

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF HOUSING: SHILLONG.

No. DHffechil /2014/Pt-1/96

Dated, Shillong, the 24th March, 2017

NOTICE INVITING QUOTATION

Two sealed bids in plain paper separately for technical bid and financial bid, affixing on technical bid non-refundable court fee stamp of Rs. 2,000/- (Rupees two thousand) or I.P.O, of the same value drawn in favour of the Director of Housing, Meghalaya, Shillong are invited from the Primary manufacturers, or their authorized distributors who are authorized by the primary manufacturer for this quotation for supply of Aluminium Roofing Sheets. The sealed quotation will be received in the Office of the undersigned up to 2:00 p.M on 24th April, 2017. The Technical bids will be opened on the same date and hour in the presence of the quotat ioners or their authorized representat ive/agents if they so desire to be present.


Specification of the Material.	Aluminium Roofing Sheets in AA3105H18/ AA3004 H18 Alloy with 800 mm width duly manufactured by the Primary producers (Balco, Hindalco, Nalco) to maintain the quality. On each sheets there should be computerized printing of thickness, name of manufacturer and "For Free distribution by the Housing Department, Govt. of Meghalaya". Each 101 should be backed up with manufacturers Test certificate.
	Bundle of 72 Rfeet of 0.45 mm thick
Approximate quantity required. -	58,000 bundles (Approx)
Place of delivery.	FOR Block Headquarter/District Headquarter
Time of completion.	90 (ninety) days from the date of issue of supply order.
Earnest Money.	Call Deposit/Bank Draft/FDR/BG of 1% for SC/ST and Rs. 2% for others to be pledged in favour of the Director of Housing, Meghalaya, Shillong which should be submitted with Technical Bids.

Other detailed terms and conditions of the Notice Inviting Quotation can be obtained from the office of the undersigned from 24th March, 2017 or can be downloaded from the www.meghaltvii.ilo.v.ii. which should be attached with technical bids. All bidders should read carefully the General Terms and Conditions and abide by those conditions.

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

Copy to:

1. The Secretary to the Government of Meghalaya, Housing Department, Shillong.
2. The Director of Printing & Stationery, Govt. of Meghalaya for information with a request to publish the above Notice in the next issue of the Meghalaya Gazette.
3. The Director of Information and Public Relation, Meghalaya, Shillong. He/She requested to publish the Notice Inviting quotation in the Local Newspaper in Khasi, Garo and English Edition and one National, paper like the Telegraph for one issue only.
4. ~~The State~~ Informatics Officer, NIC, Meghalaya State Unit, Shillong for favour of information with a request to upload in the Website of the State.
5. Office Notice Board.


Director of Housing,
Meghalaya, Shillong.

GENERAL TERMS AND CONDITIONS.

- I. Only the primary manufacturers or their authorised distributors of Aluminium Roofing Sheets can participate for this quotation. The quotationers are to be registered for supply of Aluminium Roofing Sheets under VAT and CST and only those **who** have a valid TIN are eligible to quote.
2. The rate quoted should be inclusive of all taxes, cost of transportation, unloading & stacking in the Godown and any other charges and 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 24th March, 2017 to 24th April, 2017.
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 24th April, 2017. 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 firm's name and full postal address with contact details clearly. Letter sent by post 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 notified 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.
7. Any quotation received after the due date and time of opening of the quotation shall not be considered irrespective of telegraphic/faxed/email information sent in advance, for the same.
- g. 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 quotation should remain valid for acceptance for a minimum of 120 (one hundred twenty) days from the date of opening of Technical Bids, and the rate quoted should remain valid for a period of 24(twenty four) months from the date of offer to successful quotationer except for statutory increase in Excise Duty/Taxations.
- II. Necessary supply orders will be placed to successful quotationer as approved by the Department. Period of completion of supply is 90(ninety) days with effect from the date of supply order.

12. The selected supplier shall **have** to execute an agreement with the Department within 7(seven) days of the date of communication of acceptance, failing which the earnest money shall be forfeited to Government.
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 result in forfeiture of Earnest Money.
14. The Director of Housing shall at any point of time, have the power to cancel or 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 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 Challan/Packing List issued by 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/Packing List issued by the manufacturer.
 - c) Running Bills for payment should be submitted along with the Quality Certificate and Receipt Delivery Challan and other relevant papers, without which no payment shall be made by the Director of Housing.
17. In the event of selected quotationer fail to start the actual execution of supply within 45(fourty five) 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 fonuer 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.
19. Income Tax, MVAT etc. leviable as per rules and regulation of Government shall be deducted at source from the payment(s) and tax deduction certificate will be issued due on the supplies made.

20. The firm should not have been blacklisted by the-Central/State Government.
21. In case of any breach of the terms and conditions, the decision of the Purchase Board shall be final.
22. Any either disputes on the contract be within the legal jurisdiction of Shillong Court.

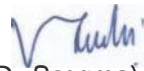
2. TECHNICAL BID .

QUOTATION must be accompanied in Annexure - I by the following documents in Bid without which technical bids shall be summarily Only the price bids of those technically qualified bidders only be considered.

- a) Non-Refundable court fee stamp of Rs. 2000/- (two thousand) only as indicated in the N.I.Q.
- b) Earnest Money deposit in the form of Deposit/Crossed Bank Draft of 1% SC/ST and 2% for other categories pledged in favour of Director of Housing, Meghalaya, Shillong.
- c) Attested one passport size photograph of the
- d) Attested copy of the SC/ST certificate issued by the concerned competent authority (for tribal quotationer),
- e) The selected quotationer should furnish Trading licence from Council before signing the agreement.
- f) Attested copy of VAT certificate and central sale tax registration certificate.
- g) stability certificate from any Nationalized Bank along with Balance Sheet of the last 3 (three) years duly by Accountant and the bidder should have annual turnover of not less than Rs. 50 (Fifty) crores.
- h) catalogues/Brochures with detailed technical of the primary producer to be enclosed.
- i) 8 (eight) pieces of cut size samples of 30cm x 30cm of the materials' offered for supply engraved or marked with indelible identification of the firm should also be submitted by the quotationer.
- j) The quotationer if an authorised distributor should also furnish a valid Manufacturer Distributorship

3. **FINANCIAL BID** offer shall contain the rate of Aluminium Roofing Sheets of Primary producer 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 – II in Indian rupees.

- . Financial bid 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.
- . 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.
- . The Purchase Board reserves the right to reject the lowest rate or any of the quotations without assigning any reason thereof.


(D,D, Sangma)
Director of Housing,
Meghalaya, Shillong.

Technical Bid for Supply of Roofing Material

(To be filled and submitted by the Bidder)

Sl.No	Particular	To be filled by the Bidder
1	Name & Address of the Bidder/Supplier	
2	Telephone Nos./E-Mail/Website	
3	Date of establishment of the agency/firm	
4	Registration Number under GOI Act if any (Please attach required certificate)	
5	Specification of Material	-
6	PAN/TIN No	
7	Name of Contact Person with Mobile Number, Email id etc.	

8	Proof of financial status of the agency in form of sheet JTR	
9	Remark if any	

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

Date & Place

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

FOR FINANCIAL PROPOSAL (on letter head)

(To be filled and submitted by the Bidder)

Name & Address of the Bidder/Firm:

Item No.	Description of Item	Unit m bundle	Rate per bundle (inclusive of transportation cost, stacking, loading and unloading, VAT and any other charges (in figure))	Rate bundle (inclusive of transportation cost, stacking, loading and unloading, VAT and any other charges (in word))
I	Supply of Aluminium Roofing Sheets in AA3105H181 AA3004HI8 Alloy with 800 mm width duly manufactured by the Primary producers (Balco, Hindalco, Nalco) to maintain the quality. On each sheets there should be computerised printing of thickness, name of manufacturer and "For Free distribution by the Housing Department, Govt. of IMeghalaya", Each lot should be backed up with manufacturers certificate.			
a)	Bundle of 72 Rfeet of 0.45 mm thick	01		

Date&Place

(Name & Seal of the Bidder)