

RFP: Supply, Installation, Commissioning of Machineries for the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya



REQUEST FOR PROPOSAL

FOR

Supply, Installation, Commissioning of Machineries for the setting up of Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya

RFP No.: MBMA/CDP/2025/59/96

Date: 29th April, 2025

Meghalaya Basin Management Agency (MBMA)

Procurement Division (CDP)

C/o Meghalaya State Housing Financing & Cooperative Society,

Upper Nongrim Hills, Shillong, Meghalaya, India - 793003

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1 Executive Summary

1.1 Background

The Meghalaya Basin Management Agency (MBMA), which is a non-profit company, incorporated under the Planning Department, Government of Meghalaya is selected as implementing agency for implementing *the Cluster Development Programme - Turmeric cluster in West Jaintia Hills, Meghalaya*. MBMA is implementing **Integrated Verticals** which includes the following:

- (i) **Pre-production & Production,**
- (ii) **Post Harvest Management and Value addition and**
- (iii) **Logistics, Marketing and branding**

Meghalaya's Lakadong turmeric is one of the finest varieties of turmeric in the world and is grown exclusively in the West Jaintia Hills region, with significant involvement of women farmers and entrepreneurs in its cultivation and processing. Over 13,000 women farmers and collectives from 124 villages are engaged in the cultivation of this miracle spice.

Lakadong Turmeric is well-known for having high curcumin content owing to the favorable soil and climatic conditions of the region surrounding the villages and the tender care given to the crop by the farmers. Due to its pronounced nutritional and health-aiding benefits, it is widely sought after for use in food, pharmaceutical, and cosmetic industries. Despite the immense potential, the farmers faced multiple challenges in terms of unavailability of planting materials, inadequate storage facilities, weak processing infrastructure, presence of multiple intermediaries, and limited access to finance. All these led to low price realization for the farmers. To bring about positive changes in the value chain of Lakadong Turmeric, the Government of Meghalaya has taken up a holistic value-chain approach for enhancing farmers' access to information, building their capacities, enabling technology adoption, and strengthening post-harvest and processing infrastructure to enhance farmers' income and make a just transition towards a more equitable and sustainable income generation option for the turmeric farmers of the State. The initiative recognizes the engagement and role of women farmers in the Lakadong Turmeric's value chain and has laid much emphasis on empowering them through various interventions for their upliftment.

1.2 Objective

This document is a Request for Proposal (RFP) for **Supply, Installation, Commissioning of Machineries for the setting up of Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya.**

The objective of setting up of Integrated Pack House is to have facilities for conveyer belt system for, sorting and grading, washing, slicing, drying, weighing and packaging for turmeric within the Cluster.

2 Invitation to the Bid

2.1 Issuer

The Meghalaya Basin Management Agency (hereinafter referred to as 'MBMA') invites proposals for the Engagement of an Agency for Engagement of an Agency for **Supply, Installation, Commissioning of Machineries of the setting up of Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya** as per the scope of the Bid.

2.2 Address for Bid Submission & Correspondence

Chief Executive Officer
Meghalaya Basin Management Agency (MBMA)
Procurement Division (Cluster Development Programme)
C/o Meghalaya State Housing Financing & Cooperative Society,
Upper Nongrim Hills, Shillong, Meghalaya, India – 793003

2.3 Key Events, Dates and Important Information

Sl.No.	Event/Information	Details
1	RFP Ref No.	RFP Reference No.: MBMA/ CDP/2025/59/96
2	RFP Publication Detail	The tender form can be seen and downloaded from the website https://mbda.gov.in & https://mbma.org.in
3	Date of Publishing of Bid	29 th April 2025
4	Last Date & Time of Receiving Queries	12 th May 2025, before 15:00 IST

5	Pre-Bid Meeting	20 th May 2025, 15:00 IST
6	Place of Pre-bid meeting	Procurement Division (Cluster Development Programme) C/o Meghalaya State Housing Financing & Cooperative Society, Upper Nongrim Hills, Shillong, Meghalaya, India - 793003 or Online meeting (meeting link will be shared based in request through email to: cdpprocurement.mbma@gmail.com
6	Last Date and Time for Submission of Bid	30 th May 2025, 15:00 IST
7	Date and Time of Opening Technical Bids	30 th May 2025, before 15:30 IST
8	Date & Time for opening of commercial bids	To be notified later only to technically qualified bidders
9	Bid Validity Period	180 days from the last date for submission of bids.
11	EMD Amount	Rs 8,50,000/- Exempted for Micro & Small Enterprises under MSME Vendors (Certificate Copy need to provided)
13	Performance Bid Security (PBG) Amount	5% of the contract value (if advance payment is not taken)
14	Contact person (Phone No.)	9233775404 / 9774666353
15	Contact email	cdpprocurement.mbma@gmail.com & cdpmbma@gmail.com

2.4 Distribution of RFP Document

The RFP document can be downloaded from <https://mbda.gov.in> & <https://mbma.org.in> portal free of cost.

2.5 Pre-Bid Conference

The MBMA shall organize a Pre-Bid Conference on the scheduled date and time in the Conference Hall of MBMA. MBMA may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Bid Conference. The decision of the MBMA regarding acceptability of any suggestion shall be final and shall not be called upon to question under any circumstances. The prospective bidders shall submit their questions in writing not later than date and time indicated under section 2.3 above. It may not be possible at the Pre-Bid Conference to answer questions which are received late. However, prospective Bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective Bidders (by way of hosting amendments/clarifications on the website i.e., at <https://mbda.gov.in> & <https://mbma.org.in> The prospective participants have to inform MBMA on the email id mentioned in Section 2.3 for attending the pre-bid conference.

2.6 Amendment of RFP Document

At any time before the deadline for submission of Bids, MBMA may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding document by amendment. All the amendments made in the document would be published on the website <https://mbda.gov.in> & <https://mbma.org.in> The Bidders are also advised to visit the website on regular basis for checking necessary updates. MBMA also reserves the right to amend the dates mentioned in clause 2.3 of this bid document.

2.7 Deadline for submission of Proposal

The Bid proposals should be submitted as per the date and time specified in section 2.3 of this document.

3 Eligibility Criteria

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity and volume of the work involved, the following criteria are prescribed as Pre- Qualification Criteria for Bidder interested in undertaking the project. The Bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the required support services sought by MBMA. The Bids must be complete in all respect and should cover the entire scope of work as stipulated in the RFP document. The invitation to Bid is open to all Bidders who qualify the eligibility criteria as given below:

3.1 Pre-Qualification Criteria

Sl. No.	PQ Criteria	Documents required
1	The Bidder should be a Company registered under the Companies Act, 1956/ Proprietary Firm / Partnership Firm	(Certificate of incorporation/certificate for commencement of business/other relevant documentary proof should be submitted)
2	Attested copy of Company's PAN, GST and ITR details. If registered under MSME kindly provide the MSME Certificate.	Documentary proofs should be submitted
3	Average Annual Turnover of the bidder during last three financial years 2022-23, 2023-24 and 2024-25 should be more than 1 crore	Copy of the CA certificate of the company showing the same should be submitted
4	The applicant firm must have positive net worth as on 31 st March 2025	Copies of CA certificate for the last three financial years.
5	Letter of authorization from OEM	Letter from the OEM
6	Past experience of the organization in supply, installation, commissioning of Integrated Packhouse related machineries.	Copy of Work Order and Completion Certificate of at least two projects of similar nature.
7	Applicant must submit their proposal as per the BOM stipulated in the RFP Document	Self-declaration of the same
8	The bidder should not be blacklisted by any Government department/PSUs/Private sector	Self-declaration of the same
9	Earnest Money Deposit	Demand Draft/Bank Guarantee

3.2 Technical Part

Only bidders meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of the firm shall be based on the following technical criteria

Sl. No.	Evaluation Parameter	Max Marks	Details
1	Past experience of the organization in supply, installation, commissioning & comprehensive maintenance of machineries as per Bill of Materials - or similar equipment	10	More than 5 years = 10 marks More than 3 years and less than 5 years= 5 marks More than 1 to 3 years = 3 marks
2	Empanelled with Govt. Department/ Ministry (State/ Central)	5	Yes= 5 marks, No = 0 marks
3	Financial strength of the bidder	15	Average annual turnover of the bidder in the last 3 financial years (2022-23, 2023-24 & 2024-2025). More than 1 Cr to 2 Cr. = 5 marks More than 2 Cr. To 3 Cr. = 10 marks More than 3 Cr = 15 marks CA certificate/ Audited Balance Sheet to be furnished in this regard.
4	Availability of qualified Manpower for installation, commissioning & maintenance Documentary evidence with regards to the desired qualification of the proposed team along with their relevant experience in the field.	10	Having technical manpower of 10 or more = 10 marks 5 or more = 5 marks Less than 5 = 2 marks Less than 3= 0 marks
5	Minimum no. of purchase orders / work order received each year, for equipment during last 3 years (to be substantiated by providing copies of Purchase Orders/ Work Order etc.)	10	Five and Above purchase orders received = 10 marks Four purchase orders = 8 marks Three purchase orders = 5 marks Two purchase orders = 3 marks
6	Single order value with in last 3 Years. in supply, installation, commissioning & comprehensive maintenance of machineries as per Bill of Materials -	10	Order value more than 1.5 Cr = 10 marks Order value more than 1 Cr Lakhs less than 1.5 Cr = 7

	or similar equipment		marks Order value more than 70 Lakhs less than 1 Cr = 5 marks Order value more than 40 Lakhs less than 70 Lakhs = 3 marks Order value less than 40 Lakhs = 0 marks
7	Warranty of minimum 3 years against manufacturing defects & Availability of spare parts	10	5 years & above warranty = 10 marks Upto 5 years warranty = 7 marks Upto 3 years warranty = 5 marks
8	Support for repair/servicing / maintenance of the machineries after warranty period	10	If Available within in Shillong / Jowai/ North East = 10 marks, if Other State/Location = 5 marks else 0 marks
8	Process Flow Chart & Videos of the Machineries Note- A presentation will also be conducted physically / virtually during the technical evaluation where the applicant has to present its technical strength with project deliveries and the proposed team member must be present for interaction	20	Marks will be allocated as per the compliance and specifications of the machines upto a maximum of 20 marks

**Minimum qualifying marks is 70 for opening of Financial Bid*

3.3 Financial Part

The evaluation will be done through the QCBS method only for the bidders who are technically qualified as per the minimum passing score of 70 marks. The bidders need to provide the financial quotation as per the bill of materials specified in **Section 5: Bill of Materials** no extra cost/payment will be done by MBMA other than the amount that is quoted by the bidder.

4 Scope of Work

A modern integrated pack-house unit enables small lot sourcing of horticulture produce, and should be built close to farming area. The unit capacity of an integrated pack-house for turmeric is considered at 1 MT per day for fresh turmeric and is considered for output from 250 kgs/hour sorting grading line, running for 8 hours a day. The dry output material after slicing and dehydrating is considered at 200 kgs per day.

A minimum area of 9 x 18 meters is the indicative enclosed area for each pack-house. Each pack-house should have minimum equipment to facilitate the basic sorting and grading. Additionally washing, drying and weighing equipment can also be installed so that product is readied for packaging. Facility for conveyer belt will incorporate in the washing line and sorting grading line before feeding to the slicing machine.

The machines component of “One Integrated Pack-house” includes:

- 1. Turmeric Washer & Peeler - 1 Nos:** Washing of freshly harvested turmeric with high quality brushes for removing of dirt.
- 2. Inspection Conveyor - 1 Nos:** One conveyor belt to be incorporated from the pile of washed rhizomes to the Slice Machine. Inspection Conveyor Belt system allows working personnel to selectively pick and choose produce for next activity.
- 3. Slicing Machine- 1 Nos:** For slicing of turmeric uniformly.
- 4. Hot Air Batch Dryers Machine- 2 Nos:** Mechanical Batch Dryer with Chamber SS 304 food grade and input capacity of 500 kg per batch.
- 5. Pulverizing Machine- 1 No:** for production of powdered turmeric.
- 6. Packaging Machine- 1 No each:** Packaging of turmeric using, Bag sewing machine and Band Sealer Machine
- 7. Weighing Machine- 1 No** with capacity upto 200 kgs.
- 8. Heavy Duty Foldable Platform Trolley - 2 Nos** Upto 300 Kgs

MBMA is thus looking for engaging an agency that can provide services to MBMA related to the **Setting up of Integrated Pack House for Six (6) Nos.** Broad scope of work is listed below:

- a) Supply, installation, commissioning and on time delivery of the machineries and other mentioned tools and equipment as per sites requirement.
- b) Establishment of a repair/service center in Shillong/ Jowai.
- c) All machines should be assembled in a production line for efficient and effective operation of the unit.
- d) In case of any defective parts of the machineries and other mentioned tools and equipment the supplier shall replace the defective part or the whole machine completely without any additional cost.
- e) Minimum 1 week training and capacity building need to be provided to the operators about the operation of machines.
- f) Technical support shall be provided to the project staff & operators for minor and major repairs of machineries and other mentioned tools and equipment and other associated components.
- g) Complete delivery of machineries and other mentioned tools and equipment at sites.
- h) Complete installation of the machineries and other mentioned tools and equipment and its components as per the requirement.
- i) Pamphlets on complete instructions/information about the product
- j) Annual maintenance and assistance for 5 years including 3 years of warranty and as per standard manufacturing terms & conditions.
- k) 6 units of Integrated Packhouse to be set up at 6 sites. Below details BOM is for 1 unit of Integrated Packhouse.
- l) Supply order will be issued for Setting up of 2 units of the Integrated Packhouse initially. After the completion of the scope i.e. installation, commission and along with final report, the balance order for setting up of remaining 4 units of Integrated Packhouse will be issued by MBMA based on the overall performance.
- m) Additional units of machinery may be ordered based on the effective performance of the procured equipment. In the future, for any additional items, we will place orders for the specific item (Lot#) at the rates submitted in the financial bid.

5 Bill of Material (BOM)

Lot#	Machinery	Specification	Qty
Lot#1	Turmeric washer and peeler	<ul style="list-style-type: none"> Capacity of Machine: Minimum 250 kgs /hrs Motor: Minimum 2 HP, single phase Wet peeling Construction: Stainless Steel MOC- contact part food grade SS304 High quality brushes for peeling and washing Power: 2 KW 	1 Nos
Lot#2	Conveyor Belt	<ul style="list-style-type: none"> Conveyor with waste disposal chutes Conveyor belt fabricated with SS304 Dimension: 4000X600X1100 mm 1 HP Motor MOC- contact part food grade SS304 Power: 0.75 KW 	1 Nos
Lot#3	Slicing Machine	<ul style="list-style-type: none"> Adjustable thickness of Slices from 3mm to 8mm 1 HP motor Capacity of Machine: 250-300 kg/hr MOC- contact part food grade SS304 Power: 0.75 KW 	1 Nos
Lot#4	Pulveriser	<ul style="list-style-type: none"> Machine with big inlet system that enables large input quantity. Stainless steel Body for an aesthetic look and easy cleaning. 7.5 HP motor Capacity of Machine: 80-90 kg/hr MOC- contact part food grade SS304 Power: 5.7 KW 	1 Nos
Lot#5	Stitching Machine	<ul style="list-style-type: none"> Bag closer sewing machine Closing Speed: 5-8 sec/bag Type: Double Needle Bag closer Features: Double Stitch 3.5 stitches/inch (25.4mm) fixed length Stiches: 3.5 stitches/inch Length: 25.4mm (fixed) 	1 Nos
Lot#6	Weighing Machine	<ul style="list-style-type: none"> Digital Weighing Machine Capacity: 200 Kgs Licence need to be provided from dept of 	1 Nos

		metrology	
Lot#7	Band Sealer Machine	<ul style="list-style-type: none"> • Semi-Automatic • Capacity: upto 3Kg pouch • Phase: 1 Phase • Body Material: MS Powder coated • Sealing Width: 8-10 mm • Dimensions: 840x 380x 550 mm • Voltage (V/Hz): AC 220/50 110/60 • Power (W): 600 • Sealing Speed (m/mm): 0-12(0.16) 	1 Nos
Lot#8	Heavy Duty Foldable Platform Trolley	<ul style="list-style-type: none"> • Material: Iron Core Rubber Castor Wheels 5 inches • Type of Product: Foldable Platform Trolley • Capacity: 300 Kg • Gross Weight: 13 Kg • Dimension: 920x650x200 mm 	2 Nos
Lot#9	Hot Air Batch Dryers Machine	<ul style="list-style-type: none"> • Capacity 500 kgs Input per batch with SS wire mesh • Camber: food grade SS304 • Processing time upto 12 hours sliced turmeric • Control System: Automatic • Air flow system: Two way • Fuel Type -Biomass • MOC- contact part food grade SS304 • Motor HP: 5 HP 	2 Nos
Lot#10	PVC Curtain 3.6M X 3.2M (L X H)	<ul style="list-style-type: none"> • Transparent PVC Strip Curtain with 3mm thickness • Sliding Strip Curtain 	1 Nos

- **KINDLY SHARE BROCHURE OF ALL ITEMS FOR TECHNICAL VALIDATION.**
- **BIDDER SHOULD BID FOR ALL LOT#.**

6. Instruction to the Bidders

6.1 Procedure for Submission of Bids

Technical Bid (Envelope 1): The documents comprising of the pre-qualification documents and technical documents need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Technical Bid for Supply, Installation, Commissioning of Machineries of the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya. “**

Financial Bid (Envelope 2): The documents comprising of the financial bid need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Financial Bid for Supply, Installation, Commissioning of Machineries of the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya. “Do not open before date and time of opening of financial bid**

Main Envelope: The Technical envelope (**envelope 1**) and financial envelope (**envelope 2**) should be put into a single envelope which is properly sealed and marked as **“Proposal for Supply, Installation, Commissioning of Machineries of the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya. “Do not open before date and time of opening of technical bid**

The proposal should be submitted to:

**Chief Executive Officer,
Meghalaya Basin Management Agency (MBMA)
Procurement Division (CDP)
C/o Meghalaya State Housing Financing & Cooperative Society,
Upper Nongrim Hills, Shillong, Meghalaya, India - 793003**

6.2 Authentication of Bid

The response Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A letter of authorization shall be supported by a written Power-of-Attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialled and stamped by the person or persons signing the Bid.

6.3 Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

6.4 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid including cost of presentation for the purposes of clarification of the Bid, if so desired by the MBMA. MBMA will in no case be responsible or liable for those costs, regardless of the outcome of the Tendering process.

6.5 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and MBMA, shall be written in English language. Any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by a duly attested English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern

6.6 Documents Comprising the Bids

The Bid prepared by the Bidder shall comprise the following components. The Bids not conforming to the requirements shall be summarily rejected.

In support of eligibility, a Bidder must submit the following documents (besides the other requirements of the tender), original copies or attested copies, as the case may be, in the absence of which the Bid will be rejected.

Technical Bid:

1. Section 8: Format 1 - General Information about the Bidder
2. Section 8: Format 2 - Declaration Regarding Clean Track Record
3. Section 9: Format 1 - Technical Bid Letter
4. Section 9: Format 2 - Deviations from Tender: Technical Bid
5. Section 9: Format 3 - Project Experience Details
6. EMD
7. Section 11: Annexure - I: Bidding Document Acknowledgement Form
8. Section 11: Annexure - II: Proforma of Bank Guarantee towards Performance Security
9. Bidders' compliance as per Section 5: Detail Technical Specifications

Financial Bid

The Commercial Bid, besides the other requirements of the Tender, shall comprise the following:

- Filled Bill of Quantity with price quotation – **Section 10: Format for Response to tender: Financial Bid**

6.7 Bid Prices

The Bidder shall prepare the Bid based on details provided in the Tender Document. It must be clearly understood that the scope of work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the MBMA. The Bidder shall carry out all the tasks in accordance & due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender Document.

6.8 Firm Prices

Prices quoted in the Bid must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, the MBMA reserves the right to negotiate the prices quoted in the Bid to effect downward modification.

6.9 Bid Currency

Prices shall be quoted in Indian Rupees (INR)

6.10 Bid Security (Earnest Money Deposit)

The EMD amount is to be paid through DD/BG in favour of **M/S MBMA CDP ESCROW A/C**. The EMD of the unsuccessful bidder will be returned within 30 days from the issuance of work order to the successful bidder. However, the EMD of the successful bidder will be adjusted against the performance security.

6.11 Bid Validity Period

Period of Validity of Bids shall remain valid for 180 days after the date of opening of Bids prescribed by the MBMA. A Bid valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Bid by the Bidder shall remain valid for the project period. Extension of Period of Validity in exceptional circumstances, MBMA

may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing.

6.12 Withdrawal of Bids Written Notice

The Bidder may withdraw its Bid after the Bid submission, provided that MBMA receives written notice of the withdrawal, prior to the last date prescribed for receipt of Bids. The Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions said earlier. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, post marked not later than the last date for receipt of Bids.

6.13 Evaluation of Pre-Qualification Bid, Technical Bid and Commercial Bid

- A two-stage procedure will be adopted for evaluation of bids, with the pre-qualification (as per pre-qualification criteria) and technical evaluation at the first stage and financial evaluation at second stage.
- Technical bids will be evaluated as per technical bid evaluation criteria and a technical score will be given to the technically qualified bidders.
- The commercial Bids of only the technically qualified Bidders will be opened and evaluated as per specified criteria.
- Conditional Bids are liable to be rejected.

The evaluation process of the Tender, proposed to be adopted by MBMA is indicated under the clauses 6.14, 6.15, 6.16 and 6.17. The purpose of these clauses is only to provide the Bidders an idea of the evaluation process that MBMA may adopt. However, MBMA reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Bidders of any such change.

6.14 Evaluation of Pre-Qualification Bid

- Bidders need to fulfil all the pre-qualification conditions mentioned in 3.1 Pre-Qualification Criteria and section 6.6 of the RFP. MBMA will examine the Bids to determine whether they are complete, whether the Bid format conforms to the Tender requirements, whether any computational errors have been made, whether required EMD have been submitted, whether the documents have been properly signed, and whether the Bids are generally in order.
- A Bid determined as not substantially responsive will be rejected by MBMA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

- The MBMA may waive any informality or non-conformity or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- The MBMA may at any point of time ask clarifications from the Bidders for getting more clarity of the proposal received. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.

6.15 Evaluation of Technical Bid

Technical Proposal will be evaluated on the basis of parameters mentioned above. 70% of weightage shall be given to the technical proposal and 30% to financial proposal. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration. Based on the marks obtained during the technical evaluation a QCBS Grading System will be followed

QCBS Grading System

Grade	Range	Marks	Grade	Range	Marks
Outstanding	91-100	100	Fair	41-50	50
Excellent	81-90	90	Average	31-40	40
Very Good	71-80	80	Below Average	21-30	30
Good	61-70	70	Poor	11-20	20
Very Fair	51-60	60	Very Poor	1-10	10

The Technical Marks obtained will be converted to Technical Score (TS) based on the Grading system.

6.16 Evaluation of Financial Bids

Financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (FS). For financial evaluation, the total cost excluding GST given in the Financial Proposal will be considered. The Evaluation Committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest financial bid (LFB) will be given a financial score (FS) of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times LFB / F \text{ (F = amount of Financial Proposal or Quoted Amount)}$$

6.17 Criteria for Final Evaluation of Bids

Proposals will finally be ranked according to their combined technical score (TS) and financial scores (FS) scores as follows:

$$CS = TS \times Tw + FS \times Fw$$

Where CS is the combined score, and Tw and Fw are weights assigned to Technical Score and Financial Score that shall be 0.70 and 0.30 respectively. The selected Firm shall be the first ranked agency (having the highest combined score). The second ranked agency may be allowed the contract if the first ranked firm withdraws or fails to comply with the requirements as the case may be but at the rate of quoted by the firm ranked one

6.18 Rectification of Errors

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail.

Note: In any other case of discrepancy, MBMA reserves the right to pick the value which it considers as beneficial to the Government.

6.19 Contacting the MBMA

Contact by Writing: No Bidder shall contact MBMA on any matter relating to its Bid, from the time of Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of MBMA, it should be done in writing.

Rejection of Bid: Any effort by a Bidder to influence the MBMA in its decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's Bid.

6.20 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, Bids may be rejected under following circumstances:

Pre- Qualification Rejection Criteria:

- Bids submitted without or with improper EMD.
- Bids which do not conform to unconditional validity of the Bid as prescribed in the Tender.
- Pre-Qualification Bid containing commercial details.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any effort on the part of a Bidder to influence the Bid evaluation, bid comparison or contract award decisions.
- Bids received by MBMA after the last date prescribed for receipt of Bids.
- Bids without signature of person (s) duly authorized on required pages of the Bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Failure to furnish proofs for information provided.

Technical Rejection Criteria:

- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the RFP Document or submission of a Bid not substantially responsive to the Tender Document in every respect.
- Failure to furnish proofs for information provided.

- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidders not complying with the Technical and General Terms and conditions as stated in the RFP Documents other than the deviations.
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work of this tender.
- If the Bid does not confirm to the timelines indicated in the Bid.

Commercial Rejection Criteria:

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price Bid format.
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

6.21 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. MBMA will not take any responsibility towards this. However, MBMA may provide necessary assistance, wherever possible, in this regard.

6.22 Income Tax Liability

The Bidder will have to bear all Income Tax liability both corporate and personal tax.

6.23 GST Liability

The Bidder will have to bear all GST.

6.24 Performance Security

- The successful bidder should submit 5% of the contract value or 110% (if advance amount is taken) as a performance security valid for a period of 8 Months.
- Performance security will be return after completion of contract within 3-5 months.

7. General Conditions of Contract

7.1 Ownership of Equipment

The MBMA shall own all the equipment, Licenses and any solution supplied by the Bidder arising out of or in connection with this Contract.

7.2 Payment

The payment will be made within 30 days from the date of receipt of the original invoice by MBMA

7.3 Payment Terms & Schedule

Sl. No.	Payment Deliverable	Payment Percentage
1	Advance payment on Signing of Contract against Bank Guarantee of 110% of the advance amount, which should be valid for a minimum period of 12 months.	20% of the contract value
2	On successful delivery of machinery, tools & equipment.	50% (if advance taken) or 70% of the contract value
3	On Successful installation and commissioning of machineries	20% of the contract value
4	Final acceptance test report from the MBMA	10% of the contract value

7.4 Delivery Schedule & Address

All the deliverables as per the scope of work should be completed **within 4 months (120 days)** from the date of issue of work order/signing of contract.

Material Delivery, Installation & Commission Address

1. Saphai Village- Laskein C & RD Block
2. Barato Village - Laskein Block C & RD Block
3. Laskein Village - Laskein Block C & RD Block
4. Thadmuthlong Village - Laskein Block C & RD Block
5. Thadmuthlong Village - Laskein Block C & RD Block
6. Mulieh Village - Laskein C & RD Block

West Jaintia Hills, Pincode - 793150, Meghalaya

7.5 Penalty

Delay in Weeks	Penalty
Up to 1	1% of the Work Order amount
Up to 2	2% of the Work Order amount
Up to 3	3% of the Work Order amount and so on
Up to 10	10% of the Work Order as maximum penalty

7.6 Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. MBMA will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

8. Format for Response to the Tender

This section provides the outline, content and the formats that the Bidders are required to follow in the preparation of the proposals

8.1 Format 1 - General Information about the Bidder

Details of the Bidder (Company)				
1	Name of the Bidder			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company		Date:	
			Ref. #	
5	Details of Commencement of Business		Date:	
			Ref. #	
6	Valid Goods and Service Tax (GST) registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
13	Financial Details (as per audited Balance Sheets) (in crore)			
14	Year	2022-2023	2023-2024	2024-2025
15	Net Worth			
16	Turn Over in INR			

8.2 Format 2 - Declaration Regarding Clean Track Record

To
Chief Executive Officer,
Meghalaya Basin Management Agency,
C/o Meghalaya State Housing Financing Cooperative Society,
Nongrim Hills, Shillong- 793003

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding **Engagement of an Agency for Supply, Installation, Commissioning of Machineries for the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya**. I hereby declare that my company has not been debarred/black listed by any Government/Semi-Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

9. Format for Response to Tender: Technical Bid

9.1 Format 1 - Technical Bid Letter

To
Chief Executive Officer,
Meghalaya Basin Management Agency,
C/o Meghalaya State Housing Financing Cooperative Society,
Nongrim Hills, Shillong- 793003

Subject: Engagement of an Agency for Supply, Installation, Commissioning of Machineries for the setting up of the Integrated Pack House under Cluster Development Programme, National Horticulture Board, West Jaintia Hills Cluster, Meghalaya.

Reference: RFP No:<RFP Reference Number>Dated <dd/mm/yyyy>

Sir,

We, the undersigned Bidder, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number>Dated <dd/mm/yyyy>along with the following:

1. Earnest Money Deposit (EMD)

We have submitted EMD for the sum of Rs...../- (Rupees only). This EMD is liable to be forfeited in accordance with the provisions of RFP.

2. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

- Statement of Deviations from Tender Terms and Conditions is as specified in General Terms and Conditions

Further, we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

3. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form prescribed in the RFP.

4. Bid Validity Period

We agree to abide by this Bid for a period of 180 days after the date fixed for Bid opening or for any further period for which Bid validity has been extended and it shall remain binding upon us and Bid may be accepted at any time before the expiration of that period.

We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

We understand that our Bid is binding on us and that you are not bound to accept a Bid you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

9.2 Format 2 - Deviations from Tender: Technical Bid

The given format should be followed while marking out the deviations from Tender terms and conditions:

Sl. No.	Section No.	Clause No.	PageNo.	Statement of deviations and variations.	Remarks
1					
2					
3					
4					
5					
6					

9.3 Format 3 - Project Experience Details

Sl. No.	Item	Details
General Information		
1	Customer Name/Government Department	
2	Name of the Contact Person and Contact details for the project	
Brief description of scope of project		
Size of the project		
3	Contract Value of the project (in crore)	
4	Capital Expenditure involved (by the govt./ client)	
5	Total cost of the services provided (by the Bidder)	
6	Please provide copies of Work Order or Certificate of Completion.	
Project Details		
8	Name of the project	
9	Start Date and End Date	
10	Current Status (work in progress, completed)	
11	Contract Tenure	
12	No. of locations	
13	Man-month effort involved	
14	Type of Project	
15	Solution architecture deployed & core Components	
16	Scope	
17	Any other necessary information	

10. Format for Response to tender: Financial Bid

Sl. No	Machine Name	Quantity	Unit Price	GST	Total Price
1	Turmeric washer and peeler	1 Nos			
2	Conveyor Belt	1 Nos			
3	Slicing Machine	1 Nos			
4	Pulveriser	1 Nos			
5	Stitching Machine	1 Nos			
6	Weighing Machine	1 Nos			
7	Band Sealer Machine	1 Nos			
8	Heavy Duty Foldable Platform Trolley	2 Nos			
9	Hot Air Drying Machine	2 Nos			
		Quantity	Unit Price	GST	Total Price
	Installation & Commissioning Charges				
	Transportation Charges				
	AMC Charges for 1 Year or 5 Year after warranty				
	Any other Charges- add new rows and update the details				
Total cost of the contract including GST for 1 Unit					
Total cost of the contract including GST for 6 Units					

* The Financial quotation provided here will be considered as final and no further changes and extra charges are permitted and will not be considered for payment.

11. Annexure

11.1 Annexure - I: Bidding Document Acknowledgement Form

Dated:

To
Chief Executive Officer,
Meghalaya Basin Management Agency,
C/o Meghalaya State Housing Financing Cooperative Society,
Nongrim Hills, Shillong- 793003

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of Annexure (along with their Appendices) enclosed to the "Invitation for Bid" pertaining to providing of _____ services against tender no..... .

We have noted that the closing date for the receipt of the tender by the MBMA is _____ at <> hrs. (IST) and opening at _____ hrs. (IST) on the same day.

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of the MBMA and that the said documents are to be used only for the purpose intended by the MBMA.

Our address for further correspondence on this tender will be as under:

Tel. No:

Fax. no: Telephone no:

Personal attention of:

(if required)

Yours faithfully,

(Bidder)

Note: This form should be returned along with offer duly signed

11.2 Annexure - II: Proforma of Bank Guarantee towards Performance Security

PERFORMANCE GUARANTEE

Ref. No. _____ Bank Guarantee No _____

Dated _____

To
Chief Executive Officer,
Meghalaya Basin Management Agency,
C/o Meghalaya State Housing Financing Cooperative Society,
Nongrim Hills, Shillong- 793003

Dear Sir,

In consideration of Meghalaya Basin Management Agency, Govt. of Meghalaya, having its office at Nongrim Hills, Shillong- 793003, Meghalaya (hereinafter referred to as 'MBMA', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) after receipt of the work order dated with M/s _____ having its _____ registered/head office at _____ (Hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and MBMA having agreed that the CONTRACTOR shall furnish to MBMA a performance guarantee for Indian Rupees.....for the faithful performance of the entire CONTRACT.

1. We (name of the bank) registered under the laws of having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rupees. (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by MBMA on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these

- presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by MBMA in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.
2. The Bank also agrees that MBMA at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that MBMA may have in relation to the CONTRACTOR's liabilities.
 3. The Bank further agrees that MBMA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time-to-time exercise of any of the powers vested in MBMA against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of MBMA or any indulgence by MBMA to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
 4. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of MBMA under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till MBMA discharges this guarantee in writing, whichever is earlier.
 5. This Guarantee shall not be discharged by any change in our constitution, in the constitution of MBMA or that of the CONTRACTOR.
 6. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
 7. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.

8. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rupees (in figures) (Indian Rupees (in words)) and our guarantee shall remain in force until . (Indicate the date of expiry of bank guarantee) Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of MBMA under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of MBMA under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of20 at.....

WITNESS NO. 1

(Signature)

Full name and official

Address (in legible letters)

(Signature)

Full name, designation and

address (in legible letters)

with Bank stamp

Attorney as per power of

Attorney No.....

WITNESS NO. 2

Dated.....

(Signature)

Full name and official

Address (in legible letters)