



# GOVERNMENT OF MEGHALAYA DIRECTORATE OF HOUSING

Nokrek Building (3<sup>rd</sup> Secretariat) Lower Lachumiere, Shillong - 793001

Email id: [dir.housing-meg@gov.in](mailto:dir.housing-meg@gov.in)

No. DH/Tech/3/2020/33

Dated, Shillong, the 1<sup>st</sup> September, 2020

## NOTICE INVITING QUOTATION (NIQ)

On behalf of the Government of Meghalaya, the Director of Housing, Meghalaya, Shillong invites sealed Quotation in “**TWO BID SYSTEM**” - **Technical Bid and Financial Bid** for supply of Aluminium Roofing Sheets as per the specification detailed below from the eligible and Reputed Manufacturers of Aluminium Roofing Sheets registered under Company Acts, having **ISO 9001 Certification to maintain standard and quality**, to be accompanied by a Tender fee (Non-refundable) by means of Bank Draft / Demand Draft drawn on any nationalized banks payable at Shillong, pledged to the Director of Housing, Meghalaya, Shillong. The sealed quotations will be received in the Office of the undersigned up to **2:00 P.M on 30<sup>th</sup> September 2020** The Technical bids will be opened on the same date at **3:00 P.M** in the presence of the quotationers or their authorized representative/agents, if they so desire to be present.

<b>Specification of the Material.</b>	Aluminium Roofing Sheets in AA3105H18 Alloy with 800 mm width to maintain the quality. On each sheets there should be computerized printing of thickness, name of manufacturer, ISO number and “ <b>FOR FREE DISTRIBUTION BY THE HOUSING DEPARTMENT, GOVT. OF MEGHALAYA</b> ”. Each lot should be backed up with Quality Test certificate.  <b>8 feet long of 0.45 mm thick</b>
<b>Approximate Tender Value</b>	<b>₹ 23,00,000,00/- (Rupees twenty three crore) only</b>
<b>Place of delivery.</b>	FOR Block Headquarter/District Headquarter ( as per Annexure- V)
<b>Time of completion.</b>	120 (one hundred twenty) days from the date of issue of supply order.
<b>Earnest Money Deposit.</b>	<b>₹ 46,00,000.00 (Rupees forty six lakh) only</b>
<b>Cost of Quotation documents.</b>	<b>₹ 5,000.00 (Rupees five thousand) only</b>
<b>Pre-Bid meeting/ conference</b>	<b>On 22<sup>nd</sup> September, 2020 at 11:00 AM in the office chamber of Director of Housing, 3<sup>rd</sup> Secretariat Building, Lower Lachumiere, Shillong</b>

Other detailed terms and conditions of the Notice Inviting Quotation (NIQ) can be obtained from the office of the undersigned from **1<sup>st</sup> September, 2020** or can be downloaded from the [www.meghousing.gov.in](http://www.meghousing.gov.in). All bidders should read carefully the General Terms and Conditions of the NIQ and abide by those conditions and all these terms and conditions shall be part of the Agreement.

Any correction/ modification to NIQ will be done after Pre-Bid conference with the bidders . The bidders may submit their queries to [dir.housing-meg@gov.in](mailto:dir.housing-meg@gov.in).

Corrigendum if any shall be available only in the website [www.meghousing.gov.in](http://www.meghousing.gov.in)

Sd/-  
(D.D. Sangma)  
Director of Housing,  
Meghalaya, Shillong.

## **A. GENERAL TERMS AND CONDITIONS .**

1. Only the reputed manufacturers duly registered under Company Acts, having **ISO 9001 Certification to maintain standard and quality**, can participate for this quotation. The quotationer is also to be registered with the Income Tax Department for supply of Aluminium Roofing Sheets and only those who have a valid GTIN are only eligible to participate in the quotation.
2. The rate quoted should be inclusive of all taxes, cost of transportation, unloading & stacking in the Godown and any other charges and should be in whole Indian Rupees.
3. Detailed particulars and terms and conditions may be obtained on any working day from the office of the undersigned **from 1<sup>st</sup> September, 2020 to 30<sup>th</sup> September 2020**.
4. The due date and hour of receiving the bid in two parts namely technical bid & financial bid is **up to 2:00 P.M of 30<sup>th</sup> September, 2020**. The bids shall be submitted in two separate sealed envelopes clearly marked as **“Technical Bid”** and **“Financial Bid”** respectively. The name of the item with the word **“Quotation”** shall also be mentioned on the body of the sealed covers containing the quotation.
5. Every quotationer should furnish the company / firm’s name and full postal address with contact details, email i.d clearly. Letter sent by email by the Department to the address mentioned by the quotationer shall be deemed to have been received by the quotationer. Any change of address shall be duly informed to the Department in time.
6. All quotations submitted must bear signature and the seal of quotationer on every page including that of detailed Notice Inviting Quotation (NIQ).
7. Any quotation received after the due date and time of opening of the quotation shall not be considered irrespective of telegraphic/email information sent in advance, for the same.
8. The Department shall in no way be responsible for non-receipt of tender sent by post or courier service.
9. Any over writing / correction, if not properly authenticated by the quotationer, will be summarily rejected.
- 10. The rate quoted should remain valid for a period of 24(twenty four) months from the date of offer to successful quotationer except for force Majeure.**
11. Necessary supply orders will be placed to successful quotationer as approved by the Department. Period of completion of supply is 120(one twenty) days with effect from the date of supply order.
12. The selected supplier shall have to execute an agreement (**As per Annexure – IV**) with the Department within 7(seven) days of the date of communication of acceptance, failing which the earnest money shall be forfeited to Government, and the tender shall stand cancelled at the cost of the bidder.
13. The quotationer, after the rate have been approved and the supply order is issued, if declines to carry out the work as per the rate duly approved by the Department, shall be liable for forfeiture of Earnest Money deposit. The failure on the part of the approved supplier to comply with any of the term and conditions of the supply order will also result in forfeiture of Earnest Money.

14. If the circumstances warrant, the Director of Housing with the prior approval of the Government in Housing Department, may reduce the quantity of material ordered, and no claim for compensation on this account shall be entertained by the Department. Similarly, the Director of Housing with the approval of the Government, also reserves the right to increase the quantity of the materials ordered at any time on the same approved rates.
15. The selected supplier will have to replace the defective materials within a period of 21 (twenty one) days without additional charges.
16. Payment shall be made only after the supplier has submitted the following documents:
- a) Lifting Challans of the manufacturer indicating the quantity, specification of the Aluminium Roofing Sheet lifted.
  - b) Delivery Challan received and duly countersigned by the Block Development Officer/District Housing Officer/Inspector of Housing indicating the quantity and specification of the Aluminium Roofing Sheets which should match with the lifting Challan of the manufacturer.
  - c) Running Bills for payment should be submitted along with the Quality Test Certificate and Receipt Delivery Challans and other relevant papers, without which no payment shall be made by the Director of Housing.
17. In the event of selected quotationer failing to start the actual execution of supply within 60(sixty) days from the date of placing the supply order by the department, the work order shall be deemed have been cancelled and the same shall be allotted to the next qualifying quotationer, at the risk and cost of the former as per the decision of the accepting authority, which shall be final.
18. The supply should be carried out with diligence and promptness according to specification/description of materials and approved sample. The decision of the accepting authority with regard to quality shall be final. And for delivery of materials, the supplier should consult with the concerned Block Headquarter/District Housing Officer/Inspector of Housing of the concerned District (**Details as per Annexure – V**).
19. Income Tax and GST as applicable and as per rules and regulation of Government shall be deducted at source from the interim/final payment(s).
20. The Company/ Firm should not have been blacklisted by the Central/State Government. **A self declaration to this effect should be submitted along with the application form in non-judicial stamp paper of ₹100/-.**
21. **TERMINATION OF CONTRACT**: The Government may terminate the contract in the event of one of the following:-
1. If the Contract of Agreement is not signed within 7(seven) days;
  2. If the supplier fails to start delivering of materials within 60(sixty) days;
  3. If the materials supplied by the supplier are found to be not as per standard and specification as provided in the Quotation.
  4. If the bidder has furnished false information.
  5. If the supplier has breached any of the terms and conditions stipulated in the Quotation or Agreement.
22. **SETTLEMENT OF DISPUTES**: Any dispute arising from the contract will be settled before the competent Court in Shillong having jurisdiction.

23. **FORCE MAJEURE:** In the event of occurrence of a force majeure either the party will give a notice to the other party stating the nature of the force majeure, the likely period of the force majeure and the effect it would have on its performance.

The party suffering the force majeure shall not be liable to the other party for any delay in or failure of its performance for the period of the force majeure and its effects. Any such delay in or failure of performance shall not constitute default or give rise to any liability or damages.

The occurrence of the force majeure event would require the Government to extend the period of performance by the supplier to the extent of the force majeure, and the effects, thereto.

**Force majeure includes, but not limited to- fire, earthquake, flood, severe cyclones, epidemic, war, armed conflict, arson, civil commotion etc.**

24. The selected quotationer should furnish Trading licence from concerned District Council within 15(fifteen) days from the date of issue of supply order.

#### **B. TECHNICAL BID.**

Technical Bid(Quotation) must be in the prescribed format in **Annexure – I & II** enclosing the following documents without which **Technical Bid** shall be summarily rejected:-

1. Tender fee of Rs. 5000/-(five thousand) only as indicated in the N.I.Q.
2. Earnest Money deposit, in the form of Call Deposit/ Bank Draft/ Demand Draft drawn on any nationalized banks payable at Shillong pledged in favour of Director of Housing, Meghalaya, Shillong.
3. Power of Attorney/ Board Resolution in original copy, authorizing the signatory to sign the Tender documents on behalf of the Bidder. The Power of Attorney/ Board Resolution should be specifically for this tender only.
4. Attested 2(two) passport size photographs of the representative of the Company / Firm.
5. Attested copy of the SC/ST certificate issued by the concerned competent authority (for tribal quotationer).
6. Attested copy of valid GST certificate
7. Attested copy of Permanent Account Number(PAN)/Tax Deduction Account number(TAN) issued by the Income Tax Department.
8. Latest Financial stability certificate from any Nationalized Bank along with Balance Sheet of the last 3(three) years duly signed by Chattered Accountant and the bidder should have an annual turnover of not less than ₹10 (ten) crores.
9. Product catalogues/Brochures with detailed technical specification of the manufacturer to be enclosed.
10. 8 (eight) pieces of cut size samples of 30cm x 30cm of the materials offered for supply engraved or marked with indelible identification mark of the manufacturer / firm should also be submitted by the quotationer.
11. The quotationer should also furnish a valid Manufacturer Registration Certificate with Government of India under Company's Acts.
12. The quotationer must submit **ISO 9001 Certification**.

13. A Lab test report from National Accreditation Board for Testing and Calibration Laboratory (NABL) accredited lab with date after the issue of this NIQ must also be submitted along with the Technical Bid.
14. A self declaration certificate in non-judicial paper ₹100/- stating that the company/ firm has not been blacklisted by the Government of India or any State Government.

***NB:-Only the Financial Bids of those technically qualified bidders shall be considered.***

**C. FINANCIAL BID** offer shall contain the rate of Aluminium Roofing Sheets per bundle, FOR District/Block Headquarter in Meghalaya inclusive of all taxes, cost of transportation, unloading & stacking in the Godown and any other charges. Financial bid should be submitted in the prescribed format in Annexure – III in Indian rupees.

1. Financial bids of the eligible bidders, shortlisted by the Department shall be opened in the presence of parties who desire to be present on the date and time fixed for the purpose.
2. The financial bids of all the non - technically qualified bidders will be returned un-opened to such parties under acknowledgement along with the earnest money deposited by them.
3. If the rate quoted by the quotationers is in the same stage, the decision of the Tender Committee will be final and binding.
4. The Purchase Board / Tender Committee reserves the right to reject the lowest rate or any of the quotations without assigning any reason thereof.

Sd/-  
(D.D. Sangma)  
Director of Housing,  
Meghalaya, Shillong.

To: The Director of Housing  
Meghalaya, Shillong  
Shillong- 793 001

Subject: Notice Inviting Quotation (NIQ)

Name of the work: -----  
-----

Sir,

I/We have the honour to submit herewith Quotation for the above mentioned work for  
Rs \_\_\_\_\_ (Rupees ) only for  
consideration and orders.

I/We am/are registered reputed manufacturer with the concerned authority and I/We submit  
herewith the following documents for your consideration please.

1. .
2. .
3. .
4. .
5. .
6. .
7. .
8. .
- 9.

10. Earnest money amounting to **Rs.** \_\_\_\_\_ in the form of call deposit/ Demand  
Draft / Bank Draft no. \_\_\_\_\_ Dated \_\_\_\_\_.

Tender fee of Rs. \_\_\_\_\_ (only by Bank / Demand Draft) No \_\_\_\_\_ Dated \_\_\_\_\_.

I / we have the necessary machineries and personnel for taking up the work.

I/We have gone through the detailed document and agree to execute the work if allotted to  
me/us as per the terms and condition laid down therein and at the quoted rates by me/us in Annexure-  
III & IV.

I/We also pledge to execute the work myself/ ourselves without subletting to others.

I /We therefore seal and sign the tender paper and return them duly filled in original.

The tender documents in original and attested copies of the certificates as stated above are enclosed  
herewith for your consideration.

Yours faithfully,

(Signature with date of the Bidder)

Name of the Authorised person \_\_\_\_\_

Address of the Company / Firm \_\_\_\_\_

Registration No \_\_\_\_\_

Email \_\_\_\_\_

Mobile no. \_\_\_\_\_

**Technical Bid for Supply of Aluminium Roofing Material**

(To be filled and submitted by the Bidder)

Sl.No	Particular	To be filled by the Bidder
1	Name & Address of the Company / Firm	
2	Telephone Nos./E-Mail/Website of the Company.	
3	Date of establishment of the Company/Firm	
4	Registration Number under the Company's Act(Please attach required certificate)	
5	Specification of Material	
6	a). PAN b). GSTIN No	
7	Name of the Authorised person of the Company with Mobile Number, Email id	
8	Latest Financial stability certificate from any Nationalized Bank along with Balance Sheet of the last 3(three) years duly signed by Chattered Accountant .	
9	Remarks, if any	

**Note: It is mandatory to attach the attested copy of required certificate/proof with above information.**

Date &Place

(Name & Seal of the authorized signatory of the Company)

**FOR FINANCIAL PROPOSAL (on letter head)****(To be filled and submitted by the Bidder)**

Name &amp; Address of the Company:

Item No.	Description of Item	Unit in bundle	Rate per bundle (inclusive of transporation cost,stacking,loading and unloading, GST and any other charges)	Rate per bundle (inclusive of transporation cost,stacking,loading and unloading, GST and any other charges)
1	Supply of Aluminium Roofing Sheets in AA3105H18 Alloy with 800 mm width to maintain the quality. On each sheets there should be computerised printing of thickness, name of manufacturer, ISO number and <b>“FOR FREE DISTRIBUTION BY THE HOUSING DEPARTMENT, GOVT. OF MEGHALAYA”</b> . Each lot should be backed up Quality Test certificate.		(in figure)	(in word)
a)	Bundle of 8feet long of 0.45 mm thick	01		

Date &amp; Place

(Name &amp; Seal of the authorized signatory of the Company)



**AGREEMENT**

This agreement is made on this day the \_\_\_\_\_ 2020, between the Governor of Meghalaya, represented by the Director of Housing, Shillong Meghalaya (*hereinafter called the Government which expression shall unless excluded by or repugnant to the context be deemed to include successors in office or assignees*) of the **FIRST PART**;

**AND**

M/S \_\_\_\_\_ on behalf of \_\_\_\_\_ *hereinafter called the Second Party which expression shall unless excluded by or repugnant to the context be deemed to include successors in office or assignees* of the **OTHER PART**.

Whereas the Government has invited quotation for the supply of aluminium roofing sheets from eligible and reputed manufacturers of aluminium roofing materials, with **ISO 9001 Certification**, duly registered under the Company's Act, vide Notice Inviting Quotation(NIQ) No. \_\_\_\_\_ - dated \_\_\_\_\_ .

Whereas M/s \_\_\_\_\_ has been declared as the successful bidder for the supply of Aluminium Roofing sheets to the Government against the aforementioned NIQ.

And whereas the Second Party agrees to the First Party/ Government to supply Aluminium Roofing Sheets as per supply order No \_\_\_\_\_ dated -----having specification of Aluminium Roofing Sheets in AA3105H18 Alloy with 800 mm width duly manufactured by the Reputed Manufacturer with **ISO 9001 Certification** to maintain standard and quality. On each sheet there should be computerized printing of thickness, name of manufacturer, ISO number and "For Free distribution by the Housing Department, Govt. of Meghalaya". Each lot should be backed up with manufacturer's Test certificate, **Bundle of 8 feet long of 0.45 mm thickness** to the First Party for the implementation of the Chief Minister's Housing Assistance Programme (CMHAP) in the State of Meghalaya, according to the following terms and conditions agreed upon by the two parties:-

**TERMS AND CONDITONS:-**

1. The Earnest Money of the Second Party will stand converted into security deposit which will be liable for forfeiture in the event of the failure of the supplier to comply with the terms and conditions of the supply order. The Earnest money will be released to the Second Party only after the completion of the supply of Aluminium Roofing Sheets to the First Party.
2. The rate quoted shall remain valid for a period of 24(twenty four) months from the date of offer to the Second Party except for the statutory increase in Excise Duty and **GST**. Failure to supply by the Second Party to the First Party at the quoted rate and within the stipulated time, the contract shall stand cancelled.
3. The Second Party shall complete the delivery of Aluminium Roofing sheets within a period of 120 (one twenty) days, which will be counted from the date of supply order. If the selected supplier fails to start the actual execution of supply within 60 (sixty) days from the date of placing the supply order by the First Party, the supply order shall be cancelled and will be re-allotted to other supplier at the risk and cost of the former allotted supplier as per the decision of the First Party, which shall be final and binding.
4. **FORCE MAJEURE**: In the event of occurrence of a force majeure either party will give a notice to the other party stating the nature of the force majeure, the likely period of the force majeure and the effect it would have on its performance.

The party suffering the force majeure shall not be liable to the other party for any party for any delay in or failure of its performance for the period of the force majeure and its effects. Any such delay in or failure of performance shall not constitute default or give rise to any liability or damages.

The occurrence of the force majeure event would require the Government to extend the period of performance by the supplier to the extent of the force majeure, and the effects, thereto.

**Force majeure includes, but not limited to- fire, earthquake, flood, severe cyclones, epidemic, war, armed conflict, arson, civil commotion etc.**

5. Income Tax leviable will be deducted from the interim / final bills of Second Party at source as per Income Tax Rules.
  6. **GST** leviable as per Rules and Regulations of the Government shall be deducted at source from the interim / final payment(s) due on the supplies made.
  7. Payment to the Second Party by the First Party, shall be made only after the supplier has submitted the following documents:-
    - a) Lifting Challans of the manufacturer indicating the quantity, specification of the Aluminium Roofing Sheet lifted.
    - b) Delivery Challan received and duly countersigned by the Block Development Officer/District Housing Officer/Inspector of Housing indicating the quantity and specification of the Aluminium Roofing Sheets which should match with the lifting Challan of the manufacturer.
    - c) Running Bills for payment should be submitted along with the Quality Test Certificate and Receipt Delivery Challans and other relevant papers, without which no payment shall be made by the First Party.
  8. The failure on the part of the Second Party to comply with the terms and conditions of supply order will result in the forfeiture of the earnest money/security deposit and cancellation of the supply order.
  9. The First Party may terminate the contract with the Second Party in the event of one of the following:-
    - a) If the Contract of Agreement is not signed within 7(seven) days;
    - b) If the supplier fails to start delivering of materials within 60(sixty) days;
    - c) If the materials supplied by the supplier are found to be not as per standard and specification as provided in the Quotation.
    - d) If the bidder has furnished false information.
    - e) If the supplier has breached any of the terms and conditions stipulated in the Quotation or Agreement.
- The breach of contract will result not only cancellation of the supply order, but also forfeiture of the Earnest Money/ Security Deposit.***
10. The Second party/selected supplier agrees to replace the defective Aluminium Roofing Sheets within a period of 21 (twenty one) days without additional charges.
  11. If circumstances warrant, the First Party with the prior approval of the Government in Housing Department, may reduce the quantity of aluminium roofing sheets ordered, and no claim for compensation on this account shall be entertained by the FIRST PARTY. Similarly, THE FIRST PARTY also reserves the right to increase the quantity of the materials ordered at any time on the same approved rates and on the same Terms and Conditions.

12. The First Party shall make a schedule of delivery of the Aluminium Roofing Sheets indicating the date and time to where the Aluminium Roofing Sheets should be delivered by the supplier and the supplier shall confine to such delivery schedule, failing which the order for supply is liable to be cancelled.
13. The Aluminium Roofing Sheets supplied should be as per the specification on the quotation and the quantity supplied should also be as per quantity mentioned in the Supply Order.
14. The supply should be carried out with diligence and promptness according to specification/description of materials and approved sample. The decision of the accepting authority with regard to progress and quality shall be final.
15. In case of any dispute standard and specification of the material supplied, the matter should be referred to the First Party whose decision shall be final and binding on all concerned.
16. Any dispute on the contract will be settled before the competent Court in Shillong having jurisdiction.
17. Part payment for part supply of Aluminium Roofing Sheets shall be allowed if the bill conforms to the conditions as laid down in Clause 7 of the Agreement.

This agreement is signed today the \_\_\_\_\_ of \_\_\_\_\_2020 in the presence of the following witnesses:

1<sup>st</sup> Party – **Shri D. D. Sangma, Director of Housing, Meghalaya, Shillong.** (With Seal)

2<sup>nd</sup> Party – **M/S** \_\_\_\_\_ **for**  
 \_\_\_\_\_ (With Seal)

1. Witness:  
 Mr. \_\_\_\_\_ (for \_\_\_\_\_)
2. Witness:  
 Shri. \_\_\_\_\_ (for Director of Housing, Meghalaya)

List of Meghalaya Community &amp; Rural Development Block and Urban / Municipality Areas ,

Sl.No.	District Name	Sl.No.	Community & Rural Development Blocks Name
1	East Khasi Hills District	1	Mylliem C&RD Block
		2	Mawphlang C&RD Block
		3	Mawsynram C&RD Block
		4	Shella Bholaganj C&RD Block
		5	Pynursla C&RD Block
		6	Khatarshnong Laitkroh C&RD Block
		7	Mawkynrew C&RD Block
		8	Mawryngkneng C&RD Block
		9	Sohiong C & RD Block
		10	Mawpat C & RD Block
		11	Mawai C & RD Block
2	West Khasi Hills District	12	Mairang C&RD Block
		13	Mawthadraishan C&RD Block
		14	Nongstoin C&RD Block
		15	Mawshynrut C&RD Block
3	South West Khasi Hills District	16	Mawkyrwat C&RD Block
		17	Ranikor C&RD Block
4	Ri Bhoi District	18	Umsning C&RD Block
		19	Umling C&RD Block
		20	Jirang C&RD Block
		21	Bhoirymbong C & RD Block
5	West Jaintia Hills District	22	Thadlaskein C&RD Block
		23	Laskein C&RD Block
		24	Amlarem C&RD Block
6	East Jaintia Hills District	25	Wapung Pamra C&RD Block
		26	Saipung C&RD Block
7	East Garo Hills District	27	Dambo Rongjeng C&RD Block
		28	Songsak C&RD Block
		29	Samanda C&RD Block

8	West Garo Hills District	30	Rongram C&RD Block
		31	Dadenggiri C&RD Block
		32	Selsella C&RD Block
		33	Tikrikilla C&RD Block
		34	Gambegre C&RD Block
		35	Dalu C&RD Block
		36	Demdema C & RD Block
9	North Garo Hills District	37	Resubelpara C&RD Block
		38	Kharkutta C&RD Block
		39	Bajengdoba C&RD Block
10	South West Garo Hills District	40	Betasing C&RD Block
		41	Zikzak C&RD Block
		42	Damalgre C & RD Block
11	South Garo Hills District	43	Baghmara C&RD Block
		44	Gasuapara C&RD Block
		45	Ronggara C&RD Block
		46	Chokpot C&RD Block
Sl.No.	District Name	Sl.No.	Urban / Municipality Areas
1	East Khasi Hills District	1	Shillong
2	West Garo Hills District	2	Tura
3	West Jaintia Hills District	3	Jowai
4	East Garo Hills District	4	Williamnagar
5	North Garo Hills District	5	Resubelpara
6	South Garo Hills District	6	Baghmara

- Note :**
1. For Community & Rural Development Blocks, Block Development Officer (BDO) of the concerned Block.
  2. For Urban / Municipality area, District Housing Officer / Inspector of Housing of the concerned District.