



GOVERNMENT OF MEGHALAYA  
DEPARTMENT OF FORESTS & ENVIRONMENT  
OFFICE OF THE DIVISIONAL FOREST OFFICER: KHASI HILLS  
WILDLIFE DIVISION::SHILLONG



No. MWL/79(O)/SZ/TENDER/FEED/ 843

Dated Shillong, the 12<sup>th</sup> May, 2023

### Notice Inviting Tenders

1. For and on behalf of the Governor of Meghalaya, the undersigned invites sealed tenders affixed with non-refundable court fee stamp of Rs. 1,000 (rupees one thousand) only denomination for supply of feed for animals at Meghalaya State Zoo, Umtrew, Ri-Bhoi District, during the financial year 2023-24(9 Months) w.e.f. 01.07.2023 to 31.03.2024 from the firms and persons having past experience to supply similar feed items of a value not less than Rs. 10,00,000/- (rupees ten lakhs) only to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during a period of last three years from 01.01.2021 to 31.12.2023.
2. Tender Booklet containing details of feed item to be supplied and Terms and Conditions may be obtained from office of the undersigned located in Forest Management Building, Lower Lachumiere, Shillong-793001 upto 04.00 PM on 31.05.2023 on payment of Rs. 500/- (rupees five hundred) only in cash or by a Demand Draft or a Pay Order or a Bankers Chequedrawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong. The Tender Booklet may also be downloaded from website of the Forests and Environment Department, Government of Meghalaya (megforest.gov.in).
3. Tenders complete in all respect shall reach office of the undersigned in Forest Management Building, Lower Lachumiere, Shillong-793001 upto 01.00 PM on 12.06.2023. The tenders received upto the afore-mentioned date and time will be opened at 01.30 PM on 12.06.2023 in the presence of the tenderers or their representatives. Due to any unavoidable reason(s), if the office of the undersigned remains close on the last date prescribed for receipt of the tenders, the next working day shall be considered as the last date for receipt and opening of the tenders.
4. Each tender shall be accompanied with a refundable Earnest Money Deposit (EMD) of Rs. 54,000/- (Rupees fifty four thousand) only in the form of a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Chequedrawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong. If the tenderer is a member of a Scheduled Tribe (ST) or a Scheduled Caste (SC), he/she may submit EMD amounting to Rs. 27,000/- (Rupees twenty seven thousand) only.

**(Shri.Gavade Sachin Shankar, IFS)**

Divisional Forest Officer,  
Khasi Hills Wildlife Division,  
Shillong

**Email:dfowildlifedivisionshillong@gmail.com**



(Price: ₹500)

**Tender For**  
**Supply of Feed for Animals**  
**At**  
**Meghalaya State Zoo, Umtrew, Ri-Bhoi District,, Ri-**  
**Bhoi District,**  
**Ri-Bhoi District**  
**During**  
**The Financial Year 2023-24**  
**(W.E.F. 01.07.2023 to 31.03.2024)**

**Last Date & Time for Submission of Tender: 12.06.2023 up to 01.00 PM**

**Date & Time for Opening of Tender: 12.06.2023 at 01.30 PM**

**Submitted To:**

**The Divisional Forest Officer, Khasi Hills Wildlife Division**  
**Forest Management Building, Lower Lachumiere**  
**Shillong 793 001 Meghalaya**

(Space for affixing court fee stamp of the prescribed denomination)

**TECHNICAL CUM PRICE BID**

**PART-I-TENDER FORM**

(To be filled in by the tenderer)

To,

**The Divisional Forest Officer**  
Khasi Hills Wildlife Division  
Forest Management Building  
Lower Lachumiere Shillong 793001 Meghalaya

**Sub:** Tender for supply of feed for animals at the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District, during the financial year 2023-24 from 01.07.2023 to 31.03.2024.

Sir,

I hereby submit my tender for supply of feed for animals at the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District, during the financial year 2023-24 from 01.07.2023 to 31.03.2024:

- 1. Full name of the Tenderer (in block Letters): .....
- 2. Postal address of the Tenderer .....
- .....
- .....
- .....
- .....

Phone: ..... Fax: ..... Mobile: .....

Whatsapp: ..... Email: .....

- 3. GST registration number of the tenderer: .....
- 4. Permanent Account Number (PAN) of the tenderer: .....
- 5. Status of the tenderer (pl. tick Appropriately): Individual/ Partnership firm/ Co-operative Society/ Joint Stock Company/ Joint Venture

6. In case of the tenderer being other than individuals, designation/ status of the person who sign the tender.....
7. In case of the tenderer being an individual, caste of the tenderer (pl. tick appropriately):  
General/ Other Backward Caste/ Scheduled Caste/ Scheduled Tribe/ Native Scheduled Tribe of Meghalaya
8. Details of a license issued by the Shillong Municipal Board to authorize the tenderer to supply meat items or proof of authorize seller of meat in a market authorised by the respective District Animal Market Committee:

License No.	Date of Issue of License	Date of expiry of the License	Copy of license enclosed (yes/No)

9. Details of each of the pending/concluded cases and the sentence(s) awarded (in case of conviction) on the Tenderer,if any, for any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder:

Date of incident	Relevant Rules	Section(s),	Current status of the Case	Details of Conviction, if any

(Attach additional sheet(s), if required)

10. Details of similar feed items supplied by the Tenderer to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during the period of last three years from 01.01.2021 to 31.12.2023:

Sl. No.	Name of Department/ PSU/ Institute/ Organisation	Value of Feed items supplied (Rs.)	Date of Supply Order	Date of Completion of Supply
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				



Sl. No.	Name of Department/ PSU/ Institute/ Organisation	Value of Feed items supplied (Rs.)	Date of Supply Order	Date of Completion of Supply
9.				
10.				
11.				
12.				
13.				
14.				
15.				

(Attach additional sheet(s), if required)

11. Rate(s) quoted by the tenderer inclusive of all taxes, levies, cess, loading, unloading and transportation upto a Feed Store located in the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District,:

**A. Perishable Items**

Sl. No.	Items	Unit	Rates Quoted in Rupees per Unit	
			in numbers	in words

1.	Fresh Fish 10-20 cm	Kg		
2.	Fresh Fish 5-10 cm	Kg		
3.	Green Vegetables	Kg		
4.	Carrot	Kg		
5.	Sweet Potato	Kg		
6.	Green Fodder	Kg		
7.	Bread	Kg		
8.	Banana 15- 20 cm	Number		
9.	Tomato	Kg		
10.	Papaya (Ripe)	Kg		
11.	Green Amla	Kg		
12.	Beef cut meat	Kg		

13.	Minced Beef	Kg		
14.	Chicken	Kg		
15.	Milk	Litre		
16.	Egg	Number		

(attach additional sheet(s), if required)

### B. Non-Perishable Items

Sl. No.	Items	Unit	Rates Quoted in Rupees per Unit	
			in words	in figures
1.	Paddy	Kg		
2.	Rice (Lahi)	Kg		
3.	Onion	Kg		
4.	Dry gram	Kg		
5.	Groundnut	Kg		
6.	Wheat bran	Kg		
7.	Satua (Powdered gram)	Kg		



8.	Oil Cake	Number		
9.	Roasted gram	Kg		
10.	Garlic	Kg		
11.	Gur	Kg		

*(attach additional sheet(s), if required)*

12. Validity of the rates quoted by the tenderer from the date of opening of tenders for acceptance (**Note:** in no case it shall be less than ninety (90)days from the date of opening of the tender): .....

Signature and Seal of the Tenderer

Date: .....

**DECLARATION FORM**

I agree that I will not withdraw from the tender offered by me during the time that will be required for its acceptance, nor will I withdraw it afterwards should my tender be accepted. If I withdraw the tender then the entire amount of Earnest Money Deposit (EMD) furnished by me along with this tender will be forfeited in favour of the State of Meghalaya free from all encumbrances.

Further certified that during last three years I have not defaulted in supply of material in accordance with supply orders placed in favour of me nor any of the supply orders placed in favour of me has been rescinded during the last three years.

Further certified that I have not been convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder during a period of last three years from 01.01.2021 to 31.12.2023.

Further certified that I will provide full details to the Divisional Forest Officer, Khasi Hills Wildlife Division, Shillong if during currency of the order, if any, to be placed in favour of me based on this Tender, I am convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder, within one week from the date of such sentence.

Signature & seal of the tenderer

Date .....

Witness:

Signature: .....

Name: .....

Address:.....  
.....  
.....  
.....

Occupation: .....

## List of Enclosures

- (a) Earnest Money Deposit (EMD)

Sl. No.	Nature of the payment instrument*	Bank on which drawn	Number and Date	Amount (Rs.)
1				

(\*: Bank Draft/ Pay Order/ Bankers Cheques)

- (b) In case court-fee stamps are not affixed to the tender, details of amount in lieu of the same:

Sl. No.	Nature of the payment instrument*	Bank on which drawn	Number and Date	Amount (Rs.)
1				

(\*: Bank Draft/ Pay Order/ Bankers Cheques)

- (c) In case the tender booklet is downloaded from the website, details of amount in lieu of the cost of tender document:

Sl. No.	Nature of the payment instrument*	Bank on which drawn	Number and Date	Amount (Rs.)
1				

(\*: Bank Draft/ Pay Order/ Bankers Cheques)

- (d) Copy of license issued by the Shillong Municipal Board to authorize the tenderer to supply meat or proof of authorize seller of meat in a market authorised by the respective District Animal Market Committee(pl. tick mark appropriately): enclosed/not enclosed.
- (e) Copy of an affidavit sworn before an Executive Magistrate on a stamp of Rs.100/- (rupees one hundred only) stating therein that the tenderer has not been convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder during a period of last three years from 01.01.2021 to 31.12.2023(pl. tick mark appropriately): enclosed/not enclosed)
- (f) Copy of Supply/Purchase Order for the similar feed items supplied by the tenderer to the Government Departments or Public Sector Undertakings (PSUs), Institutes and

Organisations owned, controlled and managed by the Government during last three years from 01.01.2021 to 31.12.2023(pl. tick mark appropriately): enclosed/not enclosed

- (g) Up-to date Goods and Service Tax (GST) clearance certificate by the concerned competent authority of Government(pl. tick mark appropriately): enclosed/not enclosed
- (h) If the registered office of the tenderer is located in Meghalaya, an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council (pl. tick mark appropriately): enclosed/not enclosed
- (i) If the tenderer is a Joint Venture, a copy of Joint Venture Agreement clearly stating therein the share and the roles & responsibilities of each member of the Joint Venture (pl. tick mark appropriately): enclosed/ not enclosed
- (j) If the tenderer is a Co-operative society or a Firm or a Joint Stock Company:
- (i) Original or certified copy of the Registration Certificate from the concerned Registration authority: enclosed/not enclosed
- (ii) Certified copy of the resolution/document authorizing the person who signs the tender: enclosed/not enclosed
- (iii) Statement regarding authorised, subscribed and paid up capitals: enclosed/not enclosed
- (iv) Up-to-date GST clearance certificate issued by the concerned competent authority of the Government: enclosed/ not enclosed
- (v) Up-to-date Professional Tax Clearance Certificate issued by the competent authority of the concerned Autonomous District Council: enclosed/ not enclosed
- (k) If the tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has its registered office at a place to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the Khasi Hills Autonomous District Council (KHADC)/ Jaintia Hills Autonomous District Council (JHADC)/ Garo Hills Autonomous District Council (GHADC): enclosed/ not enclosed

Signature & seal of the Tenderer

Date .....



## Part-B- TERMS AND CONDITIONS

### 1. Tender Inviting Authority

- (a) For and on behalf of the Governor of Meghalaya, the Divisional Forest Officer, Khasi Hills Wildlife Division, Shillong (hereinafter called as 'DFO') invites sealed tenders for supply of feed for animals at the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District, during the financial year 2023-24 from 01.07.2023 to 31.03.2024 as per details given in the Schedule.

### 2. Obtaining of Tender Booklet

- (a) The eligible firms and persons may obtain this Tender Booklet containing details of feed items to be supplied and Terms and Conditions from office of the Divisional Forest Officer, Khasi Hills Wildlife Division located in Forest Management Building, Lower Lachumiere, Shillong 793001 on payment of Rs. 500/- (rupees five hundred) only in cash or by a Demand Draft or a Pay Order or a Bankers Cheque drawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong. Alternatively, the Tender Booklet may be downloaded from website of the Forests and Environment Department, Government of Meghalaya (<http://megforest.gov.in/>).
- (b) The Tender Booklet will be available for sale upto **4.00 PM on 31.05.2023**.
- (c) Last date and time for receipt of the completed tender is **12.06.2023 up to 1.00 PM**
- (d) The tenders will be opened on **12.06.2023 at 1.30 PM**.
- (e) The Government of Meghalaya or the DFO or any other officer in the Government of Meghalaya shall not be responsible for any delay in sending the tender document by post. No plea of tender reaching late due to accident, traffic jam, strike etc. shall be entertained.

### 3. Qualification for tendering

- (a) Firms and persons having past experience to supply similar feed items of a total value not less than Rs. 10,00,000/- (rupees ten lakhs) only to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during a period of last three years from 01.01.2021 to 31.12.2023 are qualified to submit the tender. Firms and persons having a valid licence issued by the Shillong Municipal Board to sell meat items or proof of authorize seller of meat in a market authorised by the respective District Animal Market Committee are only eligible to quote rates for meat items.
- (b) Firms and persons convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder

during a period of last three years from 01.01.2021 to 31.12.2023 are not eligible to submit the Tenders.

- (c) If the tenderer is a person other than a tribal resident as defined in The United Khasi-Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has its registered office at a place in Meghalaya to which above regulation extends, he/she shall have to furnish the valid Trading License from the concerned Autonomous District Council along with the request for purchasing the detailed tender booklet, to the DFO, without which he/she will not be allowed to purchase the Tender Booklet for casting the tender. The tenders submitted by such firms and persons on a Tender Booklet downloaded from website of the Forests and Environment Department, Government of Meghalaya without enclosing a copy of valid Trading License from the concerned Autonomous District Council are also liable to be rejected summarily.
- (d) Should a tenderer or in the case of a partnership firm or company incorporated under the Indian Company Law should a partner or Director of any such firm or company is a relative of any of the members of the Purchase Board or the DFO, the DFO shall be informed of the fact at the time of submission of tender, failing which the tender is liable to be rejected, or if such fact subsequently comes to light the supply order placed in favour of the such tenderer may be rescinded.

**Note:** For the purpose of this clause, mother, father, sister, brother, wife, husband, daughter, son, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step parent, step child, step sister and step brother will only be treated as close relative.

#### **4. Period for completion of supply**

- (a) The successful tenderer will be required to supply the feed items during the period from 01.07.2023 to 31.03.2024. The perishable items shall be supplied on daily basis whereas the non-perishable items shall be supplied on a monthly basis.
- (b) The DFO may, with prior approval of the Departmental Purchase Board of the Forests and Environment Department, Government of Meghalaya, extend the period for supply of feed item for such period as he/she may desire.

#### **5. Earnest Money Deposit (EMD)**

- (a) Each tender shall be accompanied with a refundable Earnest Money Deposit (EMD) of Rs. 54,000/- (Rupees fifty four thousand) only in the form of a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque drawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in



Shillong. If the tenderer is a member of a Scheduled Tribe (ST) or a Scheduled Caste (SC), he may submit EMD amounting to Rs. 27,000/- (Rupees twenty seven thousand) only.

**Note:** Partnership firms, Co-operative Societies, Joint Stock Companies and Joint Ventures, even those fully owned by the members of Scheduled Tribes and Scheduled Castes will be required to submit the EMD amounting to Rs. 54,000/- (Rupees fifty four thousand) only.

- (b) Tenders submitted without the prescribed EMD shall be summarily rejected.
- (c) On finalization of the tender, EMD submitted by all unsuccessful tenderers shall be returned forthwith. In case of the successful bidder, EMD shall be returned only after furnishing of the Security Deposit at the rate prescribed in this Tender Booklet.
- (d) If a tenderer attempts to withdraw the tender submitted by him/her after its opening or fails to submit the Security Deposit within the period specified in the preliminary supply order and such extension(s) as the DFO may provide, the EMD furnished by him/her may be forfeited to the revenue of the State of Meghalaya free from all encumbrances.
- (e) No interest shall be payable on the EMD furnished by a tenderer.

## 6. Security Deposit

- (a) On finalization of the tender, successful tenderer (hereinafter referred to as 'Supplier') will be required to furnish refundable 'Security Deposit' amounting to 10% (ten percent) of the gross estimated value of the feed items at the rate at which order is to be placed in favour of such tenderer, within 15 (fifteen) days from the date of issue of the preliminary supply order.
- (b) The Security Deposit shall be furnished in the form of a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque or a Fixed Deposit Receipt or an irrevocable Bank Guarantee drawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong. In case the Security Deposit is furnished in the form of a Fixed Deposit Receipt or an Irrevocable Bank Guarantee, the same shall be valid till 30<sup>th</sup> June 2023.
- (c) The Security Deposit shall be refunded back to the Supplier not later than sixty (60) days from the expiry of the supply period after deducting such amounts as are liable to be deducted as per paragraph 13 or any other paragraph in this Booklet.
- (d) No interest shall be payable on the Security Deposit.

## 7. Court Fee Stamp

- (a) Each tender shall be affixed with non-refundable court fee stamp of Rs. 1,000 (rupees one thousand) only denomination.

- (b) Due to non-availability or any other reasons(s) if it is not feasible for a tenderer to affix the court-fee stamp of the prescribed denomination, the equivalent amount in lieu thereof may be enclosed with the tender document in the form of a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Chequedrawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong.
- (c) Tenders submitted without affixing the non-judicial court fee stamp of the prescribed denomination or amounts in lieu thereof are liable to be rejected summarily.

#### **8. Submission of Tender**

- (a) Each tender shall consist of a single Technical cum Price Bid in this Tender Booklet.
- (b) The Technical cum Price Bid shall be filled in by making neatly typed or hand written appropriate entries by the tenderer himself or by a person duly authorised to submit and sign the tender on behalf of the tenderer (hereinafter referred to as the 'authorised signatory').
- (c) All entries in the tender shall be made in the English language only.
- (d) Overwriting in the Tender Booklet is strictly forbidden. Cutting and corrections in the tender, if any, should be attested by the tenderer or authorised signatory by affixing full signature along with date. Tenders containing non-attested over-written or doubtful entries are liable to be rejected.
- (e) In Technical cum Price Bid the tenderer shall quote their lowest possible rate for each item which he/she intends to supply. The rate quoted by the tenderer shall be inclusive of all taxes, levies, cess, loading, unloading, and transportation upto the Feed Store located in the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District, 793001 Meghalaya (hereinafter referred to as "Feed Store").
- (f) A single Tender may be submitted by the Tenderer(s) for both perishable and non-perishable feed items. Tenderer has the option to quote rates for all or any of the perishable or non-perishable items as he/she may desire. The Tenderer(s) having a License issued by the Shillong Municipal Board for supply of meat items or proof of authorize seller of meat in a market authorised by the respective District Animal Market Committee valid upto 31<sup>st</sup> March 2024 are only eligible to quote rates for Beef and Chicken.
- (g) The rates shall be quoted by the tenderer both in numbers and words. In case of any doubt or discrepancy the rates quoted in words shall be treated as final.
- (h) The rates quoted by the tenderer shall be valid **for acceptance** for a minimum period of ninety (90) days from the date of the opening of the tender.
- (i) Conditional tenders are liable to be rejected summarily.



- (j) All pages of the Technical cum Price Bid together with terms and conditions and the documents enclosed with the tender shall be signed by the tenderer or authorized signatory. Acceptance signing of the tender form and the detailed terms and conditions shall be deemed as the final acceptance of these terms and conditions.
- (k) In case the space on any page is insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consequently and be signed by the tenderer. In such cases reference to the additional pages may be added in the covering letter.
- (l) A complete tender shall contain the following:
- (i) A covering letter on the authorized letterhead of the tenderer clearly indicating complete address together with telephone, Whatsapp, fax numbers and E-mail addresses.
  - (ii) Duly filled in Technical cum Price Bid in this Tender Booklet.
  - (iii) EMD in form of a Bank draft or a Pay Order or a Bankers Cheque.
  - (iv) Court fee stamps of the prescribed denomination or a Demand Draft or a Pay Order or a Bankers Cheque for payment of amount in-lieu thereof.
  - (v) The original or a copy of the money receipt of making payment of the cost of the Tender Booklet or a Demand Draft or a Pay Order or a Bankers Cheque for payment of amount in-lieu thereof in case the tender booklet has been downloaded from website of the Forests and Environment Department, Government of Meghalaya.
  - (vi) Copy of a license issued by the Shillong Municipal Board or proof of authorize seller of meat in a market authorised by the respective District Animal Market Committee.
  - (vii) Copy of an affidavit sworn before an Executive Magistrate on a stamp of Rs. 100/- (rupees one hundred only) stating therein that the tenderer has not been convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder during a period of last three years from 01.01.2021 to 31.12.2023.
  - (viii) Copy of Supply/Purchase Order for the similar feed items supplied by the tenderer to the Government Departments or Public Sector Undertakings (PSUs), Institutes and Organisations owned, controlled and managed by the Government during last three years from 01.01.2021 to 31.12.2023
  - (ix) Up-to date Goods and Service Tax (GST) clearance certificate by the concerned competent authority of Government.

- (x) If the registered office of the tenderer is located in Meghalaya, an up-to date Professional Tax Certificate issued by the competent authority of the concerned Autonomous District Council.
- (xi) If the tenderer is a Co-operative Society, a partnership Firm or a Joint Stock Company:
  - (a) Original or certified copy of the Registration Certificate from the concerned Registration authority.
  - (b) Certified copy of the resolution/document authorizing the person who signs the tender.
  - (c) Statement regarding authorised, subscribed and paid up capital.
- (xii) If the tenderer is a person other than a tribal resident as defined in United Khasi Jaintia Hills District (Trading by Non-Tribal) Regulation, 1954 or in similar legislation enacted by the Garo Hills Autonomous District Council, and has his registered office at a place in Meghalaya to which above regulation extends, attested copy of trading license issued by the concerned competent authority of the KHADC/GHADC/JHADC.
- (m) All documents mentioned in the clause (k) above, shall be fully secured and put into a sufficiently large envelope which should be sealed and super –scribed **“Tender for Supply of feed for animals at the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, Ri-Bhoi District,during the financial year 2023-24Due to be Opened on 12.06.2023”**.
- (n) The envelope containing the Tender shall be addressed to the Divisional Forest Officer, Khasi Hills Wildlife Division, Forest Management Building, Lower Lachumiere, Shillong 793001 Meghalaya.
- (o) The tenderer should affix his full address on left bottom corner of the envelope containing the Tender.
- (p) The envelope containing the completed Tender shall reach the office of the Divisional Forest Officer, Khasi Hills Wildlife Division, Forest Management Building, Lower Lachumiere, Shillong 793001 Meghalaya on or before the due date and time prescribed in the paragraph 2 above. If desired, the tenderer may put the envelope containing tender directly in a Tender Box kept at the reception counter at the office of the Divisional Forest Officer, Khasi Hills Wildlife Division, Forest Management Building, Lower Lachumiere, Shillong 793001 Meghalaya. All Tenders received by the DFO by hand or by post on or before the due date and time prescribed in the paragraph 2 above shall be put in the afore-mentioned tender box after making an entry in a register kept in office of the DFO.
- (q) Immediately at the prescribed due date and time for the receipt of tenders, the tender box will be sealed in the presence of the tenderers or their representatives. In no case tenders

received after due date and time shall be accepted. The DFO and any other authority in the State of Meghalaya shall not be responsible for any delay in the submission of a tender. All tenders received after the due date and time shall be returned to the respective tenderer without opening the same.

- (r) Due to any unavoidable reason(s), if the office of the DFO remains closed on the last date prescribed for receipt of the tenders, the tenders will be received during the next working day at the same venue up to the same time.

## **9. Opening of Tenders**

- (a) Tenders shall be opened by an officer or a committee of officers duly authorised by the DFO in this regard, in the presence of the tenderers or their representative duly authorised by them who wish to remain present, at the office of the Divisional Forest Officer, Khasi Hills Wildlife Division, Forest Management Building, Lower Lachumiere, Shillong 793001 Meghalaya at the date and time prescribed in the paragraph 2 above.
- (b) Due to any unavoidable reason(s) if the office of the DFO remains closed on the date prescribed for opening of the tender, the tenders shall be opened on the next working day without any change in the venue and time.
- (c) Following procedure shall be adopted for opening of tenders:
- (i) Immediately after opening of the tender box, total number of tenders received and the name of tenderers will be announced to all the tenderers or their representatives present during the opening of the tenders and the same will also be entered in the tender opening minute register.
  - (ii) The sealed envelope received from various tenderers will be initialled and be opened one by one in the same order in which they have been entered in the tender opening minute register. After opening the sealed cover, each page of the Technical Cum Price Bid will be initialled by the officer or group of officers authorised by the DFO for opening of tenders and details of, EMD, non-judicial court fee stamp or amount in lieu thereof and the original money receipt in respect of the cost of tender document or amount in lieu thereof will be entered in the tender opening minute registers. All tenders received without prescribed EMD, court fee stamp or amount in lieu thereof and the original or a copy of money receipt for payment of the cost of tender document or amount in lieu thereof are liable to be summarily rejected.

## **10. Evaluation and Finalization of the Tenders**



- (a) The tenders received shall be evaluated by a 'Tender Evaluation Committee' consisting of the DFO and such other suitable officials having adequate knowledge relating to the material being purchased, constituted by the Principal Chief Conservator of Forests (WL & BD) & Chief Wildlife Warden, Meghalaya (hereinafter referred to as "CWLW").
- (b) The Technical Evaluation Committee will analyse the tenders, prepare an authenticated Comparative Statement, undertake a market survey to assess current market rate of each feed item proposed to be purchased and keeping in view the rates quoted by the tenderers, rates at which the feed items are presently being purchased, current market rate of each feed item and past experience in supply of similar feed items supplied by the tenderer to Government Departments, Public Sector Undertakings and Institutes and Organisations owned, controlled and managed by the Government during the period of last three years from 01.01.2021 to 31.12.2023, shortlist and rank the tenderers who are technically eligible to supply the feed items and prepare a report containing its speaking recommendation as to the tenderer(s) in whose favour order(s) for supply of each feed item may be placed. The DFO shall submit the report of the Technical Evaluation Committee along with the tenders received, in original, to the CWLW.
- (c) The CWLW through the Principal Chief Conservator of Forests and Head of Forest Force, Meghalaya shall place the report of the Tender Evaluation Committee before the Departmental Purchase Board in the Forests and Environment Department in the Government of Meghalaya (hereinafter called as 'Departmental Purchase Board').
- (d) The Departmental Purchase Board keeping in view the recommendations of the Tender Evaluation Committee and such other information as it may consider necessary will take the decision as to the Tenderer(s) in whose favour order(s) for supply of each feed item is to be placed. In case lowest rate(s) quoted by the tenderer(s) for one or more feed item(s) is/are substantially higher than the prevailing market rate, the Departmental Purchase Board may authorise the DFO to invite the tenderer(s) who has/have quoted such lowest rate, for negotiation to reduce the rate(s) quoted by him/her to a reasonable level, as the Departmental Purchase Board may consider just and proper, or may decide to call fresh tenders. The Departmental Purchase Board will also have the discretion to call a fresh tender if during the negotiation the tenderer(s) who have quoted the lowest rate refuse(s) to reduce the rate to its satisfaction.
- (e) Processing and acceptance of the Tenders shall be governed by all other orders/instructions/ guidelines/ office memorandum issued by the Government of Meghalaya from time to time.
- (f) The Departmental Purchase Board reserves the right to accept or reject all or any tender, wholly or partially, without assigning any reason(s) thereof.



- (g) The DFO reserves the right to cancel or withdraw the notice inviting tenders at any time without assigning any reason(s) thereof.
- (h) Rates quoted by a tenderer shall remain valid for acceptance for a minimum period of ninety (90) days from the date of the opening of the tenders. Any unsolicited correspondence by any tenderer after opening of tenders is liable to render the tender submitted by him/her as invalid.

#### **11. Supply Order**

- (a) On receipt of the approval from the Departmental Purchase, the DFO may place preliminary supply order(s) in favour of the successful tenderer(s) requesting each such tenderer to submit Security Deposit at the rate of 10% (ten percent) of the gross value of the feed items for which preliminary supply order has been placed in his/her favour by a crossed Demand Draft or a crossed Pay Order or a crossed Bankers Cheque or a Fixed Deposit Receipt or a Bank Guarantee drawn in favour of the Divisional Forest Officer, Khasi Hills Wildlife Division payable at Shillong from a Bank having a Branch in Shillong within a period of 15 (fifteen) days from the date of issue of such preliminary supply order.
- (a) Within five days from the date the Security Deposit for the amount specified hereinabove is paid by a supplier, the DFO shall issue a final supply order in favour of such supplier.
- (b) A final supply order shall, among others, specify the estimated quantity, specification, and the period to complete the supply. The quantities of the feed items specified in Schedule to this Tender Booklet and the Supply Orders are subjected to additions, alterations and deduction as per actual requirement of feed from time to time as decided by the DFO.
- (c) A supply order shall be sent to the supplier through registered post, email and Whatsapp.

#### **12. Supply, receipt and inspection of the feed items**

- (a) The supplier shall supply the perishable items on the daily basis and the non-perishable items on monthly basis. The perishable items shall reach Feed Store on or before 07:00 AM of each day. Similarly, non-perishable items shall reach Feed Store on 1<sup>st</sup> day of each month.
- (b) On arrival of a material at the Feed Store, an officer authorised by the DFO shall measure/weigh/count each such material and get it unloaded and staked at a designated place in the Feed Store. Entire cost of transportation, loading and unloading shall be borne by the supplier.
- (c) Each consignment of the feed item shall accompany a Delivery Challan containing details of quantity of each item constituting the consignment. Each Delivery challan shall contain among others, date and time of supply, quantity of each item and signature and seal of the Supplier or any other person authorised by the Supplier in this behalf. Once the unloading of the consignment is completed, the officer authorised by the DFO to receive the feed

items shall check and acknowledge receipt of these items on a Receipt Challan by recording date and time of receipt, the qualities specified and stipulated quantity to be supplied, actual quantity received, shortfall in quantity received and quantity rejected due to defects or any other reason. Each shortfall in supplied quantity arising either due to short supply or defects together with actual quantity will have to be countersigned by the supplier or a person duly authorised by the Supplier in his/her behalf. Original copy of the Receipt Challan duly signed by the officer authorised by the DFO to receive the feed items on his/her behalf, for the feed items received during a day will be handed over to the supplier or a person duly authorised by the Supplier in his/her behalf on the same day. Duplicate copy of the Receipt Challan duly countersigned by the Supplier or a person duly authorised by the Supplier in his/her behalf shall be retained by the officer authorised by the DFO to receive the feed items on his/her behalf for records.

- (d) The DFO or any other officer authorised by him/her in this behalf shall have the right to refuse to accept and unload a feed item if such feed item does not confirm to the specifications given in the supply order or is old, spoilt or has expired the self-life/period specified for its safe use.
- (e) No payment in respect of a consignment which has not been accepted or allowed to be unloaded at the Feed Store shall be made to a Supplier.

### **13. Penalty for Delay in Supply, Conviction of Supplier or Non-Supply of the Feed Items**

- (a) If a Supplier fails to supply the perishable feed items on or before 10:00 AM of the designated day and non-perishable feed item on or before 3<sup>rd</sup> day of a month, the DFO or any other officer authorised by the DFO in this behalf may purchase such feed items from the open market and deduct the entire expenditure incurred on purchase of such material along with a penalty at the rate of 0.50 % (zero decimal five zero percent) of the gross value of such feed items which could not be supplied in time, from the pending Bill or from Security Deposit furnished by such defaulting supplier.
- (b) If during currency of the Supply order the Tenderer is convicted of any offence under the Prevention of Food Adulteration Act, 1954 and the Food Safety and Standards Act, 2006 and the rules framed thereunder, or if there are at least ten incidences of delay in supply the stipulated quantities on the stipulated date and/or time or the articles supplied are of low quality and unusable, the DFO may cancel the Supply order issued in favour of such defaulting Supplier and may either issue a Supply order in favour of the Tenderer who has quoted next higher rates for such feed items or may purchase the feed items from the open market. The extra expenditure, over and above the amounts payable to the defaulting supplier for such feed items, along with a penalty at the rate of 0.50 % (zero decimal five zero percent) of the gross value of such feed items at the rates payable



to the defaulting Supplier shall be deducted from the pending Bill or from Security Deposit furnished by such defaulting supplier.

- (c) The Supplier will not have right to raise any objection to the rates at which such feed items, which the supplier fails to supply in time or are required to be purchased from any other source due to cancellation of the Supply Order issued in favour of such defaulting Supplier, are purchased by the DFO.

#### **14. Making of Payment**

- (a) Payment for the feed items which have been accepted by the officer authorised by the DFO in his/her behalf shall be made on a quarterly basis on receipt of pre-receipted Bills from the Supplier. Amount of the Goods and services Tax (GST) payable on the feed items given in a Bill shall clearly be indicated separately in each such Bill. Each such Bill shall be accompanied with a copy of the respective Receipt Challans duly signed by the officer authorised by the DFO to receive the feed items.
- (b) Payment shall be made through an account payee crossed cheque or a demand draft or NEFT or RTGS. In case the payment is to be made by a demand draft or NEFT or RTGS the amount charged by the Bank for such payment shall be deducted from the amount payable to the supplier. In no case, more than Rs. 5,000/- (rupees five thousand) only shall be paid through cash to a supplier.
- (c) In case a supplier desires to receive the payment through NEFT or RTGS, full details of his bank account duly verified by the Manager of the Bank in which such account is located shall be provided to the DFO.
- (d) No interest shall be paid to the supplier for delay in making payment for the materials supplied by him/her.

#### **15. Deductions**

- (a) In case total value of supply made under an individual supply order, exceeds Rs. 2,50,000/- (rupees two lakh fifty thousand) only or such other amount, as may be notified in this regards by the Government of India in the Ministry of Finance in this regard, income tax at the rate of 2 % (two percent) or such other rate as may be specified by the Government of India in the Ministry of Finance shall be deducted from the payments made to the supplier:

Provided that in case a supplier is Schedule Tribe resident of the Meghalaya and is exempted from the payment of income tax, no income tax may be deducted from the payment made to him/her.

- (b) In case total value of supply made under an individual supply order, exceeds Rs. 2,50,000/- (rupees two lakh fifty thousand) only or such other amount, as may be notified in this regards by the Government of India in the Ministry of Finance in this regard, Goods and Service Tax (GST) at the rate of 2 % (two percent) or such other rate as

may be specified by the Government of India in the Ministry of Finance shall also be deducted from the payments made to the supplier.

- (c) Such other tax or levy or fee or cess as mandated under a statute or rule made thereunder, for the time being in force in Meghalaya shall also be deducted from the payments made to the supplier.
- (d) The amounts as per the provisions of paragraph 13 in this Tender Booklet shall also be deducted from the Bill of the supplier.

**16. Prohibition to Sub-let**

- (a) The supply order shall not be assigned or sub-let to any other person and if the supplier shall assign or sub-let his supply order, or attempt so to do, or become insolvent or commence any insolvency proceedings or make any composition with his creditors, or attempt so to do, or if any bribe, gratuity, gift, loan, prerequisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the supplier, or any of his servants or agents to any public officer or person in the employ of the State of Meghalaya in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the supply, the DFO may, by notice in writing rescind the supply order and the earnest money deposit or the Performance Security of the supplier shall thereupon stand forfeited and be absolutely at the disposal of the State of Meghalaya, and in addition the supplier shall not be entitled to recover or be paid for any material supplied under the supply order placed in his favour.

**17. Changes in Constitution of Firm**

- (a) In the case of a tender by partners any change in the constitution of the firm shall be forthwith notified by the supplier to the DFO for his information and record.

**18. Dispute Resolution**

- (a) All disagreements, disputes and differences that may arise between the DFO or the State of Meghalaya and a Supplier which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of the relevant Indian laws. The venue of proceedings for arbitration shall be Shillong in Meghalaya.
- (b) The obligations and liabilities arising out of the supply to be made in accordance with this tender shall be construed in accordance with the laws applicable in the State of Meghalaya. The Court in Shillong in Meghalaya shall have the exclusive jurisdiction to try all or any such dispute.

**19. Interpretation**

- (a) Except where otherwise specified in the Tender Booklet or the supply order, the decision of the DFO shall be final, conclusive and binding on the supplier upon all questions relating to the meaning of the specifications and instructions hereinbefore

mentioned and as to any other question, claim right, matter or thing whatsoever in any way arising out of or relating to the quality and quantity of material supplied, instruction, orders of these conditions, or otherwise concerning the supply of the material or failure to supply the same whether arising during the progress of the supply, or after the supply or abandonment thereof.



**(Shri Gavade Sachin Shankar, IFS)**  
Divisional Forest Officer  
Khasi Hills Wildlife Division  
Shillong, Meghalaya

**CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS**

I have read and fully understood the terms and conditions as laid down above in respect of the Tender for feed for animals at the Meghalaya State Zoo, Umtrew, Ri-Bhoi District, during the financial year 2023-24 from 01.07.2023 to 31.03.2024 due to be opened on 12.06.2023.

I agree to abide by the same.

I have signed all the pages of the tender document as laid down.

Signature and Seal of the  
Tenderer or his Authorized Signatory

Dated : .....

Address .....

.....

.....

Phone : ..... Fax: .....

Email: ..... Mobile: .....

## SCHEDULE

### DETAILS OF THE FEED ITEMS TO BE SUPPLIED

#### A. Perishable Feed Items

Sl. No.	Items	Requirement Per Day	Total Annual Requirement (for 222 days of the year)
1.	Fresh Fish 10-20 cm	1.500 Kgs	333.000 Kgs
2.	Fresh Fish 5-10 cm	0.800 Kgs	177.600 Kgs
3.	Green Vegetables	2.400 Kgs	532.800 Kgs
4.	Carrot	2.200 Kgs	488.400 Kgs
5.	Sweet Potato	1.500 Kgs	333.000 Kgs
6.	Green Fodder	40.300 Kgs	8946.600 Kgs
7.	Bread	2.100 Kgs	466.200 Kgs
8.	Banana 15-20 cm	47 Nos	10434Nos
9.	Tomato	0.300 Kgs	66.600 Kgs
10.	Papaya (Ripe)	1.800 Kgs	399.600 Kgs
11.	Greem Amla	1.050 Kgs	233.100 Kgs
12.	Beef cut meat*	6.000 Kgs	1332.000 Kgs
13.	Minced Beef*	0.150 Kgs	33.300 Kgs
14.	Milk	2.900 Lts	643.800 Lts
15.	Eggs	6 Nos.	1332 Nos

\*: Chicken will be indented during the period the sale of beef in Shillong is banned by Competent Authority.



**B. Non-Perishable Items**

Sl. No.	Items	Requirement Per Day	Total Annual Requirement (for 222 days of the year)
1.	Paddy	0.200 Kgs	44.400 Kgs
2.	Rice (Lahi)	2.400 Kgs	532.800 Kgs
3.	Onion	0.300 Kgs	66.600 Kgs
4.	Dry gram	5.900 Kgs	1309.800 Kgs
5.	Groundnut	1.200 Kgs	266.400 Kgs
6.	Wheat bran	10.700 Kgs	1375.400 Kgs
7.	Satua (Powdered gram)	7.600 Kgs	1687.200 Kgs
8.	Oil Cake	3.200 Kgs	710.400 Kgs
9.	Roasted gram	1.100 Kgs	244.200 Kgs
10.	Garlic	0.020 Kgs	4.440 Kgs
11.	Gur	0.500 Kgs	111.000 Kgs

**C. Recommended Species**

- |    |                         |    |                         |
|----|-------------------------|----|-------------------------|
| 1. | Fresh Fish (5 - 10 cm)  | 1. | Puthis                  |
|    |                         | 2. | Gutum                   |
|    |                         | 3. | Chalnai                 |
| 2. | Fresh Fish (10 - 20 cm) | 1. | Rohu                    |
|    |                         | 2. | Silver Carp             |
|    |                         | 3. | Common Carp             |
|    |                         | 4. | Chanai/Khaski           |
|    |                         | 5. | Katla                   |
|    |                         | 6. | Mirga                   |
|    |                         | 7. | Mahathir                |
|    |                         | 8. | Pothis                  |
| 3. | Banana (15 - 20 cm)     | 1. | Athis koi (Kait Shying) |
|    |                         | 2. | KaitKaji                |



**Divisional Forest Officer,**  
Khasi Hills Wildlife Division,  
Shillong.