



**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)

Phone: +91-364- 2522921/2522992

Website: [www.mbda.gov.in](http://www.mbda.gov.in), E-mail: [admin.mbda@gov.in](mailto:admin.mbda@gov.in)

**RFE (REQUEST FOR EMPANELMENT)**

**The Supply, Installation, Commissioning & Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya, under the Meghalaya Basin Management Agency (MBMA)**

Tender Ref. No: **MBMA/ Mission Ginger/ 81/ 2022-23/(PART-G)/40**

Date of issue of Tender document: **21st December 2022**

**CONTENTS**

**Contents**

**1. Background ..... 3**

**2. Data Sheet ..... 4**

**2.1 INSTRUCTIONS TO BIDDERS ..... 5**

**3. Minimum Eligibility Criteria ..... 6**

**3.1 Evaluation..... 7**

**3.2 Payment Schedule..... 7**

**3.3 Cost of Logistics..... 8**

**4. General Terms and Conditions of the Bid..... 9**

**Annexure I - Technical Specifications .....11**

**Annexure II: Letter of Technical Proposal ..... 12**

**Annexure III: Details of the Organization .....14**

**Annexure IV – Document Enclosure form ..... 15**

**Annexure V - PRICE SCHEDULE .....16**

## 1. Background

The need to develop ginger value chain is crucial in helping farmers attain better prices for their produce. As a result, the Government of Meghalaya launched the Ginger Mission in March of 2022 which consists of several components executed in several phases; one of these components include input supply to farmers in the form of quality planting material, plant protection and fertilizer inputs, capacity building of farmers. The intervention resulted in an area expansion of around 2000 hectares, primarily focusing on increasing ginger production. The projected increase in production will require necessary interventions along the lines of post-harvest management. MBMA wants to set up community-based primary and secondary processing units for ginger and other spices across the state.

Although ginger when harvested is mostly sold in the form of fresh rhizome, farmers can only fetch a good price for the larger sized rhizomes and the small sized rhizomes are often discarded or sold at a very low price. The smaller sized rhizome can instead be transformed into sliced and dried ginger, which can fetch a higher rate in the market. Hence MBMA wants to equip these processing units with a ginger slicer machine which will reduce the cost of labor significantly as compared to when ginger is sliced manually. This will save up on energy and the quantum by which ginger can be sliced.

## 2.Data Sheet

Tender No.	<b>MBMA/ Mission Ginger/ 81/ 2022-23/(PART-G)/40</b>
Name of the tender issuer	<b>Meghalaya Basin Management Agency (MBMA)</b>
Purpose of the tender	<b>The Supply, Installation, Commissioning &amp; Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya.</b>  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	21 <sup>st</sup> December 2022
Pre-Bid clarification	The Pre-Bid queries can be emailed to us latest by 24 <sup>th</sup> December 2022 until 5 PM. Email id for sending the pre-bid queries- <a href="mailto:humanresources@themeghalayanage.com">humanresources@themeghalayanage.com</a>
Last Date & Time for Submission of Bids	3 <sup>rd</sup> January 2022 by 5:00 PM at the MBMA office and the soft copy of the technical bids to be emailed to <a href="mailto:humanresources@themeghalayanage.com">humanresources@themeghalayanage.com</a>
Date & Time of Opening of Technical Bids	3 <sup>rd</sup> 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 Ginger Slicer Machine For Ginger Processing Units 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. Minimum Eligibility Criteria for The Supply, Installation, Commissioning & Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya.

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>The must must have latest GST/VAT/Sales Tax Clearance certificate along with copy of Registration certificate under Sales Tax.</p>
2	<p>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 Ginger Slicer Machine For Ginger Processing Units.</p>	<p>Work Order/completion certificate from client/ invoice for the completed service</p>
3	<p>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 2021-2020, FY2019-2020, FY 2018-2019, FY 2017-2018)</p>	<p>Summary of the Turnover should be certified by Statutory Auditor/ RegisteredChartered Accountant</p>
4	<p>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.</p>	<p>Self-Attested Undertaking/ Declaration</p>

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

### 3.1 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 clarification 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:

- Financial bid opening of eligible bidders and final evaluation for empanelment

### 3.2 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	After 1 Month	10%

		officers of the client.		
--	--	-------------------------	--	--

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).

### 3.3 Cost of Logistics

The cost of transportation of the above-mentioned good(s) are to be mentioned for two locations in Meghalaya:

1. Shillong – 793001
2. Tura – 794001

Furthermore, the per kilometer cost of transportation from Shillong and from Tura to various locations (mostly remote areas of the state of Meghalaya) shall be as per a mutually agreed rate between the bidder and the tender issuer.

#### 3. 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 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 3.3 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 The Supply, Installation, Commissioning & Comprehensive Maintenance of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya.”

#### **4. 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 Tender Document through the website [www.mbda.gov.in](http://www.mbda.gov.in) / [www.mbma.org.in](http://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 machineries and spare parts which are to be Supplied should be NEW as of the date of receipt and should be having all components required. The entire System including accessories will remain under onsite comprehensive maintenance and warranty for a period of one from the date of successful commissioning and testing.
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. 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 tender document. 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

#### **Ginger Slicer Machine**

<b>SL No</b>	<b>Features</b>	<b>Specification</b>
1	Make	Titan Genetics and Crop Sciences
2	Feature	- Vegetable slicer/cutting machine, capable of doing slicing, cubing, strip cutting of ginger and other rhizomes - Automatic shut off when internal blade gets damaged during slicing
3	Internal structure	Heavy duty MS
4	Power	1 HP 220 watt
5	Motor Rating	0.22 kW
6	Material	Food Grade SS 304 contact parts
7	Machine Capacity	100 kg/ hr
8	Warranty	1 Year Including Motor

## **Annexure II: Letter of Technical Proposal**

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

- a. 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.
  
2. 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.
  
3. If our Firm is qualified, we shall make our technical proposal to the MBMA on the date specified upon intimation received from the MBMA.
  
4. The undersigned is authorized to sign the documents being submitted through this RFE (A copy of Power of Attorney may be enclosed)
  
5. In the event our firm is selected as the Agency for this project we shall enter a contract with the MBMA.
  
6. 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.
  
7. 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 The Supply, Installation, Commissioning & Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya. (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	Acceptance to give 5 years guarantee for trouble free operation and maintenance.	YES/NO	
6	Address of the nearest official Service Centre of the company.	YES/NO	
7	Letter of declaration to confirm that the bidder has not been blacklisted by any State Government/ Central Govt. / PSU in India	YES/NO	
8	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 The Supply, Installation, Commissioning & Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya.**

- 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 be inclusive of Annual Maintenance Contract (AMC) from Year 2 to 5 but separately mentioned.
- IV. Rates should include an average transportation cost for supply of solution category in the region of operation of the bidder.

### **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 Ginger Slicer Machine For Ginger Processing Units.  
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".
2. We understand that you are not bound to determine the price based on the lowest offer that MBMA may receive.
3. We accept that all disputes between parties will be adjudicated by a competent court in Shillong, Meghalaya, India.

<b>Line Item</b>	<b>Description of Goods</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total Cost of Systems</b>	<b>AMC</b>
Lot#1	<b>The Supply, Installation, Commissioning &amp; Comprehensive Maintenance Of Ginger Slicer Machine For Ginger Processing Units In Different Locations Within The State Of Meghalaya.</b>	51			



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 of .....Duly authorized to sign the Tender for and on behalf of \_\_\_\_\_)