GOVERNMENT OF MEGHALAYA

1917 - Integrated Technology Enabled Agri Management System (1917iTEAMS)

Request For Quotations (RFQ)
Open Tender Enquiry

For

Procurement of Furniture and outdoor items under 1917iTEAMS

REQUEST FOR QUOTATIONS

Purchaser: 1917iTEAMS, Department of Agriculture

Contract title: *Procurement of Furniture and outdoor items under 1917iTEAMS*

RFQ No: 1917iTEAMS/111/2026-27/1053, Date 5th Oct 2026

Table 1: Key Details of the RFQ		
Sl. no	**Description**	**Date & Time**
1.	**Date of Publication of RFQ**	8th Oct 2026
2.	**Date & time of pre-bid meeting**	15th Oct 2026 by 16:00 Hrs.
3.	**Mode of pre-bid meeting**	**Virtually** **Virtual Link: https://meet.google.com/pyj-yapy-bqh**
4.	**Last Date and Time of submission of RFQ**	22nd Oct 2026 by 16:00 Hrs.
5.	**Opening of RFQ**	22nd Oct 2026 at 16:30 Hrs
6.	**Mode of submission of RFQ**	Hard copies of the quotation must be submitted
7.	**Tender Inviting Authority (TIA)**	Director, 1917iTEAMS
8.	**Address for communication/ submission of RFQ**	Top Floor, New DAO Complex, Opp. St. Edmund's School Gate, Laitumkhrah, Shillong-793003
9.	**Method of Selection**	Least Cost System (LCS)

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Ref No: 1917iTEAMS/111/2026-27/1053 **Dated: 5th Oct 2026**

Notice Inviting Tender (NIT)

1917 - Integrated Technology Enabled Agri Management System (1917iTEAMS) under Department of Agriculture invites RFQs from qualified bidders for **supply of furniture and outdoor items** under 1917iTEAMS as per the quantity, specification and other details mentioned at **Annexure I**.

i. The bidders may download the detailed RFQ document from www.1917iteams.in.

ii. The quotations must be submitted in hard copy at the address specified at Table 1 on or before the Due Date. Quotations shall be submitted in a **single sealed envelope**, containing both Technical and Financial information clearly marked as follows:

"Procurement of furniture and outdoor items under 1917iTEAMS"

iii. Bidders are required to submit quotations for 100% of the specified quantities. Partial quotations not covering the complete requirement shall be rejected. Evaluation of quotations will be carried out based on the total quoted value, excluding GST.

iv. The bidder quoting the lowest total amount, excluding GST, shall be considered the L1 bidder. GST shall be indicated separately in accordance with the format prescribed in the Financial Bid Submission Template enclosed as **Annexure II.**

v. **Quotation validity:** The quotation, including the quoted prices, shall remain valid for a period of 90 (ninety) days from the due date for submission of quotations. **Conditional bids/quotations shall be considered non-responsive and may be rejected.**

vi. The Bidders shall be solely responsible for checking the above website for any Corrigendum/Addendum/Amendment issued subsequent to publication of this NIT and take the same into consideration while preparing and submitting their RFQs.

Table: 2

Sl. No	Brief Description of the Goods	Qty	Technical Specification	Delivery Period
1	Canopy (Type-1)	7	Please Refer **Annex-I**	Within **20 Days** from the date of issuance of Supply Order
2	Canopy (Type-2)	13		
3	Canopy (Type-3)	5		
4	Chairs	150		

5	Tables	100		Within **30 Days** from the date of issuance of Supply Order
6	Garden Umbrella	5		Within **20 Days** from the date of issuance of Supply Order
7	Round Table	5		

(Smt. Saloni Verma, IAS)
Director,
1917iTEAMS
Meghalaya, Shillong

TERMS AND CONDITIONS

1. **Clarifications & Amendments**: Bidders may raise queries seeking clarification on the RFQ document on the day of pre-bid meeting. Responses to such queries, along with any amendments to the RFQ, will be published on www.1917iteams.in for the information of all bidders. Bidders are advised to regularly visit the website for updates, including any amendments to the terms and conditions and notifications regarding contract award.

2. **Preparation and Submission of Quotation:**

   a) The bidders can submit their quotation in hard copies addressing: **Director, 1917iTEAMS, Top Floor, New DAO Complex, Opp. St. Edmund's School Gate, Laitumkhrah, Shillong-793003.**

   b) Quotations shall be submitted as per the format given at **Annex- I** and **Annex – II** along with other supporting documents as mentioned in the RFQ with a copy of the RFQ placed in a single sealed envelope, clearly marked as "**Quotation for the Procurement of Furniture and Outdoor Items under iTEAMS"; "Not to open before 22nd Oct 2026 at 16.30 hours"**. The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.

   c) Bidders may submit their sealed envelopes containing the quotations by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/ self- attested by the Bidder.

   d) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.

   e) Quotation not accompanied by specified documents shall be rejected by the office on the ground of non-responsive/non-compliance to the tender conditions and shall not be evaluated.

3. **Place of Delivery & Delivery Period:**

1917iTEAMS,
Top Floor,
New DAO Complex,
Opp. St. Edmund's School Gate,
Laitumkhrah, Shillong-793003

Table				
Sl. No	**Brief Description of the Goods**	**Qty**	**Technical Specification**	**Delivery Period**
1	Canopy (Type-1)	7	Please Refer **Annex-I**	Within **20 Days** from the date

2	Canopy (Type-2)	13		of issuance of Supply Order
3	Canopy (Type-3)	5		
4	Chairs	150		
5	Tables	100		Within **30 Days** from the date of issuance of Supply Order
6	Garden Umbrella	5		Within **20 Days** from the date of issuance of Supply Order
7	Round Table	5		

4. **Quotation Prices:** The price quotation shall be submitted strictly in the format specified in **Annexure II**. Quotations submitted in any other format shall not be considered. Bidders are required to adhere strictly to the prescribed format for financial submission, and any deviation from the specified template shall render the bid liable for rejection.

   a) The goods offered should be 100% of the requirement for the quoted amount. Corrections, if any, shall be made by crossing out, re-writing, initialing and dating.

   b) All duties, other levies payable shall be included in the total price.

   c) Goods and Service Tax (GST) should be indicated separately.

   d) The rates quoted by the bidder shall be inclusive of supply, packing, transportation, delivery at the designated location(s), and warranty of all the items, and shall remain fixed throughout the validity period of the quotation. No adjustments or revisions shall be permitted on any account.

   e) The Prices shall be quoted in Indian Rupees only.

   f) Bidder must expressly mention the name/brand of the items offered by them in the format provided at **Annexure I**: Technical Specification of Goods & **Annexure II**: Price Quotation.

   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. The required information must be entered in the last column of the format provided in **Annexure I**: Technical Specification of Goods and submitted as part of the quotation.

5. Qualification of Bidder:

Table: 3			
Sl. no	**Criteria**	**Criteria Details**	**Documentary Evidence**
1	Legal Status of the Bidder	The bidder shall be a legally registered entity under applicable laws.	The bidder shall submit Certificate of Incorporation/ Registration Certificate, GST Registration Certificate, or any other relevant document issued by a Government authority as proof of the legal status of the bidder.
3	Trading License/Business License	A valid Trading License issued by the concerned Autonomous District Council or Municipal Authority in Meghalaya shall be submitted. **Note:** Bidders belonging to a recognized Scheduled Tribe (ST) community of Meghalaya shall be exempted from the requirement of submitting a Trading License, subject to submission of a valid ST Certificate.	Trading License /ST Certificate issued by the Competent Authority.
4	Bidder must have PAN and GST registration certificate issued by competent authority.	The bidder shall possess valid and applicable registrations with the relevant statutory authorities, including PAN and GST registration.	Attested copy of PAN and GST Registration
5	Past experience	The bidder must have successfully executed 3 similar contracts with any Government Department, Semi Government Department or PSU Organization in Meghalaya during last 5 years preceding August 2026 and the value of the each contract/supply order should not be less than INR 1 Lakhs. **Note:** Similar goods Means **"Furniture and/or Outdoor Furnishing Items"**	Documentary evidence, such as purchase orders, work orders must be submitted as proof of successful execution of similar supplies

6	Blacklisting & non- conviction	The bidder must not have been blacklisted by any government department, public sector undertaking (PSU), or other public authority.	The self-declaration shall be submitted on the bidder's official letterhead. In the absence of an official letterhead, the declaration may be submitted on plain paper; however, it must be duly stamped and signed by the authorized signatory.
Note: *Bidders must submit all required documents in accordance with the criteria specified under the Qualification of Bidders section. Failure to submit the supporting documents in accordance with the Qualification of Bidder criteria will be deemed non-responsive, resulting in the rejection of the quotation.*			

6. Evaluation of Quotations:

a) The Purchaser will evaluate and compare the quotations that are determined to be substantially responsive, i.e. which,

i. are properly signed and sealed by the competent authority of the bidder and company stamped on all the pages;
ii. Confirm to the terms & conditions;
iii. have the last column of Table 4 duly completed by the bidder, clearly indicating compliance with the specified requirements or offering specifications equal to or better than those specified, and providing the offered make, model, specification, or other relevant details, as applicable;
iv. quote 100% of the specified items on table 2. Partial quoting for selected items not be permitted and may lead to rejection of the bid as non-responsive; and
v. Provided any historical information, if required may be asked from the bidders during evaluation of quotations.

If there is any discrepancy between the unit rate and the total price, the unit rate will take precedence, and the total price will be adjusted accordingly.

7. Award of contract:

a) The Purchaser shall award the supply order to the bidder whose quotation is found to be substantially responsive and who offers the lowest evaluated price. In the event of a tie in the quoted price, the contract shall be awarded to the bidder with a higher value of supplies of Furniture or outdoor furnishing items made to any Government Departments, Semi-Government Departments or PSU in Meghalaya during the five years preceding August 2026. If the values are also identical, the successful bidder shall be determined by a draw of lots.

b) Upon completion of the evaluation, the details of the successful bidder and other bidders including the amount quoted by each of them will be published on www.1917iteams.in .

c) Notwithstanding the above, the Purchaser also 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 supply order.

d) The quantity of each item is subject to a variation of ±15% at the time of issuing the Supply/Purchase Order.

e) The bidder whose quotation is accepted will be notified by the Purchaser through the issuance of a Supply Order before the expiry of the quotation validity period. The terms and conditions of the accepted quotation shall be incorporated into the Supply Order (a sample format is attached at **Annexure III**).

8. **Payments**:
   a) Payment shall be made within 60 days after satisfactory delivery of the Goods and certified by the concerned officer.
   b) Invoice copy must be accompanied with Delivery challan and copy of the Supply/Purchase Order.
   c) Bank details of the Bidder must be mentioned in the invoice.
   d) All payments to the successful bidder shall be made by Account Transfer only.
   e) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
   f) No advance payment shall be made.

9. The supplied goods shall be covered under the standard commercial warranty/guarantee for the period specified in the technical specifications.

10. **Forfeiture of Bid Security and Reallocation of Award:** The Tender Inviting Authority (TIA) shall issue the Supply Order to the lowest evaluated responsive bidder (L1) within the validity period of the quotation.

    If the L1 bidder fails or refuses to accept the Supply Order within the prescribed timeframe, it shall be considered a breach of the tender conditions. In such a case, the offer may be extended to the next lowest responsive bidder (L2), subject to their acceptance.

    The defaulting L1 bidder shall be debarred from participating in any tenders issued by the TIA for a period of two (2) years from the date of refusal.

(Smti. Saloni Verma, IAS)
Director, 1917iTEAMS
Meghalaya, Shillong

Annexure I - Technical Specification of Goods

(**Note:** The bidder must provide the required information in the last column. This form shall be submitted along with the quotation.)

Table: 4

Sl No.	Description of the items	Quantity	Criteria	Minimum Required Specification	NOTE: The bidder must clearly specify the brand and provide detailed specifications of the product offered against the purchaser's requirements. Failure to mention complete details of the offered products shall result in rejection of the quotation.
1	Canopy (Type-1)	7	**Type**	Pop-up Canopy Tent	
			Size / Coverage	10ft X 10ft	
			Frame Material	Steel or powder coated steel	
			Frame Structure	Locking Mechanism & Reinforced legs	
			Locking Mechanism	Yes	
			Canopy Cover Material	Polyester with waterproof coating	
			Sun Protection	Yes	
			Rain Protection	Yes	
			Roof / Cover Construction	Pop Up & Foldable	
			Portability	Yes	
			Colour	2 Red, 2 White, 3 Blue	
			Durability	Highly durable	
			Accessories	Side Covers	
			Complete Set	YES	
			Warranty	6 Months	
2	Canopy (Type-2)	13	**Type**	Pop-up Canopy Tent	
			Size / Coverage	20ft X 10ft	
			Frame Material	Steel or powder coated steel	
			Frame Structure	Locking Mechanism & Reinforced legs	
			Locking Mechanism	Yes	
			Canopy Cover Material	Polyester with waterproof coating	

			Sun Protection	Yes	
			Rain Protection	Yes	
			Roof / Cover Construction	Pop Up & Foldable	
			Portability	Yes	
			Colour	4 Red, 5 White, 4 Blue	
			Durability	Highly durable	
			Accessories	Side Covers	
			Complete Set	Yes	
			Warranty	6 Months	
3	Canopy (Type-3)	5	**Type**	Pop-up Canopy Tent	
			Size / Coverage	6ft X 6ft	
			Frame Material	Steel or powder coated steel	
			Frame Structure	Locking Mechanism & Reinforced legs	
			Locking Mechanism	Yes	
			Canopy Cover Material	Polyester with waterproof coating	
			Sun Protection	Yes	
			Rain Protection	Yes	
			Roof / Cover Construction	Pop Up & Foldable	
			Portability	Yes	
			Colour	2 Red, 2 White, 1 Blue	
			Durability	Highly durable	
			Accessories	Side Covers	
			Complete Set	Yes	
			Warranty	6 Months	
4	Chairs	150	**Material**	Plastic	
			Type	Armless Chair	
			Load Capacity	110 kg	
			Width	43.6 Cm (17.2" Inch)	
			Depth	56 Cm (22.0" Inch)	
			Height	87 Cm (34.3" Inch)	
			Weight	2.26 kg	
			Backrest	Yes	
			Structure	Armless	
			Finish	Glossy	
			Stackable	Yes	

			Colour	Weather Brown	
			Warranty	1 Year	
5	Tables	100	**Material**	Iron Frame with wooden top	
			Type	Foldable Legs	
			Size/ Coverage	4ft X 2ft Top	
			Load Capacity	Maximum 8 kg	
			Size from the floor	2ft 6 inch height	
			Finish	Painted	
			Stackable	Yes	
			Colour	Brown	
			Warranty	1 Year	
6	Garden Umbrella	5	**Material**	Polyester Waterproof	
			Type	Round	
			Size	7 ft Diameter	
			Frame & Pole	Center pole constructed from powder-coated iron with 6 to 8 ribs	
			Operation Mechanism	Manual push-button	
			Colour	Multicolour	
			Warranty	1 Year	
7	Round Table	5	**Material**	Durable Plastic	
			Type	Circular Top	
			Size	3.5 ft Diameter	
			Structure	Features a centered umbrella hole (1.5 to 2 inches in diameter) on standard dining models to anchor a straight center-pole umbrella securely	
			Warranty	1 Year	

Annexure II: PRICE QUOTATIONS

Table: 5

Sl. No.	Description of Goods	Brand Name	Total Qty	Unit Price (exclusive of GST) In INR	GST amount in INR (Per Unit).	Amount (Inclusive of GST Per Unit)	Total Price (excluding GST) IN INR (For total quantity)	Total Price (Including GST) IN INR (For total quantity)
(A)	(B)	(C)	(D)	(E)	(F)	G = E + F	H = D * E	I = D * G
1	Canopy (Type-1)		7					
2	Canopy (Type-2)		13					
3	Canopy (Type-3)		5					
4	Chairs		150					
5	Tables		100					
6	Garden Umbrella		5					
7	Round Table		5					
						Grand Total (in Figures)		
Grand Total (in Words)								

Signature of Supplier:

Date:

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Annexure III: 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 as per the rate quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl. No.	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	Total Price exclusive of GST (Rs.)	GST amount (Rs.)	Total Price inclusive of GST (Rs.)
1							
			Grand Total				

1. Delivery Period ..... Day(s) from the date of issue of this supply order.
2. Place of delivery .....
3. Consignee Address: .....
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 minimum ..... from the date of delivery and acceptance.
6. If the product provided fails to meet the verification process, the supply order will be cancelled and order will be issued to the next qualified bidder.
7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order.

(Smti. Saloni Verma, IAS)
Director, 1917iTEAMS
Meghalaya, Shillong