

## **National Competitive Bidding (NCB)**

**Request for Bid (RFB) for Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building) 300 Sq Ft.**

Date of issuance of RFB : 20-12-2025  
Last date for submitting of RFB : 20-01-2026, 15:00 Hrs  
Due date for opening of RFB : 20-01-2026, 15:30 Hrs.

Officer Inviting RFB : **Executive Director,**

**Meghalaya Basin Management Agency**

O/o Meghalaya Basin Development Authority,  
C/o Meghalaya State Housing Financing &  
Cooperative Society,  
Upper Nongrim Hills,  
Meghalaya, Shillong - 793003  
Website: [www.mbda.gov.in](http://www.mbda.gov.in)

1. Meghalaya Basin Management Agency (MBMA) invites Bids (off-line) comprising of Technical and Financial Bids from experienced and eligible bidders for the work of "Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building) 300 Sq Ft in 52 blocks office premises in Meghalaya. Details of the blocks, where the work is to be executed are as follows:

Lot No	Region	Name of the district	SI No	Name of the block(s)	Duration
Lot 1	Khasi Region	East Khasi Hills	1	Mawkynrew C & RD Block	20 days
			2	Mawphlang C & RD Block	
			3	Pynursla C & RD Block	
			4	Khatarshnong Laitkroh C & RD Block	
			5	Mawlai C & RD Block	
			6	Shella-Bholaganj C & RD Block	
			7	Mawpat C & RD Block	
			8	Mawryngkneng C & RD Block	
			9	Sohiong C & RD Block	
			10	Mawsynram C & RD Block	
		Eastern West Khasi Hills	11	Mairang C & RD Block	
			12	Mawthadraishan	
		Ri-Bhoi	13	Jirang C & RD Block	
			14	Bhoirymbong	
			15	Umling	
			16	Umsning C & RD Block	
		South West Khasi Hills	17	Mawkyrwat C & RD Block	
			18	Ranikor C & RD Block	
		West Khasi Hills	19	Nongstoin C & RD Block	
			20	Rambrai C&RD Block	
			21	Ri Muliang C&RD Block	
			22	Mawshynrut	
			23	Shallang C&RD Block	
Lot 2	Garo Region	East Garo Hills	1	Songsak C & RD Block	
			2	Dambo Rongjeng C & RD Block	
			3	Samanda C & RD Block	
		North Garo Hills	4	Bajengdoba C & RD Block	
			5	Resubelpara C & RD Block	
			6	Adokgre C & RD Block	
			7	Kharkutta C & RD Block	
		South Garo Hills	8	Rongara C & RD Block	
			9	Chokpot C & RD Block	
			10	Gasuapara C & RD Block	

			11	Baghmara C & RD Block
			12	Siju C & RD Block
		South West Garo Hills	13	Rerapara C & RD Block
			14	Betasing C & RD Block
			15	Zikzak C & RD Block
			16	Purakhasia C & RD Block
		West Garo Hills	17	Tikrikilla C & RD Block
			18	Dalu C & RD Block
			19	Batabari
			20	Demdema C & RD Block
			21	Gambegre C & RD Block
			22	Dadenggre C & RD Block
			23	Selsella C & RD Block
Lot 3	Jaintia Region	East Jaintia Hills	1	Saipung
			2	KHLIEHRIAT
			3	Lumshnong C & RD Block
		West Jaintia Hills	4	Namdong C & RD Block
			5	Amlarem C & RD Block
			6	Laskein C & RD Block

**Interested eligible Bidders may obtain further information from:**

**Executive Director (ED, Technical),**  
Meghalaya Basin Management Agency (MBMA)  
Procurement Unit  
O/o Meghalaya Basin Development Authority,  
C/o Meghalaya State Housing Financing & Cooperative Society,  
Upper Nongrim Hills,  
Meghalaya, Shillong - 793003  
Website: [www.mbda.gov.in](http://www.mbda.gov.in)

A complete set of bidding documents is available to interested Bidders at [www.mbda.gov.in](http://www.mbda.gov.in)

Bids must be delivered to the address indicated in the bidding document on or before 20/01/2026. Late Bids will be rejected. Bids will be publicly opened in the presence of the bidders designated representatives.

All Bids must be accompanied by a Bid Security.

**2. Schedule of Tender**

Date of issue of RFB	20-12-2025
Last Date and time for receipt of queries	05-01-2026, Email ID: procurementmbma@gmail.com
Date and time for Pre-Bid meeting	06-01-2026, 12:00 Noon
Last Date and time for receipt of Bids	20-01-2026, 15:00 Hrs
Date and time of opening of Bids	20-01-2026, 15:30 Hrs
Duration of works	20 days
Place of opening of Bids	Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society,

	Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: <a href="http://www.mbda.gov.in">www.mbda.gov.in</a>
Mode & venue for the pre-bid meeting	<b>Off-line</b>  Procurement Unit Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: <a href="http://www.mbda.gov.in">www.mbda.gov.in</a>
Website for downloading the RFBs	<a href="http://www.mbda.gov.in">www.mbda.gov.in</a>
Officer inviting RFB	<b>Executive Director,</b> Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003 Website: <a href="http://www.mbda.gov.in">www.mbda.gov.in</a>

3. Tender document can be downloaded from website [www.mbda.gov.in](http://www.mbda.gov.in). The tender submitted by the Bidder will be evaluated only if the original copy of the EMD is submitted along with the bids in addition to other documents as mentioned in the tender document.

- (i) Bid Security (BS)/ Earnest Money Deposit (EMD) of tender in the form of Insurance Surety Bonds, account payee Demand Draft, Fixed Deposits receipt, Banker's Cheque in favour of **Meghalaya Basin Management Agency payable at Shillong**, Meghalaya or in the form of a Bank Guarantee from a commercial bank, safeguarding the purchaser's interest in all respect.
- (ii) The Bid Security (BS)/Earnest Money Deposit (EMD) required from each bidder for every Lot is as follows:

Sl No	Lot No	EMD amount in Rs.	Remarks
1	1	3,00,000/-	EMD submitted in a form not listed above will not be taken into consideration.
2	2	3,00,000/-	
3	3	80,000/-	

**Note:** If a bidder submits bids for multiple Lots, the EMD amount shall be calculated on a cumulative basis and submitted accordingly. For avoidance of doubt, it is further clarified that, if a bidder submits bids for **Lot 1 and Lot 3**, the bidder must submit an EMD of **Rs. 3,80,000/-**. Similarly, if a bidder submits bids for all three Lots, the required EMD will be **Rs. 6,80,000/-**. If a bidder submits a bid for only one Lot, the bidder must submit the EMD amount specified for that particular Lot.

4. Tender forms completed in all respects should be submitted in hard copies only by 15.00 hrs on 20/01/2026. Bids received after the due date, shall be rejected. The address for submission of Tender is: **Procurement Unit, Meghalaya Basin Management Agency, O/o Meghalaya Basin Development Authority, C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Meghalaya, Shillong - 793003.**

5. The Technical bid of the tender will be opened as per the schedule mentioned above in presence of the bidders who wish to attend the opening of tender in this office.

6. The Invitation tender is subject to fulfilment of instructions and conditions as per schedules below:

<b>Section 1</b>	<b>:</b>	<b>Instruction to Bidders (ITBs)</b>
<b>Section 2</b>	<b>:</b>	<b>Conditions of Contract</b>
<b>Section 3</b>	<b>:</b>	<b>Schedule of Requirement</b>
<b>Section 4</b>	<b>:</b>	<b>Technical and Financial Bid</b>
<b>Section 5</b>	<b>:</b>	<b>Special Instructions to Bidder/Contractor</b>
<b>Section 6</b>	<b>:</b>	<b>Proforma for BG, Tender Acceptance Letter etc.</b>
<b>Section 7</b>	<b>:</b>	<b>Contract Form</b>
<b>Section 8</b>	<b>:</b>	<b>Drawing</b>



**Executive Director,**  
Meghalaya Basin Management Agency  
(MBMA)  
Procurement Unit,  
O/o Meghalaya Basin Development  
Authority,  
C/o Meghalaya State Housing Financing  
& Cooperative Society,  
Upper Nongrim Hills,  
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## SECTION 1: INSTRUCTION TO BIDDERS (ITB)

### 1. GENERAL CONDITIONS

- (i) Not more than one tender shall be submitted by one bidder or bidders having a business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- (ii) Tenderer who has downloaded the tender from the website [www.mbdba.gov.in](http://www.mbdba.gov.in) shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected.
- (iii) Intending tenderers are advised to visit again the website [www.mbdba.gov.in](http://www.mbdba.gov.in) at least 2 days prior to closing date of submission of tender for any corrigendum / amendment.
- (iv) Bids will be opened as per date/time as mentioned in the NIT / Brief of Tender.

**Office of the Executive Director (ED, Technical),  
Procurement Unit  
Meghalaya Basin Management Agency,  
O/o Meghalaya Basin Development Authority,  
C/o Meghalaya State Housing Financing & Cooperative Society,  
Upper Nongrim Hills, Meghalaya, Shillong – 793003**

- (v) Before submitting the tender, the tenderer must ensure that it has understood the exact requirement of the Purchaser. In the case of any discrepancy or ambiguity felt by the tenderer in the scope of work and the desired deliverable functionality from the work, it is mandatory to raise the clarification in writing by the tenderer and in turn get that clarified from the purchaser in writing at least two days before the last date of tender submission. In the case of no such clarification required by the tenderer, it will be construed that all the requirements of the purchaser are understood by the tenderer. No communications will be entertained in this regard at any stage of work after the opening of the Tenders.
- (vi) No tenderer will be allowed to amend or withdraw any terms & conditions/ parts or whole /quoted prices of its tender under any circumstances after the deadline for submission of the tender.
- (vii) **The Bidder may apply for any one lot or for all lots.** Bidders submitting bids for multiple lots may place all bids in a single outer envelope. However, the technical bid and the financial bid must each be enclosed in separate inner envelopes, which shall then be sealed together inside the outer envelope. The outer envelope must be clearly labelled: ***“RFB for Internal Furnishing of the Walls, Ceilings, and Flooring for CM-Connect at the C&RD Block Level for Lot \_\_, \_\_, \_\_.”*** In the event that a Bidder submits a proposal for more than one lot, separate submissions of technical bid for each individual lot are not required. However, the BoQ/financial bid must be submitted separately for each lot that the bidder chooses to bid for. Therefore, if a bidder intends to submit a bid for all three lots, they must provide a separate financial bid for each lot resulting in three distinct financial bids enclosed within the financial bid envelope.

- (viii) The Purchaser has the right to accept or reject any or all the tenders, or cancel the tendering process at any stage, either in part or full, without assigning any reason.
- (ix) Canvassing, soliciting, fraud practices, suppression of facts, stating wrong facts and fraudulent practice by the tenderer may lead to rejection of the tender at any stage of the work and may lead to blacklisting for all future MBMA works/purchases.
- (x) The tenderers are expected to understand the forms, terms, specifications and other details mentioned in the tender document.
- (xi) Each tenderer is entitled to submit only one set of tender.
- (xii) At any time prior to the deadline for submission of tenders, the Purchaser, for any reason, whether at its own initiative may modify the scope of work or any condition of the tendering documents by amendments.
- (xiii) The tenderers must quote the rates keeping in mind all the terms and conditions mentioned in this document.
- (xiv) The valid means of communications for this tender shall be in writing a letter through e-mail or by speed/registered post/courier.
- (xv) The Director(s)/Owners of the tendering firms having near relative working in the procurement division at a Senior level position (in the rank of Manager & above) in MBMA are debarred from tendering. Any breach of this condition would result in the blacklisting in all future works by MBMA.
- (xvi) It is suggested that the tenderers may acquaint themselves with the requirements of the work before submitting the tender.
- (xvii) No deviation in the payment terms mentioned in the tender document is permissible. The tenderer shall be deemed to agree with the payment terms mentioned in the tender document for submission of the bid.
- (xviii) The words 'bid' and 'bidding' has been used interchangeably with the words 'tender' and 'tendering' respectively. The term "contractor" has been used interchangeably with "bidder/supplier".
- (xix) The successful bidder shall not be allowed to sub-contract works to any contractor.
- (xx) Joint Venture is not allowed.

## 2. ELIGIBILITY CRITERIA FOR THE TENDERERS:

- (i) Registration of the firm/Class I Registration as Civil Contractors (Buildings). The Contractor should be currently registered in India with Central Govt. /State Govt. / Govt. Undertaking etc. or supplied similar items.
- (ii) The Contractor must have valid PAN and GST registration at the time of submission of bid.
- (iii) The Contractor must have successfully completed similar nature of work in Central or State Government bodies/departments, Public Sector Undertakings in the state of Meghalaya in the last 5 years ending November, 2025, each of minimum value as detailed below:

Lot 1	<p>Three similar completed works of individual costing not less than the amount equal to <b>61 Lakhs; OR</b></p> <p>Two similar completed works of individual value costing not less than the amount equal to <b>77 Lakhs; OR</b></p> <p>One similar completed work costing not less than the amount equal to <b>1.23 Crore.</b></p>
Lot 2	<p>Three similar completed works of individual costing not less than the amount equal to <b>61 Lakhs; OR</b></p>

	<p>Two similar completed works of individual value costing not less than the amount equal to <b>77 Lakhs; OR</b></p> <p>One similar completed work costing not less than the amount equal to <b>1.23 Crore.</b></p>
Lot 3	<p>Three similar completed works of individual costing not less than the amount equal to <b>16 Lakhs; OR</b></p> <p>Two similar completed works of individual value costing not less than the amount equal to <b>20 Lakhs; OR</b></p> <p>One similar completed work costing not less than the amount equal to <b>32 Lakhs.</b></p>

**Note:**

(a) *In the case of bids submitted for multiple Lots, the work order amount shall be computed by adding the amounts for all such Lots.*

(b) *Similar nature of work means Civil Construction/ Repair & Maintenance related work.*

(c) *Completion certificates for the above should clearly indicate the scope and nature of supply / work and the value of various items as executed, in order to confirm conformity to defined similar supply. The completion certificate should be signed by the issuing authority with stamp without which the works will not be considered.*

- (iv) **Annual Average Financial Turnover:** The bidder must have an average annual turnover in the last 3 financial years i.e 2022-23, 2023-24 & 2024-25 of value not less than:

<b>Lots</b>	<b>Average Annual Turnover (INR)</b>	<b>Documents required</b>
1	1,54,00,000/-	Certificate issued by a Chartered Accountant with UDIN along with Audited Financial Statements confirming the average annual turnover of the Bidder during the stated Financial Years must be submitted
2	1,54,00,000/-	
3	40,00,000/-	

Note: In the event that a bidder submits a bid for multiple Lots, the bidder must meet the eligibility criteria as defined for each lot cumulatively

- (v) The Agency should not have been blacklisted/ debarred/ banned by any government department or PSUs during last five years. (The Bidder must submit the undertaking on its official letterhead. If the letterhead is not available, the Bidder may submit it on plain paper, provided it is properly stamped/sealed and signed by the Authorized Signatory).

**Note:**

- i. The Bidder must ensure that all required documentary evidence, as specified above, is attached to the technical bid in compliance with each criterion outlined in the RFB.
- ii. For successful bidder: if contractors bring in workers from other states, they must adhere to the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
- iii. For non-Tribal Contractors it is mandatory to obtain a valid trading license from the Autonomous District Council (ADC) of Meghalaya.

**3. SUBMISSION OF DOCUMENTS**

A. The following documents are to be submitted as the technical bid part by the bidder as per the tender document:

- (i) Signed copy of Registration of the firm
- (ii) Signed copy of PAN number of the tenderer.
- (iii) Signed copy of GST number of the tenderer.
- (iv) Signed copy of completion certificate and work order of similar work executed by the firm during last 5 (five) years in support of their claim that firm is eligible for bidding
- (v) Signed copy of average annual turnover of last three financial years issued by the Chartered Accountant.
- (vi) Signed copy of Audited Balance sheet of last three financial years.
- (vii) Signed copy of undertaking (Self certificate) that agency should not be blacklisted/ debarred/ banned for bidding by any government department or PSUs during last five years. (The Bidder must submit the undertaking on its official letterhead. If the letterhead is not available, the Bidder may submit it on plain paper, provided it is properly stamped/sealed and signed by the Authorized Signatory).
- (viii) Signed copy of undertaking (Self certificate) that agency should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. (The Bidder must submit the undertaking on its official letterhead. If the letterhead is not available, the Bidder may submit it on plain paper, provided it is properly stamped/sealed and signed by the Authorized Signatory).
- (ix) Technical Bid of instructions as specified in **Section 5 and other section(s) of the tender document.**
- (x) Signed and scanned copy of Tender Acceptance Letter as attached at **Form 3 under Section 6.**
- (xi) The Bidder should not have any Litigation pending in any court of law (Self certificate). (The Bidder must submit the undertaking on its official letterhead. If the letterhead is not available, the Bidder may submit it on plain paper, provided it is properly stamped/sealed and signed by the Authorized Signatory).
- (xii) Signed copy of undertaking (Self certificate) having clean track record of the firm/contractor during the last 3 (three) years. (The Bidder must submit the undertaking on its official letterhead. If the letterhead is not available, the Bidder may submit it on plain paper, provided it is properly stamped/sealed and signed by the Authorized Signatory).
- (xiii) Evidence of access to financial resources to meet the requirement of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.
- (xiv) Filled in Eligibility Declaration as **Form-4** enclosed with the RFB.
- (xv) Original copy of Bid Security (BS)/Earnest Money Deposit (EMD).

B. The following documents are to be submitted as the financial bid part by the contractor along with bid as per the tender document.

(i) **General Abstract & Priced Bill of Quantities** to be filled in the same format enclosed with the RFB without any modification.

C. The bidder has to submit hard copy of the bid in a sealed envelope in office on any working days before last date and time of submission of bid otherwise, the bid will not be considered for opening.

#### 4. PERIOD OF VALIDITY OF RFB

Bids shall remain valid for 120 days after the date of tender opening. In exceptional circumstances, the responses thereto shall be made in writing.

#### 5. EARNSEST MONEY DEPOSIT AND PERFORMANCE GUARANTEE

(i) **Earnest Money Deposit (EMD)/ Bid Security:** -

EMD/ Bid Security shall be deposited in the form of Insurance Surety Bonds or account payee Demand Draft or Fixed Deposit receipts or Banker's Cheque in favour of **Meghalaya Basin Management Agency payable at Shillong, Meghalaya** or in the form of a Bank Guarantee from a commercial bank, safeguarding the purchaser's interest in all respect as per proforma given in **Section 6**. In case the EMD is submitted in the form of the Bank Guarantee it shall remain valid upto 60 days beyond the final tender validity period. The tenders unaccompanied by the Bid Security/ EMD will be rejected summarily.

**The EMD will be forfeited if:** If a tenderer withdraws its tender during the period of tender validity specified by the tenderer; or In case of a successful tenderer, if the tenderer fails: (i) To sign the Contract within 15 days of the issue of the notification for award of the contract; or (ii) To furnish the specified performance security.

**Refund of EMD:** EMD furnished by all unsuccessful tenderers will be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not before 30 days after conclusion of the contract. EMD of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.

**(ii) Performance Security:** The successful bidder shall furnish Performance Security of an amount of **3%** of the contract value within 7 (seven) days from the date of issue of letter of intent/acceptance of tender and it shall remain valid for a period of **455 days** beyond the due date for submission of RFB.

- a. Performance Security will be returned to the contractor without any interest, after ensuring the compliance to the due performance of the contract obligations in all respects under the contract including the **Defect Liability Period (DLP)**.
- b. Performance security may be furnished in the form of Insurance surety Bonds or account payee demand draft or fixed deposit receipts, Banker's cheque in favour of **Executive Director, Meghalaya Basin Management Agency payable at Shillong, Meghalaya** or in the form of a Bank Guarantee from a commercial bank safeguarding the purchaser's interest in all respect as per the Proforma at **FORM-2 of Section 6** of

this tender document in favour of **Executive Director, Meghalaya Basin Management Agency** of particular lot.

- c. Performance security is liable to be forfeited in case successful Bidder/Agency does not fulfil contract obligations at any point of time.
- d. **Security Deposits:** Meghalaya Basin Management Agency shall deduct security deposits at 10% of the total bill, which will be released three months after the completion of the works.

#### **6. CONTENTS OF TENDER DOCUMENT:**

- (i) Notice Inviting Tender (NIT)
- (ii) Instructions to the Bidders (ITB)
- (iii) Schedule of Requirements
- (iv) Conditions of Contract
- (v) Technical Bid
- (vi) Financial Bid
- (vii) Contract Form
- (viii) Other standard forms such as performance Security Forms etc.

#### **7. OPENING OF BIDS**

The bids shall be opened on the date and time mentioned in the Tender document.

#### **8. PRICES**

Prices quoted by the tenderer shall be fixed during the tenderer's performance of the Contract and not subject to variation on any account and shall be inclusive of all taxes, duties, octroi, transportation charges etc. except GST.

The prices should be given as per the format given in price schedule (**General Abstract & BoQ**).

- a. All prices should be in Indian Rupee (INR).
- b. The amount should be written both in figures and in words.
- c. The bids for the works shall remain open for acceptance for a period of 60 days from the date of opening of tenders. If any Bidder withdraws his tender before the aforesaid period or makes any modifications in the terms and conditions of the tender which are not acceptable to Purchaser, then the Purchaser shall, without prejudice to any other right or remedy, be at liberty to forfeit Earnest Money/Bid security as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the services.

#### **9. Non-conformities between the figures and words of the Quoted Prices:**

Sometimes non-conformities/ errors are also observed between the quoted prices in figures and that in words. The same is to be taken care of as indicated below:

- a. If, in the price structure quoted for the required goods, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

## **10. EVALUATION OF TENDERS**

The tenders will be evaluated on the basis of eligibility criteria, specifications as given the tender document.

- a. The Technical Bids will be evaluated based on eligibility criteria & documents submitted including the past track record, past experience of the firm in providing similar works/supply, Average annual financial turnover, undertaking for not been blacklisting etc and other criteria/documents specified in the RFB.
- b. The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per eligibility criteria of tender document.
- c. The technically qualified bidder with the lowest cost will be recommended for the award of the contract. In the event that two bidders quote the same amount in their financial bids, the contract shall be awarded to the bidder having a higher annual average turnover during the last three financial years (2022–23, 2023–24, and 2024–25). If both bidders have the equal average annual turnover, the successful bidder shall be selected through a draw of lots.

## **11. AWARD OF WORK**

Within Ten (10) days of the receipt of notification of award from the Purchaser, the successful tenderer shall sign the contract agreement as given at **Section 7** and furnish the specified performance Guarantee. However, Government Departments and Public Undertakings are exempted from furnishing this Guarantee.

## **12. VISIT TO WORK PLACE BY TENDERER**

The proposed site of work will be OFFICE OF BLOCK DEVELOPMENT OFFICER IN EACH BLOCK OF MEGHALAYA. Tenderer are encouraged to inspect and examine the work place (as per schedule of requirement) and its surroundings and satisfy /apprise themselves as to the nature of the work, the means of access and in general, shall obtain themselves all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender and rates, before submitting their tenders.

A tenderer shall be deemed to have full knowledge of the work place whether he/she inspects the site or and no extra payment/compensation consequent upon any misunderstanding/miss-happening or otherwise shall be allowed.

### 13. BIO DATA

#### (1) General:

- a. Name and address of the purchaser: Meghalaya Basin Management Agency,  
C/o Meghalaya State Housing Financing & Cooperative Society, Upper  
Nongrim Hills, Meghalaya, Shillong - 793003
- b. RFB Number **PLN/MBMA/17837/2025/NF/01**, Date:20-12-2025
- c. The Contractor must have working knowledge in the area of civil construction.

#### (2) PREPARATION OF BIDS

- i. The price quoted by the bidder shall be fixed.
- ii. Tenders shall remain valid for 120 days after the date of tender opening. In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

#### (3) SUBMISSION OF BIDS

Only hard copies of the bid shall be accepted.

#### (4) BID OPENING AND EVALUATION

The Technical bid of the tender will be opened as per the schedule in presence of the tenders who may choose to attend the opening in this office. The time of opening of financial bids will be intimated later.

## **SECTION 2: CONDITIONS OF CONTRACT**

### **Definitions & Interpretations**

**Goods/Work** “Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building).

**Contract means** the agreement reached by the Purchaser and the Contractor for the purpose of the works/goods mentioned in this document. All documents, letters, correspondences exchanged for this work shall be the part of the contract.

**Contract Price:** The cost of works/goods identified in the Contractor proposal is included in the Contract Price in their entirety. This will include such additions/ deductions made under variation order as allowed under this contract.

**Notices** shall be deemed to include any approvals, consents, Instructions, certificates and clarifications to be given under this contract.

**Purchaser:** Meghalaya Basin Management Agency, Shillong, Meghalaya.

**Contractor:** The Contractor is the agency of the successful tenderer with whom the purchaser enters into a contract for the supply/execution of goods/work detailed in this document. The Execution Period is the period during which the Contractor is liable to provide goods/works without any additional cost to the purchaser.

**Non-Responsive tender:** Any tender not meeting all the requirements mentioned in the tender document.

### **Interpretations**

**Language:** Shall be English only for the purpose of this contract.

**Context:** The singular and plural shall be interchangeable as per the context of the contract.

### **Contractor's Responsibilities and Obligations**

- (i) The Contractor is responsible for conducting all contracted activities with due care and diligence, in accordance with the Contract to achieve the performance specified in the Contract.
- (ii) The Contractor is obliged to work closely with the Purchaser and abide by directives that are consistent with the terms of the Contract.

### **Purchaser's responsibilities**

- (i) The purchaser will ensure the accuracy of all information.
- (ii) The purchaser will ensure the availability of sites
- (iii) The purchaser does not bind himself to accept the lowest tender.

### **Duration of contract**

The completion period will be 20 days from the date of issuance of work order. In exceptional circumstances, the time period/Intended Completion Date stated in this clause may be extended in writing by mutual consent of both the parties.

After completion of the works, the Contractor shall request the Purchaser to issue a Certificate of Completion of the Works and the Purchaser will do so upon deciding that the Work is completed. The Purchaser shall take possession of the site and the Works within seven (7) days of the issuance of Certificate of successful Completion.

**Supervision of the work:** Supervision of the works shall be carried out by the Project Site Coordinator/Field Engineer or any other official designated by the ED, Technical. They will be responsible for overall implementation of the works.

### **Programme of work**

- (i) Immediately after the signing of the contract, the Contractor shall make necessary arrangements for starting of work of the purchaser as identified in **Section 3, Schedule A**.
- (ii) The time allowed for carrying out the work will be **20 days** from the date of issuance of the work order.

### **The description of the work is as follows: -**

Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building) 300 Sqft ( $\pm$  **depending on the existing facilities available at each designated site**) in 52 Blocks in Meghalaya.

Intending Bidders are advised to inspect and examine the site and its surroundings in consultation with the respective Block Development Officer and satisfy themselves before submitting their bids, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. **No advance payment has to be made for the works.**

Submission of a bid by the bidders implies that he has read this notice and all other contract documents and he made himself aware of the scope and specifications of the work to be done.

### **Confidentiality**

- (i) The contractor shall not, without the purchaser's prior written consent disclose the contract or any provision thereof, or any specification or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- (ii) Any document, other than the Contract itself, shall remain the property of the Purchaser and all copies thereof shall be returned to the Purchaser on termination of the Contract.
- (iii) The contractor shall not, without the purchaser's prior written consent, make use of any document or information enumerated in this document except for purpose of performing the Contract.
- (iv) The purchaser shall not, without the contractor's prior written consent, disclose any documents, data or other information furnished by the Contractor in connection with the Contract, and clearly identified in advance by the Contractor as being confidential, to parties not directly involved in the project(s) covered by the Contract.

### **Other Conditions of Contract:**

- (i) The work shall be carried out strictly in accordance with MPWD (Building). All material shall be got approved from the representative of the Purchaser before use.
- (ii) The work shall be carried out in engineering like manner. The bad workmanship will not be accepted and defects shall be rectified at Contractor's cost to the satisfaction of the purchaser.
- (iii) Material will be tested whenever required at the cost of contractor.
- (iv) The security of material/equipment at the site shall be the responsibility of the contractor till handing over of site to the purchaser.
- (v) The contractor or his representative is bound to sign the site order book as and when required by the representative of the purchaser and to comply with the remarks therein.
- (vi) The entire construction/erection shall be at the risk and responsibility of the contractor until these are inspected and handed over to the purchaser.
- (vii) Prices: The prices quoted by the firm shall be inclusive of all taxes and duties. No concessional/exemption certificate will be issued. Deduction of Income Tax & other applicable Tax at source shall be made while releasing payment through final bills as applicable. The makes for items shall be as per Schedule of quantity attached. However, **the ED (Technical)** shall reserve the right to instruct the contractor to remove any make of the material which, in his opinion, is not as per specifications.
- (viii) Contractor shall preserve the copies of invoices, test certificates, gate passes etc. to prove the genuineness of material/purchases. The responsibility of procurement of genuine material of the works shall rest with the contractor.

- (ix) Contractors are advised to visit the proposed work site before quoting rates for determining site conditions. No claim or argument shall be entertained in this regard at later stage.
- (x) The purchaser will not be responsible for any injury sustained to the Agency workers during the performance of their duties at site and also for any damage or compensation due to any dispute between the Agency and its workers. If any incident / accident happens during the work at site, the purchaser will not be held responsible for the same. It is the responsibility of the firm / agency to provide sufficient insurance coverage / compensation as per the latest rules in force.
- (xi) If the contractor or his work people or employees shall break, deface injure or destroy a building, road, road clubs, fence enclosure, water pipes cables drains, electric or telephone posts or wires, trees, grass land of cultivated ground contiguous to the place where the works being done, he shall make good the same at his own expense and in the event of his refusing or quailing to do so the damage shall be required at his expense by the purchaser, who shall deduct the cost from any sums due, or which may become due to the contractor.
- (xii) The contractor shall pay not less than minimum wages as per labour law to labourers engaged by him on the work.
- (xiii) In every case in which by virtue of the provision of Section 12 Sub Section (1) of the workman Compensation Act, 1923, Purchaser is obliged to pay compensation to a worker employed by the contractor, in execution of the works Purchaser will recover from the contractor the amount of the compensation so paid and with prejudice to the rights of Purchaser. under Section 12, Sub Section (2) of the said Act, Purchaser shall be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by Purchaser. to the contractor whether under this contract or otherwise. Purchaser shall not be bound to contract any claim made against it under Section 12 Sub Section (1) of the said Act. Except on the written request of the contractor upon his giving to purchaser full security for all costs for which purchaser might become liable in consequence of contesting such claim.
- (xiv) The contractor shall work under overall control of the **Executive Director (Technical)**, Meghalaya Basin Management Agency. **The quantity indicated under schedule of work is tentative which can be increased or decreased.**
- (xv) Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any state government in India.
- (xvi) The quantity shown in tender document is approximate and this quantity may increase or decrease as per the requirements without any change in unit price or other terms and conditions.
- (xvii) The net rate quoted per item/unit of goods shall be for Carriage & Insurance Paid to (CIP), destination, which should include all taxes (GST etc), insurance, freight charges, etc. while quoting a rate, this point should be kept in mind.
- (xviii) Work to be done should be of good quality and as per technical specifications.
- (xix) The bidder shall carefully study and understand all the bid specifications, commercial, technical and general conditions.
- (xx) Incomplete tenders/tenders without EMD by the bidder shall be rejected.
- (xxi) Any correction or error, the bid should be duly authenticated by the person signing the bid, overwriting should be avoided.

- (xxii) Any kind of canvassing in regard of the offered stores after submitting tender will be treated as disqualification.
- (xxiii) **The work should be done as per Govt. rules & regulations in the state of Meghalaya.**
- (xxiv) The competent authority does not bind itself to accept the lowest or any tender and reserves its right to reject or postponed any or all of the tenders received without the assignment of any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- (xxv) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- (xxvi) The purchaser reserves the right to reject any tender on the basis of inferior quality.
- (xxvii) The bidder may visit the places of site before submit bid.

### **Penalty**

If the Contractor fails to complete the work within the stipulated time, a penalty of Rs. 2,000 per day for each incomplete site shall be imposed, subject to a maximum of 10% of the contract value of the particular site. This penalty will be deducted from the performance guarantee, security deposit, or payable bills. However, the Purchaser reserves the right to waive the penalty if a genuine reason is provided for the Contractor's inability to complete the work within the agreed schedule.

### **Force Majeure**

- (i) For purposes of this clause, "Force Majeure" will means an event beyond the control of the contractor and not involving the Contractor's fault or negligence. Such events may include, but are not restricted to, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- (ii) If a Force Majeure situation arises, the Contractor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Contractor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force Majeure event.
- (iii) If an event of Force Majeure continues for a period of ninety (90) days or more, the parties may by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for Products already delivered or Services already performed.
- (iv) No claim or increased costs are entertained attributable to the Force Majeure.

### **Contract Price**

Price quoted by the tenderer shall be fixed during the tenderer's performance of the contract and not subject to variation on any account and shall be inclusive of all taxes, duties, octroi, transportation charges etc. The transportation of goods is the responsibility of the tenderer. No extra charges are payable on this account. The prices should be given as per the format given in price schedule.

### **Terms of Payment**

The method and conditions of payment to be made to the Contractor under this Contract shall be as follows:

- (i) During the implementation and on completion of works, measurements have to be taken by the Project Site Coordinator/his representative in the presence of the contractor or his representative along with the bills in triplicate which are to be submitted to this office for processing of payment. The amount must be written in figures as well as in words in the bill. Payment will be made through online payment.
- (ii) Payment will be made as per actual measurement of work by site-in charge.
- (iii) **No advance payment for the works will be made by purchaser.**

### **Deductions from the bill:**

- (i) Security Deposit of 10% shall be deducted from bills.
- (ii) The Income tax as applicable shall be deducted at source from the bill.
- (iii) Other statutory deductions shall be made, if applicable.

### **Payment upon Termination**

- (i) If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the ED (Technical), MBMA shall be deemed to prepare incomplete final measurement for the value of the work done only.
- (ii) **Taxes and Duties:** All the existing and new taxes, levies, custom and other charges levied on the goods and services rendered by the Contractor shall be borne by the Contractor only within the quoted rates.

### **Observance of Law**

- (i) The contract shall be construed and operated as an Indian contract and as per Indian laws applicable from time to time.
- (ii) The parties to the contract shall protect and indemnify each other against all claims or liabilities arising from the action of a violation of all such laws.
- (iii) Contractor shall observe all laws related to the supply of goods/execution of works/providing services of Government of Meghalaya as applicable from time to time.

### **Termination of Contract**

- (i) The Purchaser can terminate the contract at any time by giving a notice of 7 days to the Contractor. The Contractor shall have no claim to any payment for the compensation or otherwise whatsoever on account of any profit or advantage which might have been derived.
- (ii) **For Contractor's default:** The Purchaser without prejudice to any other rights or remedies it may possess may terminate the contract
  - a. If the Contractor becomes bankrupt or insolvent;
  - b. If the Contractor has abandoned or repudiated the contract, persistently failed to carry out its obligations under this contract;
  - c. If the Contractor neglects its obligations under this contract;

d. If the contractor has furnished any false, document.

The Purchaser may without prejudice to any other right issue a notice of termination of the contract stating the nature of default and requiring the remedy for the same. Failure of the Contractor to carry out a specified work may be sufficient grounds for termination of the contract by the purchaser.

- (iii) **Termination by Contractor:** The Contractor can terminate the contract with 7 days' notice only in case:
- a. The Contractor is unable to carry out its obligations of the contract for any reason attributable to the Purchaser.

#### **Liquidated Damages**

- (iv) **Penalty for faulty goods:**
- a. The purchaser has the right to return back any goods which are not as per the specifications and the same has to be replaced by the contractor, failing which his performance guarantee will be forfeited.
- b. Notwithstanding the provisions of tender document, the Contractor shall not be liable for liquidated damages, or termination for default if and to the extent that its delay in performance or another failure to perform its obligations under the Contract is the result of an event of Force Majeure.

#### **Notices**

Notwithstanding anything stated otherwise, all notices of this contract shall be in writing through registered post or courier or email.

#### **Disputes**

The decision of the Purchaser shall be final regarding the quality of works the other aspects arising out of the goods shall only be referred as Disputes. The Contractor may address its intention with evidence for the settlement of the dispute in writing to the Purchaser. The work shall not stop, unless agreed mutually or ordered by the arbitrator(s).

#### **Settlement of Disputes**

All disputes or differences between the Parties to this agreement, meaning or effect of this agreement of the respective rights and liabilities of the parties hereto or their enforcement there under, shall be referred as per the provision of the Indian Arbitration Act and only the courts in **Shillong, Meghalaya** shall have jurisdiction in all matter arising out of or connected with the agreement.

### **SECTION 3: SCHEDULES OF REQUIREMENT**

<b>Schedule A</b>	Schedule of Quantities (Enclosed)
<b>Schedule B</b>	Reference to General Conditions of contract
<b>Schedule C</b>	General rules & Directions

**Name of work: Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building) in 52 blocks in Meghalaya.**

1. Earnest Money Deposit: as mentioned in the Notice Inviting Tender (NIT)
2. Performance Guarantee: 3% of contract value
3. Security Deposit: 10% of total bill.

**SCHEDULE A: SCHEDULE OF QUANTITIES WITH SPECIFICATIONS (PER SITE)**

Sl. No	SOR ITEM NO	Description	Quantity	Unit	Rate	Amount without Taxes)
<b>WALLS</b>						
1	9.26	Designing, fabricating, testing, installing and fixing in position Curtain Wall with Aluminium Composite Panel Cladding, with open grooves for linear as well as curvilinear portions of the building, for all heights and all levels etc. including: aluminium composite panel cladding, cleaning and protection of the curtain wall with aluminium composite panel cladding till the handing over of the building for occupation. Base frame work for ACP cladding is payable under the relevant aluminium items. The Contractor shall provide curtain wall with aluminium composite panel cladding, having all the performance characteristics all complete, as per the Architectural drawings, as per item description, as specified, as per the approved shop drawings and as directed by the Engineer-in-Charge. However, for the purpose of payment, only the actual area on the external face of the curtain wall with ACP Cladding (including width of groove) shall be measured in sqm.	70.832	Sqm		
2	16.11	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces:	70.83	Sqm		
<b>CEILING</b>						
3	14.1	Providing and fixing insulating board ceiling Of approved quality with necessary nails etc. complete (frame work to be paid separately):				
	(a)	Natural colour insulating board 12 mm thick	27.88	Sqm		
4	14.2	Providing and fixing flat pressed 3 layer medium density particle board or graded particle board (Grade I) ls:3087 marked, in ceiling with necessary nails etc. complete (framework to be paid separately):	27.87	Sqm		
	(a)	12 mm thick				
5	14.50	Providing 10 mm thick plaster of Paris (gypsum anhydrous) ceiling up to a height of 5 in above floor level, over first class kail wood strips 25x6 mm with 10 mm gap in between and reinforced with rabbit wire mesh fixed to wooden frame (frame work to be paid separately):	27.87	Sqm		
	(a)	Flat Surface				
6	16.11	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces: Water thinnable cement primer	27.87	Sqm		
<b>12. FLOORING</b>						
7	12.58	Providing, fitting and fixing Carpet tiles Of size 500x500 mm with thickness not less than 4 mm made of 100%a Olefin Polypropylene material, with dual backing; Primary backing with PVC and Secondary with reinforced Fibre glass laid on existing concrete floor complete as directed and specified.	27.87	Sqm		
	(a)	Normal Range				

**SCHEDULE B: REFERENCE TO GENERAL CONDITIONS OF CONTRACT**

**MPWD (Building) General Conditions of contract for works with up to-date amendments will be followed during work.**

## **SCHEDULE C: GENERAL RULES & DIRECTIONS**

**Officer Inviting Tender – Executive Director, Meghalaya Basin Management Agency (MBMA), Shillong, Meghalaya.**

Definitions:

Purchaser/Department	Meghalaya Basin Management Agency (MBMA)
Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance	7 days
Number of days from date of issue of letter of acceptance for reckoning date of start	15 days
Specifications to be followed for execution of work	As per specification mentioned in Tender Document
Competent Authority for Dispute Redressal Committee (DRC)	Chief Executive Officer, Meghalaya Basin Management Agency

## **SECTION 4: TECHNICAL & FINANCIAL BIDS**

### **Technical Bid**

**TITLE OF TENDER:** Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building) for 52 Blocks in Meghalaya

**RFB NO:** PLN/MBMA/17837/2025/NF/01

**Dated:**

<b>SI No</b>	<b>Particulars</b>	<b>To be filled by the tenderer</b>
1	Name of the Bidder	
2	Postal Address of the Bidder	
	Phone:	
	Mobile:	
	Email:	
3	Is your firm registered (Yes/No) (Attach Photocopy as a proof and mention page no. of Technical Bid)	
Tick as applicable Registered with Central Govt./State Govt./ Govt. undertakings		
4	Date of establishment of the agency (Attach proof and mention page no. of concerned document of Technical Bids)	
5	Income Tax Permanent Account Number (PAN) (Attach proof and mention page no. of concerned document of Technical Bids)	
6	GST Registration number (Attach proof and mention page no. of concerned document of Technical Bids)	
7	Whether similar work as mentioned in the eligibility criteria were executed by the firm? (Attach completion certificates and mention page no. of concerned document of Technical Bids))	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard) (Attach undertaking in this regard and mention page no. of concerned document of Technical Bids)	
9	Length of experience in the field (Attach proof and mention page no. of concerned document of Technical Bids)	
10	Experience in dealing with Govt. Departments (indicate the names of the Departments and attach copies of award of works/completion certificates) (Attach list and mention page no. of concerned document of Technical Bids)	
11	Whether agency profile is attached? (Attach profile and mention page no. of concerned document of Technical Bids)	
12	List of present clients (Attach list and mention page no. of concerned document of Technical Bids)	
13	Financial turnover of the tendering company/firm/agency for the last 3 financial years with supported documents (copy of balance sheet duly certified by Auditors, CA certificate to be attached) (Attach audited Balance Sheets of last	

	three financial years & CA certificate and mention page no. of concerned document of Technical Bids)	
14	Bid Security/EMD	
15	Tender acceptance letter (Attach duly signed tender acceptance letter and mention page no. of concerned document of Technical Bids)	
16	Signed copy of Tender Document accepting all the terms and conditions. (Attach and mention page no. of concerned document of Technical Bids)	
17	Principal place of business: Power of attorney of signatory of Bid [Attach copy]	
18	Signed copy of undertaking (self-certificate) on company's letterhead of having clean track record of the firm during the last three years.	
19	Signed copy of undertaking that the Bidder should not have any Litigation pending in any court of Law. An undertaking on company's letterhead should be submitted for the same.	
20	Work performed as prime contractor (under the same name of the Bidder) on works of a similar nature over the last 5 (five) years.	
21	Evidence of access to financial resources to meet the requirement of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.	
22	Any other information as mentioned in the tender document	

Signature of the Contractor

Seal

**FINANCIAL BID**

RFB NO.: PLN/MBMA/17837/2025/NF/01

Dated:

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

Name of the Bidder: \_\_\_\_\_

<b>GENERAL ABSTRACT FOR ALL SITES/BLOCKS UNDER LOT _____</b>		
<b>INTERNAL FURNISHING OF THE WALLS, CEILINGS AND FLOORING FOR CM-CONNECT AT THE C&amp;RD BLOCK LEVEL (EXISTING BUILDING) 300 Sq.Ft. (As per Schedule of rates MPWD(B) 2021-22)</b>		
Sl. No.	Particulars	Amount
1	Internal Furnishing	₹
2	Electrification	₹
3	<b>Total (without GST)</b>	₹
4	GST	₹
5	<b>Total (with GST)</b>	₹

Amount in words:

**Signature of Contractor**

**BILL OF QUANTITIES FOR 1 SITE/BLOCK**

Sl	SOR ITEM NO	Description	Quantity	Unit	Rate	Amount without Taxes)
<b>WALLS</b>						
1	9.26	Designing, fabricating, testing, installing and fixing in position Curtain Wall with Aluminium Composite Panel Cladding, with open grooves for linear as well as curvilinear portions of the building, for all heights and all levels etc. including: aluminium composite panel cladding, cleaning and protection of the curtain wall with aluminium composite panel cladding till the handing over of the building for occupation. Base frame work for ACP cladding is payable under the relevant aluminium items. The Contractor shall provide curtain wall with aluminium composite panel cladding, having all the performance characteristics all complete, as per the Architectural drawings, as per item description, as specified, as per the approved shop drawings and as directed by the Engineer-in-Charge. However, for the purpose of payment, only the actual area on the external face of the curtain wall with ACP Cladding (including width of groove) shall be measured in sqm.	70.832	Sqm		
2	16.11	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces:	70.83	Sqm		
<b>CEILING</b>						
3	14.1	Providing and fixing insulating board ceiling Of approved quality with necessary nails etc. complete (frame work to be paid separately) :	27.88	Sqm		
	(a)	Natural colour insulating board 12 mm thick				
4	14.2	Providing and fixing flat pressed 3 layer medium density particle board or graded particle board (Grade I) ls:3087 marked, in ceiling with necessary nails etc. complete (framework to be paid separately):	27.87	Sqm		
	(a)	12 mm thick				
5	14.50	Providing 10 mm thick plaster of Paris (gypsum anhydrous) ceiling up to a height of 5 in above floor level, over first class kail wood strips 25x6 mm with 10 mm gap in between and reinforced with rabbit wire mesh fixed to wooden frame (frame work to be paid separately):	27.87	Sqm		
	(a)	Flat Surface				
6	16.11	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces:	27.87	Sqm		
		Water thinnable cement primer				
<b>12. FLOORING</b>						
7	12.58	Providing, fitting and fixing Carpet tiles of size 500x500 mm with thickness not less than 4 mm made of 100% Olefin Polypropylene material, with dual backing; Primary backing with PVC and Secondary with reinforced Fibre glass laid on existing concrete floor complete as directed and specified.	27.87	Sqm		
	(a)	Normal Range				
<b>Total =</b>						
<b>Electrification =</b>						
<b>Sub Total =</b>						
<b>GST</b>						
<b>Grand Total</b>						
<b>Grand Total in words</b>						

**Note: The quoted amount applies to one site/block. However, the Grand Total Amount for a particular Lot shall be calculated by multiplying the Grand Total Amount quoted for one site/block by the total number of sites/blocks included in that Lot.**

We agree to execute the works in accordance with the approved drawings and technical specifications at a total fixed contract price quoted by us in the Letter of Bid – Financial Part.

**Signature of Contractor**

**SECTION 5 : Special Instruction to the Bidders/Contractors for the submission of the bids**

1. If a bidder intends to submit bids for all three lots, the technical bids for all lots shall be submitted together in a single envelope. However, the BoQ/financial bid must be submitted separately for each lot for which the bidder is submitting a bid. For clarity, if a contractor intends to bid for Lot 1 and Lot 3, they must prepare two separate financial bids (General Abstract & BoQ), one for each lot, and place both documents in the financial bid envelope. Similarly, if a contractor submits bids for all three lots, they must prepare and submit three separate financial bids (General Abstract & BoQ), one for each of the three lots.
2. The BOQ/Financial Bid template must not be modified by the bidder, else the bidder is liable to be rejected for that tender.
3. If there are any clarifications, this may be obtained through the e-mail, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids.
4. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule. The bidder has to submit the tender document(s) well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
5. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders due to any kind of issues.
6. The evaluation will be conducted on a lot-wise basis, and the contract will be awarded accordingly. The contractor who submits the lowest quoted price for a particular lot shall be awarded the contract for that lot.
7. **Defects Liability period:** The Defect Liability Period (Maintenance Period) shall be 1 (one) year starting from the date of issuance of the Completion Certificate. The Contractor shall promptly repair or rectify all Defects and deficiencies observed by MBMA's Authorised Person during the Defects Liability Period within a period of 7 (seven) days from the date of notice issued by MBMA Authorised Person, in this behalf, or within such reasonable period as may be determined by the MBMA Authorised Person at the request of the Contractor. The scope of work during the Defects Liability Period includes regular maintenance of the constructed facility including painting/polish finishes, plumbing and electrical fittings in good condition. The costs of making good all these defects shall be borne solely by the Contractor and deemed to be included in the rates quoted by Contractor. If the contractor does not rectify the defect or make good the deficiency, the work should be redone or rectified through another agency at the contractor's cost. The amount shall be deducted from any monies due to the contractor or realization of any Bank guarantee.
8. The area of each site within a Lot may vary. However, payment to the contractor will be based on the actual work completed. The actual quantities executed shall be jointly measured and verified by both the purchaser and the contractor.
9. Additionally, certain sites may not require flooring, as indicated under Sl. No. 7 of the BoQ/Schedule of quantities. However, the contractor must still quote prices for all items, including flooring. The amount quoted for flooring shall not be included in the bill for any site where flooring work is not executed.
10. Specifications: MEGHALAYA PUBLIC WORKS DEPARTMENT (BUILDINGS) SPECIFICATIONS 2021 – 2022.

11. Details of Lots & Sites

<b>Lot No</b>	<b>Region</b>	<b>District(s)</b>	<b>No of sites/blocks</b>
1	Khasi Region	I East Khasi Hills II. Eastern West Khasi Hills III. Ri-Bhoi IV. South West Khasi Hills V. West Khasi Hills	23
2	Garo Region	I. East Garo Hills II. North Garo Hills III. South Garo Hills IV. South West Garo Hills V. West Garo Hills	23
3	Jaintia Region	I. East Jaintia Hills II. West Jaintia Hills	6

**SECTION 6 : Proforma for BG, Tender Acceptance Letter etc.**

**Other Standard Forms**

**FORM 1**

**Model Bank Guarantee Format for EMD**

Whereas.....

(Hereinafter called the "tenderer")

has submitted their offer dated.....

for the supply of .....

(Hereinafter called the "tender")

Against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of

..... having our registered office at

.....

are bound unto .....

(hereinafter called the "Purchaser")

In the Sum of

..... for

which payment will and truly to be made to the said Purchaser, the Bank binds itself, its

successors and assigns by these presents. Sealed with the Common Seal of the said

Bank this ..... Day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

(1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity: - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract. b) Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including \_\_\_\_ days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

**Form 2: MODEL PERFORMANCE GUARANTEE FORMAT**

**Ref**

**Bank Guarantee No.....**

**Date.....**

To

\_\_\_\_\_  
\_\_\_\_\_

[Complete address of the Procuring Entity]

Whereas M/s.....with its Registered/ Head Office at..... (name and address of the Consultant, hereinafter called "the Consultant", which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) has undertaken, in pursuance of contract no ..... date..... to delivery ..... (description of Services) (hereinafter called "the contract").

And Whereas you (unless repugnant to the context or meaning thereof, including your successors, administrators, executors and assigns) have stipulated in the said contract that the Consultant shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract; And Whereas we ..... with our Head Office at..... (name and address of the Bank, hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) have agreed to give the Consultant such a bank guarantee. of Now, Therefore, we hereby affirm that we are guarantors and responsible to you, on behalf the Consultant, up to a total of .....(amount of the guarantee in words and figures). and we undertake to pay you, upon your first written demand declaring the Consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein, notwithstanding any difference between you and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

We hereby waive the necessity of your demanding the said debt from the Consultant before presenting us with the demand.

The Bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee herein contained shall continue to be enforceable till you discharge this guarantee. This guarantee will not be discharged due to a change in the constitution of the Bank or the Consultant's.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the Consultant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the .....day of .....20.....

Our.....branch at.....\*(Name & Address of the .....\*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

\*Preferably at the authority's headquarters competent to sanction the expenditure for procurement of goods/services or at the concerned district headquarters or the state headquarters.

**Form 3: TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To

The Executive Director,

Meghalaya Basin Management Agency,

Shillong, Meghalaya-793003

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_ Dated : \_\_\_\_\_

Name of Tender/Work:

Dear Sir.

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the website(s) namely \_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the tender document of above-mentioned work (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization, if any, too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including forfeiture of the full said earnest money deposit /bid security absolutely and suspended from being eligible for bidding in any contract with the Purchaser for the period of time of three years absolutely and we shall not have any claim/right against your Organization in satisfaction of this condition.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

### Form-4: Eligibility Declaration

(To be submitted as part of technical bid)

(On Company Letter-head)

(Along with **supporting documents**, if any)

RFB/Tender No. \_\_\_\_\_;

**Tender Title:** Internal furnishing of the walls, ceilings and flooring for CM-Connect at the C&RD Block level (existing building)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_, Date \_\_\_\_\_

*Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]*

#### Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of NIT and ITB and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:

1) Legal Entity of Bidder:

2) Bidder/ Agent Status

3) We solemnly declare that we (including our affiliates or subsidiaries or constituents):

(a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;

(b) (Including our Contractors/ subcontractors for any part of the contract):

i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or

ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India/Government of Meghalaya from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name **nor created new Allied Firm**, consequent to the above disqualifications.

(c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.

(d) We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.

(e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

4) Penalties for false declaration or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[name & address of Bidder and seal of company]

**SECTION 7**

**Proforma for Contract Agreement**

**Contract/Agreement Form**

This Contract/Agreement (Agreement No) made on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ between the **Executive Director, Meghalaya Basin Management Agency**, Nongrim  
Hills, Shillong, Meghalaya (*hereinafter called "the First Party"*) and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (name and address of the contractor) (*hereinafter called "the Second Party"*).

WHEREAS the First Party is desirous that the Contractor executes the work  
"....." (hereinafter called "the works") and  
the First party has accepted the Bid by the Second party for a contract price of  
Rs..... (Rupees.....) only.

Now, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. In consideration of the payments to be made by the First Party to the Second Party is hereinafter mentioned, the Second party hereby covenants with the First Party for ".....", in conformity in all aspect with the provisions of the contract.
2. The First Party hereby covenants to pay the Second Party in consideration for ".....", the contract rate or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
3. The following documents shall be deemed to form and be read and construed as part of this contract. viz.:
  - a) Tender Document issued to the contractor and duly submitted by him duly signed;
  - b) Amendments/Corrigendum to the tender document, if any;
  - c) Letter of the contractor submitting the tender;
  - d) Other letters of the contractor and the MBMA's officers that were exchanged before the tender is accepted;
  - e) Rate and Amount of tender/bid quoted by the contractor;
  - f) General Conditions of Contract (GCC) published by MPWD with latest amendments/correction slips;
  - g) Letter of the **Executive Director, Meghalaya Basin Management Agency** communicating acceptance of the tender;

h) Letter of the **Executive Director, Meghalaya Basin Management Agency**, regarding commencement of the work;

i) Performance security;

j) Other letters of the contractor and the MBMA officers that were exchanged after the tender is accepted till the time of signing of this Contract/Agreement;

In witness whereof the parties have caused this Contract to be executed the day and year first before written.

Binding signature of First Party Signed by \_\_\_\_\_

Binding signature of Second Party signed by \_\_\_\_\_

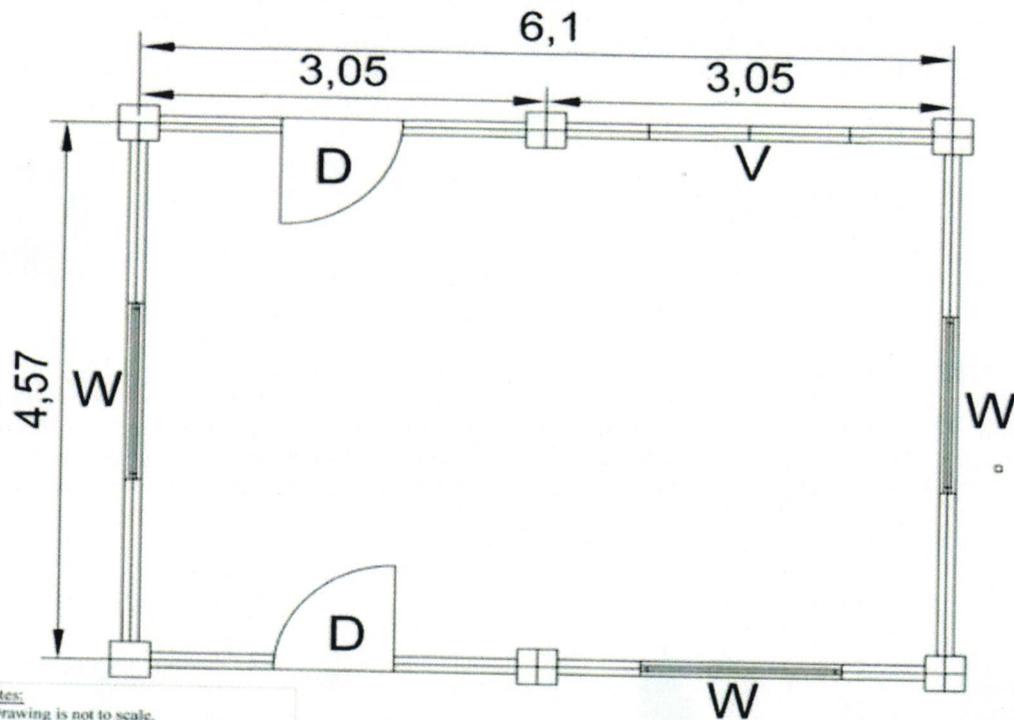
In the presence of

(Witnesses)

(1)

(2)

Proposed Drawing for Internal Furnishing of  
CM- Connect At the C& RD Block Level



SCHEDULE OF DOORS AND WINDOWS		
Particulars	Height	Width
D - Doors	2.1	2
W- Windows	1.5	1
V- Ventilation	1.5	0.6

Notes:  
1. Drawing is not to scale.  
2. All drawing are in Meters except for as mentioned otherwise.

Prepared By:

*[Signature]*  
Field Engineer  
MBDA/MBMA

Approved By:

*[Signature]*  
Shri G. Kharmawphiang (IAS Retd.),  
Executive Director, MBMA