

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

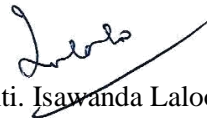
SHORT NOTICE INVITING QUOTATION

Dated Shillong, the 28th September 2023

No. DSYA/Misc.10/2023/13 – Sealed Quotations affixing Non-Refundable Court Fee Stamp of RS. 100/- (Rupees one hundred only) is hereby invited on behalf of the Department of Sports & Youth Affairs, Government of Meghalaya from Bonafide Agencies of Meghalaya for “**Procurement of Miscellaneous Items for the Hosting of Youth Exchange Programme 2023**”. The same is to reach the Office of the Undersigned on or before the 5th October 2023 up-to 4:00 PM.

- Bidders shall not tamper/modify the sealed quotation in any manner. In case, the same is found to be tampered/ modified in any manner, quotation will out-rightly be rejected.
- Intending bidders are advised to visit www.megsports.gov.in for the Terms & Conditions, Schedule of Requirements and format of Undertaking.
- Intending bidders are advised to visit again www.megsports.gov.in before submission of quotation for any corrigendum / addendum/ amendment.
- Winning bidder shall be liable to deposit 3% Performance Guarantee (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 **5 (five) working days** after issuance of the Work Order. The amount shall be quantified and intimated on the date of opening of the bid and the validity of the same shall be for 6 (six) months.
- Bidders shall ensure that their Bids, complete in all respect, are submitted before the closing date to Director, Directorate of Sports & Youth Affairs, Jawaharlal Nehru Stadium, Polo Ground, Shillong -793001 .

The quotation will be opened on the 6th October 2023 at 12:00 Noon in the Office of the Undersigned.


Smti. Isawanda Laloo, IAS
Director
Sports and Youth Affairs
Meghalaya, Shillong.


Memo No. DSYA/Misc.10/2023/13

(A)

Dated Shillong, the 28th September 2023

Copy to:-

1. P.A. to the Commissioner & Secretary, Sports & Youth Affairs Department for favour of information.
2. Joint Secretary to the Government of Meghalaya, Sports & Youth Affairs Department for favour of kind information.
3. The Director of Information and Public Relations, Govt. of Meghalaya, with a request to kindly issue Press release preferably in the front page in at least 1(one) National Newspaper, 2 (two) English, 2 (two) Khasi and 1 (one) Garo dailies of the State informing bidders that the Schedule of Requirements and the format for the Undertaking may be downloaded from the web site – www.megsports.gov.in.
4. The Deputy Director General, National Informatics Centre, Shillong, with a request to upload the document in the www.megsports.gov.in website, along with its annexures viz. Schedule of Requirements and the format for the Undertaking.
5. Notice Board.


Director
Sports and Youth Affairs
Meghalaya, Shillong.

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

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No. DSYA/Misc.10/2023/14

Dated: Shillong, 28th September 2023

SHORT NOTICE INVITING QUOTATION

The Department of Sports and Youth Affairs hereby invites Quotations from bonafide agencies of Meghalaya for “**Procurement of Miscellaneous Items for the Hosting of Youth Exchange Program, 2023**”.

The Process will be governed by the terms and conditions listed below:

1) Submission of Proposals

Each Bidder may submit one bid that would include:

- a) Sealed Outer Envelope Labelled “Proposal for Miscellaneous Items for the Hosting of Youth Exchange Program, 2023; submitted by: (name of Bidder)” containing both (b) and (c) highlighted below. The Reference Number, Full name of the Authorised Signatory, Contact Number and Secondary Contact, E-Mail ID, and Registered Address must be mentioned on the envelope.
- b) Sealed Technical Proposal Envelope, including self attested documents of:
 - i. Non-Refundable Court Fee Stamp of Rs. 100/- (Rupees one hundred only)
 - ii. Company/Proprietor PAN Card (Photocopy)
 - iii. Trade License issued by concerned Autonomous District Council (photocopy)
 - iv. Valid GST Registration Certificate (photocopy)
 - v. Undertaking – format listed in Annexure “A”
 - vi. Statement of similar works along with the Work Order, Certificate of Completion, and Details of supplied items with specifications (photocopy)

(Note: “Similar Works” are defined as supply of the items listed in the Schedule of Requirements of similar/larger quantities)

- c) Sealed Financial Bid Envelope, containing the bid in the Schedule of Requirements (SOR) format listed in Annexure “B”

(Note: Rates (inclusive of GST) should be quoted both in word and figure and no overwriting or incomplete quotation will be accepted. 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.)

The Validity of this proposal must be 60 (Sixty) Days from the date of the Opening of the Proposals.


2) Timeline and Process Guidelines

- a. All Complete Proposals must be submitted by **5th October, 2023, 4:00 pm** in hard copy only.
- b. The Proposal must be delivered by hand in person to the Directorate of Sports and Youth Affairs, JNS Complex, Polo Grounds, Shillong, Meghalaya.
- c. All proposals delivered after the stipulated date and time shall not be accepted/returned unopened.
- d. The Opening of bids will be opened on **6th October, 2023, 12:00 pm** at the office of the undersigned.

- e. Technical proposals that are clear (with no overwriting), have all required details furnished and have proof of at least one (1) example of similar works completed will be eligible for the Financial Evaluation.
- f. The lowest rate (L1) for each line item will be registered and be awarded the work order(s) for the bidder that quoted L1 for each Line item.
- g. In the case of their being multiple L1 bidders for any/all line items, the bidder with the most number of applicable similar works will be awarded the work order.
- h. The Selected Vendor(s) must furnish a Performance Guarantee of **3% of the Work Order Amount within 5 Days of issue of the work order**. This must be in the form of an 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
- i. The Work Order shall be valid for a period of 6 (six) months.

3) Other Terms and Conditions

- a. Consortiums and Sub-Contracting are not permitted.
- b. To protect the sanctity of the process and impractical bids, the Directorate may choose to accept/reject any bids at any point of the process at their discretion with no explanation offered with no liability to any bidders.
- c. The Directorate reserves the right to outright cancel the process at any time, without assigning any reason thereof.
- d. The Directorate/Department of Sports and Youth Affairs reserves the right to increase/decrease the quantities of the items in the SOR by 30% with no increase to the rate mentioned in the work order.
- e. The Directorate reserves the right to negotiate the rates with the selected vendor to protect the best interests of the Department/Government.
- f. The Vendor is responsible for ensuring the quality of the items listed in the SOR, as well as the delivery of the items to the specified location by the Directorate.
- g. The Vendor shall also be responsible to get in writing, confirmation of delivery of the items assigned by the Nodal Officer appointed by the Department/Directorate.
- h. Payment of Bills will be made by the Directorate on verification of Bills and proof of delivery of items.
- i. The Directorate may choose to increase the scope of work at their discretion and negotiate the rates of the same with the vendor in line with previous similar works in the past.
- j. The entire process shall be governed by the laws of India, and shall be contested in the Courts of Shillong, Meghalaya.


Director
Sports and Youth Affairs
Meghalaya, Shillong.

Annexure A - Undertaking

To,
Director,
Sports and Youth Affairs
Government of Meghalaya

Date: _____

Subject: Undertaking for the “Proposal for Miscellaneous Items for the Hosting of Youth Exchange Program, 2023”

Dear Ma'am,

This is to certify that M/s _____ is interested in bidding for the above mentioned work. I personally attest that:

- 1) I am the Authorised Signatory for the company/proprietorship
- 2) M/s _____ has not been blacklisted by any Government or Government Agency
- 3) I verify that all information submitted is true to the best of my knowledge.
- 4) I will ensure the validity of all details mentioned in the proposal for a period of Sixty Days

I understand that any failure on my part to uphold this undertaking will result in the rejection of my bid/work order should it be awarded.

Sign and Stamp
M/s _____
Authorised Signatory

Annexure B – Schedule of Requirements

S.No.	Particular	Specifications	Quantity	Rate	Total
1	T-Shirts	<ul style="list-style-type: none">• Polo Neck• Half Sleeve• 35% Cotton 65% Polyester• Option for White or Black• Printing of Logo/Similar Design on all	700		
2	Bags (Backpacks)	<ul style="list-style-type: none">• Multi-purpose bag with 2 Straps• Water-proof• Single Zip, at least one external pocket• Weight carrying capacity of at least 30 Kg.	700		
Total					

- All Rates must be inclusive of all Taxes
- The Rates must remain unchanged and valid for a period of 60 Days

**Name of Bidder:
Authorised Signature and
Stamp**

Memo No. DSYA/Misc.10/2023/14(A)

Dated Shillong, the 28th September 2023

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Director
Sports and Youth Affairs
Meghalaya, Shillong.

Annexure A - Undertaking

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Sports and Youth Affairs
Government of Meghalaya

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Authorised Signatory

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2	Bags (Backpacks)	<ul style="list-style-type: none">• Multi-purpose bag with 2 Straps• Water-proof• Single Zip, at least one external pocket• Weight carrying capacity of at least 30 Kg.	700		
Total					

- All Rates must be inclusive of all Taxes
- The Rates must remain unchanged and valid for a period of 60 Days

**Name of Bidder:
Authorised Signature and
Stamp**