



STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT MEGHALAYA

(An Autonomous Body of the Government of Meghalaya for Promotion of Science & Technology)

Meghalaya State Housing Financing Cooperative Society Ltd., Nongrim Hills,
Behind Bethany Hospital, Shillong-793003

Email: stcouncil-megh@meghalaya.gov.in stcouncilmegh@yahoo.com Phone & Fax No. : (0364) 2522077

REQUEST FOR QUOTATION

FOR

**Renovation of the Office of the State Council of Science, Technology & Environment
(SCSTE), Meghalaya, Nongrim Hills**

RFQ Reference No. : E-File No: PLN/SCSTE/06692/2025/NF/5

Date: 4th April, 2025

**STATECOUNCILOFSCIENCE, TECHNOLOGY & ENVIRONMENT
MEGHALAYA**

**Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills Behind
Bethany Hospital,
Shillong-793003**

REQUEST FOR QUOTATION

Procurement for Renovation of the Office of the State Council of Science, Technology & Environment (SCSTE), Meghalaya, Nongrim Hills (Partition of rooms @2300sqft)

Purchaser: *State Council of Science, Technology & Environment (SCSTE), Meghalaya*

Contract title: *Renovation of the Office of the State Council of Science, Technology & Environment (SCSTE), Meghalaya, Nongrim Hills (Partition of rooms @2300sqft)*

RFQ No: E-File No: PLN/SCSTE/06692/2025/NF/6

Sl.No	Description	Date & Time
1	Date of Issue of RFQ	4th April, 2025
2	Last Date and Time of submission of RFQs	17th April, 2025 at 2:00 P.M
3	Opening of RFQs	17th April, 2025 at 2:30 P.M

E-File No:PLN/SCSTE/06692/2025/NF/7

Dated: 4th April,2025

**INVITATION FOR QUOTATIONS FOR RENOVATION OF THE OFFICE OF SCSTE,
MEGHALAYA: PARTITION OF ROOMS @2300sqft AT OFFICE OF SCSTE, MEGHALAYA,
NONGRIM HILLS, SHILLONG**

To

Dear Sir/Madam,

Subject: Invitation for quotations for Renovation of the Office of SCSTE, Meghalaya: Partition of rooms @2300sqft at Office of SCSTE, Meghalaya, Nongrim Hills, Shillong

Scope of work

- (i) Onsite visit by bidders before submission of quotations
- (ii) Come out with a renovated structure within the specified time frame and specified area
- (iii) Come out with a partition work of 7nos of divisions/sections/ provisioned with shelves
- (iv) Come out with a partition work for accommodation of store rooms in 3nos
- (v) Come out with a partition using durable materials like aluminum frame, gypsum board and glass

1. Introduction

The State Council of Science, Technology & Environment (SCSTE), Meghalaya office located at Nongrim hills, Shillong occupies a space of 4020sqft to accommodate the various sections/divisions & function under SCSTE. The different divisions and sections are being partitioned with bamboo, which are subjected to wear and tear with time, in order to create a conducive and a presentable workplace, the bamboo partition walls need to be replaced with a more durable material by using aluminum frame, gypsum board and glass

The renovation will also be of partition of rooms 7nos in total to accommodate to staff rooms each room will be able to house 4-5nos of staff, each staff room will also be a with shelves for keeping of files/documents etc. total no. of shelves required is 8nos in total, the partition work will also be to accommodate 3nos of store rooms

2. Objective of the assignment

- (i) To renovate the office of SCSTE at an area of 2300sqft
- (ii) To partition the above area into various sections/divisions function under SCSTE for a total of 7nos
- (iii) To replace the existing bamboo partition walls with more durable materials by using aluminum frames , gypsum board and glass
- (iv) To provide wall shelves (0.4m W x 1-3m L) in each of the division s/sections for need of accommodating files and documents.
- (v) To partition the floor into various sections/ divisions with provisions also for 3nos of store rooms.

3. Scope of work

- (vi) Onsite visit by bidders before submission of quotations
- (vii) Come out with a renovated structure within the specified time frame and specified area
- (viii) Come out with a partition work of 7nos of divisions/sections/ provisioned with shelves
- (ix) Come out with a partition work for accommodation of store rooms in 3nos
- (x) Come out with a partition using durable materials like aluminum frame, gypsum board and glass

4. Materials

1. Aluminum frame to support the partition structure
2. Gypsum board as the main covering material
3. Transparent glass to be fitted at the top to allow sun light to pass through

5. Dimensions

1. Gypsum board = 12mm thickness
2. Each panel = 2.2m x 1.5m
Total area = 350sqm
3. Clear glass (4mm) thickness @1.5m x 0.6m
Total area = 45sqm
4. Anodised aluminium frame = 350sqm @11.5sqm

6. Design Requirement

1. The partition should be designed to ensure stability and safety
2. Land bearing calculation should also be considered while planning the design
3. Adequate spacing or suitable spacing wherever seems necessary

7. Site preparation

- (i). To clean the designated area from any debris or obstructions
- (ii). Shifting of the existing structure

8. Final Inspection

- (i) Should conduct a thorough inspection or completion of the work
- (ii) Should ensure that all components required are fitted
- (iii) Should ensure that all dimensions are followed as per description
- (iv) Should ensure that materials used are of durable nature as indicated
- (v) Should confirm the stability and safety of the partition work

9. Warranty period

Warranty (if any) should be mentioned while submitting the quotation

Terms and conditions

1. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have Conflict of interest as defined in the Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the State/Central Government/PSU's or (ii) blacklisted or suspended by Central or any State Government Departments in India.

2. Clarifications & Amendments: If the Purchaser receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on www.scste.org for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.

4. Purchaser Address (and quotation Delivery Address): State Council of Science Technology & Environment (SCSTE), Meghalaya, Nongrim Shillong – 793003.

5. Quotation Price

a) The quantity offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

c) The transportation and installations charges should be included in the financial quotations and no other additional cost than what is quoted by the vendor will be accepted by SCSTE

d) Goods and Service Tax (GST) should be indicated separately.

e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

f) Bidder must expressly mention the name/brand/model of the items offered by them in the price schedule along with proper product brochures.

g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning “Complied”. Such bids with no proper details are likely to be disqualified.

6. Qualification of Bidders

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

7. Validity of Quotation: Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Documents Evidencing Qualification: Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate
- b. Valid certificate of GST registration
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder’s business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
- e. Experience Criteria: Copies of contract/s or purchase orders or completion certificates issued on the name of the Bidder demonstrating its experience in similar product/services in the last 3 years (2021-2024)
- f. Audited Financial Statements of last three years (2021-2024) demonstrating the average annual turnover of INR 10 lakh

9. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which

- (a) are properly signed; and
- (b) Confirm to the terms and conditions and specifications.
- (c) Any historical information, if required may be asked from the bidders during evaluation of quotes.
- (d) Bid submitted should be in English Language only
- (e) The quotation will be evaluated on a Lot wise basis.

10. Award of contract: The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.

b. The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached)

11. You are requested to provide your sealed quote latest by 2:00 PM on 17th April, 2025 Quotations that have been submitted on or before time will be opened at 2:30 PM on 17th April, 2025 or it will be extended to the next working day.

12. Late and delayed quotation: Late and delayed quotations will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.

13. Payment: Payment will be made within 30 days from the date of successful completion of the work generally through RTGS / FUND TRANSFER. Following information must be clearly written in the quotation for RTGS / FUND TRANSFER: -

- (a) Name of the Firm with complete postal address
- (b) Name of the Bank with Branch where the Account exist

(c) IFSC CODE

(d) ACCOUNT No

(e) PAN No.

15. Construction Charges: Supplier shall be responsible for construction whichever applicable and should have technical expertise and trained personnel to render “Services” during the warranty period.

16. Expenditure involves towards any extra materials required or labour involved for successful installation of the equipment, if not quoted for, would have to be borne by the tenderer.

17. Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION

Important: - The SCSTE may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind itself to accept the lower bid. The SCSTE at its discretion may change the quantity / upgrade the criteria / drop any item or there-of at any time before placing the work Order

Sd/-

(Shri Gunanka, D.B., IFS)

**Member Secretary, SCSTE, Meghalaya and Joint
Secretary, Planning, Investment Promotion &
Sustainable Development Department**

ANNEXURE 1: FORMAT OF QUOTATION

Sl. No	Description of Works & Items	Quantity	Unit Price	GST	Total Price
1					
2					
3					
4					
		Quantity	Unit Price	GST	Total Price
	Work Charges				
	Installation Charges				
	Any other charges-add new rows and update the details				
	Total cost of the contract including GST				

Gross Total Cost: Rs.

We agree to undertake the above work in accordance with the specifications/materials and dimensions for a total contract price of Rs..... (Amount in figures) (Rs. amount in words) within the period specified in the RFQ.

We also confirm that commercial warrantee/ guarantee of minimum at least 2 years or extendable shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Bidder
