

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SERICULTURE AND WEAVING
DEPARTMENT OF TEXTILES: SHILLONG

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Email id: dirdswgovt_megh@hotmail.com

No. SW(Plng)/ Qtn-CDP/25/2023/1,Dated, Shillong the 29.08.2023.

NOTICE INVITING QUOTATION

The Directorate of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong invites Notice Inviting Quotation (NIQ) from the dealers/Govt. registered firms for supply of Machineries / Equipments for Cluster Development Programme under National Handloom Development Programme (NHDP) 2023-2026 funded by Development Commissioner (Handlooms), Ministry of Textiles, Govt, of India. The Quotations shall have to be submitted in **1-bids system: Technical Bid and Price Bid**. Sealed Notice Inviting Quotation duly affixed with Court Fee Stamp of ₹ 400/- (Rupees Four Hundred) only will be received by the undersigned up to **1:00 hours** on the **15.09.2023**. The quotation will be open on the same day at **3:00 pm** in the office chamber of the undersigned in presence of quotationers or their authorised representatives if any. Tenders received after due date and time either by hand or by post will be rejected.

The detailed particulars of the materials, items and specification including the terms and conditions may be obtained from the office of the Directorate of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong on all working days. For more details please log on Departmental Website: www.megseriloom.gov.in

Yours faithfully

Smti. C. B. Sangma
Director
Sericulture & Weaving
Department of Textiles
Meghalaya, Shillong

Memo No. SW(PIng)/Qtn-CDP/25/2023/1-‘A’,Dated, Shillong the 29.08.2023.

Copy: -

1. The P.A. to the Commissioner & Secretary to the Govt. of Meghalaya, Department of Textiles, Shillong for information and necessary action.
2. The P.A. to the Secretary to the Government of Meghalaya Department of Textiles, Shillong for information.
3. The Under Secretary to the Govt. of Meghalaya, Department of Textiles, Shillong.
4. The State National Informatics Centre (NIC) Shillong, with a request to upload the Notice Inviting Quotation (NIQ) in the Departmental Website: www.megseriloom.gov.in
5. The Directorate of Information and Public Relation, Shillong with a request to arrange for publication of the above Notice in one issue in English daily Newspaper of both in Khasi and Garo Hills edition.
6. The Director of Printing and Stationery with a request to publish in consecutive issue of the Meghalaya Gazette.
7. The Director, Sericulture & Weaving, Department of Textiles, Shillong
8. The Joint Director, Sericulture & Weaving, Shillong/Tura.
9. The Deputy Director (Weaving)
10. The Zonal Officer Weaving, Shillong
11. The District Handloom Officer, Tura/ Williamnagar/ Dilma.
12. The Notice Board.

Smti. C. B. Sangma
Director
Sericulture & Weaving
Department of Textiles
Meghalaya, Shillong

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SERICULTURE AND WEAVING: SHILLONG
DEPARTMENT OF TEXTILES: SHILLONG.**

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Email id: dirdswgovt_megh@hotmail.com

Fax No: 0364:2223279

No. SW(Plng)/Qtn-CDP/25/2023/2,

Dated, Shillong the 29th August, 2023

**QUOTATION NOTICE BOOKLET
CONTAINING
BIDDING DOCUMENTS FOR SUPPLY OF MACHINERIES/ EQUIPMENTS
FOR CLUSTER DEVELOPMENT PROGRAMME UNDER NATIONAL HANDLOOM
DEVELOPMENT PROGRAMME (NHDP) FOR THE YEARS
2023-2026.**

SUBMITTED BY: -

Important dates:

- | | |
|--|---------------------------|
| 1. Date of availability of Bidding documents | : 29.08.2023 |
| 2. Last date and time for submission of Bids | : 15.09.2023 at 1.00 pm |
| 3. Date and Time for Opening of Bids | : 15.09.2023 at 3.00 pm |
| 4. Cost of Bid Documents (By Cash) | : ₹500/- (Non-refundable) |
| 5. Notice inviting Quotation (NIQ) | : Page No. 1-11 |

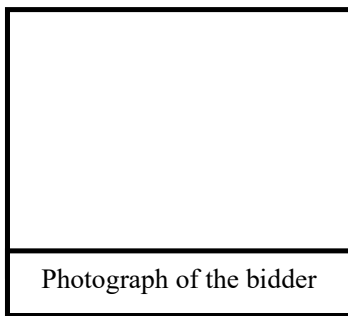
**ISSUED BY:
DIRECTORATE OF SERICULTURE & WEAVING,
DEPARTMENT OF TEXTILES, SHILLONG**

(THIS PAGE SHALL BE PASTED ON THE BIDDING DOCUMENTS AS THE TOP SHEET)

Bid No.

Name of the Work: Supply of Machineries / Equipments for Cluster Development Programme (CDP) under National Handloom Development Programme (NHDP) funded by Development Commissioner (Handlooms), Ministry of Textiles, Govt, of India of the year 2023-2026.

Bidding documents submitted by
(Signature, Name, Seal & Address of the



bidder):.....
.....
.....
.....
.....
.....

DATE & TIME OF RECEIPT OF THE BID
IN THE OFFICE OF THE DOS MEGHALAYA: Date..... Time.....

PLACE OF OPENING OF BIDS :DIRECTORATE OF SERICULTURE & WEAVING
DEPARTMENT OF TEXTILES,
MEGHALAYA

DATE AND TIME AT WHICH THE
BIDS WILL BE OPENED Date.....
Time.....

OPENED BY (Signature with date & seal) :

IN THE PRESENCE OF
(Bidder or his representative)

(SIGNATURE)

TERMS AND CONDITIONS.

(THE BIDDERS ARE HEREBY REQUESTED TO CAREFULLY READ THE INSTRUCTIONS AND OTHER CLAUSES FURNISHED HEREIN BELOW BEFORE THEY PREPARE AND SUBMIT THEIR TENDERS)

SECTION-I
INSTRUCTION TO THE BIDDERS

1. The tenders shall have to be submitted in the 1 (One) Bid system viz. Technical Bid and Price Bid System as indicated below.

A. TECHNICAL BID

1.1. **Tier-1:** This will be an envelope made of good quality paper and to be marked as ENVELOPE - 'A' on the top of the envelope in (CAPITAL LETTERS). This envelope shall contain the prescribed earnest money. The envelope shall be securely closed and sealed and the following particulars shall be inscribed thereon.

ENVELOPE-'A'

From:

To,

**Director, Sericulture & Weaving
 Department of Textiles, Meghalaya, Shillong**

1.2 **Tier-2:** This will be another envelope made of good quality paper and to be marked as ENVELOPE-'B' on the top of the envelope in (CAPITAL LETTERS) shall contain in it the particulars as shown below:-

- a) Affixed Non – refundable Court fee stamp of ₹ 400/- (Rupees Four Hundred) only (*as per the Court Fees Amendment Act -1996*).
- b) Past performance of supply of similar materials/ articles in the Department and other Departments (Prescribed format in Section-IV). Necessary proof in this regard such as Xerox copies of Supply orders etc., may be furnished.
- c) 'Client Certificate' as proof of past performance.
- d) Attested copies of valid GST Registration.
- e) Attested copies of the SC/ST Certificate issued by the concerned Competent Authority (for Tribal Tenderers).

- f) Attested copies of Valid Trading License from KHADC/JHADC/GHADC (for Non-Tribals).
- g) Attested copies of – (1) Income Tax Certificate (2) Professional Tax Certificate (3) PAN card should be attached with each quotation(s).
- h) Government Order empanelling the firm, if any.
- i) Distributorship/Dealership Certificate for the technical items, to be enclosed.
- j) All the technical items should include ‘After-Sales Service’ where applicable.

B. PRICE BID

1. **3. 1. The Price Bid** and items’ description in the format at **Annexure- ‘A’** are to be submitted along with the BOQ in an envelope made of good quality paper marked as **ENVELOPE- ‘C’** on the top in(**CAPITAL LETTERS**) and to be dropped in the box.
2. **Procedure of consideration of tenders:** - The envelopes marked ‘A’ and ‘B’ will be opened earlier and the contents will be evaluated at the first stage. Then the samples/catalogues submitted by the bidders will be inspected and verified by the **State Level Purchase Committee** duly constituted by the Government. **The Financial Bids of those Bidders will be opened, whose samples/catalogues and other documents are found satisfactory.** The price bids will be considered by the **Departmental Tender Committee/Purchase Board Committee** duly constituted by the Government.
3. **Amendment of bid documents:** - The Director of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong shall be at liberty to make any amendments or modifications to the bidding documents, at any point of time before the date fixed for submission of the tenders, if he deems it necessary.
4. **Non-binding clause:**
 - 4.1 The purchaser is not bound to accept any tender simply on the ground of its rates being the lowest or for quoting unreasonably rates provided he has reasons to do so and as such, the Purchaser is at liberty to cancel such tenders without assigning thereof.
 - 4.2 The bidders are not bound to submit the tender simply because they obtained the tenders from the Purchaser and any bidder who is unwilling and/ or who has reservation to abide by the terms and conditions of the contract laid down herein as may also be prescribed in future under reasonable circumstances by the purchasers is advised not to file any tender as filling of the tenders will automatically mean that the bidder concerned has wilfully agreed to abide by such terms and conditions as laid down herein and also as may be reasonably laid down in future.

SECTION-II

SCHEDULE TO THE INVITATION FOR BIDS (PLEASE REFER TO ANNEXURE- 'A' OF SECTION-III FOR THE TECHNICAL SPECIFICATIONS OF MATERIALS)

5. Earnest money

- 5.1 ₹10,000/- for ST/SC & ₹20,000/- for the General Category in the form of a Demand Draft drawn on any Nationalized Bank located in India issued in favour of the Director of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong payable at Shillong which should be put in the **Envelope marked 'A'**, securely sealed and submitted to the Purchaser at the venue, date and time already fixed and notified.
- 5.2 The earnest money shall stand forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to execute orders after awarding of contract.
- 5.3 The Earnest Money deposited will be refunded to the unsuccessful bidders after finalization of the NIQ.

6. Quotation of Price:

- 6.1 The rates quoted both in figures and words for each item of materials/ articles shall include all taxes, duties, GST and other levies payable on the price of the items and/or on the total value thereof, plus the cost of transportation from one destination to another, loading and unloading charges, depreciation and damage, if any. No claim for any cost or compensation outside the quoted rates shall be entertained at any time whatsoever.
- 6.2 **While fixing the rates, the bidders shall also keep in mind that the rates quoted are reasonably commensurable with the existing price of those items at the prevailing market rates.**
- 6.3 The rate quoted for each item shall remain valid for the whole duration of the contract and shall not be subjected to any increase and/or adjustment for any reason and under any circumstances whatsoever.
- 6.4 The rates quoted shall be F.O.R. destination - office of the District Handloom Officers, Tura / Williamnagar / Dilma.
No transportation or delivery charges shall be paid separately.
- 6.5 The bid should be typed or computerized and should be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A written and duly registered power of attorney, where necessary, accompanying the bid should also be accompany a duly attested copy of the letter of authorization from the manufacturer/authorized dealers/firms. Each page of

any printed booklet, brochure, literature if annexed to the tender, shall also have to be similarly sealed and signed. A single lapse in this regard may render the tender liable to be cancelled.

7. Validity of tenders:

7.1 Only those tenders shall be treated as valid, if the submission of which is found to be in order and the rates of items quoted are accepted and bidders of such tenders shall be called successful bidders. The supply order may be placed with them at different times/ intervals during the period.

8. Conditions for supply:

Delivery of all goods covered by an order shall have to be made at the destinations mentioned in the order within 30 days from the date of issue of the order by the Director of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong. Each delivery to each destination shall be made by issuing a Challan in 3 (three) copies which must expressly and clearly show the items name-wise, their make and their quantity and signed and sealed by the bidder. Signatures with date and seal of the officer to whom the goods are delivered, shall have to be obtained on the Challans. Two copies of the Challan are to be given to him/her (the authorized receiver of goods).

The bidder shall furnish information to the purchaser in respect of each delivery to each destination with a copy of the aforesaid Challan shall have to be attached. Two copies of the Challan shall be attached to the bill when submitted for payment.

9. Inspection and Testing:

The purchaser's right to inspect or test as well as to reject the Goods, where necessary, after the Goods arrived their final destination shall in no way be limited to or waived by reason of the Goods having been previously inspected or tested and passed by the Purchaser or his authorized representative prior to the Goods shipment.

10. Termination of Default:

10.1 The purchaser may, without prejudice to any other remedy if available to him, shall issue notice for breach of contract for supply of defective material or sub-standard material to the Supplies' expressed destinations, terminating the Contract in whole or part at the discretion of the Purchaser.

10.2 The Purchaser shall also be at liberty to cancel the contract or deduct the proportionate value of the goods complained of, if:

- a) The Supplier fails to deliver any or all of the goods complained of by the Purchaser within the periods(s) specified in the Contract, or within any extended period granted by the Purchaser.
- b) The Supplier fails to perform any other obligation(s) under the Contract, and/ or
- c) The Supplier, in the judgment of the Purchaser, has engaged for or in executing the Contract.

11. Termination of Contract for insolvency: The Purchaser may at any time terminate the Contract by giving written notice to the supplier if the Purchaser reasonably finds at any point of time during the continuation of the period of contract, that the supplier has become bankrupt or otherwise insolvent. Termination of the contract in such a situation will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued thereafter, to the Purchaser.

12. Termination of Contract for violation: The purchaser, by issuing a written notice to the supplier, may at any point of time terminate the Contract, in whole or in part, if the purchaser reasonably finds that the supplier has violated one or more terms or conditions of the Agreement or has engaged in influencing any of the officials or person concerned with the implementation of the scheme. The supplier shall not be entitled to any compensation for such termination mid-way but shall remain entitled to the amount proportionate to the work done until termination of the Contract.

13. Evaluation of quotation: The Purchaser will evaluate and compare the quotations to find out that the documents are properly signed and sealed and conforming the terms and conditions of the Contract and also conforming the samples / catalogue submitted as per given specifications.

14. Qualification criteria:

- a) The bidder shall furnish information regarding carrying out similar supply works in the past with a satisfactory performance report, as per the format given in Section-IV.
- b) The bidder shall furnish necessary data to support his financial capability and production capacity to perform the contract and complete the obligations under it, within the stipulated period of time.
- c) Notwithstanding anything contained herein above, the Purchaser reserves the right to assess the bidder's over-all capacity to perform the contract in the interest of the Purchaser, who represents the interest of the public service.
- d) Tenders not accompanied by EMD deposit by demand draft for ₹10,000/- for ST/SC and ₹20,000/- for general will be treated as invalid.
- e) Tenders not submitted in the prescribed manner will be treated as invalid.

15. Award of contract:

15.1. The Purchaser will award the contract to the bidder(s) whose tender(s) has/have been found to be substantially responsive at the reasonably lowest evaluated rates, agreeing to perform the obligations on rate contract basis for the respective schedules..

15.2. Notwithstanding anything contained above, the purchaser reserves the right to accept or reject any or all the tenders and to cancel the bidding process as well as to reject all quotations/ bids without assigning any reason therefor.

15.3. Payment of the supplier's bills shall be made after receipt of the goods in satisfactory condition by the concerned District Handloom Officer.

15.4 No advance payment will be admissible.

15.5 The payment authority will be the District Handloom Officer, Tura / Williamnagar / Dilma.

15.6 No claim for interest will be entertained for delayed payment.

15.7. All taxes as applicable will be deducted from each bill of supply etc., at the time of payment.

15.8. Deduction of GST (CGST/SGST) from each bill is based as per the **H.S.N. code** of each items of materials supplies and the final bill will be released after successful completion of the supply work etc. by the concerned District Officer.

16. Cost of Bidding Documents (non-refundable) : ₹500/- (Rupees five hundred) only by cash paid in the office of the Director of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong at the time of collection of the BID document.

17. Resolving Disputes and/or dissensions, if any:

17.1. The Purchaser and the supplier shall make all effort to resolve disputes and/or dissensions if they arise, any out of the Contract / Supply order amicably by direct and formal or informal negotiations and upon failing to arrive at an amicable settlement within 15 (fifteen) days from the date of commencement of the mutual discussion (to be recorded in writing) towards settling the dispute or dissension, the matter shall be referred to arbitration by mutual consent with due intimation to and from all concerned.

SECTION- III

Technical Specifications of Materials

LIST OF MACHINERIES / EQUIPMENTS REQUIRED FOR CLUSTER DEVELOPMENT PROGRAMME (CDP) UNDER THE NATIONAL HANDLOOM DEVELOPMENT PROGRAMME FOR THE YEAR 2023 - 2026

Sl. No	List of Machineries/ Equipments		Quantity
	Component	Sub-Component	
1.	Frame Looms 60” Reed Space (RS)		300 Units
2.	Looms Accessories	a) C.V. heald – 1 set b) Reed – 1 No c) Pulley – 6 Nos d) Heald stick – 4/8 Nos. e) Lease rods – 2 Nos. f) Hooks – 2 Nos g) Bobbins (Plastic) – 100 Nos. h) Pirns (Plastic) – 24 Nos. i) H.C. Balls / Ropes – 20 Mtrs. j) Charkha – 1 Nos. k) Shuttle – 2 Nos. l) Wooden Temple (60”) – 2 Nos. m) Wooden Bar 2”x2” – 2 Nos	300 Units
3.	Lighting Unit (Including Solar Lighting System)		158 Units

SECTION-IV
PROFORMA FOR PERFORMANCE STATEMENT
(FOR A PERIOD OF THE LAST THREE YEARS)

NIQ No..... Date of opening.....

Time..... Hour.....

Name of the firm.....

Order placed by (full address of the Purchaser)	Order No. and Date	Description & quantity of ordered items	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply of items been satisfactory? (attach a certificate from the purchaser/consignee)
				As per contract	Actual		
1	2	3	4	5	6	7	8

Signature and Seal of Bidder

.....

.....

**SECTION-V
PRICE BID FORM (PRICE SCHEDULE)**

Name of Items with specification, brand etc.	Unit	Total unit price of the items (inclusive of all taxes/GST & transportation)	(in words)	Remarks
1	2	3	4	5

Signature of Bidder :.....

Name :.....

Business Address :.....