



STATE INSTITUTE OF RURAL DEVELOPMENT
An Apex Training Institute in Rural Development, Government of Meghalaya
Community & Rural Development Department,
Nongsder, Ri-Bhoi District, Meghalaya – 793103

Email: megsird@gmail.com

Website: megsird.gov.in

No. SIRD/Megh/Estt/2021-22/627/63

Date: June 20, 2025

NOTICE INVITING QUOTATIONS (NIQ)

Invitation of Quotations for Supply and Installation of Blinds/Roller Blinds at State Institute of Rural Development Meghalaya.

Sealed quotations are invited from reputed and registered firms/suppliers for the supply and installation of blinds/roller blinds at the State Institute of Rural Development (SIRD) Meghalaya, Nongsder, Ri Bhoi District - 793103. Interested firms meeting the eligibility criteria are requested to submit their quotations as per the details provided below:

1. Scope of Work

- **Supply and Installation of Blinds/Roller Blinds** for various rooms/offices at SIRD, Meghalaya.
- Types of blinds required: Roller Blinds (Blackout and Light-Filtering), (as per specifications).
- Locations: Administrative Building (Establishment Office), Training Halls (Training Hall 3 and Hall 1) Conference Room and Computer Lab.
- Approximate quantity: 22 windows
- Includes measurement, supply, installation, and post-installation support.

2. Eligibility Criteria

- The bidder must be a registered firm/company with a valid GST registration certificate.
- The bidder should have a minimum of 3 years of experience in supplying and installing blinds/roller blinds for government institutions, PSUs, or reputed organizations.
- The bidder must have a valid PAN card and Trade License.
- The bidder should not be blacklisted by any government organization.

3. Technical Specifications

- **Material:** High-quality PVC, fabric, or wooden blinds as per requirement.
- **Type:** Roller Blinds: Blackout (light-blocking) and Light-Filtering (translucent).
- **Operation:** Manual (chain/cord-operated) or motorized (optional, to be quoted separately).
- **Colour and Design:** To be finalized after sample approval by SIRD authorities.
- **Warranty:** Minimum 2 years on material and installation.
- **Fire Resistance:** Blinds should comply with fire safety standards (certification required).
- **Installation:** Must include fitting, alignment, and testing.

4. Submission of Quotations

1. **Format:** Quotations should be submitted in two parts:
 - **Technical Bid:** Containing company profile, experience certificates, copies of GST, PAN, Trade License, and compliance with technical specifications.
 - **Financial Bid:** Containing item-wise rates, including supply, installation, taxes, and any other charges.
2. **Sealed Envelopes:** Both bids should be placed in separate sealed envelopes marked “Technical Bid” and “Financial Bid” and enclosed in a single sealed envelope superscribed with “Quotation for Supply and Installation of Blinds/Roller Blinds – SIRD Meghalaya.”
3. **Address for Submission:**
The Director,
State Institute of Rural Development (SIRD),
Nongsder, Ri-Bhoi District – 793103, Meghalaya.
4. **Last Date and Time for Submission:** 27th June, 2025 by 3:00 PM IST.
5. **Quotation Opening:** 27th June, 2025, at 3:30 P:M IST at SIRD Office.
5. **Financial Details**
 1. Rates should be quoted per square foot or per unit, inclusive of all taxes, transportation, and installation charges.
 2. **Payment Terms:**
 - 50% advance on confirmation of order.
 - 30% after supply and installation.
 - 20% after satisfactory completion and inspection.
 3. **Validity of Quotation:** Rates should be valid for at least 90 days from the date of submission.

6. General Terms and Conditions

- The selected supplier must complete the work within 15 days from the date of issuance of the work order.
- SIRD reserves the right to reject any or all quotations without assigning any reason.
- Any defective material or poor workmanship will be replaced/repared free of cost by the supplier.
- The supplier must ensure minimal disruption to SIRD operations during installation.
- Bidders may visit the site for measurements and assessment before submitting quotations (contact the undersigned for coordination).
- Any dispute will be subject to the jurisdiction of Shillong, Meghalaya.

7. Contact for Queries

For any clarification or site visit, please contact:

- Name: Smt. Embilish Lyngdoh, Faculty
- Phone: 9862826735
- Email: megsird@gmail.com
- Office Hours: 10:00 AM to 5:00 PM (Monday to Friday)

8. Documents to be Submitted

- Company profile and experience details.
- Copies of GST Registration, PAN Card, and Trade License.
- Self-declaration of not being blacklisted.
- Technical compliance statement with product brochures/samples.
- Financial bid



Director
State Institute of Rural Development (SIRD)
Meghalaya

Memo No. SIRD/Megh/Estt/2021-22/627/63-A

Date: 20th June, 2025

1. Accounts Branch
2. Office Notice Board.