors have

¹ Any such disclosure shall be forwarded by the Purchaser to ADB.

not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

(a) Nature of the offense/violation: _____

(b) Court/Area of jurisdiction: _____

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

(d) Other relevant details:

- 13) You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
- 14) Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
- 15) A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
- 16) Please confirm by letter /e-mail, the receipt of this request and whether or not you will submit the price quotation(s). if RFQ is sent to u as prospective bidder.

Sincerely,

-S/d

**Chief Executive Officer,
EARLY CHILDHOOD DEVELOPMENT IN MEGHALAYA (ECDM) PROJECT
Social Welfare Department,
Government of Meghalaya**

² Any such disclosure shall be forwarded by the Purchaser to ADB

FORM OF QUOTATION (Goods) (Mandatory Submission)

Date: _____

To
Chief Executive Officer
Meghalaya Early Childhood Development Mission (MECDM)
1st Floor, MIIT Campus, Brookdeene, Dhankheti,
Shillong-793001, Meghalaya, India

We offer to execute the _____ [name and number of Contract] in accordance with the **Contract Agreement Terms and Conditions** and the **Supply and Delivery Schedule (Attachment 1) and the technical specifications (Attachment 2)** accompanying this Quotation for the Contract Price of INR _____ [amount in words and figures] inclusive of all taxes and related costs. The item wise prices are given in **Annexure-1** to this Form of Quotation.

We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer imposed by the **Request for Quotation** document and the **Contract Agreement Terms and Conditions**, respectively.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional) : _____
Signature and Date : _____

Annexure-1 to FORM OF QUOTATION (GOODS) (MANDATORY SUBMISSION)

Table A

Sr. No.	Item including installation	Unit	Quantity	Unit Price including all charges and GST (INR)	Total Price including all charges and GST (INR)
			A	B	C=AXB
1)	Early Stimulation Activity Booklet-Khasi	Nos.	1110		
2)	Early Stimulation Activity Booklet-Garo	Nos.	714		
3)	Early Stimulation Activity Booklet-English	Nos.	176		
4)	Lullaby	Nos.	2000		
5)	Home Based Learning Package (HBL)-Khasi	Nos.	1110		
6)	Home Based Learning Package (HBL)-Garo	Nos.	714		
7)	Home Based Learning Package (HBL)-English	Nos.	176		
8)	Story Pond – Flex	Nos.	2000		
9)	Story Pond – Instruction Card-Khasi	Nos.	1110		
10)	Story Pond – Instruction Card-Garo	Nos.	714		
11)	Story Pond – Instruction Card-English	Nos.	176		
12)	Number Line (Instruction Card)-Khasi	Nos.	1110		
13)	Number Line (Instruction Card)-Garo	Nos.	714		
14)	Number Line (Instruction Card)-English	Nos.	176		
15)	Action Words-Khasi	Nos.	1110		
16)	Action Words-Garo	Nos.	714		
17)	Action Words-English	Nos.	176		
18)	English Alphabet Letter Cards-Khasi	Nos.	1110		
19)	English Alphabet Letter Cards-Garo	Nos.	714		
20)	English Alphabet Letter Cards-English	Nos.	176		
21)	Rhyme Card-Khasi	Nos.	1110		
22)	Rhyme Card-Garo	Nos.	714		
23)	Rhyme Card-English	Nos.	176		
24)	Hop and Spot Floor Game (Instruction Card)-Khasi	Nos.	1110		
25)	Hop and Spot Floor Game (Instruction Card)-Garo	Nos.	714		
26)	Hop and Spot Floor Game (Instruction Card)-English	Nos.	176		
27)	Sequence Cards-Khasi	Nos.	1110		
28)	Sequence Cards-Garo	Nos.	714		
29)	Sequence Cards-English	Nos.	176		
30)	Fruits and Vegetables Cards-Khasi	Nos.	1110		
31)	Fruits and Vegetables Cards-Garo	Nos.	714		
32)	Fruits and Vegetables Cards-English	Nos.	176		
33)	SWI TLM's-Khasi	Nos.	1110		

Sr. No.	Item including installation	Unit	Quantity	Unit Price including all charges and GST (INR)	Total Price including all charges and GST (INR)
			A	B	C=AXB
34)	SWI TLM's-Garo	Nos.	714		
35)	SWI TLM's-English	Nos.	176		
36)	Story Pond – MHSSP TLM	Nos.	2000		
37)	Hop & Spot	Nos.	2000		
38)	Number Line (Flex)	Nos.	2000		
39)	When a Huro Sings-Khasi	Nos.	1110		
40)	When a Huro Sings-Garo	Nos.	714		
41)	When a Huro Sings-English	Nos.	176		
42)	Yellow-Khasi	Nos.	1110		
43)	Yellow-Garo	Nos.	714		
44)	Yellow-English	Nos.	176		
45)	The Tunes of Khongthong-Khasi	Nos.	1110		
46)	The Tunes of Khongthong-Garo	Nos.	714		
47)	The Tunes of Khongthong-English	Nos.	176		
48)	The Bull Comes Home-Khasi	Nos.	1110		
49)	The Bull Comes Home-Garo	Nos.	714		
50)	The Bull Comes Home-English	Nos.	176		
51)	Let's Dance with Ainam-Khasi	Nos.	1110		
52)	Let's Dance with Ainam-Garo	Nos.	714		
53)	Let's Dance with Ainam-English	Nos.	176		
54)	My Jingjing-Khasi	Nos.	1110		
55)	My Jingjing-Garo	Nos.	714		
56)	My Jingjing-English	Nos.	176		
57)	Jhor Khlo-Khasi	Nos.	1110		
58)	Jhor Khlo-Garo	Nos.	714		
59)	Jhor Khlo-English	Nos.	176		
60)	U Slap-Khasi	Nos.	1110		
61)	U Slap-Garo	Nos.	714		
62)	U Slap-English	Nos.	176		
63)	Apjon Apjon-Khasi	Nos.	1110		
64)	Apjon Apjon-Garo	Nos.	714		
65)	Apjon Apjon-English	Nos.	176		
66)	We are Months-Khasi	Nos.	1110		
67)	We are Months-Garo	Nos.	714		
68)	We are Months-English	Nos.	176		
				Grand Total	

Grand Total in words: _____

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____

LETTER OF ACCEPTANCE (LoA)

The Purchaser accepts the Supplier's (M/s _____) offer to supply and deliver the goods against **“Procurement of IEC Material (package-1) for Meghalaya Early Childhood Development Mission (MECDM): PKG-119”**.

Attached is the Contract with accepted Contract price for Supplier's signature to be submitted to the Purchaser within 15 days from receipt.

Please provide a Performance Security for the due performance of the Contract, within 15 days of receipt of this returned Form of Quotation, in the amount equivalent to 5% of the Contract Price, i.e., INR _____ (Amount in words and figures), either in the form of Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) or unconditional Bank Guarantee (BG) in favor of Chief Executive Officer, Meghalaya Early Childhood Development Mission (MECDM) payable in Shillong, Meghalaya valid up to 28 days beyond the complete contractual obligations.

Name of Purchaser : _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Date : _____

Attachment 1: Supply and Delivery Schedule (Mandatory Submission)

Place of Delivery for all items: Office of the Chief Executive Officer, Meghalaya Early Childhood Development Mission (MECDM), 1st Floor, MIIT Campus, Brookdeene, Dhankheti, Shillong-793001, Meghalaya, India

Sr. No.	Item including installation	Unit	Quantity	Delivery Time
			A	B
1)	Early Stimulation Activity Booklet-Khasi	Nos.	1110	Within 30 days from the date of approval of demo
2)	Early Stimulation Activity Booklet-Garo	Nos.	714	
3)	Early Stimulation Activity Booklet-English	Nos.	176	
4)	Lullaby	Nos.	2000	
5)	Home Based Learning Package (HBL)-Khasi	Nos.	1110	
6)	Home Based Learning Package (HBL)-Garo	Nos.	714	
7)	Home Based Learning Package (HBL)-English	Nos.	176	
8)	Story Pond – Flex	Nos.	2000	
9)	Story Pond – Instruction Card-Khasi	Nos.	1110	
10)	Story Pond – Instruction Card-Garo	Nos.	714	
11)	Story Pond – Instruction Card-English	Nos.	176	
12)	Number Line (Instruction Card)-Khasi	Nos.	1110	
13)	Number Line (Instruction Card)-Garo	Nos.	714	
14)	Number Line (Instruction Card)-English	Nos.	176	
15)	Action Words-Khasi	Nos.	1110	
16)	Action Words-Garo	Nos.	714	
17)	Action Words-English	Nos.	176	
18)	English Alphabet Letter Cards-Khasi	Nos.	1110	
19)	English Alphabet Letter Cards-Garo	Nos.	714	
20)	English Alphabet Letter Cards-English	Nos.	176	
21)	Rhyme Card-Khasi	Nos.	1110	
22)	Rhyme Card-Garo	Nos.	714	
23)	Rhyme Card-English	Nos.	176	
24)	Hop and Spot Floor Game (Instruction Card)-Khasi	Nos.	1110	
25)	Hop and Spot Floor Game (Instruction Card)-Garo	Nos.	714	
26)	Hop and Spot Floor Game (Instruction Card)-English	Nos.	176	
27)	Sequence Cards-Khasi	Nos.	1110	
28)	Sequence Cards-Garo	Nos.	714	
29)	Sequence Cards-English	Nos.	176	
30)	Fruits and Vegetables Cards-Khasi	Nos.	1110	
31)	Fruits and Vegetables Cards-Garo	Nos.	714	
32)	Fruits and Vegetables Cards-English	Nos.	176	
33)	SWI TLM's-Khasi	Nos.	1110	
34)	SWI TLM's-Garo	Nos.	714	
35)	SWI TLM's-English	Nos.	176	

Sr. No.	Item including installation	Unit	Quantity	Delivery Time
			A	B
36)	Story Pond – MHSSP TLM	Nos.	2000	
37)	Hop & Spot	Nos.	2000	
38)	Number Line (Flex)	Nos.	2000	
39)	When a Huro Sings-Khasi	Nos.	1110	
40)	When a Huro Sings-Garo	Nos.	714	
41)	When a Huro Sings-English	Nos.	176	
42)	Yellow-Khasi	Nos.	1110	
43)	Yellow-Garo	Nos.	714	
44)	Yellow-English	Nos.	176	
45)	The Tunes of Khongthong-Khasi	Nos.	1110	
46)	The Tunes of Khongthong-Garo	Nos.	714	
47)	The Tunes of Khongthong-English	Nos.	176	
48)	The Bull Comes Home-Khasi	Nos.	1110	
49)	The Bull Comes Home-Garo	Nos.	714	
50)	The Bull Comes Home-English	Nos.	176	
51)	Let's Dance with Ainam-Khasi	Nos.	1110	
52)	Let's Dance with Ainam-Garo	Nos.	714	
53)	Let's Dance with Ainam-English	Nos.	176	
54)	My Jingjing-Khasi	Nos.	1110	
55)	My Jingjing-Garo	Nos.	714	
56)	My Jingjing-English	Nos.	176	
57)	Jhor Khlo-Khasi	Nos.	1110	
58)	Jhor Khlo-Garo	Nos.	714	
59)	Jhor Khlo-English	Nos.	176	
60)	U Slap-Khasi	Nos.	1110	
61)	U Slap-Garo	Nos.	714	
62)	U Slap-English	Nos.	176	
63)	Apjon Apjon-Khasi	Nos.	1110	
64)	Apjon Apjon-Garo	Nos.	714	
65)	Apjon Apjon-English	Nos.	176	
66)	We are Months-Khasi	Nos.	1110	
67)	We are Months-Garo	Nos.	714	
68)	We are Months-English	Nos.	176	

Note:

- 1. Selected Supplier shall submit a mandatory demo to the Purchaser for approval before printing for each of the items.**

List of ADB Member Countries

This Section contains the list of eligible countries.

1)	Afghanistan	36)	Micronesia, Federal States of
2)	Armenia	37)	Mongolia
3)	Australia	38)	Myanmar
4)	Austria	39)	Nauru, Republic of
5)	Azerbaijan	40)	Nepal
6)	Bangladesh	41)	Netherlands
7)	Belgium	42)	New Zealand
8)	Bhutan	43)	Norway
9)	Brunei Darussalam	44)	Pakistan
10)	Cambodia	45)	Palau
11)	Canada	46)	Papua New Guinea
12)	China, People's Republic of	47)	Philippines
13)	Cook Islands	48)	Portugal
14)	Denmark	49)	Samoa
15)	Fiji Islands, Republic of	50)	Singapore
16)	Finland	51)	Solomon Islands
17)	France	52)	Spain
18)	Georgia	53)	Sri Lanka
19)	Germany	54)	Sweden
20)	Hong Kong, China	55)	Switzerland
21)	India	56)	Tajikistan
22)	Indonesia	57)	Taipei, China
23)	Ireland	58)	Thailand
24)	Israel	59)	Timor-Leste
25)	Italy	60)	Tonga
26)	Japan	61)	Turkey
27)	Kazakhstan	62)	Turkmenistan
28)	Kiribati	63)	Tuvalu
29)	Korea	64)	United Kingdom
30)	Kyrgyz	65)	United States of America
31)	Lao People's Democratic Republic	66)	Uzbekistan
32)	Luxembourg	67)	Vanuatu
33)	Malaysia	68)	Viet Nam
34)	Maldives	69)	Niue
35)	Marshall Islands		

Attachment 2: TECHNICAL SPECIFICATIONS (Mandatory Submission)

Lot	Brief Description of the Goods
Lot # 1	<p>Early Stimulation Activity Booklet</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 52 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Perfect binding (PUR adhesive)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Perfect binding (PUR adhesive recommended) — pages glued at spine with wraparound cover. No saddle-stitch substitution. • Minimum 10 mm inner gutter safety from spine for all critical content (text, page numbers, illustrations); content extending into the gutter will be lost in the bind. • Spine glue to be applied evenly, full length; no loose pages, no glue spillage onto cover or first/last page. • Cover wraparound to be accurate with squared corners; spine width to match actual block thickness. • Trimming to be even and uniform on all three sides post-binding; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 2	<p>Lullaby</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 28 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression.

Lot	Brief Description of the Goods
	<ul style="list-style-type: none"> • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 3</p>	<p>Home Based Learning Package (HBL) Asset: Book Material: Paper Size: A-4 No. of Pages: 60 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Perfect binding (PUR adhesive)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Perfect binding (PUR adhesive recommended) — pages glued at spine with wraparound cover. No saddle-stitch substitution. • Minimum 10 mm inner gutter safety from spine for all critical content (text, page numbers, illustrations); content extending into the gutter will be lost in the bind. • Spine glue to be applied evenly, full length; no loose pages, no glue spillage onto cover or first/last page. • Cover wraparound to be accurate with squared corners; spine width to match actual block thickness. • Trimming to be even and uniform on all three sides post-binding; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 4</p>	<p>Story Pond – Flex Asset: Flex Size: 5 ft × 5 ft Material: Star Flex – Black Back or Grey Back Colour Specification: 4+0 (four-colour print on one side) Print: One side only Packing: Packing paper and insert paper in packet</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Flex printing to be solvent / eco-solvent grade with UV-stable inks; no banding, patchiness or colour drift. • Edges to be cleanly cut and reinforced as required; no fraying. • Roll and pack each piece individually with packing paper inside the packet to prevent surface scratches. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression.

Lot	Brief Description of the Goods
	<ul style="list-style-type: none"> • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 5</p>	<p>Story Pond – Instruction Card</p> <p>Asset: Card Material: Paper Size: A-4 (final trim) No. of Pages: 4 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: Print on A-3 and one fold</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Print on A-3 sheet with one accurate centre fold; properly creased with correct front-back registration; no cracking or misalignment. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform; no cutting into text or artwork. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 6</p>	<p>Number Line (Instruction Card)</p> <p>Asset: Card Material: Paper Size: A-4 (final trim) No. of Pages: 4 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: Print on A-3 and one fold</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Print on A-3 sheet with one accurate centre fold; properly creased with correct front-back registration; no cracking or misalignment. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform; no cutting into text or artwork. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency.

Lot	Brief Description of the Goods
	<ul style="list-style-type: none"> • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 7	<p>Action Words</p> <p>Asset: Card Material: Paper Size: A-5 No. of Pages: 24 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: 2-ring binding, left side</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • 2-ring binding on left side; hole punching and ring placement to be uniform and shall not cut into text, artwork or page numbers. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform on all sides; no shifting of content during trimming. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 8	<p>English Alphabet Letter Cards</p> <p>Asset: Card Material: Paper Size: A-5 No. of Pages: 31 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: 2-ring binding, left side</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • 2-ring binding on left side; hole punching and ring placement to be uniform and shall not cut into text, artwork or page numbers. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform on all sides; no shifting of content during trimming. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.

Lot	Brief Description of the Goods
<p>Lot # 9</p>	<p>Rhyme Card Asset: Card Material: Paper Size: A-5 No. of Pages: 34 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: 2-ring binding, left side</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • 2-ring binding on left side; hole punching and ring placement to be uniform and shall not cut into text, artwork or page numbers. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform on all sides; no shifting of content during trimming. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 10</p>	<p>Hop and Spot Floor Game (Instruction Card) Asset: Card Material: Paper Size: A-4 (final trim) No. of Pages: 4 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: Print on A-3 and one fold</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Print on A-3 sheet with one accurate centre fold; properly creased with correct front-back registration; no cracking or misalignment. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform; no cutting into text or artwork. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 11</p>	<p>Sequence Cards Asset: Cards Material: Paper</p>

Lot	Brief Description of the Goods
	<p> Size: A-5 No. of Pages: 14 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: 2-ring binding, left side </p> <p> Print Production & Finishing Requirements: <ul style="list-style-type: none"> • 2-ring binding on left side; hole punching and ring placement to be uniform and shall not cut into text, artwork or page numbers. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform on all sides; no shifting of content during trimming. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity. </p>
Lot # 12	<p> Fruits and Vegetables Cards Asset: Card Material: Paper Size: A-5 No. of Pages: 34 GSM: 300 GSM Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Both sides, Matt finish Fabrication: 2-ring binding, left side </p> <p> Print Production & Finishing Requirements: <ul style="list-style-type: none"> • 2-ring binding on left side; hole punching and ring placement to be uniform and shall not cut into text, artwork or page numbers. • Lamination on both sides; smooth and properly bonded, no bubbling, peeling or edge lifting. • Trimming to be even and uniform on all sides; no shifting of content during trimming. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity. </p>
Lot # 13	<p> SWI TLM's Asset: Module Material: Paper Size: A-4 No. of Pages: 32 + 4 Cover GSM: 250 GSM </p>

Lot	Brief Description of the Goods
	<p>Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Perfect binding (PUR adhesive)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Perfect binding (PUR adhesive recommended) — pages glued at spine with wraparound cover. No saddle-stitch substitution. • Minimum 10 mm inner gutter safety from spine for all critical content (text, page numbers, illustrations); content extending into the gutter will be lost in the bind. • Spine glue to be applied evenly, full length; no loose pages, no glue spillage onto cover or first/last page. • Cover wraparound to be accurate with squared corners; spine width to match actual block thickness. • Trimming to be even and uniform on all three sides post-binding; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 14	<p>Story Pond – MHSSP TLM Asset: Flex Size: 5 ft × 5 ft Material: Star Flex – Black Back or Grey Back Colour Specification: 4+0 (four-colour print on one side) Print: One side only Packing: Packing paper and insert paper in packet</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Flex printing to be solvent / eco-solvent grade with UV-stable inks; no banding, patchiness or colour drift. • Edges to be cleanly cut and reinforced as required; no fraying. • Roll and pack each piece individually with packing paper inside the packet to prevent surface scratches. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 15	<p>Hop & Spot Asset: Flex Size: 5 ft × 5 ft Material: Star Flex – Black/Grey Colour Specification: 4+0 (four-colour print on one side) Print: One side only</p>

Lot	Brief Description of the Goods
	<p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Flex printing to be solvent / eco-solvent grade with UV-stable inks; no banding, patchiness or colour drift. • Edges to be cleanly cut and reinforced as required; no fraying. • Roll and pack each piece individually with packing paper inside the packet to prevent surface scratches. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 16</p>	<p>Number Line (Flex)</p> <p>Asset: Flex Size: 1.5 ft x 5 ft Material: Star Flex – Black Back or Grey Back Colour Specification: 4+0 (four-colour print on one side) Print: One side only Packing: Packing paper and insert paper in packet</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Flex printing to be solvent / eco-solvent grade with UV-stable inks; no banding, patchiness or colour drift. • Edges to be cleanly cut and reinforced as required; no fraying. • Roll and pack each piece individually with packing paper inside the packet to prevent surface scratches. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 17</p>	<p>When a Huro Sings</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 33 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Perfect binding (PUR adhesive)</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Perfect binding (PUR adhesive recommended) — pages glued at spine with wraparound cover. No saddle-stitch substitution. • Minimum 10 mm inner gutter safety from spine for all critical content (text, page numbers, illustrations); content extending into the gutter will be lost in the bind.

Lot	Brief Description of the Goods
	<ul style="list-style-type: none"> • Spine glue to be applied evenly, full length; no loose pages, no glue spillage onto cover or first/last page. • Cover wraparound to be accurate with squared corners; spine width to match actual block thickness. • Trimming to be even and uniform on all three sides post-binding; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 18</p>	<p>Yellow</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 26 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 19</p>	<p>The Tunes of Khongthong</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 28 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p>

Lot	Brief Description of the Goods
	<p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 20</p>	<p>The Bull Comes Home</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 20 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p><i>Print Production & Finishing Requirements:</i></p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 21</p>	<p>Let's Dance with Ainam</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 18 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish</p>

Lot	Brief Description of the Goods
	<p>Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 22</p>	<p>My Jingjing</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 17 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 23</p>	<p>Jhor Khlo</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 16 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides</p>

Lot	Brief Description of the Goods
	<p>Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 24</p>	<p>U Slap Asset: Book Material: Paper Size: A-4 No. of Pages: 15 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
<p>Lot # 25</p>	<p>Apjon Apjon Asset: Book Material: Paper Size: A-4 No. of Pages: 10 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides)</p>

Lot	Brief Description of the Goods
	<p>Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.
Lot # 26	<p>We are Months</p> <p>Asset: Book Material: Paper Size: A-4 No. of Pages: 18 Cover GSM: 250 GSM Inner GSM: 120 GSM Sunshine Colour Specification: 4+4 (four-colour print on both sides) Print: Both Sides Lamination: Cover only, Matt finish Fabrication: Centre pin (saddle stitched)</p> <p>Print Production & Finishing Requirements:</p> <ul style="list-style-type: none"> • Centre-pin / saddle-stitched binding only — no substitution. Minimum 8 mm inner gutter safety from fold/spine for all critical content. • Page imposition, page order and spread alignment to be verified at proofing stage. • Trimming to be even and uniform on all sides; no cutting into text or page numbers. • Lamination on cover only; smooth and properly bonded, no bubbling, peeling, silvering or edge lifting. • 3 mm bleed on all four sides; minimum 5 mm safe margin from final trim edge for all text, logos and page numbers. • Print strictly to approved final artwork; no scaling, cropping, repositioning, stretching or compression. • Pre-press check by printer; hard copy proof / dummy required for MECDM approval prior to mass printing. • Colour output to match approved artwork; no misregistration, banding, ghosting, smudging, offset marks or ink inconsistency. • Material, GSM, board thickness and fabrication strictly as specified; no substitution without prior written approval. • Pack carefully to avoid bending, moisture damage, scratches and crushing; label each pack with Lot number, item name, language and quantity.

Note:

2. **No Installation required for any of the above items**
3. **Selected Supplier shall submit a demo to the Purchaser for approval before printing.**

1. Critical Notes on Specifications and Conventions

The Lot-wise specifications in Annexure 1 include detailed print production and binding requirements applicable to each item. The following conventions and overriding clauses apply across all Lots:

1.1. Colour Specification Convention

- 4+0 means four-colour (CMYK) printing on one side only.
- 4+4 means four-colour (CMYK) printing on both sides.
- Where a Lot specifies print on both sides, the colour specification has been stated as 4+4.

1.2. Binding Method – No Substitution

- The binding method specified for each Lot in Annexure 1 has been chosen by the Purchaser after consideration of page count, end-use and durability requirements.
- The Printer shall execute the exact binding method specified — perfect binding, centre-pin (saddle stitched), 2-ring binding, spiral binding, die-cut, or one-fold — with no substitution. Any substitution requires prior written approval of Purchaser.
- For perfect-bound items: PUR (polyurethane reactive) adhesive is preferred for durability and flat-open performance. Cold-glue / EVA adhesive may be used only with prior approval.

1.3. Approved Artwork Only

- The Printer shall print strictly as per the approved final artwork supplied by Purchaser, with no scaling, cropping, repositioning, stretching, compression or content shift of any kind.

1.4. Pre-press Check, Proofing and Approval

- The Printer shall carry out a pre-press check of all files before production and shall immediately flag any issue relating to bleed, trimming, pagination, alignment, folding, punching, binding, colour, lamination or fabrication.
- At least one hard copy proof / dummy shall be submitted to Purchaser's approval before final printing for all booklets, perfect-bound items, centre-pin booklets, folded instruction cards, ring-bound cards and flip books.
- No mass printing shall be undertaken without prior written approval of Purchaser on the pre-production proof / dummy.

1.5. Material Conformity

- Paper, GSM, board thickness, lamination and fabrication shall be exactly as specified in Annexure 1. No substitution of any specified material shall be permitted without prior written approval of MECDM.

2. Quality Acceptance and Rectification

- The Purchaser reserves the right to inspect and reject any printed material that does not conform to the approved artwork or the specifications stipulated in this RFQ and Annexure 1.
- Any rejected material shall be reprinted by the Printer at the Printer's own cost and within a timeline agreed with Purchaser, without any additional financial implication.

3. Packing, Labelling and Delivery

- Printed materials shall be packed carefully to avoid bending, moisture damage, scratches, crushing or mixing of language-wise quantities.
- Each pack shall be labelled clearly with the Lot number, item name, language and quantity for ease of receipt and verification.
- Delivery shall be made at the address specified in the Supply and delivery schedule.

CONTRACT

Name of Country:

Project Name:

This Contract is entered into on __[date]__ day of __[month]__, __ [year], between ____ [name of Purchaser] _____ (hereinafter called “the Purchaser”) on the one part, and ____ [name of Supplier] _____ (hereinafter called “the Supplier”) on the other part.

Whereas the Purchaser has requested for quotation for _____ [description of goods] to be supplied by Supplier in accordance with the Contract, and has accepted the Quotation by the Supplier in the amount of ____ [amount in words] ____ [amount in figures] hereinafter called “the Contract Price”.

The Purchaser and the Supplier agree as follows:

- 1) The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a. Form of Quotation, with Supply and Delivery Schedule;
 - b. Contract Terms and Conditions; and
 - c. Technical Specifications
 - d. Any other required document
- 2) Taking into account payments to be made by the Purchaser to the Supplier as provided herein, the Supplier hereby enters into this Contract with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of this Contract and its Terms and Conditions.
- 3) The Purchaser agrees to pay the Supplier, in consideration of the supply and delivery of the goods and the remedying of defects therein, the Contract Price as indicated and accepted in the Form of Quotation, under payment terms stipulated in the Contract Terms and Conditions.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of _____ [country of Purchaser] on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

CONTRACT TERMS AND CONDITIONS

Project Name : Meghalaya Early Childhood Development Mission (MECDM)
Purchaser : Early Childhood Mission Society (ECMS), Social Welfare
Department, Government of Meghalaya
Package No. : _____

1) Definitions

- a) "Contract" means the agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- d) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- e) "Completion" means the fulfillment of the delivery and any related service by the Supplier in accordance with the terms and conditions set forth in the Contract.
- f) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- g) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
- h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- i) "ADB" is the Asian Development Bank.

2) Applicable Law

- 2.1) The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

3) Language

- 3.1) All communications and documents related to the Contract shall be in English.

4) Assignment

- 4.1) Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Purchaser shall be void.

5) Fraud and Corruption

- 5.1) This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Suppliers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6) Fixed Contract Price

- 6.1) The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

7) Delivery Schedule

- 7.1) The delivery should be completed as per schedule indicated in the Supply and Delivery Schedule but not exceeding 2 months from the date of approval of demo.

8) Required Technical Specifications (with attachments as necessary)

- a. General Description
- b) Specific details and technical standards
- c) Performance Parameters

Supplier confirms compliance with above specifications.

9) Delivery and Documents

- 9.1) Upon delivery, the Supplier shall provide the following documents to the Purchaser:
- a. copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - b. manufacturer's or supplier's/dealer's on-site comprehensive warranty certificate; and
 - c. certificate of origin.

If goods are coming by courier, the supplier shall also provide, prior to delivery, copies of documents that will enable the Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

10) Taxes and Duties

- 10.1) The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery, stock installation as applicable of the contracted Goods to the Purchaser.

11) Payment

Payment of the contract price shall be made in the following manner:

- a. 100% of the contract price shall be paid within 30 days from the date of successful delivery and acceptance of the materials by the Purchaser and upon issuance of Acceptance Certificate (enclosed as Attachment 4).

12) Resolution of Disputes

- 12.1) The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration laws or Rules of India.

13) Failure to Perform

- 13.1) The Purchaser may terminate the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, despite a 14-day notice given by the Purchaser after forfeiting the Performance Bank Guarantee.

14) Force Majeure

- 14.1) The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - a. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
 - b. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

15) Termination Due to Integrity Violation

- 15.1) The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

16) Accounts and Records

- 16.1) The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.

17) Suspension of ADB Loan or Credit

- 17.1) In the event that ADB suspends the Loan or Credit to the Purchaser, from which part of the payments to the Supplier are being made,

- a. the Purchaser is obligated to notify the Supplier, with a copy to the Purchaser's representative, of such suspension within 7 days of having received ADB's suspension notice.
- b. if the Supplier has not received sums due to it within the 28 days for payment provided for in

Clause 11 [Payments], the Supplier may immediately issue a 14-day termination notice.

18) Performance Security

- 18.1) The Supplier shall provide a Performance Security of 5% (Five percent) of the Contract Price in the designated format (**Attachment-3**) before contract signing in the form of an unconditional Bank Guarantee (BG), Demand draft (DD), Fixed Deposit Receipt (FDR) or Term Deposit Receipt (TDR) in favor of Chief Executive Officer, Meghalaya Early Childhood Development Mission (MECDM) payable in Shillong, Meghalaya valid up to 28 days beyond the complete contractual obligations. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 18.2) Discharge of the Performance Security shall take place after satisfactory completion of all the contractual obligations.

Attachment 3: Format of Performance Security

Bank's name, and address of issuing branch or office³

Beneficiary: Name and address of the purchaser

Date:Insert date (as day, month, and year)

.....

Performance Guarantee No.:

We have been informed that name of the supplier. . . . (hereinafter called "the Supplier") has entered into Contract No. reference number of the contract. . . . datedwith you, for the execution of name of contract and brief description of materials and related services. (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we name of the bank. . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of name of the currency and amount in words⁴. . . . (. . . . amount in figures. . . .) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of , ,⁵ and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.⁶

³ All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

⁴ The guarantor shall insert an amount representing the percentage of the contract price specified in the contract and denominated either in the currency(ies) of the contract or a freely convertible currency acceptable to the purchaser.

⁵ Insert the date 28 days after the expected completion date. The purchaser should note that in the event of an extension of the time for completion of the contract, the purchaser would need to request an extension of this guarantee from the guarantor. Such a request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Purchaser's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

⁶ Or the same or similar to this clause specified in the Uniform Rules for Demand Guarantees, ICC Publication No. 758 where applicable.

Attachment 4: Proforma for Successful Delivery and Installation

No.

Date:

M/s.

Sub: Certificate for successful delivery and installation of the supplied Goods

This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories in accordance with the Contract/Specifications. The same has been successfully installed and commissioned.

- (a) Contract No. _____ dated _____
- (b) Description of the Equipment _____
- (c) Quantity _____
- (d) Name of the consignee _____
- (e) Date of delivery _____
- (f) Date of Installation _____

The supplier has fulfilled his contractual obligations satisfactorily.

Name of Purchaser : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Date : _____