



NLU
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NATIONAL LAW UNIVERSITY MEGHALAYA

No. NLUM/Estt/Caf-fac/80/2023/1776

Dated, 27th November, 2024

NLU Meg invites quotations tenders from eligible bidders for supply of Tea, Coffee and refreshments for official purposes, under shopping procedures at National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya.

Detailed Scope of Work, Documents and other Terms and Conditions are available at www.nlumeg.ac.in

The full set of documents must be submitted in a sealed envelope as detailed in this tender document to the below address along with a Demand Draft of INR 2000/- payable to “National Law University of Meghalaya Shillong” at Shillong.

#6909372781, email id- reg@nlumeg.ac.in , fao@nlumeg.ac.in

Important Dates:

- Last Date of Submission: **14th January, 2025 3:00 p.m**
- Sealed Technical Proposals will be opened on: **15th January, 2025, 11:30 a.m**

Registrar

-Sd-

National Law University Meghalaya



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No. NLUM/Estt/Caf-fac/80/2023/1776

Dated, 27th November, 2024

**Tender Document for Invitation for quotations
for supply of Tea, Coffee and refreshments for
official purposes, National Law University of
Meghalaya under shopping procedures.**

2024



Subject: Invitation for quotations for supply of Tea, Coffee and refreshments for official purposes, National Law University of Meghalaya under shopping procedures.

Dear Sir/Madam,

The National Law University of Meghalaya, Shillong-793001, Meghalaya, India invites your most competitive quotation for supply of Tea, Coffee and refreshments for official purposes, (“Services”) for the University of Meghalaya.

1. You are invited to submit your most competitive quotation for the following items as per the lots mentioned below. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

Lot	Brief Description of Goods/Services	Quantity
1	Supply and Maintenance of Coffee and Tea Machine	1
2	Supply of branded coffee, tea (red, milk, green, chamomile, black coffee etc) and refreshments	On Demand Basis

**Initial Quantity will be finalised at the time of issue of work order, Bidders are to bid and provide the costs of a single quantity of the item as per the format of quotation¹ provided.

2. Scope of Work
 - a. The bidder needs to supply a tea and coffee machine to be in used for official purposes, which is of competitive pricing but of a well-known brand to provide good quality tea and coffee to the Vice Chancellor, his visitors and staffs of the university.
 - b. The bidder shall submit their most competitive quote including the brand name of the items to be provided.
 - c. The selected bidder will have to supply refills to the provided tea and coffee machine on need basis as requested by the personnel in charge or any other University Official.
 - d. The bidder is responsible to quote prices for the refills of the machine quoted which shall include but not be limited to the items below: -
 - i. Tea for the Machine (mention at least 5 items and brands)
 - ii. Coffee (Milk and Black) for the machine (mention at least 5 items and brands)
 - iii. Tea Bags of various flavours (mention at least 5 items)
 - iv. Sugar Packets
 - v. Milk Packets/Powder

¹ Format of Quotation at end of the tender document



- vi. Refreshments and Snacks which can include packet biscuits and any other items. (Mention at-least 5 items)
 - e. The selected bidder shall ensure that proper inventory of the requested items are maintained and shall ensure that no stock shall be unavailable when needed.
 - f. The selected bidder can also be requested on a need basis to provide items not initially agreed upon on the contract agreement at market rates of the items.
3. Bids must be submitted under Single Stage One Envelope Bidding Procedure to the O/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya, on or before the notified dates and time. The Quotations shall be opened on the notified date and time above in the presence of the bidder's representative who choose to attend in person at the address specified or may be viewed by the bidders by virtually if a virtual bid opening is applicable.
 4. The full set of documents must be submitted in a sealed envelope as detailed in this tender document to the below address along with a Demand Draft of INR 2000/- payable to "National Law University of Meghalaya Shillong" at Shillong.
 5. The firms bidding shall bid for all Lots and no bid for a single lot shall be accepted. Bidders who bid only for a single or not all lots as indicated above will not be considered for evaluation and will be deemed disqualified.
 6. Canvassing in connection with this quotation is strictly prohibited and the quotations submitted by the bidder who resort to canvassing will be liable to rejection.
 7. Terms and Conditions

a. Eligibility:

#	Criteria	Documents Required
1	The firm should be a legally registered firm	Copies of registration, PAN, TAN, GST or any other relevant registrations etc. to be enclosed.
2	Firms should furnish solvency certificates from their authorized banks.	<ul style="list-style-type: none">• Authorized Bank Solvency Certificate/Soundness Certificate from the authorized bank of the firm.• Copies of GST Returns filed or any other professional returns that have been filed should and can also be attached.• Any other Relevant Supporting Documents
3	The firm should not have unsatisfactory track record resulting in adverse action/blacklisting of the firm, taken by Central/State Governments in India	Declaration on duly notarized non-judicial stamp paper
4	Conflict of Interest	Declaration on duly notarized non-judicial stamp paper

- b. Clarifications and Amendments:** If the Purchaser receives any request for clarification of this tender Document, it will upload its response together with



any amendment to this document, on www.nlumeg.ac.in for information of all Bidders. Bidders should regularly check on the website, for any amendments to the terms and conditions and for Award of Contract.

- c. **Place of Delivery and Contact Address:** O/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya. +91-6909372781 email id- fao@nlumeg.ac.in / reg@nlumeg.ac.in
- d. **Quotation Price:**
 - i. The bidder should mention the cost of each lot as per this bid document and the quantity should be 100% of the requirement of the quoted lot. The bidder should also mention the cost of each single item of the lots. Corrections, if any, shall be valid only if they are signed or initialled by the person signing the quotation.
 - ii. Quotations should be submitted ONLY IN HARD COPIES to the mentioned address.
 - iii. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - iv. GST should be indicated separately.
 - v. The rates quoted by the bidder shall be fixed during the duration of the contract and shall not be subject to adjustment on any account.
 - vi. The prices should be in Indian Rupees only
- e. **Qualification of Bidders**
 - i. Have the legal capacity to enter into a contract
 - ii. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances
 - iii. Not have had business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India
 - iv. Budding entrepreneurs/Agencies whose objectives and services align to the requested services of the university must produce a self-declaration on duly notarized non-judicial stamp paper declaring their agencies objectives and services and willingness to provide said services and also the agencies' financial strength to provide such services.
- f. **Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification:
 - i. Valid trading license/registration or equivalent/Exemption Certificate. **(relaxation as per Pt.(e)(iv) will be applicable)**
 - ii. Valid certificate of GST registration.
 - iii. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)/Valid Dealership Document if and where applicable.
 - iv. At least three (3) Past Performance Certificate/Completion Certificate/Work order etc wherein the vendor has supplied/installed similar items in the past two years. The same will be verified if need be. Budding entrepreneurs/Agencies whose objectives and services



- align to the requested services of the university must produce a self-declaration on duly notarized non-judicial stamp paper declaring their agencies objectives and services and willingness to provide said services
- v. Bank Solvency Certificate 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.
 - vi. Copies of GST Returns filed or any other professional returns that have been filed should and to also be attached.
 - vii. Declaration on duly notarized non-judicial stamp paper 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.
 - viii. Declaration on duly notarized non-judicial stamp paper in compliance of conflict of interest.
- g. **Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission. The same might be extended basis the University's requirements
- h. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations for the entire services requested that are determined to be substantially responsive i.e. which
- i. are properly signed; and
 - ii. confirm to the terms and conditions and specifications.
 - iii. The Quotations would be evaluated as a whole; GST will not be taken into consideration while evaluating the quotations.
 - iv. Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - v. While deciding upon the selection of bidders, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
- i. **Award of Contract:** The announcement for this assignment will be published in www.nlumeq.ac.in
- i. 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 by 10 to 15 percent at the time of issuing the Purchase Order.
 - ii. The bidder whose quotation is accepted will be notified of the issue of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.
- j. Normal commercial warranty/ guarantee (if applicable) of minimum 3 years shall be applicable to the supplied equipment.
- k. **Relaxation of Criteria/Decision of the Relevant Authorities**
- i. Subject to the recommendations of the University and the relevant authorities thereof, the university reserves the right to reject the most



advantageous proposal and go for the next advantageous proposal or vice versa as per the discretion and decision of the University and any committee under it or relevant authorities thereof and this decision is final.

- ii. The University and the relevant authorities thereof, deserves the right to relax any of the selection criteria as mentioned in this tender document for suitable bidders and/or local bidders and this decision is final and rests with the university.
 - iii. Preference will be given to local bidders and vendors and to the aforementioned budding entrepreneurs subject to the decision of the University and the relevant authorities thereof.
1. You are requested to submit your quotations to the office of the undersigned and latest by **3:00 p.m** on or before **14th January, 2025** Quotations that have been submitted on or before time will be opened at **11:30 a.m** Hrs. on **15th January, 2025**. Late quotes will be summarily rejected

The Registrar,

**National Law University Meghalaya
Mayurbhanj Complex,
Nongthymmai, Shillong 793014,
Meghalaya**



Format of Quotation:

Lot	Brief Description of Goods/Services	Specifications	Qty	Unit	Quoted Unit Rate ²	GST ³ 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
1	Supply and Maintenance of Coffee and Tea Machine								
2	Supply of branded coffee, tea (red, milk, green, chamomile, black coffee etc) and refreshments								
	A Tea for the Machine (mention at least 5 items and brands) i. {} ii. {} iii. {} iv. {} v. {}								
	B Coffee (Milk and Black) for the machine (mention at least 5 items and brands) i. {} ii. {} iii. {} iv. {}								

² Any unconditional discounts if offered shall be specified in this column along with the unit rates

³ Indicate each applicable tax separately



Lot	Brief Description of Goods/Services	Specifications	Qty	Unit	Quoted Unit Rate ²	GST ³ 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
	v. }								
C	Tea Bags of various flavours (mention at least 5 items)								
	i. }								
	ii. }								
	iii. }								
	iv. }								
	v. }								
D	Sugar Packets								
E	Milk Packets/Powder								
F	Refreshments and Snacks which can include packet biscuits and any other items. (Mention at-least 5 items)								
	i. }								
	ii. }								
	iii. }								
	iv. }								
	v. }								

Gross Total: _____

We agree to supply the above goods in accordance with the technical specifications (Provided in Annexure 1) for a total contract price of Rs..... (Amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations and it shall remain binding upon us and may be accepted at any time before it expires.

We also confirm that commercial warrantee/guarantee of _____ months shall apply to the offered goods where applicable.

For Bidder: _____ **Sign:** _____ **Seal** _____ **Date:** _____



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Conformity and no reservations: We offer to supply the Goods, as per this Quotation and in conformity with the invitation, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to this tender document.

We understand that you reserve the right to:

1. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
2. annul the tender invitation process at any time prior to the award of the Contract without incurring any liability to Suppliers

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.

For Bidder: _____ **Sign:** _____ **Seal** _____ **Date:** _____