

**VPIC: JELDUPARA**  
**BPMU: SELSELLA**  
**DPMU: WGH, TURA**



Meghalaya Livelihood Improvement  
through Forest Enhancement



Meghalaya Basin  
Development Authority



Japan International  
Cooperation Agency

## REQUEST FOR EMPANELMENT FOR SUPPLY OF MATERIALS AND GOODS UNDER FIXED RATE

### 1 Purpose

The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (JICA), and intends to apply part of the proceeds of this Loan to eligible payments under the contract. In this regard, various procurement activities are being undertaken by the Community such as:

- i. Construction of Community Halls.
- ii. Soil and Water Conservation Structure.

Now, MegLIFE project intends to empanelment of suppliers/ vendors/ service providers by which the project can have a broad panel of technically capable, financially sound and reliable sources of supply to which equipment, materials and goods can be addressed.

### 2 Important Dates

Sl. No.	Particular	Details
1.	Publishing of RFE	30/09/24
2.	Submission of pre-bid written queries (e-mail only) to	<a href="mailto:jicawgh@gmail.com">jicawgh@gmail.com</a>
3.	Pre-Bid Conference -  The bidders may also join through a virtual meeting. The interested bidders mail to <a href="mailto:jicawgh@gmail.com">jicawgh@gmail.com</a>	<b>Office Address Office Of the BPMU,</b> House No 299, Upper Matchakolgre (Attera), Tura West Garo Hills-794101.
4.	Publication of pre-bid clarifications and issue of Corrigendum/ Addendum (if any)	07/10/24
5.	Last date and time for RFE Submission	14/10/24
6.	Bid opening Date & Time	14/10/24
7.	Date for Shortlisted agencies based on eligibility criteria	15/10/24
8.	Place of Delivery (Full address)	Jeldupara, VPIC



### 3 Scope of Work

The bidders can submit their quotation for all the materials/goods or lot wise

Sl. No.	Materials	Unit
1	TMT Bars (20mm)	Per Qntls
2	TMT Bars (16mm)	Per Qntls
3	TMT Bars (12mm)	Per Qntls
4	TMT Bars (10mm)	Per Qntls
5	TMT Bars (8mm)	Per Qntls
6	Brick	Per Brick
7	Shuttering Plank	Sq.m
8	Boulders	C.ft
9	Stone Soling	C.ft
10	Cement	Per Bag
11	Sand	C.ft
12	Aggregates	C.ft
13	Steel Truss	Per Qntls
14	GI Sheet	Sqft
15	Gutter	R. ft
16	Ridge	R. ft
17	Wooden Doors	Sq.ft
18	Steel Grill	Sq.ft
19	Floor Tiles	Sq.ft
20	Wall Tiles	Sq.ft
21	Emulsion Paint	Per Ltr.
22	Wash Basin	Per No
23	PTMT Waste Coupling	Per No
24	C.P. Brass Stop Cock (115mm nominal bore)	Per No
25	PTMT Pillar Cock	Per No
26	PTMT Soap Dish Holder	Per No
27	PTMT Bib Cock	Per No
28	Toilet Paper Holder	Per No
29	PVC Flushing Cistern- 10 Litre Capacity	Per No
30	PTMT Grating - 100 mm Nominal Diameter	Per No
31	Multi Floor Trap	Per No
32	Soil Pipe -110mm dia	Rm
33	Waste Pipe - 75mm dia	Rm
34	87.5-degree PVC Bend- 110mm	
35	87.5-degree PVC Bend- 75mm	
36	45degree PVC bend - 110mm dia	

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37	45degree PVC bend - 75mm dia	
38	PVC single 'Y' - 110mm dia	
39	PVC single 'Y' - 75mm dia	
40	PVC reducer - 75mm x 63mm	
41	CPVC Pipe - 32mm	Rm
42	CPVC Pipe - 25mm	Rm
43	CPVC Pipe - 25mm	
44	Syntex - 500 ltrs. Capacity	
45	<b>Lighting wiring</b>	
46	- Long Point wiring up to 10mtrs	
47	- Medium point wiring up to 6mtrs	
48	- Short point wiring up to 3mtrs	
49	<b>Domestic plug wiring</b>	
50	- Long Point wiring up to 10mtrs	
51	<b>Power plug wiring</b>	
52	- Long Point wiring up to 10mtrs	Per m
53	Copper Conductor 2 x 4 mm <sup>2</sup>	
54	Circuit breaker: 6-32 Amp	
55	AC Isolator: Double Pole-32 Amp	
56	Distribution Board: IP 43 - #1K 09 with metal door- 8way + 8 module	
57	Bulb-12W	
58	LED Tube Light - 8 up to 1x22w	
59	Led Panel Lighting: 2x2 (596x596x65) mm LED Luminair- 24W	
60	Chemical Electrode earthing - GI Pipe electrode	Per m
61	GI Strips - 25mm x 5mm	
62	Water pump	
63	Tarpaulin	
64	Hacksaw Blade	
65	Cutting Blade	
66	Binding wire	
67	Nails	
68	Coconut rope	
69	Grinder Blade	
70	Chicken Wire Mesh	

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#### 4 Eligibility Criteria

Sl. No.	Criteria	Documents required
1	Application Letter.	As per Annexure 1 should be submitted
2	Candidate must be registered under Income Tax, PAN/GST and/or any other statutory authority required for this purpose.	Copy of PAN/GST or/and details of other statutory authority
3	Valid Trade License/Registration or Equivalent/Exemption Certificate/Caste Certificate/NOC.	Copies of relevant documents to be submitted
4	Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.	Self-declaration
5	The bidder must not have been blacklisted/ debarred/ suspended/banned by any Department of State or Central Governments/ PSUs / NGO/ Private sector.	Self-declaration of the same should be submitted
6	Registration certificate (if the applicant is a firm/society).	Copies of relevant documents to be submitted
7	Articles and memorandum of association (if the applicant is a firm/society).	Copies of relevant documents to be submitted
8	Audited statements of accounts for last three successive years/ Undertakings/ Self Declaration.	Undertakings/Self Declaration by the Suppliers/Vendors
9	Price Bid Sheet.	As per Annexure II should be submitted

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## 5 Evaluation of Technical and Financial Bid

- i. A two-stage procedure will be adopted for evaluation of bids, with the technical evaluation at first stage and financial evaluation at second stage
- ii. Technical bids will be evaluated as per the Eligibility criteria mentioned in Cl. 4.
- iii. The Financial Bids of only the technically qualified Bidders will be opened and evaluated as per specified criteria.
- iv. Conditional Bids are liable to be rejected.

## 6 Pre-Bid Clarifications

- i. The candidate will have to ensure that their queries are submitted by 7th, October, 2024 before 16:00 IST.
- ii. All the queries should necessarily be submitted in the following format in Excel:

Sl. No.	RFE Document Reference(s)			Query by Bidder
	Page No.	Section No.	Section Name	
1.				

- iii. Candidates must adhere to the above template while submitting their queries.
- iv. Any requests for clarifications after the indicated date/time may not be entertained.
- v. Clarifications to the queries received will be posted on the office notice board of the DPMU, MegLIFE, MBDA and sent via email to the provided address within the specified timeframe.

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## 7 Late Quotation

All Bidders are required to submit their bids (complete in all respects) within the time and date as specifications given in the RFE. The Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained. The Bids submitted by telex/telegram/fax/e-mail shall not be considered. **Jeldupara** VPIC shall not be responsible for any delay or non-receipt/non-delivery of the documents. No further correspondence on the subjects will be entertained. **Jeldupara** VPIC reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

## 8 Submission of Quotation

- i. **Technical Bid (Envelope 1):** The documents comprising of the eligibility qualification documents need to be enclosed in a separate envelope which is properly sealed and inscribed as “Technical Quotation for materials/goods for **Jeldupara** VPIC”.
- ii. **Financial Bid (Envelope 2):** The documents comprising of the Price sheet as per Annexure II: Financial Quotation need to be enclosed in a separate envelope which is properly sealed and inscribed as “Financial Quotation for materials/goods for **Jeldupara** VPIC” Do not open before date and time of opening of financial quotation.
- iii. **Main Envelope:** The technical envelope (envelope 1) and financial envelope (envelope 2) should be put into a single envelope which is properly sealed and marked as “Request for empanelment for supply of materials/goods for **Jeldupara** VPIC” - Do not open before date and time of opening of technical bid.
- iv. Proposal must be submitted at the following address: **Office Of the DPMU, MegLIFE, MBDA, WGH, House No 299, Upper Matchakolgre (Attera), Tura, West Garo Hills-794101.**
- v. The sealed envelope should reach the above-mentioned office by 14<sup>th</sup>, October, 2024 before 16.00 hours.
- vi. The name and contact details of the firm should be indicated on the envelope.
- vii. All documents must be properly marked and the proposal should be signed on every page and submit in a sealed envelope.
- viii. The tender should be filled by the candidate in English language only. If any supporting documents submitted are in any language other than English,

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translation of the same in English language is to be duly attested by the candidate. For purposes of interpretation of the tender, the English translation shall govern.

- ix. **Jeldupara** VPIC reserves the right to reject any or all of the responses to this RFE without assigning any reason. **Jeldupara** VPIC takes no responsibility for delay, loss or non-receipt of response to RFE.

## 9 Terms and Conditions

- i. Prices shall be quoted in Indian Rupees only for each materials/good separately. Taxes as applicable should be shown separately. The prices quoted should also include transportation, installation, loading, unloading, among others.
- ii. The rates quoted by the bidder shall be fixed for the duration of the contract of six (6) months and shall not be subject to adjustment on any account.
- iii. The rate in the Financial Quotation should be inclusive of all taxes. No additional cost would be accepted once the proposal is submitted and opened.
- iv. **Jeldupara** VPIC reserve the right to cancel supply order if materials/goods are not up to the quality as per the technical specifications required.
- v. Payment shall be made within 30 days against whom Invoices are made following supply of the materials/goods.
- vi. Validity of Quotations: Your quotation should be valid for a period of six (6) months from the date of your quotation.

## 10 Annexures

### Annexure I: Application Letter

Name of Bidder	
Office Address	
Proprietor	
Designation	
Contact No:	
PAN No.	
GSTN No. (if any)	

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### Annexure II: Price Bid Sheet

Item No	Block	Materials to be supplied	Amount Quoted per material (INR) (Should be in figure and number)	Total Amount (Without taxes & additional cost) (Should be in figure and number)	Taxes (INR) (Should be in figure and number)	Other / Additional Cost if any (INR) (Should be in figure and number)	Total Amount (With Taxes & Additional Cost if any) (Should be in figure and number)
1.							
2.							
3.							
4.							

(Signature)

Chairperson  
Jeldupara VPIC  
Project For Community Based  
Forest Management & Livelihood  
Improvement in Meghalaya, MBDA  
Selsella Block, West Garo Hills

Chairperson

Name: Benting Ch Sangma

District: West Garo Hills

Block: Selsella

Village: Jeldupara

Pin Code: 794104



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**SELF DECLARATION SELF-DECLARATION THAT THE BIDDER'S BUSINESS  
ACTIVITIES ARE NOT SUSPENDED OR DEBARRED FROM PUBLIC  
PROCUREMENT BY THE STATE GOVERNMENT OF MEGHALAYA OR  
GOVERNMENT OF INDIA**

I, ....., the authorized signatory of ..... hereby solemnly declare that the bidder's business activities are **not suspended or debarred from public procurement** by the State Government of Meghalaya or the Government of India. This declaration is made in relation to the **Request for Empanelment (RFE)** for the construction of a community hall under the **MegLIFE Project**, a **JICA-funded** project.

I understand that any false or misleading information provided in this declaration may lead to the disqualification of the bidder from the bidding process.

Date:.....

Place:.....

Signature:

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**SELF DECLARATION FOR THE BIDDER MUST NOT HAVE BEEN  
BLACKLISTED/ DEBARRED/ SUSPENDED/BANNED BY ANY DEPARTMENT OF  
STATE OR CENTRAL GOVERNMENTS/ PSUS / NGO/ PRIVATE SECTOR**

I, ..... the authorized signatory  
of ..... hereby solemnly declare  
that the bidder has not been blacklisted, debarred, suspended, or banned by any Department  
of State or Central Governments, Public Sector Undertakings (PSUs), Non-Government  
Organizations (NGOs), or the private sector. This declaration is made in relation to the  
**Request for Empanelment (RFE)** for the construction of a community hall under the  
MegLIFE Project, a JICA-funded project.

I understand that any false or misleading information provided in this declaration may  
lead to the disqualification of the bidder from the bidding process.

Date:.....

Place:.....

Signature:

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**SELF DECLARATION FOR AUDITED STATEMENTS OF ACCOUNTS FOR  
LAST THREE SUCCESSIVE YEARS/ UNDERTAKINGS/**

I, ....., the authorized signatory of  
....., hereby solemnly declare that the following information is true  
and accurate to the best of my knowledge and belief:

**Financial Stability:** Our enterprise/company financially stable and has the necessary resources to fulfill the contractual obligations of the project.

**Experience:** We have the required experience and expertise in ..... to successfully execute the project.

**Track Record:** Our enterprise/company has a proven track record of delivering high-quality products/services on time and within budget.

**Compliance:** We are in compliance with all applicable laws, regulations, and industry standards.

**Financial Capacity:** We have the financial capacity to meet the project requirements.

I understand that any false or misleading information provided in this declaration may lead to the disqualification of the supplier/vendor from the bidding process.

Date:

Place:

Signature: