

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF MINERAL RESOURCES  
SHILLONG**

**PURCHASE OF STORES-GENERAL TERMS AND CONDITION THEREOF**

1. Tender from bonafide manufactures of their authorized dealers only will be considered. Manufacturing firms should indicate the registration number of their firms and also mentioned the address of their manufacturing units. Authorised dealers should produce authenticated credentials about their dealership from the principles which they represent.
2. Tenders should be properly sealed and the subject matter and last date of submission should be super scribed in bold letter on the body of the cover, bearing the name and address of the tenderer.
3. Tenders should reach the office of the Directorate of Mineral Resources, Govt. of Meghalaya, Risa Colony, Shillong – 793003 on or before the stipulate date. Late tenders will not be considered.
4. **Validity:** Tenders rates should be valid at least up to 31<sup>st</sup> March, 2024.
5. A Court fee stamp of Rs 25/- (Rupees twenty five) only to be invariable affixed to the tender by local tenderers of outside Meghalaya. an uncrossed postal order of the same amount should be submitted along with the tender.
6. **Tenderer must be accompanied by:**
  - a. An earnest money of **Rs 1000/- (one thousand)**in the form of Deposit-at-call or Demand Draft on any branch of State Bank of India, duly pledge in favour of the Directorate of Minerals Resources, Meghalaya, should accompany the tender. In case of Schedule Tribe and Schedule Cast tenderers, the amount of Earnest Money is Rs 500/- (five hundred) only is applicable subject to production of Schedule Tribe/Schedule Caste Certificate. The firm which are registered with A.G.S & D or the Small Scale Industries units registered with NISC form Manufacturing stores to be purchased are exempted from paying Earnest Money.
  - b. Attested copy of GST Certificate and GST Registration etc, as required and applicable.
  - c. Attested copy of valid and current Professional Tax Certificate.
  - d. Attested Copy of valid and current District Council's Trading License for non-tribal Tenderers .
  - e. Whenever a tenderer quotes rates for a particular brand, a certificate from the Manufacturer/Distributor to the effect that the tenderer is an authorized Dealer/Agent is to be furnish by the tenderer.

f. Whenever a tenderer quotes rates for a particular items, Original Catalogue, Brochure containing detailed Technical Specification should be enclosed

g. Attested photograph of the tenderer.

h. Financial Stability Certificate from any nationalized Bank or Deputy Commissioner concerned.

i. Tenderer should submit the undertaking that the supply of equipments should be carried out himself/herself only.

j. An undertaking that the firm does not have unsatisfactory track record resulting to adverse action.

**7. The following information must be mentioned on the body of the envelopes containing the technical bids and the price bids, failing which the sealed envelope of quoting firms will not be opened.**

- a. GST Certificate/Registration etc. applicable and valid upto 31<sup>st</sup> March 2019 enclosed.
- b. Professional Tax Certificate valid up to 31<sup>st</sup> March 2019 enclosed.
- c. earnest Money valued Rs. 1000/- ( Rupees one thousand) only enclosed.
- d. District Council's trading Licence valid up to 31<sup>st</sup> march 2019 enclosed. (for Non-Tribal firms). Failing which the tender cannot be accepted.

**8. Rates:**

- a. Should be inclusive of all taxes to be deducted at sources as per GST Rules, Norms and Regulations.
  - b. Should be valid for a period of 12 (twelve) months.
  - c. Should be quoted separately for each item.
  - d. Should be quoted F.O.R. destination (i.e. Office of the Directorate of Mineral Resources, Meghalaya, Shillong at Risa Colony).
  - e. Should be inclusive of all charges like packing, insurance and other incidental charges.
  - f. Should be written clearly in figures and in words. Any alterations or over writing must be fully signed by the tenderer.
9. Tender should be addressed to the undersigned by designation and not by name. Tender papers for different items should be kept in a separated sealed Envelope. These must be sent by registered letter or hand – delivered.
10. Tenderer must be prepared to accept items – wise rate offered by the department. Otherwise, their earnest money will be forfeited.

11. Tenderer should quote the rate inclusive of taxes.
12. The Director, Directorate of Mineral Resources, Meghalaya, Shillong will intimate the successful tenderer through a letter of acceptance. There shall be no claim whatsoever for compensation for any expenditure incurred by any tenderer in anticipation of any acceptance letter.
13. Earnest Money of the unsuccessful tenderer will be released only after finalization of the contract. Earnest money of the successful tenderer will be released only when all the items allotted to him are supplied completely, failing which Earnest money will be forfeited.
14. In the event of rejection, failing, declining, neglecting or delaying to comply with any demand or requisition, the Director, Directorate of Mineral Resources, Meghalaya Shillong will be at liberty to order purchase such items at the expenses of the supplier.
15. The Director, Directorate of Mineral Resources, Meghalaya Shillong may rescind forthwith the contract in writing if
  - a. A Contractor assigns or sub-lets any contract without his approval in respect of the contract or any other contract entered into with the undersigned.
  - b. A Contractor or his agent or servant are guilty of fraud in respect of the contract or any other contract.
  - c. The supplier declines, neglects or delay to comply with the demand of requisition in any other ways fail to perform or observe any condition of the contract. In case of such rescission, the Govt. is entitled to recover from the supplier, any extra expenses of Government may be put to in obtaining supplies from elsewhere.
16. If the supplier/firm neglects, fails to perform or observe any condition of contract or attempts to cheat or indulge in foul practices, the Director, Directorate of Mineral Resources, Meghalaya, Shillong may impose a ban upon such supplier/firm for future business with the Department.
17. The purchase Board reserve the rights to reject any or all tenders without assigning any reason thereof and does not bind itself to accept the lowest rate(s).
18. Purchase/supply orders will be made/issued subject to availability/sanctions of funds.



Director of Mineral Resources  
Meghalaya Shillong.

**IMPORTANT**

1. The Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Director at his discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.
3. In case of any dispute, the decision of the Director shall be final and binding on the bidders.
4. For any query pertaining to this bid document correspondence may be addressed to The Directorate of Mineral Resources, Risa Colony, Meghalaya, Shillong -793003.

**LAST DATE FOR SUBMISSION OF SEALED BIDS: 22.03.2023**

- 1) Please Note that the Directorate remains closed during Saturdays & Sundays and all specified government holidays.
- 2) Fax, e-mail Tender will not be accepted.
- 3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Directorate will apply.

