



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,

Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003(CIN No. U75144ML2012NPL008509)

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RFE (REQUEST FOR EMPANELMENT)

For Empanelment of agencies for Installation, Commissioning & Maintenance of Arecanut Processing Machines in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)

Tender Ref. No: **MBMA/ Arecanut Value Chain/124/2022-2023 (Part B)**

Date of issue of Tender document: **22nd December 2022**

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1. Background

With most of the population of Meghalaya living in rural areas, agriculture remains the main source of income and livelihood. Consequently, the importance of strengthening the agricultural sector is high. Thus, various projects have been initiated by the government to undertake end-to-end and focused crop-wise interventions, to bring in transformational changes in their value chains. Amongst them is value chain development of arecanut as Meghalaya is the 4th highest producer of arecanut in the country, with a significant proportion of farmers depending on arecanut for their farm incomes.

MBMA wants to set up community-based processing units for arecanut across the state. Thus, MBMA is looking for empanelment of agencies for installation, commissioning & maintenance of arecanut processing machines.

2. Data Sheet

Tender No.	MBMA/ Arecanut Value Chain/124/2022-2023 (Part B)
Name of the tender issuer	Meghalaya Basin Management Agency (MBMA)
Purpose of the tender	Installation, Commissioning & Maintenance of Arecanut processing machines The technical specifications of the mentioned component are specified in Annexure I
Quantity to be supplied	The empaneled agencies will qualify to receive tender for minimum 10 units.
Date of issue of tender document	22 nd December 2022
Pre-Bid clarification	The Pre-Bid queries can be emailed to us latest by 24 th December 2022 until 5 PM. Email id for sending the pre-bid queries- humanresources@themeghalayanage.com
Last Date & Time for Submission of Bids	4th January 2023 by 5:00 PM at the MBMA office and the softcopy of the technical bids to be emailed to humanresources@themeghalayanage.com
Date & Time of Opening of Technical Bids	5th January 2023 by 2:00 PM
Date & Time of Price Bid Opening	Will be intimated later to the successful bidder who qualify the technical bid criteria
Address for Communication & Submission of Bids	Meghalaya Basin Management Agency, C/O Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, Meghalaya – 793003

2.1 INSTRUCTIONS TO BIDDERS

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

3. Eligibility Criteria for Empanelment of Agencies for Installation, Commissioning & Maintenance of arecanut processing machines

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

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

3.1 Minimum Eligibility Criteria for Empanelment of Agencies for Installation, Commissioning & Maintenance of Arecanut processing machines

S. No	Criteria	Required Documentation
1	<p>The bidder should be a Manufacturer/Authorized distributor / Authorized dealer / Registered Supplier.</p> <p>Bidder may be a single entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium.</p> <p>In case of Consortium, both the member firms shall be a registered company OR firm in India registered under therelevant provisions/ Acts in India for the last three years as on the date of the issue of this RFE. The firm must have trade registration certificate.</p>	<p>Relevant documentary proofs i.e., Company incorporation/ registration certificate, ROC registration, PAN, GST registration, etc. relating to business entity should be furnished.</p> <p>The bidder must submit last two years income tax return and copy of PAN Card.</p> <p>They must have latest GST/VAT/Sales Tax Clearance certificate along with copy of Registration certificate under Sales Tax.</p>

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

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

3.2 Evaluation

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

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

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

1. Technical evaluation of eligible bidders
2. Financial bid opening of eligible bidders and final evaluation for empanelment

3.2.1 Technical Evaluation

A proposal with the relevant set of documents mentioned in the below table must be produced for evaluation.

- I. Evaluation of past project experience: Marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience and financial capacity.
- II. Evaluation of the technical proposal by the Tender Evaluation Committee. The bidders shall be invited to submit their technical proposal to the Evaluation Committee (date and time of the same shall be communicated to the eligible and qualified bidders).
- III. Bidders scoring at least 70 marks out of 100 in technical evaluation will be qualified for the Financial Bid opening.

The Technical Evaluation of the proposals shall be based on following parameters:

S.No	Criteria	Maximum Marks (100)	Documents required
Financial capacity (30)			
1	The agency must be in existence for at least a period of two years.	10	Audited Statements
2	The agency should be able to provide servicing in North-East.	10	Self-declaration of Servicing plan with service charges
Past Experience (40)			
3	The agency should have undertaken installation of at least 200 de-husking machines and polisher machines in India.	20	Self-Declaration
4	The agency should have undertaken installation of at least 3 de-husking machines and polisher machines in Meghalaya.	30	Purchase Orders
Certification and accreditation (10)			
5	The agency with requisite certificates from authorized institutes/departments/bodies, preferably one or more of the following: 1. Agricultural University 2. ICAR 3. ISO Certification 9001:2008 or 9001:2015	10	Certificate copy can be produced
Inventory (20)			
6	Existing inventory and mobilization capability of the requisite item and materials. (Self-declaration of existing inventory for materials specified in Annexure I)	20	Self declaration for delivering 25 units

3.3 Payment Schedule

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

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

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

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

3.4 Cost of Logistics

The cost of transportation of the above-mentioned goods to Shillong and Tura, Meghalaya needs mention under cost of logistics. Further, the per kilometer cost of transportation from Shillong and from Tura to various locations needs mention as the installation will be done in various locations (mostly remote areas) of the state of Meghalaya.

4. Bid Submission

Steps to be followed for submission of bid:

1. The bid shall be submitted in two parts, the Technical Bid & the Price Bid.
 - i. **The Technical bid** must be sealed in another envelope marked as “Technical Bid” and shall contain the following:
 - The bidder should supply the machines as per the technical specifications mentioned in Annexure I. Further the technical proposal documents can be attached as mentioned in the Section 3.2.1
 - The bidder should duly fill and sign and complete the ‘Letter of Technical proposal’ annexed in **Annexure II**
 - The bidder should have details as per **Annexure-III**, duly filled in, signed, and complete in all respects. No alteration/modification in the format shall be permitted.
 - A self-declaration that the tenderer has not been blacklisted by any State Government/ Central Govt. / PSU in India as per **Annexure IV**.
 - Audited balance sheet and profit & loss account along with a copy of the acknowledgment of Income Tax return of last three consecutive financial years from last 4 years along with **Annexure III** duly filled in, signed, and complete in all respects
 - ii. The Price bid shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per Annexure II duly completed in all respects.
 - iii. The rate quoted should be inclusive of GST. No extra cost will be borne towards the transport of goods except otherwise specified in section 3.5 of the document. No price increase on account of change in tax structure, duties, levies, charges, etc. shall be permitted.
 - iv. The two separate envelopes containing technical bid and price bid should be sealed in one envelope and should be addressed as per the tender schedule super-scribed as **“Tender for empanelment of agencies for installation & commissioning of arecanut processing machines in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)”**.

5. General Terms and Conditions of the Bid

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

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

and serially numbered and a page marked.

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

Annexure I - Technical Specifications

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

Technical Specification for 2 belt De-husking machine

S No	Item/Parameter	Specification
1	Throughput capacity	115 kg/h
2	Mechanism	Gear or Belt mechanism
3	Pulley	Made of Cast iron
4	Conveyor assembly	Mild steel
5	Blade	Spring Steel with thickness of 1.5mm or above
6	Chassis	Mild Steel with thickness of 1.5mm or above
7	Shaft mounting plate	Mild Steel
8	Vibrator assembly	Stainless steel
9	Shafts	Mild steel/Stainless steel
10	Bushes	Mild steel
11	Trays	Stainless steel with thickness of 1.2mm or above
12	Motor	Crompton Greaves 1 HP

Technical Specification for polisher machine

S No	Item/Parameter	Specification
1	Processing capacity (Mention the amount that can be processed in an hour)	150kg per hour of half peeled green arecanut
2	Motor	Crompton Greaves 2 HP
3	Body	Mild steel
4	Chassis	Mild steel
5	Drum	Stainless steel
6	Trays	Stainless steel with thickness of 1.6mm or above
7	Blades	Spring steel

Materials Warranty

Material Warranty is defined as: The manufacturer should warrant the arecanut processing machines to be free from the defects and/or failures specified below for a period not less than one (1) year (one season of arecanut processing) from the date of sale to the original customer ("Customer")

- Defects and/or failures due to manufacturing.
- Defects and/or failures due to quality of materials
- Non-conformity to specifications due to faulty manufacturing and/or inspection processes.

If the machines fail to conform to this warranty, the manufacturer will repair or replace the solar module(s), at the Owner's sole option.

Annexure II: Letter of Technical Proposal

To,
Chief Executive Officer,
Meghalaya Basin Management Agency,
Shillong –
Meghalaya-793003

Date:

Sub: Tender for empanelment of agencies for installation, commissioning & maintenance of arecanut processing machines in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFE dated_____for the above captioned project, and clarification issued by MBMA thereof, We_____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as _____ . The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. We shall make available to the MBMA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. We acknowledge the right of the MBMA, to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

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

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

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

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

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

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

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

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

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

Yours faithfully,

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

Annexure III: Details of the Organization

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

Signature of the bidder and address with seal

Date:

Annexure IV – Document Enclosure form

Sl.No.	Description	Whether the Document is enclosed or not	Page No. From and to
1	Details of Organization as per Table –I	YES/NO	
2	Copies showing the legal status, places of registration and principal place of business of the firm	YES/NO	
3	Copies of GST registration and GST returns filled in the last 2 financial years	YES/NO	
4	Copies of income tax registration and income tax returns filled in the last 2 financial years	YES/NO	
5	Technical proposal with relevant self-declarations, copies of certifications, purchase orders and servicing plan with charges.	YES/NO	
6	Acceptance to give 1 year warranty (one season of arecanut processing) towards manufacturing defects.	YES/NO	
7	Address of the nearest official Service Centre of the company.	YES/NO	
8	Letter of declaration to confirm that the bidder has not been blacklisted by any State Government/ Central Govt. / PSU in India	YES/NO	
9	BID security in the form of cheque or DD from a Nationalized Bank drawn in favor of “The Chief Executive Officer’ Meghalaya Basin Management Agency; Shillong, Meghalaya” for a value of Rs. _____	YES/NO	

I abide by all the above terms & conditions.

SIGNATURE OF THE BIDDER and with office Seal

PLACE:

DATE:

Annexure V - PRICE SCHEDULE

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

Price Schedule for Tender for empanelment of agencies for installation, commissioning & maintenance of arecanut processing machines in various locations of the State of Meghalaya, under the Meghalaya Basin Management Agency (MBMA) rates quoted by the bidder:

- I. The rates should be mentioned item wise clearly both in words and figures
Item-wise details of rates quoted.
- II. Rates should be inclusive of GST.
- III. Rates should include an average transportation cost for logistics/supply of solution category in the region of operation of the bidder. It shall include per km rate for delivering to the installation sites from Tura/Shillong.

CONDITIONS:

1. If our tender is accepted, we hereby undertake to abide as per the stipulated Terms and Conditions to supplier and supply, installation, and maintenance of arecanut processing machines
2. We agree to abide by this tender and if the work is awarded to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of corruption act 1988".
3. We understand that you are not bound to determine the price based on the lowest offer that MBMA may receive.
4. We accept that all disputes between parties will be adjudicated by a competent court in Shillong, Meghalaya, India.

Line Item	Description of Goods	Qty	Unit Cost	Total Cost of Systems
Lot#1	Installation, commissioning & maintenance of arecanut processing machines			

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

Dated this..... day of..... 2022

Signature

(Name and Address of the Tender with seal)

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