

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF SPORTS AND YOUTH AFFAIRS,  
J.N. SPORTS COMPLEX, POLO GROUND, SHILLONG.**

**Dated Shillong, the 1<sup>st</sup> September 2023**

Short Notice Inviting Quotation

**No. DSYA/Misc.16/2023/14:** Quotations in sealed cover is hereby invited on behalf of the Department of Sports & Youth Affairs, Government of Meghalaya from Bonafide Agencies of Meghalaya for “**Catering & Allied Services in respect of Hosting of 2<sup>nd</sup> Sohra International Half Marathon 2023**”

Terms & Condition

1. Sealed Quotation in single cover envelope system, i. e, **I. Technical bid and II. Financial bid in one envelope (Tech & Financial to be sealed)** should reach the **Directorate Of Sports & Youth Affairs, JNS Complex, Polo Grounds, Meghalaya, Shillong** on or before **4:00 PM of 15<sup>th</sup> September 2023** by hand only. Quotations are likely to be opened on the same date at **4:30 P.M.** in the Office of the Undersigned.
2. Quotation in sealed cover addressed to “**Directorate Of Sports & Youth Affairs, JNS Complex, Polo Grounds, Meghalaya, Shillong**” and should reach the office of the undersigned on or before the aforementioned date.
3. Quotation received after stipulated date & time will be entitled to be rejected.
4. On top of the envelope Ref. no and name of the quotation “**Catering & Allied Services in respect of Hosting of 2<sup>nd</sup> Sohra International Half Marathon 2023**” at **Office Of The Directorate Of Sports & Youth Affairs** with full name & address with contact number, whatsapp no & e-mail id of the bidder should be mentioned.

**A. Technical bid(with self-attestation):-**

- I. Pan card (photocopy)
- II. Trade license issued by concerned Autonomous District Council (photocopy)
- III. Valid GST Registration Certificate/ Number.(photocopy)
- IV. Undertaking  
*Bidders may download the format for the Undertaking from the website –www.megsports.gov.in.*
- V. Statement showing previous similar works undertaken along-with documentary proof viz. Work Order, Completion Reports along-with relevant Photographs, etc..


**B. Financial bid To be enclosed in separate envelope:-**

- V. Price should be quoted inclusive all applicable taxes as per the **Schedule Of Requirements (SOR) enclosed as Annexure A.** *Bidders may download the Schedule of Requirements from the website –www.megsports.gov.in.*
5. Rates (inclusive of GST) should be quoted both in word and figure and no overwriting or incomplete quotation will be accepted.
6. All types of arrangements and decorations for the said purpose to be completed by the bidder.
7. Income Tax, GST will be deducted from the bill as per Government norms. However, Income Tax shall not be deducted if Exemption Certificate for the same has been applied for by the winning bidder during the course of execution of the work.

8. Winning bidder shall be liable to deposit 2% Earnest Money Deposit {Account Payee Demand Draft/Fixed Deposit Receipt/Banker’s cheque/pay order/Bank Guarantee (including e-PBG)} from any commercial banks/Valid Insurance Surety Bonds, within **3(three) working days** after issuance of the Work Order. The amount

of EMD shall be quantified and intimated on the date of opening of the bid and the validity of the same shall be for 3(three) months.

9. Payments of bill will be made after completion of work as per work order.
10. Selection or rejection of quotation is lying with the jurisdiction of the Department of Sports & Youth Affairs, Government of Meghalaya, without showing any cause.
11. No enhancement of rates within the validity period of the contract shall be entertained.
12. The offer rate validity will be 60 days (Sixty) from the last date of mentioned in the body of this notice.
13. The Undersigned reserved the right to cancel or accept the tender without assigning any reasons thereof.
14. The Undersigned reserves the right to increase/decrease the quantities of the items detailed in the SOR to the tune of 30%. However, the rate quoted and accepted during the time of awarding of contract shall prevail.
15. The Undersigned reserves the right to quote additional items not entailed in the SOR, in the Work Order.
16. The rates of the particulars should be quoted item wise. All the item in the package should be mentioned in the quoted rate. The L1 bidder will be selected on the basis of whole package.

  
Director  
Sports and Youth Affairs  
Meghalaya, Shillong.