GOVERNMENT OF MEGHALAYA
DIRECTORATE OF COMMERCE & INDUSTRIES
Lower Nongrim Hills, Opp. MES, Shillong–793003, e-mail: industries-meg@gov.in

NOTICE INVITING QUOTATION

No. M/Dind/MSME/8/2025/31 Date: 15th October 2026

Sealed quotations with Court Fee Stamp of ₹.1000/- (Rupees One Thousand) only are hereby invited from reputed Manufacturers/ Authorised Dealers/ Distributors/ Suppliers for the supply and delivery of materials required for the Innovation and Research Centre of the Directorate of Commerce & Industries under the RAMP Scheme of MoMSME, on turnkey basis, as per the specifications, descriptions, quantities and delivery requirements detailed in Annexure-I.

The materials are required for project-related design, development, fabrication, prototyping and allied activities, and the supplier shall ensure that all materials supplied conform strictly to the specifications and quantities indicated in the approved requirement list.

The quotations should reach the O/o Directorate of Commerce & Industries, Plot No. L/D 015, Lower Nongrim Hills, Shillong – 793003, on or before the date and time specified below.

Last date of receipt of quotation	30th October, 2026, 2PM
Opening of quotation	30th October, 2026, 2:30PM

Quotations received after the above-mentioned last date and time will not be considered.

The Quotations along with related documents will be evaluated by the Departmental Purchase Board Committee and Supply Orders will be issued to the firms based on the recommendations of the Committee.

The details on the specifications of the machineries and equipment and NIQ can be obtained from the departmental website – www.megindustry.gov.in, or from office of the undersigned on any working day.

Director of Commerce & Industries

TERMS AND CONDITIONS

1. The Quotation with reference to this Letter/NIQ No. must be addressed to the "Director of Commerce & Industries, L/D015, Lower Nongrim Hills, Shillong — 793003" and the words **"QUOTATION FOR SUPPLY AND DELIVERY OF MATERIALS FOR THE INNOVATION AND RESEARCH CENTRE OF THE DIRECTORATE OF COMMERCE & INDUSTRIES UNDER RAMP SCHEME"** should be super scribed on the sealed envelope containing the Quotation and other related documents.
2. The bidder shall mention **Technical Compliance/Specification** against each item quoted, clearly confirming compliance with the specifications prescribed in Annexure-I. Where the material has a recognised grade, standard, specification, composition, thickness, size, density, strength, capacity or other technical parameter, the bidder shall state the same clearly in the quotation. Failure to meet the essential specification of an item may render the quotation for that item liable for rejection.
3. Financial bid clearly mentioning "**FINANCIAL BID FOR FOR SUPPLY AND DELIVERY OF MATERIALS FOR THE INNOVATION AND RESEARCH CENTRE OF THE DIRECTORATE OF COMMERCE & INDUSTRIES UNDER RAMP SCHEME**" should also be placed in a separate envelope inside the above-mentioned envelope at Serial no. 1.
4. Quotations should be on turnkey basis and must be neatly typed. Any deviation in the offer shall lead to rejection.
5. Quotations must be on the Letterheads of the Manufacturer/Dealer/Supplier mentioning full address, location of office, with telephone/mobile numbers, e-mail address, GST No., PAN, etc. clearly mentioning whether he/she is a Manufacturer/Dealer/Supplier.
6. Bidders must mention full address, with telephone/mobile numbers and e-mail address on the envelope containing the Quotation.
7. The Quotation should accompany an undertaking to the effect that in case the supply of goods is found to be faulty and/or incomplete, the same will be liable to be rejected and will be required to be replaced by the concerned supplier within 15 days, at the destination.
8. The Quotation should also accompany an undertaking to the effect that the bidders have never been blacklisted from any State/Central/Private Organisation or any other institution.
9. No offer received through e-mail or FAX shall be entertained.
10. Financial Bids will be opened only for qualifying Technical Bids .
11. Rates quoted should be inclusive of all taxes at the destination as indicated above and should be accompanied by Catalogue/Test Report wherever applicable for Tools & Equipment.
12. All quotation must be valid for at least 90 (Ninety) days from the date of opening of Quotations.
13. The Manufacturer's Brand Name should be clearly indicated against each material
14. The bidders, who quote the item, must provide terms & conditions, supply and delivery etc.
15. Quotations must be accompanied with attested copies of up-to-date and valid GST Registration Certificate, PAN, Professional Tax and Trading License (For Non-Tribal), else, the Quotation shall be considered as invalid.
16. Above NIQ is floated on turnkey basis, it is mandatory for Bidder to quote all items as specified in NIQ against each destination.
17. Selection of successful Bidder by Departmental Purchase Board of Commerce & Industries Department, Government of Meghalaya will be based on evaluation of terms and conditions and technical requirement stated in NIQ and also on the lowest bid on total cost quoted for all the items as specified in the above NIQ.

18. Earnest Money oft 10,000/- (Rupees Ten Thousand) in the form of Demand Draft drawn in favour of the Director of Commerce & Industries, Meghalaya, Shillong should be submitted along with Quotation. For bidders belonging to SC/ST, only 50% of the Earnest Money may be deposited, subject to production of certificate.
19. Earnest Money will be converted into Security Deposit for the successful bidders and will be released after 3 months, only on satisfactory completion of delivery of all items, as per Supply Order. For the unsuccessful bidders, the Earnest Money will be refunded after finalization of the Supply Order.
20. All items as per Supply Order must be dispatched to the Innovation & Research Centre located at The Directorate of Commerce & Industries Office, Lower Nongrim Hills, Shillong
21. Delivery of all items, as per Supply Order, must be completed within 30 (Thirty) days from the date of receiving the Supply Order. .
22. Supplier should complete the work within the stipulated time, failing which, their performance Security Deposit will be forfeited by the office, for which an undertaking is required to be submitted along with the quotation.
23. Inspection of goods supplied will be carried out by the consignee or authorized personnel from the Department, at the destination, and rejected goods will have to be removed within 10 days from the date of dispatch of advice from the indenting officer, failing which the supplier shall be responsible for loss.
24. The rejected goods must be replaced within 15 days of the dispatch advice by the indenting officer, failing which indenting officer will be entitled to plan its disposal without any further reference.
25. The undersigned reserves the right to accept or reject any quotation without assigning any reasons thereof or to change the supplier at any time, if the supply of items is found to be incomplete or of inferior quality or bad workmanship, etc.
26. Completion Certificate should be obtained from the authorized personnel of the centre where the items have been delivered.
27. 50% payment will be released against delivery and inspection of the material and balance 50% payment shall be released within 45 days after having the inspection report of the material.
28. The Security Deposit of the successful bidders will be released after the check of quantity and quality of materials by the authorized officials.
29. Penalty: The Director of Commerce & Industries, Meghalaya, and Shillong reserves the right to impose 0.5% (Half) percent penalty per week on account of delay in supply, if delivery received after expiry of the original delivery period. The total penalty should not exceed 10% of the value of the delayed goods
30. If there is any dispute, the decision of the Director of Commerce & Industries, Meghalaya, Shillong shall be final. All disputes are subject to Meghalaya jurisdiction.

Sd/-
Director of Commerce & Industries.

Annexure 1

Delivery Destination:

Innovation & Research Centre, Directorate of Commerce & Industries,
LD/015, Lower Nongrim Hills, Shillong, Meghalaya-793003

Sl. No.	Section	Item Details	Requirement	Unit	Dimensions
1.	Silk	Eri silk	60	meter	
2.	Silk	Eri Silk	9	kg	
3.	Silk	Raw Silk	2	kg	
4.	Silk	Eri Silk	130	meters	
5.	Cotton, Textiles & Fabric	Cotton	6	kg	
6.	Cotton, Textiles & Fabric	Eri / Handloom Textile/with motifs	20	meters	
7.	Cotton, Textiles & Fabric	Lining Fabric	45	meters	
8.	Cotton, Textiles & Fabric	Fusible / Medium-weight Interfacing40	40	meters	
9.	Cotton, Textiles & Fabric	Meghalaya Handloom Fabric (Selected Design)	25	meters	
10.	Cotton, Textiles & Fabric	Cotton Canvas Lining	22	meters	10 oz
11.	Cotton, Textiles & Fabric	Cotton Drill Reinforcement	6	meters	
12.	Cotton, Textiles & Fabric	Fusible Interlining (Medium Weight)	22	meters	
13.	Cotton, Textiles & Fabric	Premium upholstery fabric (if possible traditional pattern)	1	meter	
14.	Cotton, Textiles & Fabric	Fabric	12	meter	
15.	Cotton, Textiles & Fabric	Cotton/muslin lining	20	meter	
16.	Threat, Elastic & Cords	1 inch width elastic	6	meter	
17.	Threat, Elastic & Cords	Anchor embroidery thread – light blue	1	nos	
18.	Threat, Elastic & Cords	Anchor embroidery thread – light olive green	13	nos	
19.	Threat, Elastic & Cords	Anchor embroidery thread – mustard yellow	5	nos	
20.	Threat, Elastic & Cords	Anchor embroidery thread – natural/off-white	4	nos	
21.	Threat, Elastic & Cords	Anchor embroidery thread – rust/terracotta	5	nos	
22.	Threat, Elastic & Cords	Anchor embroidery thread – terracotta brown	11	nos	

23.	Threat, Elastic & Cords	Cotton cord / tie cord – natural/off-white	0.5	meter	
24.	Threat, Elastic & Cords	Machine sewing thread – light blue	7	nos	
25.	Threat, Elastic & Cords	Machine sewing thread – light olive green	8	nos	
26.	Threat, Elastic & Cords	Machine sewing thread – mustard yellow	2	nos	
27.	Threat, Elastic & Cords	Machine sewing thread – natural/off-white	8	nos	
28.	Threat, Elastic & Cords	Machine sewing thread – terracotta brown	11	nos	
29.	Threat, Elastic & Cords	Machine sewing thread – white	2	nos	
30.	Threat, Elastic & Cords	Sewing Thread	50	cones	
31.	Threat, Elastic & Cords	Ties / Draw cords	20	nos	
32.	Threat, Elastic & Cords	Polyester Thread (Tex-40)	8	cones	
33.	Threat, Elastic & Cords	Polyester Thread (Tex-60)	4	cones	
34.	Threat, Elastic & Cords	1.5–1.7 m cord	1	meter	
35.	Threat, Elastic & Cords	Premium natural jute cord (3–5 mm)	335	meter	3-5 mm
36.	Threat, Elastic & Cords	Thread	5 pcs	nos	
37.	Wood & Timber	Medium round wooden beads	40	nos	
38.	Wood & Timber	Wooden button	30	nos	
39.	Wood & Timber	Wooden button – small	4	nos	
40.	Wood & Timber	Wood Plank	31	sq ft	
41.	Wood & Timber	Clear polyurethane wood finish (matte)	250	mL	
42.	Wood & Timber	Clear polyurethane wood finish (satin)	250	mL	
43.	Wood & Timber	High-quality seasoned hardwood timber	11	Sq. ft	
44.	Wood & Timber	Natural oil / wood or bamboo finish	250	mL	
45.	Wood & Timber	Wood adhesive	3	nos	
46.	Wood & Timber	Wood sealer / sanding sealer	500	mL	
47.	Wood & Timber	Wood stain	500	mL	
48.	Wood & Timber	Wood screws	3	sets	
49.	Wood & Timber	Solid hardwood	4	nos	Thickness-12 in Length- 8.5 ft

50.	Wood & Timber	Solid Softwood	4 pcs	nos	Length-8 ft width min- 15 in
51.	Wood & Timber	Hardwood base/legs/support	4	nos	8 inches thickness
52.	Wood & Timber	Wooden hanger	5	nos	Standard Size
53.	Wood & Timber	Wood Adhesive	2	kgs	
54.	Wood & Timber	Wood Varnish Protective	4	kgs	
55.	Bamboo & Cane	Bamboo / cane binding strips	1400	meter	
56.	Bamboo & Cane	Bamboo / cane protective coating	1500	mL	
57.	Bamboo & Cane	Laminated bamboo sheet (3–5 mm thick)	1	no	100*100 cm
58.	Bamboo & Cane	Natural cane / rattan (15–20 mm dia)	10	meter	15-20 mm
59.	Bamboo & Cane	Natural cane / rattan (3–5 mm dia)	10	meter	3-5 mm
60.	Bamboo & Cane	Thin bamboo strips (15–20 mm)	40	nos	15–20 mm
61.	Bamboo & Cane	Thin bamboo strips (6–9 mm)	90	nos	6–9 mm
62.	Bamboo & Cane	Thin bamboo strips (8–9 mm)	210	nos	8–9 mm
63.	Bamboo & Cane	Whole bamboo poles (untreated)	60	meter	
64.	Bamboo & Cane	Natural cane	6	kg	
65.	Bamboo & Cane	Bamboo & Cane Mat	1 pc	nos	
66.	Bamboo & Cane	Bamboo cane	9	kg	
67.	Bamboo & Cane	Bamboo/cane panel	1 set	nos	
68.	Bamboo & Cane	Natural cane	6.5	kg	
69.	Bamboo & Cane	Bamboo	4	ft	
70.	Bamboo & Cane	Bamboo spoon(s)	4	nos	
71.	Bamboo & Cane	Bamboo sheet	10 pcs	nos	3.54*3.54 in
72.	Bamboo & Cane	Bamboo poles	16	nos	8 ft
73.	Bamboo & Cane	Small bamboo	32	nos	
74.	Bamboo & Cane	Bamboo strips	6	kg	
75.	Bamboo & Cane	Bamboo Clips for clothes	50	nos	
76.	Leather & Leather Components	Vegetable Tanned Leather	38	sq ft	1.4-1.6 MM
77.	Leather & Leather Components	Leather Shoulder Strap Sets	20	set	
78.	Leather & Leather Components	Leather Handle Sets	12	pair	
79.	Leather &	Leather Base Reinforcement Pieces	20	set	

	Leather Components				
80.	Leather & Leather Components	Leather Tabs & Loops	20	set	
81.	Leather & Leather Components	Leather Brand Patches	20	set	
82.	Leather & Leather Components	Water Based Leather Adhesive	5	litre	
83.	Leather & Leather Components	Edge Paint	1	litre	
84.	Leather & Leather Components	Edge Primer	500	mL	
85.	Leather & Leather Components	Leather Conditioner	500	mL	
86.	Metal, Bags Hardware & Fasteners	Buttons	100	nos	
87.	Metal, Bags Hardware & Fasteners	Buckles	20	nos	
88.	Metal, Bags Hardware & Fasteners	Zippers	25	nos	
89.	Metal, Bags Hardware & Fasteners	Snaps	20	nos	
90.	Metal, Bags Hardware & Fasteners	Hooks / Eyes	20	nos	
91.	Metal, Bags Hardware & Fasteners	Belts	20	nos	
92.	Metal, Bags Hardware & Fasteners	Metal Zipper	20	nos	Main Compartment
93.	Metal, Bags Hardware & Fasteners	Metal Zipper	40	nos	Internal Pocket
94.	Metal, Bags Hardware & Fasteners	Metal Zip Pullers	60	nos	Antique Brass

95.	Metal, Bags Hardware & Fasteners	25 mm Swivel Hooks	40	nos	
96.	Metal, Bags Hardware & Fasteners	25 mm D Rings	60	nos	
97.	Metal, Bags Hardware & Fasteners	25 mm Strap Adjusters	20	nos	
98.	Metal, Bags Hardware & Fasteners	25 mm Roller Buckles	20	nos	
99.	Metal, Bags Hardware & Fasteners	Magnetic Snap Buttons	20	nos	
100.	Metal, Bags Hardware & Fasteners	Double Cap Rivets	300	nos	
101.	Metal, Bags Hardware & Fasteners	Bag Feet	80	nos	
102.	Metal, Bags Hardware & Fasteners	Chicago Screws	40	nos	
103.	Metal, Bags Hardware & Fasteners	90-degree metal angle bracket (L-bracket)	4	nos	4 × 4 cm
104.	Metal, Bags Hardware & Fasteners	Heavy-duty folding table leg bracket with locking mechanism	6	nos	
105.	Metal, Bags Hardware & Fasteners	Mild steel round bar (12 mm)	36	meter	12 mm
106.	Metal, Bags Hardware & Fasteners	Mild steel round bar (16 mm)	36	meter	16 mm
107.	Metal, Bags Hardware & Fasteners	Square hollow steel tube (SHS)	10	meter	20 mm × 20 mm × 1.6 mm
108.	Metal, Bags Hardware & Fasteners	Upholstery staples	1	box	
109.	Metal, Bags Hardware & Fasteners	Metal lock/clasp/buckle	4 sets + 6 pcs	nos	
110.	Metal, Bags Hardware &	D-rings/strap rings	20	nos	

111.	Metal, Bags Hardware & Fasteners	Brass sheet/strip	1 set	nos	
112.	Metal, Bags Hardware & Fasteners	Metal Lock	8 pcs	nos	
113.	Metal, Bags Hardware & Fasteners	Metal frame	15 pcs	nos	
114.	Metal, Bags Hardware & Fasteners	Small Nails	100	nos	
115.	Metal, Bags Hardware & Fasteners	Medium Nails	100	nos	
116.	Metal, Bags Hardware & Fasteners	Screws & Fasteners	50	nos	
117.	Natural Dyes & Paint	Blue indigo natural dye	30	gm	
118.	Natural Dyes & Paint	Green natural dye	120	gm	
119.	Natural Dyes & Paint	Light blue natural dye	210	gm	
120.	Natural Dyes & Paint	Light olive-green natural dye	310	gm	
121.	Natural Dyes & Paint	Mustard-yellow natural dye	90	nos	
122.	Natural Dyes & Paint	Mustard-yellow natural dye	35	nos	
123.	Natural Dyes & Paint	Terracotta-brown natural dye	290	gm	
124.	Natural Dyes & Paint	Matte black metal paint	1500	mL	
125.	Natural Dyes & Paint	Metal primer	1500	mL	
126.	Natural Dyes & Paint	Natural pigments / exterior-grade acrylic paint sets	Colour sets		
127.	Pottery Clay & Glaze	Black pottery slip / natural clay slip	250	mL	
128.	Pottery Clay & Glaze	Black pottery slip / natural clay slip	4 (with screws)	nos	
129.	Pottery Clay & Glaze	Local black clay	14	kg	
130.	Pottery Clay & Glaze	Black Clay	50	kg	
131.	Pottery Clay & Glaze	Glaze	5.5	kg	

132.	Pottery Clay & Glaze	Black pottery	5	kg	
133.	Electrical & Lighting Components	2-pin plug	1	no	
134.	Electrical & Lighting Components	E27 ceramic screw lamp holder / pendant holder	4	nos	
135.	Electrical & Lighting Components	E27 screw-base LED filament bulb (5W, 2700K warm)	5	nos	
136.	Electrical & Lighting Components	E27 table lamp base with holder	1	no	
137.	Electrical & Lighting Components	Fabric-braided electrical cable	4	meter	
138.	Electrical & Lighting Components	Inline ON/OFF switch	1	no	
139.	Electrical & Lighting Components	Electrical Fitting Wire	3	meters	
140.	Electrical & Lighting Components	Switches	2	nos	
141.	Electrical & Lighting Components	Shades	2	nos	
142.	Electrical & Lighting Components	Plugs	2	nos	
143.	Foam, Plastic, Rubber & Reinforcement	EVA Foam Sheet	8	nos	(2*1000*1000) mm
144.	Foam, Plastic, Rubber & Reinforcement	HDPE Reinforcement Sheet	8	nos	(1.5*1000*1000) mm
145.	Foam, Plastic, Rubber & Reinforcement	Polyester wadding / Dacron sheet	1	meter	
146.	Foam, Plastic, Rubber & Reinforcement	Rubber furniture stoppers / anti-slip rubber feet	14	nos	
147.	Foam, Plastic, Rubber & Reinforcement	Screw-mounted rubber furniture feet (anti-slip, non-marking)	44	no	
148.	Foam, Plastic,	Flat foam	6 pcs	nos	

	Rubber & Reinforcement				
149.	Adhesives & Tapes	Fabric Adhesive	2	litre	
150.	Adhesives & Tapes	Masking Tape	5	rolls	
151.	Adhesives & Tapes	Double Side Tape	5	rolls	
152.	Adhesives & Tapes	Adhesive suitable for bamboo and pottery	20	mL	
153.	Adhesives & Tapes	Upholstery adhesive	250	mL	
154.	Packaging & Labels	Leather Logo Labels	20	nos	
155.	Packaging & Labels	Care Labels	20	nos	
156.	Packaging & Labels	Hang Tags	20	nos	
157.	Packaging & Labels	Cotton Dust Bags	20	nos	
158.	Packaging & Labels	Corrugated Packaging Boxes	20	nos	
159.	Packaging & Labels	Silica Gel Sachets	20	nos	
160.	Workshop Supplies	Pattern Paper (A0)	50	sheets	
161.	Workshop Supplies	Butter Paper	20	sheets	
162.	Workshop Supplies	Cardboard for Master Pattern	20	sheets	
163.	Workshop Supplies	Utility Knife Blades	100	nos	
164.	Workshop Supplies	Sand Paper (400–800 Grit)	20	sheets	
165.	Workshop Supplies	Fabric Marking Chalk	2	boxes	
166.	Workshop Supplies	Leather Marker Pen	10	nos	
167.	Workshop Supplies	Sandpaper (60 to 220 grit)	1/grit	no	
168.	Workshop Supplies	Sandpaper (80 grit)	1	no	
169.	Workshop Supplies	Sandpaper (120 grit)	1	no	
170.	Workshop Supplies	Sandpaper (180 grit)	1	no	
171.	Workshop Supplies	Sandpaper (240 grit)	1	no	
172.	Workshop Supplies	Sandpaper (320 grit)	1	no	
173.	Workshop Supplies	Sandpaper	15	nos	80 grit
174.	Resin, Solvents & Cleaning Supplies	Pressure Cap Dispenser	1	no	
175.	Resin, Solvents & Cleaning Supplies	Isopropyl Alcohol	40	liters	
176.	Resin, Solvents & Cleaning Supplies	Liquid Resin for FORMLABS 4	10	liters	
177.	Resin, Solvents & Cleaning Supplies	Microfiber Cleaning Cloth Rolls	2	nos	
178.	Resin, Solvents & Cleaning Supplies	PEC-PAD Lint-Free Wipes	100	nos	4*4 inch

179.	Resin, Solvents & Cleaning Supplies	Surgical Cloves	100	nos	
180.	Clock, Mirror & Decorative Components	Mirror	1	no	3*3 ft
181.	Clock, Mirror & Decorative Components	Quartz Clock Movement Kit with Hands	3 sets	nos	
182.	Clock, Mirror & Decorative Components	Brass hour markers	24 pcs	nos	10 –12 mm
183.	Clock, Mirror & Decorative Components	Wall-mounting hardware	3 sets	nos	
184.	Clock, Mirror & Decorative Components	Natural stone	24 pcs	nos	