



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

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GOVERNMENT OF MEGHALAYA

STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT (SCSTE)

Request For Quotation (RFQ)

FOR

Procurement of Office Vehicles at SCSTE

Additional Secretary to the Govt. Of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology
& Environment (SCSTE), Meghalaya

REQUEST FOR QUOTATION

Procurement of Office Vehicles at SCSTE

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

Contract title: *Procurement of Office Vehicles at SCSTE*

RFQ No: E-File No: PLN/SCSTE/07790/2025/02

S#	Description	Date & Time
1	Date of Issue of RFQ	14th April, 2025
2	Last Date and Time of submission of RFQs	15th May, 2025 at 2:00 P.M
3	Opening of RFQs	15th May, 2025 at 2:30 P.M

INVITATION FOR QUOTATIONS FOR PROCUREMENT OF OFFICE VEHICLES AT SCSTE

TO

Dear Sir/Madam,

Subject: Invitation for quotations Procurement of Office Vehicles at SCSTE

You are invited to submit your most competitive quotation for the following goods as per the mentioned lots below: -

***Detailed Specifications given at Annexure I**

Sl. No.	Brief Description of Goods	Qty	Consignee Address	Delivery Period
1	SUV	4 nos.	As mentioned in T&C Cl. 4	To be mentioned in the Supply Order.

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 <https://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.

Delivery of Items: Within 30 days from the date of issue of the Purchase Order and delivery of items to State Council of Science, Technology & Environment Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills Behind Bethany Hospital, Shillong-793003. All aspects of safe delivery shall be the exclusive responsibility of the vendor.

3. Consignee Address (and quotation Delivery Address):

State Council of Science, Technology & Environment Meghalaya
Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills
Behind Bethany Hospital, Shillong-793003

4. 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.

5. 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.

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

- 7. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.
- Valid trading license/registration or equivalent/Exemption Certificate.
 - Valid certificate of GST registration.
 - A Copy of Authorised dealership certificate; if applicable.
 - 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.
 - 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.
 - 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).
 - Audited Financial Statements of last three years (2021 – 2024) demonstrating the average annual turnover of INR 50 lakh.
- 8. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive i.e., which
- are properly signed; and
 - Confirm to the terms and conditions and specifications.
 - Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - Bid submitted should be in English Language only
- 9. 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.
- 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.
 - 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)
- 10. Warranty/Guarantee:** Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications. Goods offered shall be new, unused and based on manufacturer's current and most recent model.

11. You are requested to provide your sealed quote latest by 2:00 P.M on 15th May, 2025. Quotations that have been submitted on or before time will be opened at 2:30 P.M on 15th May, 2025.
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 delivery and acceptance of goods at SCSTE Meghalaya, 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.
14. **Installation Charges:** Supplier shall be responsible for installation whichever applicable and should have technical expertise and trained personnel to render “After Sales Services” during the warranty period.
15. 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.
16. Rates should be quoted as per format in ANNEXURE 1: FORMAT OF QUOTATION
17. We look forward to receiving your quotations and thank you for your interest in this bid.

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/-

**Additional Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya**

ANNEXURE 1: FORMAT OF QUOTATION

Sl. No.	Description of Goods	Unit	Quoted Unit RateLot wise at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/ guarantee of at least 3 years or it will be 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 Supplier

SUPPLY ORDER

To:
M/s

.....
.....

Dear Sir,

Sub: Supply of

Reference: Your Quotation no..... Dated

Your quotation no.....of(Date) for the supply of has been accepted. You are requested to supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl. No.	Brief description of goods/ services	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1					
	Total				

1. Delivery Period: within 30Day(s) from the date of issue of this supply order.
2. Place of delivery: State Council of Science, Technology & Environment Meghalaya
Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills
Behind Bethany Hospital, Shillong-793003
3. Consignee Address: State Council of Science, Technology & Environment
Meghalaya State Housing Financing Cooperatives Society Ltd., Nongrim Hills
Behind Bethany Hospital, Shillong-793003
4. GST if any will be paid at actual prevailing on the date of supply (if not already included in the cost above.
5. Extended Warranty/Guarantee shall be 3 Years from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.
7. Additional terms and conditions (if Any) may be added by the Purchasers at the time of issuing the Supply Order.

(Purchaser)

Sd/-

**Additional Secretary to the Govt. of Meghalaya,
Planning, Investment Promotion &
Sustainable Development Department
and Member Secretary,
State Council of Science, Technology &
Environment (SCSTE), Meghalaya**

Annexure I

Sl. No	Brief Description of Items	Technical Specifications	Quantity
1	SUV	<ul style="list-style-type: none">• Brand New Vehicle, model in 2025• Seating Capacity-7 persons• Rear wheel Drive• 5 speed manual transmission• 1493cc mHawk engine• 100 bhp with 260nm torque• Sporty headlamps with DRLs• Multi Terrain Technology (To take any condition)• Microhybrid (ess)• Eco mode Rear wash & wipe with defogger• Tilt steering with mounted controls• Cruise control• Seat Belt reminder• Front AC available• Dual airbags (driver + co-driver)• Reverse parking sensor• ABS + EBD• Touch screen Infotainment system with Bluetooth• Engine Immobilizer• Driver information system• Front rear Power windows• Central locking• Warranty of 3 years/1 lakh kilometers.	4 Nos.

The rate quoted should include:

- Make/Brand Name with installation, maintenance etc.
- F.O. R SCSTE, Meghalaya.
- Warranty Period of 3 years/1 lakh kilometers or extendable with after sales service.