


Memo No. SW(Plng)Qtn-Asp/ 11/2025/25 -'A', Dated, Shillong the 5th September, 2025.

Copy: -

1. The P.S. to the Principal Secretary to the Govt. of Meghalaya, Department of Textiles, Shillong for information and necessary action.
2. ✓ The State National Informatics Centre (NIC) Shillong, with a request to upload the Notice Inviting Expression of Interest (EOI) in the Departmental Website: www.megseriloom.gov.in
3. 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.
4. The Director of Printing and Stationery with a request to publish in consecutive issue of the Meghalaya Gazette.
5. The Director, Sericulture & Weaving, Department of Textiles, Shillong
6. The Joint Director, Sericulture & Weaving, Shillong/Tura, Department of Textiles.
7. The Joint Director, Planning-cum-Monitoring, Sericulture & Weaving, Department of Textiles.
8. The Deputy Director (Sericulture)
9. The District Sericulture Officer, Nongpoh
10. The Notice Board


Project Director Silk Samagra-2 &
Joint Director
Planning-cum-Monitoring
Sericulture & Weaving
Department of Textiles
Meghalaya, Shillong

IM

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

Email id: dirswgovt_megh@hotmail.com

Fax No: 0364:2223279

No. SW(PIng)/Qtn-ASP/11/2025/26,

Dated, Shillong the September, 2025

EXPRESSION OF INTEREST (EOI) BOOKLET
CONTAINING
DOCUMENTS UNDER PRE COCOON SECTOR FOR IMPLEMENTATION OF
INTEGRATED SCHEME FOR DEVELOPMENT OF ERI SILK INDUSTRY IN
RI-BHOI DISTRICT, MEGHALAYA OF THE YEAR 2024-2025

SUBMITTED BY: -

Important dates:

1. Date of availability of documents : _____
2. Last date and time for submission of document : _____ at 1.00 pm
3. Date and Time for Opening of documents : _____ at 3.00 pm
4. Cost of Expression of Interest (EOI) documents (By Cash): ₹500/- (Non-refundable)
5. Expression of Interest (EOI) : Page No. _____

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 Sericulture materials for implementation of Integrated Scheme for Development of Eri Silk Industry in Ri-Bhoi District, Meghalaya of the year 2024-2025.

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

Photograph 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

Time.....

Date.....

OPENED BY (Signature with date & seal)

:

IN THE PRESENCE OF
(Bidder or his representative)

(SIGNATURE)

TERMS AND CONDITIONS.

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

SECTION – I

1. Empanelment of Suppliers

For the purpose of supply of identified items (Annexure-I), Expression of Interests (EOI) is invited from interested suppliers/firms etc.

2. Scope of work

To supply specified rearing equipments as per the specification mentioned in the supply order within 2 months of receipt of Supply Order. Supplier shall ensure delivery of sericulture materials /equipments to the concerned Department.

3. General terms and conditions of the work

- (i) The sericulture materials/ equipments supplied should be of good quality and comply with the specifications as attached in Annexure -I.
- (ii) Any deviations found from approved quality of the items during course of implementation will result in debarring of the supplier from empanelment along with suitable penalty as decided by Project Director Silk Samagra-2, Sericulture & Weaving, Department of Textiles, Shillong.
- (iii) Delivery of all goods covered by an order shall have to be made at the destinations mentioned in the Supply order within 60 (sixty) days from the date of issue of the order by the Project Director, Silk Samagra-2, 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 supplier. 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).

4. Eligibility criteria for submission of EOI.

- A) The bidders should be a registered entity with the sales Tax/TIN/GST etc.
- B) The bidders should have minimum two years' experience in supply of sericulture materials and equipments.
- C) The bidders should be Ministry of Textiles/ Government/ CSB empanelled firms authorized with manufacturing experience.
- D) The bidders having distributorship/ dealerships certificate for technical item will be given preference.
- E) After Sales Service where applicable.

5. Process of Empanelment

- a) Financial bid of those firms/bidders fulfilling eligibility norms will be opened by the Departmental Purchase Board Committee.
- b) The committee reserve the right to commend amendments in the proposed project. The selection in that case will be subject to incorporation of those amendments.
- c) Decision of the committee shall be final and binding on all the bidders.
- d) Committee reserve the right to appoint more than one supplier for each item subject to eligibility, compliance to quality, price term etc.
- e) Committee reserve the right to accept/reject any bid without assigning any reason.

SECTION-II
INSTRUCTION TO THE SUPPLIERS

1. The tenders shall have to be submitted in the 2 (Two) Bid system viz. Technical Bid and Financial 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,

**Project Director Silk Samagra-2 &
Joint Director, Planning-cum-Monitoring,
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) if available.
 - 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, from Ministry Of Textiles/Central Silk Board empanelled authorised with manufacturing experience.
 - i) Distributorship/Dealership Certificate for the technical items, to be enclosed.
 - j) All the technical items should include 'After-Sales Service' where applicable.
 - k) Acceptance letter of EOI in **Annexure-III** duly signed as token of acceptance.
 - l) Power of attorney for authorized signatory duly signed by the proprietor of the entity in the **Annexure-IV**.
 - m) Undertaking for Non-Blacklisting duly signed in **Annexure-V**

B. FINANCIAL BID

1. **The Price Bid** and items' description in the format at **Annexure- 'P'** are to be submitted along with the BOQ in an envelope marked as **ENVELOPE-'C' (CAPITAL LETTERS)**.
2. **Procedure of consideration of tenders:** - The envelopes marked '**A**' and '**B**' will be opened first 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 pertaining to the technically eligible bidders only will be opened, whose samples/catalogues and other documents are found satisfactory.** The empanelment will be considered by the tendering committee of Integrated Scheme for Development of Eri Silk Industry in Ri-Bhoi District, Meghalaya.
3. **Amendment of documents:** - The Project Director Silk Samagra-2, 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:** 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 filing 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-III

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

5. Earnest money

- (i) Earnest money of ₹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 Project Director Silk Samagra-2, 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.
- (ii) 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.
- (iii) The Earnest Money deposited will be refunded to the unsuccessful bidders after finalization of the Empanelment.

6. Supply of materials as Per the price indicated in Annexure -I:

- (i) The rates as per Annexure – I for each item of materials/ articles is inclusive of 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 approve rates shall be entertained at any time whatsoever.
- (ii) The rate as per Annexure – I 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.

- (iii) The rates as per Annexure – I shall be F.O.R. destination - office of the District Sericulture Officer, Nongpoh

No transportation or delivery charges shall be paid separately.

- (iv) 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 accompanied by 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. **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 supply and also conforming the samples / catalogue submitted as per given specifications.

8. **Award of contract and payment terms and conditions:**

- a) Notwithstanding anything contained above, the purchaser reserves the right to accept or reject any or all the bids and to cancel the bidding process as well as to reject all quotations/ bids without assigning any reason therefor.
- b) The payment authority will be the District Controlling Officer. Payment will be made in full after supplies are made. Payment of the supplier's bills shall be made after receipt of the goods in satisfactory condition by the concerned District Controlling Officers.
- c) No advance payment will be admissible.
- d) No claim for interest will be entertained for delayed payment.
- e) All taxes as applicable will be deducted from each bill of supply etc., at the time of payment.
- f) 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.

9. **Agreement cancellation**

- (i) In the event of supplier willfully not commencing supply within 60 working days after awarding the Supply Order, The Project Director Silk Samagra-2, Sericulture & Weaving, Department of Textiles, Shillong at its sole discretion shall cancel this agreement in writing and forfeit the earnest money along with suitable penalty.
- (ii) 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.
- (iii) 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.

10. 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.

11. Cost of Notice Inviting Expression of Interest (EOI) 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 document.

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

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-IV

**PROFORMA FOR SUBMISSION OF THE STATEMENT OF PERFORMANCE
(FOR THE 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

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ANNEXURE-ISECTION- V

Technical Specifications of Materials

**SERICULTURE MATERIALS FOR IMPLEMENTATION
OF INTEGRATED SCHEME FOR DEVELOPMENT OF ERI SILK INDUSTRY IN RI-
BHOI DISTRICT, MEGHALAYA OF THE YEAR 2024-2025.**

1. Maintenance of Existing Plantation

#	Particulars	Unit	Quantity	Rate	Amount (Rs.)
1	Vermi-compost (Good quality)	kg	5	180	900
2	Anti-termite (Chloropyriphos or Dursban)	Pkt of 500 grms.	1	500	500
3	Farm Yard Manure (Good quality)	kg	8	225	1800
	Total				3200

2. Establishment of Cocoon Bank (Equipments)

#	Description	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1	Electronic Weighing Balance (500 Kg Capacity)	Nos	1	10000	10000
2	Electronic Weighing Balance (5 Kg Capacity)	Nos	3	3000	9000
3	Cocoon Cage (10 Kg Capacity))	Nos	300	3350	1005000
4	Steel Rack (Box type)	Nos	15	20000	300000
5	Plastic Tarpaulin (Good quality)	Nos	15	2450	36750
6	Sprayer Machine (16 Ltrs capacity)	Nos	2	5000	10000
7	Sartorius Cocoon Testing Balance	Nos	2	150000	300000
8	Office Table (Wooden 4'×3'×2 ½')	Nos	6	3000	18000
9	Office Chair (Standard size)	Nos	6	4000	24000
10	Computer set with printer, UPS etc. with 1-net facility	Nos	1	75000	75000
11	Computer Table with chair	Nos	1	15000	15000
12	TV	Nos	1	25000	25000
13	Generator set (Silent) (5KVA)	Nos	1	100000	100000
15	Misc. cost (purchase of plastic chair for visitors, Dustbin etc) 9good quality)			LS	150000
	Total				20,77,750

ANNEXURE-II**AGENCY/ORGANIZATION DETAILS AND BID DOCUMENTS****(Scanned copy to be submitted in Firm's own letter head)**

Sl. no	Description of Facts	Documents to be enclosed/Information to be shared
1.	Name of Agency/Organization	
2.	Location of head Office and own field offices	
3.	Name of the Authorized persons who may sign on the tender documents	
4.	Full Communication (Postal) address of the Agency/Firm	
5.	Telephone Nos. Office	
6.	Telephone Nos. Residence	
7.	Mobile No:	
8.	e-mail id	
9.	Legal Status: Please specify as to whether Agency is a sole proprietorship or partnership firm or company (Pvt. Or Public) or any other form etc.	
10.	Date of incorporation of Agency (Supporting documents to be provided)	
11.	GST No.	Yes/ No
12.	Permanent Account Number (PAN) (Scanned copy to be provided	Yes/ No
13.	Annual Turnover for the last 3 years. (Please attach the proof of audited profit & loss account as well as balance sheet of each year, duly signed by the authorized person and stamped by seal of agency)	Yes/ No
14.	Accepted the terms and conditions of the said tender notice	Yes/ No
15.	Whether Agency or any other entity with which any of its Director/ Partner or proprietor etc. are/ have been associated or any Director/Partner etc. had ever been convicted for any offence by any court of law at any point of time. Give details, if any.	Yes/ No
16.	Whether Agency and or its Directors/ Partners etc. are black listed by any Government Departments/Organizations as on date. Give details, if any	Yes/ No
17.	Approach, Methodology and detailed work/Activity Plan.	Yes/ No
18.	Details of Earnest Money Deposit (Enclose DD)	DD
		Date
		Issuing Bank
		Branch
		Amount

This is to certify that I/We before signing this bid have carefully read the contents of the bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, office of Directorate of Sericulture & Weaving, Department of Textiles, Shillong is empowered to take any decision/ action, as deemed fit.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Signature of the Bidder
Name of the Bidder
Name of the Firm / Agency:
Seal of Bidder

ANNEXURE -III

EOI ACCEPTANCE LETTER
(To be given on firm Letter Head)

To,

The Project Director Silk Samagra-2 &
 Joint Director
 Planning-cum-Monitoring
 Sericulture & Weaving
 Department of Textiles,
 Meghalaya, Shillong.

Date:

Sub: **Acceptance of Terms & Conditions of EOI.**

EOI No:

Name of EOI/Work: - for empanelment of Firms/Suppliers for supply of sericulture materials for implementation of Integrated Scheme for Development of Eri Silk Industry in Ri-Bhoi District, Meghalaya of the year 2024-2025.

Dear Sir,

1. I/We have downloaded/obtained the tender document (s) for the above mentioned 'EOI/Work' from the web site (s) namely: _____

As per your advertisement, given in the above-mentioned website (s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure (s), Schedule (s), etc.), which form part of the contract agreement and I/ We shall abide hereby by the Terms/Conditions/Clauses contained therein.
3. The Corrigendum (s) issued from time to time by your Department/Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document (s)/ Corrigendum (s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been blacklisted/Debarred by any Government Department/ Public Sector undertaking.
6. I/ we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your Department/ Organization shall without giving any notice or Reason therefore or summarily reject the bid or terminate the contract.

Yours faithfully,

(Signature of the Bidder, with official seal)

ANNEXURE –IV

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY
(To be submitted in Firm's own letter head)

EOI No:

To,

The Project Director Silk Samagra-2 &
 Joint Director
 Planning-cum-Monitoring
 Sericulture & Weaving
 Department of Textiles,
 Meghalaya, Shillong.

Dear Sir,

With reference to EOI No. _____ we hereby authorize the following person as authorized signatory to carry out necessary bid formalities with Office of Directorate of Sericulture & Weaving, Department of Textiles, Shillong with reference to this EOI and authorize to sign the bid documents and contract/agreement with Office of Directorate of Sericulture & Weaving, Department of Textiles, Shillong

Thanking you,

Yours faithfully

Place:

Date:

(Signature with Company's Seal)

Name

Designation:

ANNEXURE – V

UNDERTAKING ON BLACKLISTING
(To be submitted in Firm's own letter)

It is certified that my firm / agency / company has never been black listed by any of the Departments / Autonomous Institutions / Universities / Public Sector Undertaking of the State Government and no criminal case is pending against the said firm / agency as on date.

Signature of the Bidder

Name of the Signatory

Name of the Firm / Agency:

Seal of the Firm/Agency:

2014-15-25M-211
 05/05/2015
 11:05 AM

61: 22pm

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

Email id: dirtsrgovt_megh@hotmail.com

No. SW(Plng)/Qtn-Asp/11/2025/25

Dated, Shillong the 5th September, 2025.

NOTICE INVITING EXPRESSION OF INTEREST

The Directorate of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong invites Expression of Interest (EOI) from the dealers/Government registered firms/Suppliers for supply of Sericulture materials for implementation of Integrated Scheme for Development of Eri Silk Industry in Ri-Bhoi District, Meghalaya of the year 2024-2025 funded by Central Silk Board, Ministry of Textiles, Govt. of India. Where 90% of the cost will be borne by the Ministry of Textiles and 10% by the rearers for beneficiary component and 10% by State for the Departmental components. The Expression of Interest (EOI) shall have to be submitted in **2-bids system: Technical Bid and Financial Bid**. Sealed Expression of Interest (EOI) 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 **25th September 2025**. The Expression of Interest (EOI) 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. Bids maybe submitted offline.

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

Sd/-

Project Director Silk Samagra-2 &
Joint Director
Planning-cum-Monitoring
Sericulture & Weaving
Department of Textiles
Meghalaya, Shillong