

**GOVERNMENT OF MEGHALAYA**  
**DEPARTMENT OF AGRICULTURE & FARMERS WELFARE**

**NOTIFICATION**

Dated Shillong, the 16<sup>th</sup> November, 2021

No.AGRI(G)55/2018/32 – In supersession to this Department's Notification No.AGRI(G)33/2020/55 dt. 18-06-2021, the Governor of Meghalaya is pleased to re-constitute the **Departmental Tender Committee/Purchase Board** in the Department of Agriculture & Farmers Welfare for the year 2021-22 with the following members with effect from the date of issue of this Notification.

1. **Commissioner & Secretary/Senior most Secretary,**  
Department of Agriculture & Farmers Welfare - Chairman.
2. Representative of Finance Department (not below the rank of Joint Secretary)- Member.
3. Representative of Law Department (not below the rank of Joint Secretary) - Member.
4. The Director of Agriculture, Meghalaya, Shillong - Member.
5. The Director of Horticulture, Meghalaya, Shillong. - Member.
6. The Director of Agriculture (R&T), Directorate of RTTI - Member.
7. The Director of Soil & Water Conservation, Meghalaya, Shillong. - Member.
8. The Chief Engineer (Water Resources) Meghalaya, Shillong. - Member.
9. The Superintendent Engineer-cum-Joint Director, Agriculture (Mech) - Member.
10. The Financial Adviser, Agriculture Department. - Member.
11. **The Officer on Special Duty, Directorate of Food Processing** - Member.
12. The Finance & Accounts Officer, Directorate of Agriculture, Shillong. - Member.

Any other member may be included as necessary by the Chairman.

Director of Agriculture, Director of Horticulture, Director of Agriculture (R&T) and Officer on Special Duty, Directorate of Food Processing will be the **Member Secretary** pertaining to their **Directorate**, as the case may be.

**The functions of the Tender Committee/Purchase Board :**

1. To approve/screen NIT/NIQ/EoI/RFP/RFQ for settlement of works or purchase of goods and services to be made during any financial years before issue/floating of tender.
2. To consider/approve the Comparative Statement with recommendation on both technical bids and financial bids placed by the Tendering Authority.

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Date: 24.11.21

The functions of the Tendering Authority :

1. The Directorate concerned will be the Tendering Authority.
2. To submit NIT/NIQ/EoI/RFP/RFQ document before the Departmental Tender Committee/Purchase Board before issue /floating of tenders.
3. To invite for Technical Bid and Financial/Price Bid through local dailies/regional/national papers/e-tender as may be appropriate.
4. To open **Technical Bids** and prepare the Comparative Statement along with recommendation for placing before the Departmental Tender Committee/ Purchase Board.
5. To intimate shortlisted tenderers who are found to be qualified by the Departmental Purchase Board/Tender Committee of the date, time and venue for opening of their **financial/price bids**. On such day, time and venue, the financial/price bids of only the eligible tenderers who are shortlisted by the Departmental Tender Committee/Purchase Board shall be opened by the **Tendering Authority** in the presence of such parties, as may desire to be present.
6. To submit the authenticated Comparative Statement of the financial/price bids along with recommendations for placing before the Departmental Tender Committee/Purchase Board for consideration and decision.
7. To return price/financial bids of all other tenderers who have not been shortlisted by the Departmental Purchase Board/Tender Committee, **unopened**, to such parties.

Sd/-Dr. Vijay Kumar D, IAS  
Commissioner & Secretary to the Govt. of Meghalaya  
Department of Agriculture & Farmers Welfare

Memo. No.AGRI(G)55/2018/32-A

Dated Shillong, the 16<sup>th</sup> November, 2021

1. The P.A. to the Commissioner & Secretary, Department of Agriculture & Farmers Welfare for kind information of the Commissioner & Secretary.
2. The Commissioner & Secretary to the Govt. of Meghalaya, Finance Department for favour of information and necessary action.
3. The Commissioner & Secretary/Secretary to the Govt. of Meghalaya, Law Department for favour of information and necessary action.
4. The Secretary/Joint Secretary, Department of Agriculture & Farmers Welfare.
5. All Members concerned.
6. The Account General (Audit/Account)Meghalaya, Shillong for information.
7. The Director of Agriculture with reference to letter No.DAD-1729/PMKSY/COR/2020-21/Pt/14, dt. 25-10-2021 for appropriate action.
- ✓ 8. The Director of Horticulture/Director of Agriculture(R&T)/Officer on Special Duty, Directorate of Food Processing.
9. The Director of Printing & Stationery, Meghalaya, Shillong for favour of publication in the Meghalaya Gazette.
10. Finance (E) /Finance (AF)/Law Department for information.
11. Guard File.
12. F.No.AGRI(G)33/2020
13. Office Copy.

By Order etc.,

  
Joint Secretary to the Govt. of Meghalaya,  
Department of Agriculture & Farmers Welfare