GOVERNMENT OF MEGHALAYA

DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING

DEPARTMENT OF LABOUR

MEGHALAYA:::SHILLONG

NO. DET. 112/2011/Pt/2268 Dated Shillong, the 5th July, 2018

**GENERAL RULES & DIRECTION FOR SUBMISSION OF QUOTATION FOR SUPPLY OF TOOLS & EQUIPTMENTS, FOR GOVT ITI, NONGPOH, NONGSTOIN, SOHRA, RESUBELPARA.**

E5

**Project: *Enhancing Skill Development Infrastructure in NE States and Sikkim***

**Procurement of Equipments, Machinery, Furniture’s & Hand Tools**

**Package - 1 : Upgradation of Govt. ITIs in Nongpoh, Nongstoin, Sohra & Resubelpara**

**Package - 2 : Deficient Infrastructure of Govt. ITIs in Nongpoh, Nongstoin, Sohra & Resubelpara**

**Quotation Enquiry No: DET. 112/2011/Pt/2268**

**Dated Shillong, the 5th July, 2018**

**Cost of Tender: `.1000/- (Rupees One Thousand only) in the form of IPO**

**Last date & Time of Submission: - 14th August 2018** **upto 15:00Hrs**

**Date & Time of Opening: - 17th August 2018 15:00Hrs**

**A. INTRODUCTION:**

1. Director of Employment & Craftsmen Training, Labour Department, Shillong on behalf of the Government of Meghalaya intends to procure Equipments, Machinery, Furniture’s & Hand Tools, under the Centrally Sponsored Scheme “Enhancing Skill Development Infrastructure in NE States & Sikkim” for Upgradation and Supplementing Deficient Infrastructure of Govt. Industrial Training Institute, Nongpoh, Nongstoin, Sohra and Resubelpara.

2. Sealed Quotations are hereby invited from the reputed manufacturers/suppliers/ authorized dealers/small scale industries/suppliers having experience in dealing with Engineering Tools & Equipments for supplying the item of Equipments, Machinery, Furniture’s & Hand Tools.

**B. QUALIFYING REQUIREMENT**

The following criteria should be fulfilled for submission of the Quotation for supplying of the Equipment, Machinery, Furniture & hand tools for the Govt. Industrial Training Institute:

1. The Bidder must be a Manufacturer/Registered Supplier/Authorised dealer/Small Scale Industries.
2. Report on Quotationer/Tenderer’s financial capability supported by Bank Statement having financial capability/transaction equivalent to bidding amount in the last financial year.

or

The Average Annual Turnover of the Suppliers/Bidder for the last 3 years should be not less than Rs.20.0 Lakhs and should be supported by Annual Accounts duly Audited by a Chartered Accountant.

1. Bidders should have:
2. A valid GSTin number.
3. Income Tax & Sale Tax clearance certificate.
4. Professional Tax clearance certificate.
5. Trading License issued by respective Autonomous District Council if applicable.
6. Company Authorised Dealership Certificates.
7. Experience in similar nature of supply of Equipments, Machinery, Furniture’s & Hand Tools in Government Organization, preferably in Meghalaya for at least one similar work value not less than 50% of the total quoted price in the last two financial years.

C. **INSTRUCTION TO BIDDER**

1. The Bidder shall submit the tender offer in two part :
2. The documents supporting compliance with the Term & Condition should be enclosed in a sealed envelope superscribing Envelop I: Qualifying Documents, Tender No: DET. 112/2011/Pt/ ­2268, Dated 5th July 2018 along with soft copy.
3. The Price Bid/rate quoted should be enclosed in a separate sealed envelope marked as Envelop II : “ Price Bid”, Tender No: DET. 112/2011/Pt/ ­2268, Dated 5th July 2018.
4. Both the envelops: Envelop I : Qualifying Documents & Envelop II : “ Price Bid” and third envelope marked EMD shall thereafter be placed inside a sealed cover super scribing “Tender for Supply of Training Tools/Equipment to the Govt. Industrial Training Institutes” and Tender DET. 112/2011/Pt/ 2268 Dated 5th July 2018.
5. The EMD and the Envelop I : Qualifying Documents shall be open on the same date and time. Thereafter only the Price Bids of the Technically Qualified Tender’ will be opened.
6. **Bidder should quote the latest specification with brand / make and rates along with supporting Brochures / Documents wherever applicable for each item which should cater to ISI specifications, failing which, the quotation will be summarily rejected and the Bid will not be evaluated. Further, the Bidder should furnish samples of items as and when called for by the Purchaser so to ascertain the quality of product offered at the cost of the Bidder.**
7. Test certificates of the Manufacturer/Govt. Test House shall have to be submitted for all the Machineries
8. The rate quoted must be F.O.R destination inclusive of all duties charges, taxes, insurance, packing, forwarding, handling, installation and commissioning (where applicable).
9. Rates are to be quoted in Prescribed Format (E5) for brand new items separately for each item along with the specification offered. The rate quoted should be submitted in the prescribed format (in E5 Format) in a separately sealed cover with a well-protected soft copy (in CD).
10. For convenience, while quoting rates, the same serial numbers of items as mentioned in the list are to be maintained by the Bidder.
11. The rates must be quoted in figure as well as in words, preferably in typewritten form. If there is any discrepancy in figures and words, the amount in words will prevail. Prices shall be quoted in Indian Rupees only.
12. The rates quoted by the bidder must remain valid for 6 (six) months. The time shall be counted from the last date of submission of bids.
13. The Tender/ Quotation should be submitted in the Office of the Director of Employment & Craftsmen Training, Meghalaya, Shillong - 793001 on or before the 10th Aug 2018 upto 15:00 hours at the risk of the bidder. Any quotation received after the deadline for submission of bids will be summarily rejected and returned unopened to the bidder.
14. The offer must be submitted in “Duplicate”
15. Tender must be accompanied with an Earnest Money Deposit (EMD) of the requisite value as specified, in a separate envelop.
16. The offer would be summarily rejected if all the required documents are not found in a sealed cover of the Bidder.

D. **TERMS & CONDITIONS**

The following criteria should be fulfilled for submission of Quotation for supplying Equipments, Machinery, Furniture’s & Hand Tools for Upgradation and Supplementing Deficient Infrastructure of Govt. Industrial Training Institute, Nongpoh, Nongstoin, Sohra and Resubelpara and the following documents should be enclosed along with the offer in a separate sealed envelope, failing which the quotation shall be summarily rejected.

1. Affixed non- refundable Court Fee Stamp of Rs.25/- (Rupees Twenty five) only.
2. Govt. receipt paid for the cost of Tender document without which the Tender will be rejected forthwith.
3. Earnest money of Rs.1,84,000(Rupees One Lakh Eighty Four Thousand) and Rs.92,000(Rupees Ninety Two Thousand) for SC/ST only in the form of Fixed/Call deposit pledge in favour of the Director, Employment & Craftsmen Training, Shillong.. Tenders not accompanied with Earnest Money will be rejected forthwith.
4. The pricing for the goods to be supplied or services to be rendered shall be exclusive of any Goods and Services Tax (GST), i.e. prices quoted in the Tender do not include any GST component. The tenderer must also indicate any GST for the goods or services supplied to Govt. ITI, Nongpoh, Nongstoin, Sohra and Resubelpara as a separate line items, where applicable.
5. “Performance Certificate” for similar nature of supply of Equipments, Machinery, Furniture’s & Hand Tools in a Government Organization, preferably in Meghalaya, for at least one similar work of value not less than 50% of the total quoted price in the last two financial years to be supported by Work Order, failing which the quotation shall be summarily rejected.
6. Valid and upto date Trading License from the respective Autonomous District Council, if applicable. However, for firms from outside the State award of Supply Order is subject to submission of Trading License from the respective Autonomous District Council.
7. Documents indicating period of warranty and scopes of Annual Maintenance Certificate (AMC) (optional) for the items after expiry of the warranty period.
8. During entire period of supply, warranty and AMC (optional), the Supplier shall require to ensure that our call is responded to within one week in person at the cost of the Supplier.
9. Signed copy of an Undertaking (As per annexure ‘A’ enclosed herewith)
10. Report on Bidder’s financial capability supported by Bank Statement having financial capability/transaction equivalent to bidding amount in the last financial year.

or

The Annual Turnover of the Suppliers/Bidder for the last 3 years should be not less than Rs.20,00,000/- (Rupees Twenty Lakhs) only and should be supported by Annual Accounts duly Audited by a Chartered Accountant.

1. The supply of Equipments, Machinery, Furniture’s & Hand Tools are liable to a ‘defects liability period’ of one year from the date of delivery/installation.
2. Letter assuring submission of Performance Guarantee for ensuring post supply service facilities. Performance guarantee of 5% of total quoted value of the package has to be deposited in the form of Bank Guarantee/Draft with 3 months validity period in favour of Director of Employment & Craftsmen Training, Meghalaya from any Nationalized Bank payable in Shillong by the eligible Bidder before awarding Supply Order.
3. The earnest money will be forfeited on revocation of tender before the expiry of validity of the Tender or on refusal to enter into the contract after the award is made to the successful Bidder within validity period of offer. The earnest money(s) of unsuccessful Bidder shall be released after finalization of Tender.

**E. GENERAL TERMS & CONDITIONS:**

I.The purchaser reserves the right to drop any item/items at the time of issue of supply orders. Preference may be given to the best specification of any or all the items irrespective of cost and decision of the Purchase Board Committee will be final.

II. The Undersigned reserves the right to waive any minor informality or non-informality or irregularity in a quotation which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

III. No other terms & condition of the Bidder shall be accepted which contradict partially or wholly any of the terms and conditions mentioned herein.

IV. The concerned Authority reserves the right to reject any or all the Quotations or part thereof without assigning any reason.

V. Selected Bidder should supply all the items as per Supply Order to the consignee concerned within the stipulated period. In case of failure of the Supplier to supply wholly or partially the items ordered by the purchaser as per the terms & conditions, the Performance Guarantee may be invoked at the discretion of the Authority.

VI. In case of any difficulty in supplying of item (s) awarded for supply it may be brought to the notice of the Purchaser within one month of placing the Supply Order with supporting documents for appropriate decision.

VII. No modification/change in the Quotations are permissible after opening of Quotations.

VIII. The transportation of Equipments, Machinery, Furniture’s & Hand Tools to the destinations in good conditions shall be at Supplier’s risk and responsibility.

IX. The Equipments, Machinery, Furniture’s & Hand Tools etc. will have to be delivered to the respective ITIs.

X. The supply is to be completed within 45 (Forty Five) days if awarded. The time shall be counted from the date of issue of Purchase Order.

XI. Payment to the Supplier will be released by the Director of Employment & Craftsmen Training, Labour Department or his representative after the materials has been received in full and good condition to the best satisfaction of the authority and after successful commissioning of the equipments (wherever required) and after deduction of applicable taxes as per Rule.

XII. Demonstration and operation will have to be exhibited by the Supplier/Manufacturer’s representative in respect of the equipments as and when called for at the cost of the Supplier.

XIII. The Supplier shall:

1. have Service Center at Shillong/Tura to attend any call from the Purchaser or Representative for any difficulties and solve the problem within three days.
2. employ suitable skilled persons to carry out the installation and commissioning if required.
3. keep the First Party informed about the progress of work. Progress Report should be submitted every 15 days.
4. be responsible for all Security and Watch and Ward arrangements at site till completion of the work and handing over as well

XIV. Rates **should be quoted for all the items of the Package by the Bidder positively**, without which the quotation will be summarily rejected and the bid will not be evaluated and there will not be any claim for consideration of either specification or rates.

XV. The Quotations would be evaluated item-wise separately for supply of Equipments, Machineries, Hand Tools and Furniture.

XVI. For any disputes, decision of the authority shall be final.

**F. OPENING OF QUOTATION/TENDER**

1. Venue: Office of the Director of Employment & Craftsmen Training, Grove Site, Keating Road, Meghalaya, Shillong – 793001.
2. The Qualifying bid will be opened on 17th Aug 2018 at 15:00 hrs. Bidder or one authorized representative of each Bidder may remain present at the time of opening.

**G. EVALUATION OF TENDER:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) meet the qualification criteria

(b) are properly signed and

(c) conform to the terms and conditions and specifications.

**PRELIMINARY EVALUATION/EXAMINATION COMPARISON AND APPROVAL ACCEPTANCE OF THE RATES:**

The Purchase Board Committee constituted by the Government will make the examination of the Quotations. The Committee constituted will also compare and evaluate the quoted Specification and Rates. Decision of the Committee will be final to accept or reject any or all Specification and Rates. Finally, the Committee will forward the cases to appropriate authority, Government of Meghalaya to accord final approval for procurement.

**H. Award of contract**

1. The Purchaser will notify the Bidder whose bid has been determined to be substantially responsive i.e. who meets the specified qualification criteria, specifications of each item of Equipments, Machinery, Furniture’s & Hand Tools intended to be purchased and offered the lowest evaluated bid price for all the entire item of the package together in accordance to intended/desired specification considered by the Tender Evaluation Committee and the successful bidder shall furnish a Performance Guarantee @ 5% of the Tendered Value as per Clause XII of the Terms & Conditions.
2. The Purchaser will award the contract to the Bidder whose bid are substantially responsive and has submitted the Performance Bank Guarantee as specified.

1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any of Quotations and to cancel the process and reject all quotations at any time prior to the award of Contract.

2. The Bidder whose bid is accepted will be awarded the Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order.

3. In case of certain grounds, Award of Contract delays, Bidder may be requested to extend validity period, if mutually agreed upon.

**SPECIAL CONDITION**

1. **Liquidity damages:-**

The penalty clause also will be applicable in case of late delivery of stores. The rate of liquidity damages shall be 0.5% per week and the maximum deduction is 10% of the contract.

1. **Performance Security:-**
2. Within 15 days after the Supplier’s receipt of Notification of Award, the Supplier shall furnish to the Purchaser an amount of 10% of the Contract Value, valid upto 12 months from the date of Supply and Commissioning OR 60 days after the date of Completion of Performance Obligation including Warranty Obligations.
3. The proceeds of the Performance Security shall be payable to the Purchaser’s compensation for any loss resulting from the Supplier’s failure to complete its obligation under the Contract.
4. The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms.
5. A Bank Guarantee or Irrevocable Letter of Credit, issued by a Nationalized/ Scheduled Bank located in India or a Bank located abroad acceptable to the Purchaser, in the form provided in the Bidding Documents or another form acceptable to the Purchaser; or
6. A Cashier’s Check, Certified Check, or Demand Draft. The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 30 days following the date of completion of the Supplier’s Performance Obligation, including any Warranty Obligation.

**3. Authorization from Manufacturer:-**

In the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacturer or otherwise produce, the Bidder has been duly authorized by the Good’s Manufacturer/Producer to supply the goods in India.

**4. Proof of Manufacturer and past performance.**

Details of experience and past performance of the Bidder on equipment offered and on those of similar nature in the past one year and details of current Contracts in hand and other Commitments to be supported by documentary proof.

Director

Employment & Craftsmen Training,

Meghalaya, Shillong.

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Annexure – A

UNDERTAKING/DECLARATION OF THE TENDERER

I/We, hereby, declare that I/We, have personally gone through the “GENERAL RULES & DIRECTION FOR SUBMISSION OF QUOTATION FOR SUPPLY OF TOOLS & EQUIPTMENTS, FOR GOVT ITI, NONGPOH, NONGSTOIN, SOHRA, RESUBELPARA, Meghalaya and also all the clauses of the Quotation in the Notice Inviting Quotation for the supply.

I/We/am/are agreeing to accept the above Terms and Conditions made by the Director of Employment & Craftsmen Training, Meghalaya State.

I/We hereby, declare that I/We are agreeable to accept payment after actual delivery of Equipments, Machinery, Furniture’s & Hand Tools at the destination in perfect condition to the best satisfaction of the authority after successful testing, commissioning, demonstration and operation as may be necessary and as per ordered specifications in case of orders are received by me/us against the Notice Inviting Quotation DET. 112/2011/Pt/2268 Dated 5th July, 2018.

For and on behalf of

Date ……………… Name:

Signature:

Place ……………. Seal of the Firm/Supplier

**ANNEXURE\_-B**

**PRICE PROPOSAL FOR SUPPLY OF SUPPLY OF TOOLS & EQUIPTMENTS, FOR GOVT ITI, NONGPOH, NONGSTOIN, SOHRA, RESUBELPARA**

FORMAT OF QUOTATION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description of Goods** | **Offered Specifications** | **Brand** | **Qty.** | **Unit** | **Quoted Unit Rate in Rs.** | | | **Total Amount in Rs.** |  |
|  |  |  |  |  |  | Rate | Taxes | Amount | Both in Figures & in words |
|  |  |  |  |  |  |  |  |  |  |

We agree to supply the above goods in accordance with the technical specifications for a total contract price of `.…………………………………………………(amount in figures) (Rupees……………………………………………………………… amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal Commercial Warrantee/Guarantee of ………. months shall apply to the offered goods.

We, hereby, certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature & Seal of Supplier