



**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF HORTICULTURE  
MEGHALAYA, SHILLONG.**

**No.HORT/D-488/2024-25/ 466**

**Dated: Shillong, the 17<sup>st</sup> Feb. 2025.**

**NOTICE**

This is to inform all the Quotationers/ Firms/Suppliers that the Notice Inviting Quotations (NIQ) for **Supplying of Materials for the Meg Tea Factory at Tea Development Centres, Umsning, Riango, Rongram and Upper Shillong Tea Farm, during 2024-25**, vide No. HORT/D-488/2024-25/339 Dated 21<sup>st</sup> Jan, 2025 the date has been extended till **12:00 noon** on **28<sup>th</sup> February, 2025** and be opened on the same day at **1:00 pm**.

The Detail Terms and Conditions will remain the same and maybe collected from **(Room No.318)** Directorate of Horticulture, Lower Cleve Colony, Shillong-793003 during office hours on payment of **Rs. 200/-** .

*Onil J.*

**Director of Horticulture  
Meghalaya, Shillong.**

**TERMS AND CONDITIONS**

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF HORTICULTURE  
MEGHALAYA, SHILLONG**

**TENDER DOCUMENT**

**FOR**

**SUPPLYING OF MATERIALS FOR THE MEG TEA FACTORY AT TEA  
DEVELOPMENT CENTRE , UMSNING, RIANGDO, RONGRAM & UPPER  
SHILLONG TEA FARM, DURING 2024-25**

*(Vide Quotation Notice No.HORT/D-488/2024-25/466, Dtd: 17<sup>th</sup> Feb, 2025.)*

Last date of Tender Submission : **28<sup>th</sup> February 2025**

Opening of Technical Bids : **28<sup>th</sup> February 2025**

The Directorate of Horticulture (DOH) invites sealed tenders for **Supplying of Materials for the Meg Tea Factory at Tea Development Centres of the State during 2024-25** from interested firms/suppliers. The sealed bidding documents should be delivered in the Office of the Director of Horticulture **on or before 12:00 noon of the 28<sup>th</sup> February 2025**. The bids must be sealed in an envelop super scribing **“Quotation for Supplying of Materials for the Meg Tea Factory at Tea Development Centres of the State during 2024-25”** duly sealed and addressed to **The Director Horticulture, Cleve colony, Meghalaya, Shillong - 793003**.

The address of the firms submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on the sealed cover of the third envelop as under.

**QUOTATION FOR THE SUPPLYING OF MATERIALS FOR THE MEG TEA  
FACTORY AT TEA DEVELOPMENT CENTRES, UMSNING, RIANGDO,  
RONGRAM & UPPER SHILLONG TEA FARM, DURING 2024-25**

To,  
**The Director Horticulture,  
Cleve colony  
Meghalaya, Shillong – 793003**

**From:**

M/s \_\_\_\_\_

Address : \_\_\_\_\_

**Contact**

No: \_\_\_\_\_

Email : \_\_\_\_\_

The Bids will be opened on the **28<sup>th</sup> February, 2025 at 1:00 PM**, in the **Seminar Room** of the **Directorate of Horticulture** in the presence / absence of representative of the firms.

## TERMS AND CONDITIONS

1. The Tender/Quotation should be affixed with **non-refundable Court Fee Stamp of Rs.200** /- (Rupees Two Hundred) only as stated in the space provided in Annexure II.
2. The tender should contain the following documents of the Quotationer:
  - i. Payment receipt of the tender fee of Rs.200 /- should be enclosed.
  - ii. The tender should be accompanied with an Earnest Money Deposit (EMD) of Rs.25000/-(Rupees Twenty Five Thousand) only in the form of Demand Draft drawn in any Scheduled banks and pledged in favour of Director of Horticulture , Meghalaya, Shillong.
  - iii. GST Registration Certificate.
  - iv. Uptodate GST Returns.
  - v. Upto Date Professional Tax Certificate.
  - vi. Upto Date Income Tax.
  - vii. Copy of **PAN Card**.
  - viii. Financial Stability Certificate from any Recognised Bank or Ist Class Magistrate.
  - ix. Valid Trading Licence for Non-Tribal issued by the concerned Autonomous District Council. If a non-tribal intends to do business in the entire state, then such person or firms needs to enclose three trading licenses obtain from all the three ADCs covering their respective jurisdiction for supply of Agricultural Inputs.
  - x. **ST / SC Certificate** (as applicable).
  - xi. The Department will not be responsible for any loss or damage of material in transit. Insurance if required has to be done by the supplier at his own cost.
3. The detail lists of items along with specification are given in **Annexure I**.The quotationers should submit the items they wish to supply from the Annexure-I given alongwith specifications and indicate the districts they wish to supply duly signed by the authorised personel.
4. The price should be quoted item wise in the prescribed format as per Annexure-IV. The quoted rates in any case should not exceed the rates prevailing in the market
5. The Rate quoted should be in Indian Rupee inclusive of all taxes, transportation, charges or any other charges and F.O.R to sites within the State of Meghalaya. The quoted rates should be in figure and in words.
6. The stand up pouch with zipper and a full rectangular window should have a good grade certificate and should be biodegradable.
7. The stand up pouch with zipper and a full rectangular window should be quoted with pre printed design in colour.
8. Compact Desiccant Dehumidifier and Humidifier should be CE /BIS/ISO Certified.
9. Supplier has to set up/install and demonstrate the working of the machineries without which the delivery would not be deemed to be complete.The pre-installation requirement for the equipments humidifier and dehumidifier when items are provided, full performance satisfaction should be demonstrated.
10. Supplier shall be responsible for installation/demonstration whichever is applicable and should have technical expertise and trained personel for the operation and maintenance of the machineries to render "After Sale Services" during the warranty period.
11. In case the quotation is being submitted by authorized agent/dealer of the principal manufacturing company, the authorized sales agency/dealership certificate

from the principal manufacturer should be furnished along with the quotation. Quotation without this authorization certificate will be rejected.

12. All tender documents (as described at Sl.1,2,3,4,5) should be submitted in a cover letter in a sufficiently large envelope duly sealed and super scribed at the top of the cover "Quotation for Supplying of Materials for the Meg Tea Factory at Tea Development Centres of the State .

13. The rates quoted should be valid for two years from the date of acceptance. However, the period may be extended as per the discretion of the undersigned.

14. The covering letter should be in the official letter pad/head of the concerned firm/Supplier. The name, address and contact no. of the authorized signatory should be clearly mentioned. The above sealed envelope should be addressed to the Director of Horticulture, Lower Cleve Colony, Shillong – 793003, Meghalaya, Shillong and the same shall be accepted upto 1200 Hrs on 28<sup>th</sup> February 2025

15. The tenderer should affix his full address on the left bottom of the envelope. Tender received after the due date and time shall not be entertained. In case of any Gazette holiday falling on the last day of receiving the tender the same will be extended to the next working day ceteris paribus.


16 The sealed Bid should be put in the tender Box in Room No.304 of the Directorate of Horticulture on or before 12:00 noon of 28<sup>th</sup> February 2025

**Please note that the Tender Committee reserves the right to reject the Tender/Quotation if it finds insufficient document. All Xerox documents should be Self attested .**

17. EMD of unsuccessful tenderers shall be returned to the concerned sans interest thereon, as early as possible.

18. The successful supplier shall have to supply the items as per specifications laid in the NIT within the time schedule given by the Department. In case of failure to make supply in time, the Department shall have the liberty to cancel the supply order and the same may be awarded to any successful quotationer.

19. The tender documents should be duly signed by the authorized person in all pages.

  
**Director of Horticulture,  
Meghalaya, Shillong.**



Annexure I

*Details of the items along with the specifications*

Sl. No	Items/Particulars with Specification	Size/Quantity	Mention the District to be Supplied
1	Half Size Rigid Paper (tea) sack: 300 GSM hsbl+1 ply of 70/80 grm inner laminate, cgsms of 95-110gsm mtl (50 kgs capacity).	Per No.	
2	Laminated Pouches for packing Tea Samples (i) 50gm cap.(ii) 100 gm cap (iii) 500 gm cap (iv) 1 kg cap	Per No.	
3	Tea Liners of capacity 15-20 kgs for packing DMT	Per No.	
4	BOPP Tapes (Brown/White) for Sealing Carton Box (with MEG TEA print on it)	Standard Size	
5	Disposable sterilized Gloves	Standard Size	
6	Disposable Shoe Cover	Standard Size	
7	Disposable Face Masks	Standard Size	
8	Cloth Face Masks	Standard Size	
9	Disposable Head Covers/Bouffant Cap	Standard Size	
10	Meg Tea sticker (21 cmx13 cm)	Per No.	
11	Disposable sterilized aprons	Standard Size	
12	Special apron for working near blowers for protecting from heat	Standard Size	
13	Bulking sheet for storing bulk tea (20 kgs capacity)	Per No.	
14	Stand up pouch with zipper full rectangular window (250g CTC Tea)	Per No.	
15	Gussets (100g capacity)	Per No.	
16	Carton (5 kgs capacity)	Per No.	
17	Heating element for sealing machine	Per Packet	
18	Meg Tea Packet Label (8cmx4cm)	Per No.	
19	Humidifier	18inch and .75HP. CE/BIS/ISO Certified.	
20	Dehumidifier	Compact Desiccant Dehumidifier FFB (300 CMH Capacity) with CNC fabricated Unit and powder coated finish humidity control.CE /BIS/ISO Certified.	

*A. N. J.*

**Director of Horticulture,  
Meghalaya, Shillong.**

Annexure-II

**ACCEPTANCE LETTER**  
**(To be put on the agency's letter head)**

The Director of Horticulture  
Lower, Cleve colony,  
Shillong-793003  
Meghalaya.

**ACCEPTANCE OF NIQ- For Supply of Materials for the Meg Tea Factory at Tea  
Development Centres of the State during 2024-25.**

Sir/Madam,

1. I/we have carefully gone through the detailed notice inviting quotation mentioned thereon.
2. I/we also declare that I/we have quoted my/ our rate taking into consideration all taxes and transportation cost to be involved.
3. My/Our tender is offered taking due consideration of all the factors and if the same is accepted, I/We promise to abide by all stipulated conditions of the contract agreement and supply/execute the work to the satisfaction of the Department.
4. I/We also hereby declare that the signature in all the pages of the tender documents have been signed by me/us.
5. I/We hereby certify that I/We have understood the entire terms and conditions of the tender documents and I/We shall abide by the conditions/ clauses contained therein.
6. 'That, I/We declare that I/We have not paid and will not pay any bribe to any officer of Horticulture Department, GoM for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of Horticulture Department, GoM asks for bribe/ gratification, I/We will immediately report it to the Appropriate Authority in Horticulture Department, GoM'.
7. The required earnest money deposit amounting to Rs 25000/- (Rupees Twenty Five thousand) only by way of Demand draft No..... Drawn on .....payable at..... is enclosed herewith.

*Yours faithfully*

(Signature of Tenderer )

Date:

Seal/ rubber stamp.

**Cover letter**

**( To be put on the firm/ suppliers letter head)**

To

The Director of Horticulture  
Meghalaya, Shillong.

Sub : **Quotation for Supply of Materials for the Meg Tea Factory at Tea Development Centres of the State during 2024-25.**

Madam,

I/We have the honour to submit the tender for supply of quality planting materials for fruit crops, plantation crops and spices during 2024-25 for favour of your consideration.

The tender submitted by me/us is for the above mentioned materials.

I/We submit herewith the following documents for your consideration.

1. Payment Receipt for cash paid ( Rs. 200/-) towards the cost of tender paper.
2. Court Fee stamp of Rs.200/-(Rupees Two Hundred)only.
3. GST registration certificate.
4. Upto date GST returns .
5. Upto date professional tax certificate .
6. Upto date income tax return.
7. Copy of Pan Card.
8. Financial stability certificate.
9. Valid trading license (as applicable).
10. ST/SC Certificate (as applicable).
11. Dealership certificate/Agency Certificate from the Principal source.
12. Experience certificate/ other relevant documents.
13. The list (Names, Specifications and Rate) of the items the firm wishes to supply from the items as per **Annexure-I and IV** specified
14. Complete tender papers with relevant annexure duly signed and filled up.
15. The Technical literature/brochure/catalogue/pamphlet of the product quoted.
16. Acceptance letter-**Annexure-II**
17. EMD in the form of Demand Draft in favour of Director of Horticulture amounting to **Rs.25000/-** .

I/We therefore seal and sign the tender papers and return them duly filled in original.

Encl:- As stated above.

Yours faithfully,

Affixed court fee stamp ( Rs. 200/-)

(Signature of the tenderer)

Name:- \_\_\_\_\_(in block letters)

Full address:-

Contact No:-

Email address



**Details of the items along with the specifications  
And Rate quoted by the Suppliers.**

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**Director of Horticulture,  
Meghalaya, Shillong.**