

## **TENDER TIMELINE**

Tender for supply and installation of equipments and machinery for use in Livelihood Business Incubator (LBI) Centre, Tura, West Garo Hills District., Tura, Meghalaya, Pin Code No-794101 by Registered Government suppliers:-

Sl.No	Tender details	Timeline
1.	Period of issue of tender Documents	23.04.2025 to 23.05.2025
2.	Last date & time for receipt of tender Document.	23.05.2025 by 3 PM
3.	Date of opening of the tender document	23.05.2025 by 4 PM
4.	Place of submission of completed Tender Documents	Office of the MBDA/MBMA, 2 <sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, - Meghalaya
5.	Likely date of commencement of required Service	05.06.2025
6.	Date and Time of commencement of availability of tender document	23.04.2025 to 23.05.2025 (till 2 PM) in between 11 :00 A.M to 4:00P.M from the office of the MBDA/MBMA, 2 <sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, - Meghalaya or may be downloaded from <a href="http://mbda.gov.in">http://mbda.gov.in</a>
7.	Technical bid opening	Office of the MBDA/MBMA, 2 <sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101 at 3.00 PM on 23.05.2025.
8.	Contact information	Interested suppliers may contact the office of the MBDA/MBMA, 2 <sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101,Email : <a href="mailto:lbitura@gmail.com">lbitura@gmail.com</a>  Contact No: 8413051234 / 9436769557

## **TENDER DOCUMENT**

### **PART A**

#### **1. BACKGROUND**

MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, Meghalaya is operating the Livelihood Incubation Centre Scheme under the ASPIRE Scheme, MSME and for this purpose invites Quotation from Registered Government Suppliers to supply the following equipments and machineries through a two-part bidding process as specified below.

Sl. No	Items of Machines to be supply
1.	Bamboo Machines for tooth pick and Incense stick making
2.	Computerized Embroidery and Fashion Designing
3.	Bakery Equipment
4.	Flex Hoarding & Digital Printing
5.	Sanitary Napkin Making

The detail Specifications of the Machines are given below:-

#### **1. TOOTH PICK AND INCENSE PLANT**

##### **a. Bamboo Round Stick Machine- PBM- RD-001**

###### **Machine Specifications:**

- With Elect. Motor 3HP 3PH & IHP 3PH
- V - Belt, with Starter & collection Tray
- Tool Kit with Three Cutter Feeding to make quality stick

##### **b. Bamboo Toothpick Making Machine- PBM - TM-001**

###### **Machine Specification:**

- With Electric Motor and Standard Accessories

##### **c. Bamboo Toothpicks Arranging Machine**

- With Electric Motor 1 HP and Standard Accessories

##### **d . Agarbatti Masala Rolling (Incense stick) M/c. (Fully Automatic) 1 Professional Modell - PBM - MS-021**

- With Electric Motor 1 HP
  - Auto Oiling System
  - Masala Drum Cooling System
  - Auto Feeder
  - o Spanner
  - Tools and Hardened & Grounded Piston set
  - o Carbide Tipped Die with HSS Rocket for smooth and long last working
  - Production Capacity - 40 to 60 Kgs in 8 Hrs

#### **2. COMPUTERIZED EMBROIDERY**

##### **Computerized Sewing Embroidery Machine- Double Head Machine**

###### **Machine Specifications:**

- Desk top design, light and aesthetics
- Advanced Control System
- Thread stander and guiding soft pipe to avoid thread interfering
- each other
- Proper key display- easy to understand and operate

- Linear drive pantographic system
- LED lights
- Jump motor of needle bar
- Thread catching by motor in trimming system

#### **Fashion Designing**

- 8 nos- Domestic sewing machines
- 1 no Interlocking machine
- Table 6 feet X 8 feet
- Stools 10 nos
- 2 nos High speed Industrial sewing Machines

### **3. BAKERY PLANT (COOKIES/BISCUIT - 10 KG/HOUR; BREAD - 25 LOAVES OF 400GM/HOUR)**

#### **a. Deck Oven - S.S. Made**

##### **Machine Specifications:**

- A Series - 12 Trays
- Baking Capacity: Cookies - 10 Kg/Hr, Bread - 25 loaves of 400gm/hour
- TraySize-12x16

#### **a. Spiral Mixer (Bread Mixer)**

##### **Machine Specifications:**

- 30 Kg Bowl Capacity

#### **b. Bread Slicing Machine**

##### **Machine Specifications:**

- Motorized with 25 Blades
- Slicing Capacity: 250 - 300 loaves of 400gm

#### **d . Planetary Mixer (Cookies Mixer)**

##### **Machine Specification:**

- 40 Ltrs Bowl Capacity

#### **e. Cookies Drop Machine- 2 Drop**

##### **Machine Specifications:**

- Tray Size - 12x16 Inches
- Production Capacity- 40 Kg/Hr (Depending upon design)

#### **f. Moulds & Lids - 400gms**

##### **Machine Specifications:**

- Mould - 9" x 15"
- Lid - 10" X 16"
- Baking Tray - 14" x 18"

### **4. FLEX HOARDING & DIGITAL PRINTING**

SPEED – 900 SQUARE FEET PER HOUR AT 8 HEADS FULLY AUTOMATIC PRINTER, INBUILT LED & COMPUTER

##### *Machine Specifications:*

- Model no. - LK-32
- Head Plate Type Konica - 512
- Mark- SOT INK JET PRINTER
- Printing size - 10.5ft
- No of heads- C,M,Y,K – 4

## 5. SANITARY NAPKIN MAKING

### a. MACHINERIES

- De-fiberation Machine
- Soft touch sealing Machine
- Belt napkin Making machine Length sealing.
- Belt napkin making machineside sealing
- Pneumatic core formingmachine
- Pneumatic Core Dies
- U V Treat Unit

### b. RAW MATERIAL

- Core Material
- Top Layer
- Back Layer
- Release Paper
- 5 Gum

## 2. TERMS & CONDITION

a) The detailed terms and conditions the supply and maintenance shall be as per the Agreement which is to be executed with the successful bidder. A copy of the same is given at PART-B of this tender document. The bidder must go through the same carefully before submitting the bid.

b) The contract shall be valid for a period of one year from the date of signing the agreement. However, the contract period may be extended on yearly basis, subject to the satisfactory performance by the supplier and after obtaining the approval of the office of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, Meghalaya.

c) The bidder should possess at least 3 years of experience in supplying the above listed equipments and machineries.

d) The bidder should have had a minimum annual average turnover of Rs. 10,00,000/- (Rupees Ten Lakh Only) for the last 3 years .

e) He or she must submit a statement of Accounts duly audited and cetlified by a practicing Chartered Accountant for the last 3 years.

f) The bidder should be a registered dealer as per the provisions of GST and duties and taxes Rules.

g) The Bidder should have to submit documentary proof regarding his/her experience and establishment proof in Meghalaya or elsewhere in India.

h) The bidder shall engage well trained technicians for supply and installation of the equipment and machineries.

i) An amount of Rs 50,000/- ( Fifty thousand) only as Security Deposit should be deposited by Demand draft payable at Tura in favor **Livelihood Business Incubation Programme** before the execution of the agreement by the successful Tender.

j) Relevant provisions of the Minimum Wages Act and other payment to employees as well as any other statutory provisions of the Central, State or the local Government enactment and rules and regulations made there under shall be adhered to in both letter and spirit, and all expenses relating to the compliance of those provisions shall be borne by the successful bidder, hereinafter referred to as the Licensee. Further, in the event of any contravention in

that regard, the tenderer alone shall be responsible for it and shall be liable for penal action or taking remedial measure or both as the case may be.

k) The District Project Manager of the MBDA/MBMA, West Garo Hills, Tura or the Nodal Officer or any other officer authorized by him may impose additional conditions or delete any of the terms / conditions as may be necessary to protect the interest of the corporation.

o) Staff engaged by the tenderer should be verified by local police before deployment. The Licensee will be held responsible for any kind of misbehavior and illegal activities committed by the staff engaged by him/her.

p) The cost of the tender should be inclusive of cost of materials/equipments, transportation cost, cost of installation, taxes and any other incidental costs which should be explicitly indicated.

### **3. SUBMISSION OF TENDER**

a) Tender documents can be obtained from the office of the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, West Garo Hills, Tura -794101, Meghalaya on working day from 23.04.2025 to 23.05.2025 "between 11:00 A.M to 4:00 P.M. or may be downloaded from the [www.mbda.gov.in](http://www.mbda.gov.in)

b) The Tender documents shall be submitted in person or by sending it through speed post/Registered post well in advance so that, the same will reach the office of the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, West Garo Hills, Tura - 794101, Meghalaya well in advance of the last date and time of the bid opening.

c) Security Deposit in the form of Demand Draft for Rs. 50,001/- (Rupees Fifty thousand and one only) drawn on any scheduled commercial bank in favor of the Livelihood Business Incubation Programme and payable at Tura shall have to be submitted along with the tender document.

d) The offer of the Tender must be in two parts, viz .. , Technical Bid and Financial Bid. Which must be submitted in two separate sealed covers on or before the prescribed date/time and through Speed/ Registered post or in person.

e) The Technical Bid shall be in the form prescribed at PART-C. The cover must be marked with the words "Technical Bid/ cover No. I" on it. The financial offer must not be included in the technical bid else the bid ' shall become liable for rejection.

f) The Financial -Bid shall be in the form prescribed at PART-D. The bid must contain the financial offer in rupees written in both words and numbers should be enclosed in a separate sealed cover marked with words "Financial Bid/ Cover No. II"

g) Both the technical bid and financial bid in two separate covers must be kept in single cover marked with the words, "Tender Document for supply of equipment's/machineries for LBI, Tura". The name full Address telephone and fax numbers and e-mail address if any of the bidder must be clearly indicated on this cover. The main cover containing the above two covers shall be addressed to **the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, West Garo Hills, Tura -794101.**

h) Failure to furnish any information that is required as per the tender document or submission of an incomplete bid in any respect shall result in rejection of the bid. Any bidder wishing to withdraw his /her bid. After it is submitted, may do so by submitting a written notice prior to opening of technical bid.

i) The Office of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, reserves the right to relax any term and condition of the bid, accept or reject any bid or to annul the entire process at any time prior to the award of the contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidder of the grounds for the said action.

j) For any clarification or supplementary information before submission of the bid, the intending Bidder may contact the Office of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101.

#### **4. EVALUATION OF BIDS**

a) The technical bid shall be opened first and shall be evaluated. The tender Committee shall prepare a list of the names of the bidders satisfying the criteria in the technical bid.

b) All bidders who prima facie meet the requirement of the technical bid may be accepted. It may be required to verify the claims made in the technical bid document. This inspection may be carried out by the officers deployed for this purpose by the Office of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101, without giving any prior intimation to the bidder. It is, therefore, necessary that the bidder clearly mention the address with working hours as well as the working days in the technical bid.

c) The technical bids will be evaluated on the basis of the documents submitted in response to this tender. The financial bids of only such short listed bidders shall be opened in the office of the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, West Garo Hills, Tura -794101

d) The financial bids would be evaluated on the basis of the rates quoted in the financial bid including transportation, taxes, installation and other costs to ensure that the machines/equipments are fully functional and operating.

e). The warranty period should also be indicated in the Technical bid which shall form an important part for evaluation of the bids.

#### **5. CONTRACT AGREEMENT**

a) The tenderer shall enter a contract agreement on stamp papers of adequate denomination with the the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, West Garo Hills, Tura -794101

b) Refusal to enter into contract after being selected may result in forfeiture of Security Deposit.

c) Security Deposit of unsuccessful bidders shall be returned soon after selection of the bidder. The security deposit as indicated in Para 2 (i) will be received from the successful Bidder before signing of the contract agreement.

## PART-B

This contract is made and entered into on this. \_\_\_\_\_ day of \_\_\_\_\_ 2025 between the District Project Manager of the MBDA/MBMA, West Garo Hills, Tura having office at 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, Tura- 794101 hereinafter referred to as First party.

AND

M/S-----represented by its authorized partner

Sri ----- Son of -----aged

year's resident of------(hereinafter referred to as the

Second party)

WHEREAS the First party has decided to invite bids from registered Government suppliers to supply and install the equipments and machineries at Livelihood Business Incubation Centre, Tura a unit functioning under its administrative control.

AND

WHEREAS the Second Party who is the successful bidder, has offered to supply and install the equipment's and machineries at Livelihood Business Incubation Centre, Tura, West Garo Hills District- 794101

AND

WHEREAS Frist party has decided to allot the supply order to the Second party on the following terms and conditions to which both the parties have agreed.

NOW it is hereby agreed between the parties hereto as under:-

### **1. Duration of license:**

i) The License initially covers for a period of one year from the date of signing this agreement but may be thereafter renewed annually up to maximum for a further period of one year subject to satisfactory performance and on a mutually agreed terms and condition. The satisfactory performance has to be evaluated by a committee appointed for this purpose by the District Project Manager of the MBDA/MBMA, West Garo Hills, Tura. The District Project Manager of the MBDA/MBMA, West Garo Hills, Tura, can revoke the supply order at any time if the supplier violates any of the terms and conditions of the agreement or act in a manner prejudicial to the interest of MBDA/MBMA West Garo Hills, Tura or public interest . Before revoking the license, the District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101 shall give reasonable opportunity of being heard. Thereafter the decision of ~ The District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre- West Garo Hills, Tura-794101

ii) The license can be terminated by either party i.e. the First Party or the Second patty after giving 3 months prior notice. I

## **2. Security Deposit and its Forfeiture for recovery of dues:-**

i) The Licensee shall furnish a Security Deposit Receipt of 50,001/- ( Fifty thousand and one) only for the duration of the supply order from any Schedule Commercial bank in favor of Livelihood Business Incubation Programme payable at Tura as a security deposit towards the supply order.

ii) The District Project Manager of the MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre-West Garo Hills, Tura-794101, may forfeit the security deposit of the licensee if he/she fails to give the three months notice before terminating the license as specified above or fail to supply and install the equipments and machineries within the stipulated period mentioned in the supply order.

## **3. Specifications of the Machineries and Equipment:**

i) The Second Party shall supply only those Machineries and Equipment which are mentioned in the supply order and as per the specifications prescribed in the tender document. Any deviation from the specifications shall render the agreement null and void and the contract shall be liable to be terminated at the behest of the First Party.

ii) The first Party can engage experts to ascertain that the specification of the Machineries and Equipment being supplier meet the criteria specified in the tender document.

## **4. Repair & Maintenance:**

i) The Second Party shall undertake all repair, including all replacement during the period of the warranty free of cost immediately within 15 days from the date of notice being issued by the First Party.

ii) The Second Party shall be responsible at his cost for the replacement of the Machineries and Equipment in case the repairs cannot be made or there is continuous breakdown of more than two instances in respect of the particular machine.

## **5. Penal Provisions:-**

The Licensee shall be liable for penalty up to Rs. 1,00,000/- (one lakh) per instance cases such as the following:

- (i) Inappropriate behavior of the Second party/ his or her staff.
- (ii) Any compromise on the quality or quantity of materials/equipment's being supplied.
- (iii) Non-maintenance service standard.
- (iv) Failure to deposit agreed security deposit in time.
- (v) Failure to adhere any of the provision of this agreement.

## **6. General**

The Supplier shall obtain necessary permissions from the authorities such as Taxation department, Municipal Corporation/Town Committee, Commercial Tax, Labour Authorities, District Council/Deputy Commissioner, etc. and shall be responsible to pay all applicable taxes in respect of services offered under the contract. The licensee shall also to:-

- i) Maintain prescribed register under the relevant laws. The supplier shall all comply with all the mandatory requirements under the Central. State and local legislation an shall be responsible for payment of all applicable taxes, fees and others statutory payments to the respective authorities.
- ii) If the supplier commits breach of any of the terms and conditions of agreement or becomes insolvent or found guilty of any offence punishable under the law of the Land or fails to perform the work entrusted to him/her satisfactory, the Deputy Commissioner-cum-Chairman Basin Development Unit shall be at liberty to terminate the contract. This action would be without prejudice to any other action that may be taken against him/her under the law in force at the time.



- iii) After the expiry of the supply period or after termination of the contract or after withdrawal of license by either party as contained in this agreement, the Second party shall clear all the dues payable towards the licensee fee, taxes, wages to the employee etc. and shall produce to Deputy Commissioner, West Garo Hills.

## PART-C

### **TECHNICAL BID FOR SUPPLY AND INSTALLATION OF EQUIPMENTS AND MACHINERIES FOR THE LBI CENTRE IN TURA**

Pre-qualification form for short listing of Agencies for supply and installation of following machinery & equipments for use in Livelihood Business Incubator (LBI) Centre, Tura, West Garo Hills District, Meghalaya, Pin Code No 794101:

Sl No.	Particulars	Details												
1.	PHOTOGRAPH OF THE CHIEF FUNCTIONARY													
2.	Name of the Agency: (in block letter)													
3.	Address a) Permanent Postal Address (full) b) Address for Correspondence (full) 03) Telephone Number Office Residence Phone No. Fax ( if any) E- mail web site Page Mobile No.													
4.	Type of Agency (Proprietorship or partnership /ltd Co./any other ( Relevant documents to be attached													
5.	In Case Partnership full details of each partners are to be given													
6.	Experience in years in supplying and installing the tendered ' equipments/machineries													
7.	Current assignments (attach a copy of agreement/documents name clients address etc. Contact person with telephone no)													
8.	Registration No. of supplier													
9.	Sales Registration/Other Tax Certificate details (copy of Registration Certificate to be attached) Trade Licence													
10.	Hygiene and Health Clearance Certificate from concerned civic authority													
11.	Details of contracts last three years: <table border="1"><thead><tr><th>Year</th><th>No of Contracts</th><th>Amount of contract</th></tr></thead><tbody><tr><td>2021-22</td><td></td><td></td></tr><tr><td>2022-23</td><td></td><td></td></tr><tr><td>2023-24</td><td></td><td></td></tr></tbody></table>	Year	No of Contracts	Amount of contract	2021-22			2022-23			2023-24			
Year	No of Contracts	Amount of contract												
2021-22														
2022-23														
2023-24														
12.	Annual turnover year wise from 2021-2022 to 2023-2024 (attach copies of 3 years audited balance sheet / income expenditure/profit loss account													
13.	Copies of the latest Income Tax Return for 2021-2022 to 2023-2024													
14.	DD/ Cheque as Earnest Money Deposit to be enclosed - DO No. & Date.													

The District Project Manager, MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, Tura valid documentary proof to that effect in order to enable the District Project Manager, MBDA/MBMA, 2<sup>nd</sup> Floor, SMELC Building, Dakopgre, Tura to adjust if any before releasing the security deposit.

- iv) The District Project Manager, MBDA/MBMA, West Garo Hills, Tura may at his discretion, impose any additional condition as may be necessary, may call for any relevant information and give directions to the supplier in public interest
- v) Either party to this agreement may terminate this contract by giving at least 3 months of prior notice in writing to the other of its intention to do so.
- vi) The Supplier shall not assign this rights or responsibilities under his Contract to any other party.
- vii) The Supplier shall abide by all terms and condition of the Licensee Agreement
- viii) All disputes and difference between the parties shall be referred to a single arbitrator to be appointed by the District Project Manager, MBDA/MBMA, West Garo Hills, Tura whose decision shall be final and binding for both the parties
- ix) IN WITNESS WHERE OF the parties hereto the licensor and the licensee have hereby signed on the date, month, year hear in above-mention

**PART –B**  
**SCHEDULE**

In presence of-

Signed by the

The District Project Manager, MBDA/MBMA, West Garo Hills, Tura  
acting in the premises for and on behalf of the MBDA/MBMA, West Garo  
Hills District

WITNESS:-

Signature \_\_\_\_\_

Name \_\_\_\_\_

Signed by Shri \_\_\_\_\_  
Supplier

WITNESS:-

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

## PART-C

### Check list of documents to be enclosed with Technical Bid form

Sl No.	Items no in the Technical Bid	Documents to be attached	Reference no
1.	Photograph		
2.	Experience Certificate		
3.	Certificates / Agreements		
4.	GST/TIN Registration No and Trade Licence		
5.	Health Clearance		
6.	Copies of Audited Balance Sheet/ Income Expenditure /Profit and Loss Account for the year 2021-2022 to 2023-2024 showing Bar sale turnover.		
7.	Income Tax Returns for the years for the year 2021-2022 to 2023-2024		
8.	Demand Draft		

## UNDERTAKING

I/We hereby confirm that the information furnished above are true and correct to the best of my/our knowledge I/We declare that the decision of the District Project Manager, MBDA/MBMA, West Garo Hills District, Tura regarding shortlist of Agencies for issue of tender paper shall be final and binding on me /us.

I/We have read understood and accept all the terms and conditions applicable for supply and installation of the equipments and machineries to the LBI Centre in Tura of MBDA/MBMA, West Garo Hills District as laid down in the Agreement (PART B) of the tender document.

I/We undertake to pay monthly license fee quoted by me in financial bidding I/We also agree to establish an electricity submitter and water charges fixed by the authorities as per the said agreement and also agree to pay as Security Deposit amounting to Rs. 50,001/- (Rupees Fifty thousand and One only) in favor of Livelihood Business Incubation Programme before commencement of my operation.

Place: Date:

(Signature with Seal of the Bidder)

- NB:
1. All the documents should be photocopied and duly attested by the bidder himself.
  2. Self attested Passport size indicated at the right hand top corner of this bid for. The signature should be partly on photographs and partly outside

## **PART-D**

Financial Bid the Financial Bid shall be in the form prescribed at PART-D. The bid must contain the financial offer in rupees written in both words and numbers should be enclosed in a separate sealed cover marked with words

For the Financial bid, the financial offer in rupees written in both words and numbers should be enclosed in a separate sealed cover mentioning:

The rates quoted for equipment and machineries shall be inclusive of transportation, installation, taxes, etc.

**District Project Manager  
MBDA/MBMA, West Garo Hills, Tura  
Meghalaya- No. 794101**