

MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA) C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003(CIN No. U75144ML2012NPL008509) Phone: +91-364- 2522921/2522992 Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

RFE (REQUEST FOR EMPANELMENT)

For empanelment of agencies for installation, commissioning & comprehensive maintenance of solar tunnel dryers for the capacity of 100 kg/ lot in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)

Tender Ref. No: **MBMA**/ **Mission Ginger**/ **81**/ **2022-23**/(**PART-G**) Date of issue of Tender document: **20**th **December 2022**

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1.Background

With most of the population of Meghalaya living in rural areas, agriculture remains the main source of income and livelihood. Consequently, the importance of strengthening the agricultural sector is high. Thus, various mission-mode projects have been initiated by the government to undertake end-to-end and focused crop-wise interventions, to bring in transformational changes in their value chains. The various missions of the State include Lakadong Mission, Ginger Mission, and Mushroom Mission among others.

MBMA wants to set up community-based primary and secondary processing units for ginger and other spices across the state. Owing to the remoteness of many of the villages, challenging terrain and unreliable power source, the processing units will be powered by Solar energy solutions. Thus, MBMA is looking for empanelment of agencies for installation, commissioning & comprehensive maintenance of Solar tunnel dryers.

2.Data Sheet

Tender No.	MBMA/ Mission Ginger/ 81/ 2021-22/112		
Name of the tender issuer	Meghalaya Basin Management Agency (MBMA)		
Purpose of the tender	Installation, Commissioning & Comprehensive Maintenance of Solar Tunnel Dryer with backup with capacity of 100 kg/ per lot		
	The technical specifications of the mentioned component are specified in Annexure I		
Quantity to be supplied	The empaneled agencies will qualify to receive tender forminimum 10 units.		
Date of issue of tender document	20th December 2022		
Pre-Bid clarification	The Pre-Bid queries can be emailed to us latest by 23 rd December 2022 until 5 PM. Email id for sending the pre-bid queries- humanresources@themeghalayanage.com		
Last Date & Time for Submission of Bids	2 nd January 2022 by 5:00 PM at the MBMA office and the softcopy of the technical bids to be emailed to <u>humanresources@themeghalayanage.com</u>		
Date & Time of Opening of Technical Bids	3 rd January 2023 by 2:00 PM		
Date & Time of Price Bid Opening	Will be intimated later to the successful bidder who qualify the technical bid criteria		
Address for Communication & Submission of Bids	Meghalaya Basin Management Agency, C/O Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, Meghalaya – 793003		

2.1 INSTRUCTIONS TO BIDDERS

- 1. MBMA has the right to award the work under this tender to single or multiple vendors and in multiple tranches based on the lowest quote ascertained through this tender.
- 2. The implementation of Solar Solutions at the said locations is subject to receiving the approval for installation from the local authorities.
- **3.** Though adequate care has been taken while preparing the Notice Inviting Tender (NIT) document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (7) days from the date of notification of Tender/Request for solution (RFE)/ Issue of the RFE documents, it shall be considered that the RFE document is complete in all respects and has been received by the Bidder.
- **4.** MBMA reserves the right to cancel/ withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision
- **5.** MBMA reserves the right to modify, amend or supplement this document.
- 6. While this RFE has been prepared in good faith, neither MBMA nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFE, even if any loss or damage is caused by any act or omission on their part.

3. Eligibility Criteria for Empanelment of Agencies for Installation, Commissioning & Comprehensive Maintenance of Solar Tunnel Dryer with backup with capacity of 100 kg/ per lot

The empanelment will remain in force for a period of **two** years i.e., **from January 2023 to January 2025** subject to annual review every year. If the services and/or products provided by the agency/ies are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, MBMA reserves the right to remove such agency/iesfrom the empaneled list. The Agency should qualify the following necessary eligibility criteria and possess the required experience, resources, and capabilities in providing services and materials necessary to meet the requirements indicated in the tender document. Agencies not meeting the necessary eligibility criteria will not be considered for further evaluation.

Bidders meeting these minimum eligibility criteria (subjected to verification of supporting documents/details) are to be empaneled and will be qualified to receive tender for minimum 10 units.

3.1 Minimum Eligibility Criteria for Empanelment of Agencies for Installation, Commissioning & Comprehensive Maintenance of Solar Tunnel Dryer with backup with capacity of 100 kg per lot

S.	o Criteria	Required Documentation
1	The bidder should be a Manufacturer/Authorized distributor / Authorized dealer / Registered Supplier. Bidder may be a single entity or any combination of them with a formal intent to enter into an agreement orunder an existing agreement to form a Consortium.	Relevant documentary proofs i.e., Company incorporation/ registration certificate, ROC registration, PAN, GST registration, etc. relating to business entity should be furnished.
	In case of Consortium, both the member firms shall be a registered company OR firm in India registered under therelevant provisions/ Acts in India for the last three years as on the date of the issue of this RFE. The firm must have trade registration certificate.	The bidder must submit last two years income tax return and copy of PAN Card. The must must have latest GST/VAT/Sales Tax Clearance certificate along with copy of Registration certificate under Sales Tax.

2	in the last 5 (Five) years, the agency should have solely undertaken and completed at least 2 (two) similar projects of installation/ commissioning/ maintenance of Solar Tunnel Dryer with backup various customers/ users.	Work Order/completion certificate from client/ invoice for the completed service
3	Financial Capacity: The agency should have an average annual turnover of at least INR 1 Crores (Rupees One Crores) in any 3 (three) consecutive financial years (FY18 to FY 21) in last 5 years (FY 2021-22, FY 2021-202, FY 2019-2020, FY 2018-2019, FY 2017-2018)	Summary of the Turnover should be certified by Statutory Auditor/ RegisteredChartered Accountant
4	The Bidder should not have been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking from participating in any project, and the bar subsistsas on the date of the Proposal.	Self-Attested Undertaking/Declarati on

Only Eligible Bidders will be taken up for opening their Financial Bids.

3.2 Evaluation

The tender evaluation committee, appointed by MBMA, and each of its members individually, shall evaluate the proposals based on their responsiveness to meeting minimum eligibility criteria requirements. A proposal shall be rejected at this stage if it does not respond to the laid minimum eligibility criteria.

From the time the proposals are opened to the time the contract is awarded, any query clarificationshould be done only before the per-bid meeting. MBMA has the right to seek clarification from the bidder anytime. Any effort by the firm to influence the client in the client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Firm's proposal.

The financial bids of those Agencies which would meet the minimum conditions of eligibility will be evaluated in the next stag:etwo stages:

• Financial bid opening of eligible bidders and final evaluation for empanelment

3.3 Payment Schedule

The agency will be paid based on the following payment schedule:

S. No	Payment Phases	Fee Payable	Timeline	Percentage of Fee
1	Phase 1	Payment of 30% of the contract value will be made within 10 days of signing of the contract. This Advance Payment shall be adjusted against Invoices /bills raised by the successful Bidder.	of signing of	30%
2	Phase 2	On successfully dispatching of materials from factory and receiving of invoice by MBMA		20%
3	Phase 3	On dispatch of the materials and reaching the state of Meghalaya		20%
4	Phase 4	On successful installation of the materials in the designated projectarea		20%
5	Phase 5	Final Payment: 10% of the contract value will be made after acceptanceof all documentation and reports of the event subject to approval from designated officers of the client.	After 1 Month	10%

The client will require 15 working days for release of payment for each milestone and raising of invoice. The Agency must ensure that any additional work done by the EMA has to be approved by the client, otherwise it will not be considered for payments.

All billed items are to be signed off by the officers deputed by the client regarding quantity, quality, and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists, signed off by Competent Authority).

3.4 Cost of Logistics

The cost of transportation of the above-mentioned goods to Shillong and Tura, Meghalaya needs mention under cost of logistics. Further, the per kilometer cost of transportation from Shillong and

from Tura to various locations needs mention as the installation will be done in various locations(mostly remote areas) of the state of Meghalaya.

4.Bid Submission

Steps to be followed for submission of bid:

- 1. The bid shall be submitted in two parts, the Technical Bid & the Price Bid.
 - i. **The Technical bid** must be sealed in another envelope marked as "Technical Bid" and shall contain the following:
 - The bidder should duly fill and sign and complete the 'Letter of Technical proposal' annexed in **Annexure II**
 - The bidder should have details as per **Annexure-III**, duly filled in, signed, and complete in all respects. No alteration/modification in the format shall be permitted.
 - A self-declaration that the tenderer has not been blacklisted by any State Government/ Central Govt. / PSU in India as per **Annexure IV.**
 - Audited balance sheet and profit & loss account along with a copy of the acknowledgment of Income Tax return of last three consecutive financial years from last 4 years along with **Annexure III** duly filled in, signed, and complete inall respects
 - ii. The Price bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per Annexure II duly completed in all respects.
 - iii. The rate quoted should be inclusive of GST. No extra cost will be borne towards the transport of goods except otherwise specified in section 3.5 of the document. No price increase on account of change in tax structure, duties, levies, charges, etc. shall be permitted.
 - iv. The two separate envelopes containing technical bid and price bid should be sealed in one envelope and should be addressed as per the tender schedule super-scribed as "Tender for empanelment of agencies for installation, commissioning & comprehensive maintenance of Solar Tunnel Dryers with capacity of 100kg/lot in various locations of the State of Meghalaya, under the Meghalaya BasinManagement Agency (MBMA)".

5. General Terms and Conditions of the Bid

Note: Bidders must note the below-mentioned conditions carefully and comply strictly while submitting their bids:

- Bidder shall prepare the bid and submit it in a sealed envelope addressed to "Chief Executive Officer, Meghalaya Basin Management Agency, Shillong" and send it through Speed Post/Registered Post/Courier only (no hand delivery will be entertained). Each envelope should bear the name of the bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.
- Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website www.mbda.gov.in / www.mbma.org.in / Notice board of the office of MBMA- Shillong. No separate notification will be issued for such notice/amendment/clarification etc. in the print media or individually.
- 3. The Bidders should note that Prices should not be indicated in the technical bid and should be quoted only in the Price Bid as per Annexure II. In case the prices are indicated in the technical bid, the bid shall stand rejected.
- 4. For the **EVALUATION PROCESS** the Technical proposals will be evaluated based on compliance with eligibility criteria, technical specifications, and other terms & conditions stipulated in the tender document. The financial proposal will be opened only to those bidders who qualify for the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- 5. The **AWARD OF CONTRACT** for Financial bids with the lowest price quotation for the assignment as per Annexure-II will be considered for negotiations and award of the contract. However, where there is a tie between bidders in the lowest evaluated package price, the bidder having the highest financial turnover in the preceding 3 financial years willbe given preference.
- 6. The **WARRANTY** of the Inverters and Batteries which are to be Supplied should be **NEW** asof the date of receipt and should be having all components required. The entire System including accessories will remain under onsite comprehensive maintenance and warranty for a period of one year for the inverter and three years for batteries from the date of successful commissioning and testing.
- 7. The bids not submitted in a prescribed format or in the prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 8. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously, and without using abbreviations.
- 9. In the financial bid the total figures should be written in figures followed by words.

- 10. Each page of the tender document should be signed by the bidder with a seal, in token of having understood and accepted the terms and conditions of the contract, and serially numbered and a page marked.
- 11. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 12. The Tendering Authority reserves the right to accept any bid, and to annul the bid processand reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 13. All transit risks shall be the responsibility of the supplier.
- 14. All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Meghalaya.
- 15. Any matter which has not been covered under these provisions shall be governed as per the provisions of MBMA.
- 16. If the work is found unsatisfactory or, if the firm dishonors the contract, the PerformanceSecurity Deposit may be forfeited, and the job may be entrusted to another firm. In this regard, the decision of the Committee is final and binding on the contractor.
- 17. Agencies which may not be in a position to make timely supplies of quality material according to tender specification and good finish should not bid.
- 18. Any notice given by one party to the other pursuant to this contract shall be sent in writing to **CEO- Meghalaya Basin Management Agency, Shillong.**
- 19. Payment Terms: All payments will be made within 30 days of submission of invoice, basedon completion of respective terms & conditions. TDS will be deducted as per the rules. Theinvoice will be raised in favor of **CEO- Meghalaya Basin Management Agency, Shillong**.
- 20. The work shall be COMPLETED in all respect within 120 days from the date of issue of workorder.
- 21. Conditional offer other than on our terms and conditions shall not be accepted.

Annexure I - Technical Specifications

The proposed project shall be commissioned as per the technical specifications provided in theRFE Any shortcomings will lead to the cancelation of the Letter of Award & the Competent Authority's decision will be final and binding on the bidder. Any further detailing/ specifications if required will be provided at the time of Award of Work.

Absorber	Poly Carbonate multi wall 6 mm thickness
Absorber Make	Ultra-lite / Lexan
	Ultraviolet stabilized with 50 Microns
Absorber Sheets	
No Absorber sheets	3 Nos
Absorber sheet width	7 feet
Absorber sheet thickness	6 mm
Shape	Parabolic Shape
Area	210 Sq. Feet (10 X 21 Feet)
Center height	7 feet
Temperature	50 - 55°C (based on the climatic condition on a full sunny day)
Base Pipes with Base Plate	3-inch dia Pipe 6-inch x 6-inch x 5 mm thickness plate
Base pipes materials	Galvanized Steel Pipe
Base runner pipe	80 x 40 mm G l Square pipe
Structure & Door	GP Square Pipe Frame (38 mm)
Structure Purlin	GP Square Pipe 38 mm x 38 mm
No of Structure Purlin	4 Nos
Arch	GP Square pipe (38 mm)
No of Arches	4 Nos
Absorber sheet holders	Aluminum Keys (Male and Female)

Technical Specification for Solar Tunnel Dryer with backup

Sealing	Silicon sealant with EPDM gaskets
Exhaust Fans	AC Fans provided 2 Nos (Power supply to be given)
AC Exhaust Fan Make	Almonard / Crompton / Ralley
Exhaust fan wattage	50 watts 8 Inches
Circulation	DC Fan Provided with solar power operated during daytime
DC Fan make	Rexnord
Air suction	110 CFM
Solar Panel for DC Fanoperating	100 watts x 1 Nos
Solar panel Make	IEC certified Modules
Battery type	Lithium PO 4
Battery capacity	12.8 volt – 30 Ah – 1 Nos
Charge control unit for DC fan	12 volt 10 Amps
Automatic Control Panel	Temp / Moisture
Sensors	Provided for Moisture and Temperature
Set Temperature range	o to 100 Deg Celsius
Set Moisture Range	o to 99 RH
Remote monitoring	Provided for data (SIM Operated)
Flooring	1 feet Cement Flooring with Black Kadapa stone (Customer scope
Back up Heating	Firewood
Heating area	Based floor heating
Temperature	45 Deg Celsius
Heating Chamber	Mild steel fabrication - 1 sets
Wood loading capacity	25 Kg

Sensors	Temperature sensor and Humidity sensor
Application	Drying spices (Ginger) etc.
Drying time	3 to 4 sunny days approximate based on the product moisture
Drying capacity	100 kg/ per lot based on the product
Operating Hours	6 hours (10 A.M to 4 P.M)

Annexure II: Letter of Technical Proposal

To, Chief Executive Officer, Meghalaya Basin ManagementAgency, Shillong –

Meghalaya-793003

Date:

Sub: Tender for empanelment of agencies for installation, commissioning & comprehensive maintenance of solar tunnel dryers with backup in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFE dated______for the above captioned project, and clarificationissued by MBMA thereof, We_____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as ______. The proposal is unconditional and

unqualified.

2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.

3. This statement is made for the express purpose of appointment as the Agency for the aforesaidProject.

4. We shall make available to the MBMA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. We acknowledge the right of the MBMA, to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

a. We have examined and have no reservations to the RFE Documents, including any Addendums issued by the MBMA.

b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered with the MBMA or any other public sector enterprise or any government, Central or State; and

c. We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

7. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring anyliability to the Bidders.

8. If our Firm is qualified, we shall make our technical proposal to the MBMA on the date specified upon intimation received from the MBMA.

9. The undersigned is authorized to sign the documents being submitted through this RFE (A copyof Power of Attorney may be enclosed)

10. In the event our firm is selected as the Agency for this project we shall enter a contract with the MBMA.

11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name, and designation of the authorized signatory/ authorized signatory of Lead Member in case of Consortium) (Name and seal of the Bidder)

Annexure III: Details of the Organization

1	Name and address of the Supplier (With pin code)	
	Year of starting the organization & registration	
2	number (photocopy of registration certificate or any otherrelevant document to be enclosed)	
3	Name and Contact number of the Proprietor or Point ofContact	
4	Status of Supplier	Proprietorship / Partnership/ PvtLtd / Limited/others
5	a) GSTIN and PAN No. of Income Tax Dept. (Photocopyof Income Tax (IT)) returns for the last 2 Financial Year years to be enclosed	
6	Turnover details in any 3 consecutive years in last 5 (five) years from FY 2017-18 to 2021-22 (Certified copy of Chartered Account's report in P&L accountto be enclosed)	
7	Experience of Supplier/supplier relating to supply of solarenergy-based solutions (supporting certificates to be enclosed)- provide list of similar experiences in last 5 years	
8	Of Physical Infrastructure and total strength of staff available in the organization relating to Supplier/supply/testingetc.,	

Signature of the bidder and address with seal

Date:

Annexure IV – Document Enclosure form

Sl.No.	Description	Whether the Document is enclosed or not	Page No. From and to
1	Details of Organization as per Table –I	YES/NO	
2	Copies showing the legal status, places of registration and principal place of business of the firm	YES/NO	
3	Copies of GST registration and GST returns filled in thelast 2 financial years	YES/NO	
4	Copies of income tax registration and income tax returns filled in the last 2 financial years	YES/NO	
5		YES/NO	
6	Acceptance to give 5 years guarantee for trouble free operation and maintenance.	YES/NO	
7	Address of the nearest official Service Centre of the company.	YES/NO	
8	Letter of declaration to confirm that the bidder has notbeen blacklisted by any State Government/ Central Govt. / PSU in India	YES/NO	
9	BID security in the form of cheque or DD from a Nationalized Bank drawn in favor of "The Chief Executive Officer' Meghalaya Basin ManagementAgency; Shillong, Meghalaya" for a value of Rs	YES/NO	

I abide by all the above terms & conditions.

SIGNATURE OF THE BIDDER and with office Seal

PLACE:

DATE:

Annexure V - PRICE SCHEDULE

PARTICULARS TO BE SUBMITTED IN THE FINANCIAL BID (SECOND COVER).

Price Schedule for Tender for empanelment of agencies for installation, commissioning & comprehensive maintenance of solar tunnel dryers with backup in various locations of the Stateof Meghalaya, under the Meghalaya Basin Management Agency (MBMA) rates quoted by the bidder:

- I. The rates should be mentioned item wise clearly both in words and figures Item-wisedetails of rates quoted.
- II. Rates should be inclusive of GST.
- III. Rates should be inclusive of Annual Maintenance Contract (AMC) from Year 2 to 5 butseparately mentioned.
- IV. Rates should include an average transportation cost for supply of solution category in theregion of operation of the bidder.

CONDITIONS:

- 1. If our tender is accepted, we hereby undertake to abide as per the stipulated Terms and Conditions to supplier and supply, installation, and maintenance of solar energy-based solutions.
- 2. We agree to abide by this tender and if the work is awarded to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India

namely "Prevention of corruption act 1988".

- 3. We understand that you are not bound to determine the price based on the lowest offer that MBMA may receive.
- 4. We accept that all disputes between parties will be adjudicated by a competent court inShillong, Meghalaya, India.

Line Item	Description of Goods	Qty	Unit Cost	Total Cost ofSystems	АМС
Lot#1	Installation, commissioning & comprehensive maintenance of solartunnel dryers with backup with capacityof 100kg/lot.				

I,_____(Name of signatory) on behalf of the bidder_____(Name of the bidder), hereby certify that I have noted the technical specifications of solutions mentioned in Annexure I and the prices quoted above are as per the details specified and in compliance with Annexure I.

Dated this..... day of 2022

Signature

(Name and Address of the Tender with seal)

(In the capacity ofDuly authorized to sign the Tender for and on behalf

of_____)