



No. MMDSL/ADMIN-1/ADMIN FILE/(47)

Dated: 12/08/2024

SHORT NOTICE
INVITING QUOTATIONS
FOR RENOVATION OF OFFICE AND SUPPLY OF MATERIALS
FOR MEGHALAYAN MEDICAL DRUGS & SERVICES LTD

Limited Quotations affixing court fee stamp of Rs 25/- (Rupees Twenty Five) only, are hereby invited from interested parties on the firm's letter head. Quotations must be addressed to the Managing Director, Meghalayan Medical Drugs and Services Limited, Meghalaya on an envelope super scribed "Quotations For Renovation Of Office And Supply Of Materials For Meghalayan Medical Drugs & Services Ltd" and the same to be submitted not later than 26th August 2024 by 01:00pm

1	Name of Items	"Short Notice Inviting Quotations for Renovation Of Office And Supply Of Materials For Meghalayan Medical Drugs & Services Ltd"
2	Quotations Document	Can be downloaded from the website of Meghalayan Medical Drugs and Services Limited, Shillong, (https://mmdsl.in)
3	Date for downloading the Quotation Document	14 th August 2024
4	Last date and time for submission of Quotations	26 th August 2024 up to 01:00pm
5	Quotations opening date	26th August 2024, 04:00pm

Copy of Quotation document may be downloaded from the website of Meghalayan Medical Drugs and Services Limited (<https://mmdsl.in>)

Meghalayan Medical Drugs and Services Limited reserves the right to reject any or all the quotations without assigning any reason.

Note: Any changes or any further notification in respect to the above documents shall be made available only at the above-mentioned website. Hence respective quotationers are advised to visit the website regularly for the above purpose.

Shri Ramkumar S
Managing Director



No. MMDSL/ADMIN-1/ADMIN FILE/(48)

Dated: 12/08/2024

REQUEST FOR QUOTATIONS (RFQ)

- Meghalayan Medical Drugs & Services Ltd invites you to submit your price quotations in a pro format invoice for the Renovation Of Office And Supply Of Materials listed in Annexure 1 of this RFQ on turnkey basis.
- Your Quotation in the required format should be addressed to:
The Managing Director
Meghalayan Medical Drugs & Services Ltd
Health Complex, New Colony, Laitumkrah
Shillong 793003, Meghalaya
Email : contactdesk@mmdsl.in
- The quotation should be accompanied by:
 - A copy of your Business Registration / Trade License for non-tribal
 - A copy of the GST Registration Certificate
 - 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 or Government Of India.
 - Complete price and delivery schedule including installation and complete civil work.

Adequate technical documentation or any other relevant information
- Given below are the names of the items with specifications and price bid format, any deviations from the given specifications and format shall be summarily rejected. The price quoted should remain firm and fixed for all supply orders placed during the period of the Rate Contract i.e. of a minimum 1 year or till a fresh appointment is made.

ANNEXURE-I

List of items with specifications:

A. Civil Works

- Plumbing in the kitchen – 4 taps with hot/cold water connected to the geyser
- Minimal Painting - 13 rooms

B. Kitchen

- Wash Basin - 2 nos
- Taps - 4 nos

3. Cooking Area (Counter type) – 6ft W x 2ft depth x 2.8ft H
4. Under counter storage cabinet - 6ft W x 2ft depth x 2.8ft H
5. Dining table – 12 seater x 1nos
6. Dining Chairs – 12 nos
7. Aqua Guard – 1 no
8. Geyser 15L – 1 no
9. Microwave – 21L x 1 no
10. Refrigerator – 236L x 1no
11. Smart Television – 50 inch x 1no
12. Ceiling Lights – 4 nos

C. Conference Room / Multi-purpose Room for trainings, etc

1. Conference Table (8-seater) equipped with plug points, LAN connection, Video Conferencing connectivity – 1 no
2. Video Conference equipment - audio video system
3. Air Conditioner - 2 nos
4. Ceiling Lights – 10 nos
5. Office Chairs with wheels – 8
6. Office Chairs without wheels - 20
7. Window Blind Curtains for window measuring - 6.7ft H x 4.11ft W - 2 nos

D. Office Area

1. Glass Door - 8.11ft H x 7.7ft W - 2 nos
2. Head rest Office Chairs with wheels – 10
3. Office Chairs with wheels – 22
4. Office Chairs without wheels - 20
5. Office Desk – 4ft W x 2ft D - 9 nos
6. Executive Workstation - 4ft W x 1.5ft D - 20 nos
7. LAN Connection for 33 workstations
8. Electrical switches for each Office Desk and Executive workstation (3 domestic; 1 powerline)
9. Electrical Wiring as required
10. Godrej Slim 2-door Almirah - 10 nos
11. Door access with card system which records attendance as well
12. Ceiling Fans – 15 nos
13. Ceiling Lights – 45 nos
14. Foldable Ladder - 7.6ft H with 7 steps - 1no
15. Window Blind Curtains for window measuring - 6.7ft H x 4.11ft W - 11 nos

E. Others

1. Inverter – 10KVA cum UPS with 15 batteries
2. Notice boards at relevant places to put up A3 posters (Acrylic frames) – 20 nos
3. Fire Safety / Fire Extinguishers – 12 nos
4. CCTV Cameras – 10 nos
5. CCTV Recorder to be in the HR Room – 1 nos
6. Monitor for CCTV - 32 inch x 1no
7. Water Tanks – 1000 litres x 2nos



8. 3D Signage – 4ft H x 10ft W
9. Storage cabinet to place helmets – 3ft W x 1.5ft D x 4ft H
10. Division of Electricity (separate electrical meter) - 1 no

ANNEXURE-I

PRICE BID FORMAT

Sl. No	Items name	UOM	Brand	Basic rate/unit (Rs)	GST rate (Rs)	GST amount (Rs)	Total cost/unit (Rs)
A Civil Works							
1	Plumbing in the kitchen – 4 taps with hot/cold water connected to the geyser	Per unit	NA				
2	Minimal Painting - 13 rooms	Per sq ft	NA				
B Kitchen							
1	Wash Basin - 2 nos	Per unit					
2	Taps - 4 nos	Per unit					
3	Cooking Area (Counter type) – 6ft W x 2ft depth x 2.8ft H	Per unit	NA				
4	Under counter storage cabinet - 6ft W x 2ft depth x 2.8ft H	Per sq ft	NA				
5	Dining table – 12 seater x 1nos	Per unit					
6	Dining Chairs – 12 nos	Per unit					
7	Aqua Guard – 1 no	Per unit					
8	Geyser 15L – 1 no	Per unit					
9	Microwave – 21L x 1 no	Per unit					
10	Refrigerator – 236L x 1no	Per unit					
11	Smart Television – 50 inch x 1no	Per unit					
12	Ceiling Lights – 4 nos	Per unit					
C Conference Room / Multi-purpose Room for trainings, etc							
1	Conference Table (8-seater) equipped with plug points, LAN connection, Video Conferencing connectivity – 1 no	Per unit					



MEGHALAYAN MEDICAL DRUGS & SERVICES LIMITED



Government of Meghalaya

Department of Health & Family Welfare,
DHS Complex, New Colony, Laitumkrah,
Shillong - 793003,
East Khasi Hills,
Meghalaya.

+91-9863033404 / 9863048955
meghmdsl@gmail.com

Approved By Shri Ramkumar S (Managing Director) on 12/08/2024 06:55 AM

(The document is digitally approved and does not require any Seal or Signature in original)

2	Video Conference equipment - audio video system	Per unit					
3	Air Conditioner - 2 nos	Per unit					
4	Ceiling Lights – 10 nos	Per unit					
5	Office Chairs with wheels – 8	Per unit					
6	Office Chairs without wheels - 20	Per unit					
7	Window Blind Curtains for window measuring - 6.7ft H x 4.11ft W - 2 nos	Per unit					
D Office Area							
1	Glass Door - 8.11ft H x 7.7ft W - 2 nos	Per unit					
2	Head rest Office Chairs with wheels – 10	Per unit					
3	Office Chairs with wheels – 22	Per unit					
4	Office Chairs without wheels - 20	Per unit					
5	Office Desk – 4ft W x 2ft D - 9 nos	Per unit					
6	Executive Workstation - 4ft W x 1.5ft D - 20 nos	Per unit					
7	LAN Connection for 33 workstations	Per unit					
8	Electrical switches for each Office Desk and Executive workstation (3 domestic; 1 powerline)	Per unit					
9	Electrical Wiring as required	NA					
10	Godrej Slim 2-door Almirah - 10 nos	Per unit					
11	Door access with card system which records attendance as well	Per unit					
12	Ceiling Fans – 15 nos	Per unit					
13	Ceiling Lights – 45 nos	Per unit					
14	Foldable Ladder - 7.6ft H with 7 steps - 1no	Per unit					
15	Window Blind Curtains for window measuring - 6.7ft H x 4.11ft W - 11 nos	Per unit					



11. All parties are advised to conduct a site visit and request to inform the office of the undersigned.
12. Quantity of Delivered Items:
 - a) If the quantity received is less than the work Order Scheduled quantity, then the physical quantity received will be the quantity certified by the Purchaser.
 - b) If the quantity received is more than the work Order quantity, the excess quantity shall not be paid for, by the Purchaser.
 - c) In case of any supply quantity with an upper or lower tolerance of over 5%, Meghalayan Medical Drugs and Services Limited, Meghalaya will have the right to accept or reject the material immediately.
13. Taxes, Duties and Levies:
 - a) Quotations must clearly mention their GST no. in their offers and invoices.
 - b) In case there is a decrease in the Statutory Taxes / Duties / Levies, the same has to be passed to the Purchaser
14. The sealed quotation affixing court fee stamp of Rs 25/- (Twenty Five) only, may be submitted at the office of the Managing Director, Meghalayan Medical Drugs and Services Limited, Health Complex, Laitumkrah, Meghalaya Shillong- 793003. The office will not take responsibility for any delay. The Quotation received after the due date and time shall not be entertained.
15. Payment will be made after the successful execution and completion of the order in totality.
16. Quotation must reach the office of the undersigned before dated 26th August 2024 up to 01:00pm.
17. Quotationer who quoted the lowest rate at Annexure-I (TOTAL of SI.No.A + SI.No.B + SI.No.C + SI.No.D + SI.No.E) will be awarded with the contract.
18. All quotationers must quote all items or works listed in Annexure-I; failure to do so will result in disqualification.
19. Quotations will be opened on 26th August 2024 up to 04:00pm.
20. The decision of the committee pertaining to the quotation will be final.
21. Post evaluation process work order will be issued based on actual requirement.

Shri Ramkumar S
Managing Director