



MEGHALAYA BASIN MANAGEMENT AGENCY  
DISTRICT BASIN DEVELOPMENT UNIT  
OFFICE OF THE DEPUTY COMMISSIONER  
EAST KHASI HILLS DISTRICT, SHILLONG  
Email: dbdu.ekh@gmail.com

No.BDU-EKH/AP-113/MLAMP/2022-23

Dated, Shillong, the 15<sup>th</sup> November, 2023

INVITATION FOR QUOTATION FOR WORKS - CONSTRUCTION OF AGRO BASED  
ARECANUT SEMI PROCESSING UNIT

To,

.....  
.....

Subject: INVITATION FOR QUOTATION FOR CONSTRUCTION OF AGRO BASED  
ARECANUT SEMI PROCESSING UNIT AT LAITYRA, NONGDUH, TYRNA, SUKTIA  
NONGBAH MAWSHUIT, MAWLYNDIAR UNDER SHELLA BHOLAGANJ AND  
KHATARSHNONG LAITKROH C&RD BLOCK.

Dear Sir/Madam,

You are invited to submit your most competitive quotation affixed with a non-refundable  
court fee stamp of Rs 100/- (Rupees Hundred only) for the following works: -

Brief Description of the Works	Approximate value of Works (Rs.)	Period of completion
CONSTRUCTION OF AGRO BASED SEMI PROCESSING UNIT AT LAITYRA, NONGDUH, TYRNA, SUKTIA, NONGBAH MAWSHUIT, MAWLYNDIAR UNDER SHELLA BHOLAGANJ AND KHATARSHNONG LAITKROH C&RD BLOCK.	Rs 8,00,000/- (Rupees Eight Lakhs) only per unit. (exclusive of GST)	2 Months

- To assist you in the preparation of your quotation, we are enclosing the following:
  - Layout Drawings of the works - Annexure IV
  - Detailed Bill of Quantities and Technical Specifications - Annexure III
  - Instructions to Bidders
  - Draft format of Contract Agreement
- We look forward to receiving your quotations and thank you for your interest in this project.

Smt. R.M Kurbah (IAS)  
Deputy Commissioner & Chairman  
District Project Management Unit  
East Khasi Hills District



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#### Instructions to Bidders

#### SECTION - A

##### 1. Scope of Work

The O/o of the Deputy Commissioner and Chairperson, District Project Management Unit, East Khasi Hills District, Shillong invites quotation for the Construction of Agro Based Arecanut Semi Processing Unit. The detailed requirements are enclosed in Annexure - III

##### 2. Eligibility of the bidder

A Bidder (a) shall not participate in more than one Quotation; (b) should not have been (i) temporarily suspended or debarred or (ii) blacklisted or suspended by Central or any State Government Departments in India.

##### 3. Quotation Price

- i. The contract shall be for the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialling, dating and re writing
- ii. All duties, taxes and other levies payable by the contractor under the contract, installation, transportation changes, among others shall be included in the total price
- iii. Goods and Service Tax (GST) should be indicated separately
- iv. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account
- v. The rates should be quoted in Indian Rupees only

##### 4. Documents evidencing qualification

- i. PAN/ GST registration certification
- ii. Valid trading license/registration or equivalent/Exemption Certificate
- iii. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances
- iv. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India



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**5. Validity of quotation**

Quotations shall remain valid for a period not less than 120 days after the deadline date specified for submission

**6. Submission of quotation**

- i. The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation
- ii. Each bidder shall submit only one quotation
- iii. Quotations submitted by the bidder must be properly signed by the competent authority of the bidder and company stamped
- iv. The quotation submitted by the bidder shall comprise the following:
  - a) Quotation in the format given in Section B
  - b) Signed Bill of Quantities
  - c) Qualification information form given in Section B duly completed
- v. The bidder shall seal the quotation and on top of the envelope:
  - a) Address to The O/o The Deputy Commissioner & Chairman, District Project Management Unit, East Khasi Hills District. Room 205
  - b) Write the contract title
  - c) Do not open before 11<sup>th</sup> December, 2023, 15:00 Hrs.
- vi. Quotations must be received in The O/o The Deputy Commissioner & Chairman, District Project Management Unit, East Khasi Hills District not later than the time and date given in the letter of invitation
- vii. Any quotation received after the deadline for submission of quotations will be rejected and returned unopened to the bidder

**7. Opening of quotation**

Quotations will be opened on 11<sup>th</sup> December, 2023 at 15:00 Hrs. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced

**8. Evaluation of quotation**

District Project Management Unit, (DPMU) will evaluate and compare the quotations determined to be substantially responsive:

- i. Meet the qualification criteria specified in clause (3) & (4) above
- ii. All documents are properly signed
- iii. Adhere to the terms and conditions, specifications and drawings without material deviations
- iv. Any historical information, if required may be asked from the bidders during evaluation of the quotations.



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**10. Award of Contract**

DPMU will award the Purchase order to the bidder whose quotation has been determined to be substantially responsive to the evaluation criteria and who has offered the lowest evaluated quotation price

- i. Notwithstanding the above, DPMU reserves the right to accept or reject any quotation and to cancel the bidding process and reject the quotation at any time prior to the award of contract
- ii. The bidder will be notified of the issue of Purchase Order by the Purchaser prior to expiration of the quotation validity period

**11. Purchase of all construction materials as per the specifications mentioned in the bid document wherever available shall be the responsibility of the contractor.**

  
Smt. R.M. Kurbah (IAS)  
Deputy Commissioner & Chairman  
District Project Management Unit  
East Khasi Hills District



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
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## SECTION - B - Formats

### Format 1: Qualification of the bidder

1. Name/Firm of the bidder:
2. Place of Business:
3. Power of attorney of signatory of the Quotation (attach document in bidders' format):
4. Total value of Civil construction works performed in the last five years (in Lakhs):
5. Work performed as prime contractor (in the same name) on works of a similar nature over the last five years. Provide details such as:
  - i. Project Name
  - ii. Name of the employer/organization
  - iii. Description of work/contract
  - iv. Value of contract (in Lakhs)
  - v. Date of issue of work order
  - vi. Tenure of the project
  - vii. Date of completion/ongoing work
  - viii. Delay if any (reasons)

  
Smti. R.M Kurbah (IAS)  
Deputy Commissioner & Chairman  
District Project Management Unit  
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**Format 2: Quotation of the bidder**

**Description of the Works:** Construction of Agro Based Arecanut Semi Processing Unit

To,

The Deputy Commissioner & Chairman,  
District Project Management Unit,  
Meghalaya Livelihood Access to Market Projects (MLAMP)  
East Khasi Hills District,  
Shillong, Meghalaya

Sub: "Construction of Agro Based Arecanut Semi Processing Unit"  
Laittyra, Suktia, Nongduh, Tyrna, Mawlyndiar & Raid Mawshuid

Sir,

We offer to execute the works described in your letter referred to above in accordance with the conditions of the contract enclosed therewith for a total contract price of:

Rs. [ in figures]

Rs. [ in words]

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation is valid for 120 days from the date of signing of the contract agreement.

Yours faithfully,

Authorized Signature:

Date:

Name & Title of Signatory:

Name of Bidder:

Address:



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Annexure - I

Bill of Quantities (BOQ) - To be submitted by the bidder

Sl.No.	Description of Work	Qty.	Unit	Estimated Cost		Amount
				In figure (Rs.)	In Words	
1.			No.			

We agree to execute the works in accordance with the approved drawings and technical specifications at ..... percentage above/below the estimated rates, i.e., for a total contract price of Rs. ....(amount in figures) (Rs     amount in words).

Signature of Contractor

(With Seal)



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**Annexure -III**  
**Bill of Quantity and Technical Specifications**

DETAILED ESTIMATE FOR THE CONSTRUCTION OF ARECANUT PROCESSING UNIT			
Reference: MPWD Schedule of Rates for Building Works in Khasi Hills for the Year 2021-2022			
Item	Particulars	Quantity	Unit
1/1.1	Earthwork in excavation in foundation trenches .....etc. c) Loose boulder above one man size.....	58.78	cum.
2/4.5	Providing 100mm. thick soling.....etc.	4.91	cum.
3/2.2	Providing and laying cement concrete in prop. 1:3:6.....etc. (ii) Cement procured by contractor	2.00	cum.
4/6.2	Providing torsteel reinforcement in RCC work .....etc. (ii) Steel procured by contractor	53.9	qntl.
5/2.9(a)	Providing shuttering works to columns, beams .....etc.	169.67	sqm.
6/2.6	Providing and laying cement concrete in prop. 1:1 1/2: 3.....etc. (below plinth and in foundations) (ii) Cement procured by contractor	9.83	cum.
7/2.6	Providing and laying cement concrete in prop. 1:1 1/2: 3.....etc. (in superstructure) (ii) Cement procured by contractor	11.23	cum.
8/3.5	Providing coursed random rubble stone masonry in foundation and plinth.....etc. (ii) Cement procured by contractor	10.36	cum.



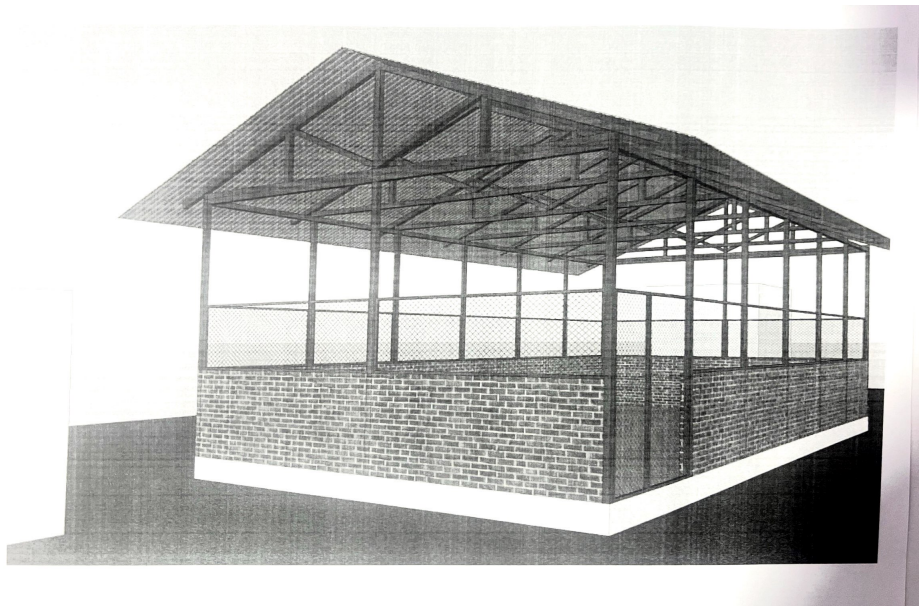


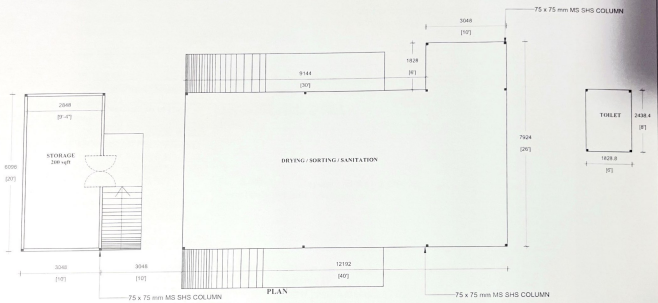
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9/1.7	Sand filling in plinth in layers.....etc.	7.43	cum.
10/4.7	Providing cement concrete flooring 65mm. thick in prop. 1:3:6.....etc. (ii) Cement procured by contractor	71.86	sqm.
11/4.10	Providing cement concrete topping in prop. 1:1:2.....etc. (ii) Cement procured by contractor	74.29	sqm.
12/1.3	Earthwork in filling with available excavated earth .....etc.	43.63	cum.
13/3.9(b)	Providing first class brick in required thickness .....etc.	67.86	sqm.
14/5.2	15 mm thick Cement plaster in single coat on rough side of single or half brick .....etc.	139.72	sqm.
15/6.9(b)	Providing steel casement windows and venti- lators.....etc.	13.47	sqm.
16/6.10(c)	Providing MS ornamental grills of approved design.....etc.	13.18	sqm.
17/9.1	Providing and fixing glass panes (b) Ordinary quality 4mm thick	236.42	sqm.
18/7.1©	Providing dressed and rebated wood in frames of doors.....etc.	0.10	cum.
19/7.3(c)	Providing and fixing 38mm. Thick full paneled shutters for doors.....etc.	0.46	sqm.





PROJECT :  
PROPOSED ARECA NUT PACKING  
UNIT

TITLE : FLOOR PLAN