

**GOVERNMENT OF MEGHALAYA**  
**SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT).**

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NO.SAN.24/2026/1

Dated Shillong, 19<sup>th</sup> June, 2026

**TENDER NOTICE**

Quotations in sealed cover in the format as enclosed at Annexure A affixing a Court Fee Stamp of Rs. 25/- (Rupees twenty-five) only (Non-refundable) are invited and will be received by the undersigned up to **12:30 p.m.** on the **10-7-2026** in connection with supply of **Steel Furniture** as listed below to the Meghalaya (Civil) Secretariat for the year **2026-2029** 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.

Sl.No	PARTICULARS
1	Big Steel Almirah with four shelves making five compartments. Size 1981 mm X 914 mm X 483 mm. (without Lockers)
2	Big Steel Almirah with four shelves making five compartments. Size 1981 mm X 914 mm X 483 mm (With Lockers)
3	Small Steel Almirah with Three shelves making five compartments. Size 1270 X 762 mm X 430 mm. (Without Lockers)
4	Small Steel Almirah with Three shelves making four compartments. Size 1270 mm X 762 mm X 430 mm. (With Lockers)
5	Big Steel Table with Sun mica top with three drawers on one side and a cupboard on the other size.( Size 1525 mm X 915 mm X 760 mm)
6	Medium Steel Table with Sun mica top with three drawers on one side and a cupboard on the other side. (Size 1350 mm X 760 mm X 760 mm)
7	Small Steel Table with Sun mica top with three drawers on one side only. Size (1200 mm X 600 mm X 760 mm)
8	Executive Revolving Chairs (High Back) with full padded arms with castor wheels complete with height adjustable.
9	Executive Revolving Chairs (Medium Back) with full padded arms with castor wheels complete with height adjustable.
10	Computer revolving chairs with arms and back with castor wheels and height adjustable.
11	Visitor Chair with full arm rest ( Revolving type) with height adjustable.
12	Visitor Steel chairs with arms (Three Seaters)
13	Visitor Steel chairs with arms ( Five Seaters)
14	Steel Book case with four glasses sliding inward door. Size (1675 mm. X 840mm. X 300 mm)

15	Steel filing cabinet with four drawers with locking arrangements. Size (750 mm. X 470 mm. X 698 mm.)
16	Steel filing cabinet with four drawers with locking arrangements. Size (1372 mm. X 470 mm. X 698 mm.)
17	Slotted angle rack with five shelves, including the top and bottom shelves. Size (1800 mm. X 900 mm. X 300 mm.)
18	Steel Coat Hanger Stand
19	Big Steel Almirah with four shelves (TATA). Size 78" X 36" X 20".
20	Small Steel Almirah with three shelves (TATA). Size 60" X 30" X 17"
21	Steel Bookcase with four doors (TATA). Size 69" X 36" X 15"
22	Steel Bookcase with three doors (TATA). Size 52" X 36" X 15"
23	Filling Cabinet with four doors (TATA). Size 52" X 18" X 24.5"
24	Computer Table. Size 48" X 24"
25	Computer Table. Size 48" X 18"
26	Computer Table. Size 36" X 17"
27	Computer Table. Size 31" X 18"
28	Visitor's Chair ('S' Type Cushion padded seat and back with arm)
29	Visitor Chair (With arm cushion padded four legged)
30	Office Chair with arm 'S' Type cushioned.
31	Office Chair without arm.
32	Slotted Angle rack with five shelves (TATA) .Size 66" X 36" X 15"

Sl. No.	Repairing and Replacement
1	Replacement /repairing of lock & Key of Steel Almira.
2	Replacement/ repairing of lock & Key of Steel Table
3	Replacement/ repairing of lock & Key of Computer Table
4	Replacement/ repairing of the wheels of revolving Chairs.

### Terms and Conditions:

1. The rates quoted against each item shall be exclusive of all taxes payable.
2. There shall be free delivery of all items ordered to the successful bidder at the site of the indenting office.
3. The selected firm(s) shall be required to supply the items as needed upon request. All components of Steel Furniture must be of good quality.
4. The following particulars should be submitted by the Firm (s) along with their quotation, failing which, no quotation will be considered.
  - 4.1 An Earnest Money of ₹ 11,000 /- (Rupees Eleven Thousand ) only should be deposited by the Non-Tribal Firm (s) and ₹ 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.
  - 4.2 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.
  - 4.3 G.S.T. Certificate/No.
  - 4.4 Attested copy of an up-to-date professional Tax from the Authority concerned.
  - 4.5 Attested of an up-to-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.
  - 4.6 Attested copy of Scheduled Tribe Certificate for the Tribal Firm (s).
  - 4.7 Attested copy of a photograph of the quotationer (Suppliers).
  - 4.8 An undertaking in the format as provided at Annexure B, duly signed and sealed to the effect that the supply will be carried out by the quotationer himself/herself and that the firm has not been blacklisted by any government department.
5. In a situation where a large number of tenders quoted the same rate, thereby forming a cartel, such tenders will be summarily rejected and fresh tender shall be issued.

6. The undersigned does not bind himself/herself to assign any reason for accepting or rejecting any quotation.
7. 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)
8. The envelope containing the quotation should be superscribed with the word **" QUOTATION FOR THE SUPPLY OF STEEL FURNITURE, FOR THE YEAR 2026-2029"**.

Sd/-

(Smti. P.Bareh)

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

Memo.No. SAN.24/2026/1-A

dated Shillong, the 19<sup>th</sup> June 2026

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, (Nazar

ANNEXURE – A

QUOTATION FORMAT

Supply of Steel Furniture for Meghalaya Civil Secretariat (2026–2029)

Name of Firm: \_\_\_\_\_

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

\_\_\_\_\_

GST No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

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

Sl.No	PARTICULARS	Unit Rate (₹) (Exclusive of Taxes)
1	Big Steel Almirah with four shelves making five compartments. Size .1981 mm X 914 mm X 483 mm. (without Lockers)	
2	Big Steel Almirah with four shelves making five compartments. Size 1981 mm X 914 mm X 4 83 mm (With Lockers)	
3	Small Steel Almirah with Three shelves making five compartments. Size 1270 X 762 mm X 430 mm. (Without Lockers)	
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5	Big Steel Table with Sun mica top with three drawers on one side and a cupboard on the other size.( Size 1525 mm X 915 mm X 760 mm)	
6	Medium Steel Table with Sun mica top with three drawers on one side and a cupboard on the other side. (Size 1350 mm X 760 mm X 760 mm)	
7	Small Steel Table with Sun mica top with three drawers on one side only. Size (1200 mm X 600 mm X 760 mm)	
8	Executive Revolving Chairs (High Back) with full padded arms with castor wheels complete with height adjustable.	

9	Executive Revolving Chairs (Medium Back) with full padded arms with castor wheels complete with height adjustable.	
10	Computer revolving chairs with arms and back with castor wheels and height adjustable.	
11	Visitor Chair with full arm rest (Revolving type) with height adjustable.	
12	Visitor Steel chairs with arms (Three Seaters)	
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17	Slotted angle rack with five shelves, including the top and bottom shelves. Size (1800 mm. X 900 mm. X 300 mm.)	
18	Steel Coat Hanger Stand	
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24	Computer Table. Size 48" X 24"	
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26	Computer Table. Size 36" X 17"	
27	Computer Table. Size 31" X 18"	

28	Visitor's Chair ('S' Type Cushion padded seat and back with arm)	
29	Visitor Chair (With arm cushion padded four-legged)	
30	Office Chair with arm 'S' Type cushioned.	
31	Office Chair without arm.	
32	Slotted Angle rack with five shelves (TATA) .Size 66" X 36" X 15"	
<b>Grand Total</b>		

Sl. No.	Repairing and Replacement	Unit Rate (₹) (Exclusive of Taxes)
1	Replacement /repairing of lock & Key of Steel Almirah.	
2	Replacement/ repairing of lock & Key of Steel Table	
3	Replacement/ repairing of lock & Key of Computer Table	
4	Replacement/ repairing of the wheels of revolving Chairs.	
<b>Grand Total</b>		

### Declaration

I/We hereby certify that:

1. The rates quoted above are exclusive of all taxes.
2. The quoted rates shall remain valid during the contract period.
3. The items supplied shall conform to the specifications and quality standards prescribed by the Secretariat Administration Department.
4. Free delivery shall be provided to the designated office location.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Quotationer

Name: \_\_\_\_\_

Seal of Firm

**ANNEXURE – B**

**UNDERTAKING**

(To be submitted on the letterhead of the Firm)

I/We, \_\_\_\_\_, Proprietor/Partner/Authorized Signatory of  
M/s \_\_\_\_\_, having office at  
\_\_\_\_\_, hereby solemnly declare and undertake that:

1. The information furnished in the quotation is true and correct to the best of my/our knowledge and belief.
2. I/We shall personally undertake the supply of steel furniture if the quotation is accepted.
3. The Firm has not been blacklisted, debarred or banned by any Government Department, Public Sector Undertaking, Autonomous Body or Local Authority.
4. The items supplied shall be of good quality and shall conform to the specifications indicated in the tender notice.
5. I/We shall supply the items as and when ordered by the Secretariat Administration Department within the stipulated time.
6. In the event of supply of inferior quality materials or failure to comply with the terms and conditions of the contract, the Government shall be at liberty to forfeit the Security Deposit and take any action deemed appropriate.
7. I/We understand that submission of quotation does not confer any right to award of contract and that the Government reserves the right to accept or reject any quotation without assigning reasons.

I/We hereby certify that the above declaration is true and correct.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Proprietor/Authorized Signatory

Name: \_\_\_\_\_

Seal of Firm

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_