

03:52pm

GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT NAZARAT

NO.SAN.160/2025/1,

Dated Shillong, 27th October, 2025

TENDER NOTICE

Quotation in sealed cover affixing a Court Fee Stamp of Rs. 25/- (Rupees twenty five) only (Non-refundable) are invited and will be received by the undersigned upto **12:30 p.m.** on the **28-11-2025** in connection with supply of **Tea Set**, to the Meghalaya (Civil) Secretariat for the year **2025-2028** and until fresh appointment is made. The Quotation (s) will be opened on the same date from **1:00 p.m.** in the presence of the quotationer (s) or without them.

TEA SET -

S1. No.	Particulars	Units
1	Tea sets (21 pieces) Bone China.	Per set.
2'	Cup & Saucer- Bone China.	Per Doz.
3.	Quarter Plate – Bone China.	Per Doz.
4.	Full Plate – Bone China.	Per Doz.
5	Tea Tray	Each.
6	Tea Spoon good quality (Larex)	Per Doz.
7	Table Spoon good quality (Larex)	Per Doz.
8	Forks good quality (Larex)	Per Doz.
9	Electric Kettle :- a) Bajaj. b) Philips.	Each. Each.
10	Steel Jug	Each.
11	Air Tight Containers :- a) 500 grams. b) 1000 grams.	Each. Each.

The rates quoted should be exclusive of all taxes etc., payable including free delivery at the site of the indenting office.

The selected firm(s) shall be required to supply the items as needed upon request. All components of the Tea Set must be of good quality.

The samples of Tea sets should be furnished along with their quotation, failing which no quotation will be considered.

The following particulars should be submitted by the Firm (s) along with their quotation, failing which, no quotation will be considered.

1. An Earnest Money of ₹ 11,000/- (Rupees Eleven Thousand) only should be deposited by the Non-Tribal Firm (s) and Rs. 5,500/- (Rupees Five Thousand Five Hundred) only by the Tribal Firm (s) in the form of a Call Deposit/ Term Deposit pledged in favour of the undersigned and furnish along with the quotation which will be converted into Security Deposit or refunded immediately in case the quotation is accepted or rejected as the case may be. The Security Deposit (Earnest Money) of the selected Firm (s) will be retained till Fresh appointment is made.

Firm (s) registered with the Industries Department is/are exempted from paying the Earnest Money or Security Deposit provided they submit the Permanent Registration Certificate from the Director of Industries.

2. G.S.T. Certificate/No.
3. Attested copy of an upto-date professional Tax from the Authority concerned.
4. Attested of an upto-date Municipal Trading License should be submitted by the Non-Tribal Firm (s) operating business in Jail Road, Police Bazar and European Ward and where their Trade does not extend beyond the scheduled areas but for Non-Tribal Firm (s) operating business outside the scheduled areas, they are required to produce the District Council Trading License. The purpose for which the License is issued should be clearly indicated.
5. Attested copy of Scheduled Tribe Certificate for the Tribal Firm (s).
6. Attested copy of a photograph of the quotationer (Suppliers).
7. An undertaking in plain paper, duly signed and sealed to the effect that the supply will be carried out by the quotationer himself/herself.
8. In a situation where a large number of tenders quoted the same rate, thereby forming a cartel, such tenders will be summarily rejected.

Exemption Certificate, if any, should also be produced.

The undersigned does not bind himself/herself to assign any reason for accepting or rejecting any quotation.

The Security deposit is liable to forfeiture to the Govt. as may deem fit and proper in the event of the Firm (s) supplying inferior quality and making delay in supplying the materials intended for. The supplier (s) may also be debarred from taking any Govt. Contracts (supply) in future in the event of breach of any of the terms and conditions of the contract (supply).

The envelope containing the quotation should be superscribed with the word
“ QUOTATION FOR THE SUPPLY OF TEA SET, FOR THE YEAR 2025-2028”.

Sd/-

(Smti. P. Bareh)

Under Secretary to the Govt. of Meghalaya.
Secretariat Administration Department, Nazarat.

Memo.No. SAN.160/2025/1-A

Dated Shillong, the 27th October , 2025

Copy:-

1. The Director of Printing and Stationery (Meghalaya Gazette) for favour of publication in the next issue of the Meghalaya Gazette.
2. The Deputy Commissioner, East Khasi Hills, Shillong for displaying in the Notice Board.
3. The Director of Information and Public Relation, Meghalaya, Shillong for favour of publication of the above notice in 3 (three) Local dailies, 1 (One) in English, 1 (One) in Khasi and 1 (One) in Garo.
4. The Director of Industries, Meghalaya, Shillong.
5. The President/Secretary, Meghalaya Governmental Suppliers Association.
6. NOTICE BOARD (Mains & Additional Secretariat Building)
- ~~7.~~ The NIC Meghalaya, Shillong for displaying the above notice in the Official Website.
8. Office Copy.

By order etc.,



Under Secretary to the Govt. of Meghalaya
Secretariat Administration Department, Nazarat.