

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE COMMISSIONER OF TAXES,
MEGHALAYA, SHILLONG.**

Short Notice Inviting Quotation

No: CTA-22/2018/

Dated Shillong, the November, 2025

Sealed quotations affixing Court Fee Stamp of Rs. 25/- (Twenty five) only (non-refundable) are invited from interested firms/individuals for purchase of scrapped and repairable office furniture on “as is where is” basis lying in the following offices:

1. Office of the Commissioner of Taxes, Lachumiere
2. Office of the Superintendent of Taxes, Lachumiere
3. Office of the Superintendent of Taxes, Dhanketi
4. Office of the Superintendent of Taxes, Jowai
5. Office of the Superintendent of Taxes, Enforcement Branch, Nongpoh

The sealed envelope with proper sender address containing the quotation should be properly sealed and superscripted in bold letter on top as “QUOTATION FOR PURCHASE OF SCRAPPED AND REPAIRABLE OFFICE FURNITURE” and should be sent to the office of The Commissioner of Taxes, Administrative Building, Lower Lachumiere, Shillong-793001 either by post or it may be delivered by hand during office working hours on or before 3:30 P.M of **19th December, 2025**. Quotation received after the fixed date and time will not be entertained. Bids will be opened on the same day at 3:30 P.M in the presence of Quotationer(s) or their authorised representative(s).

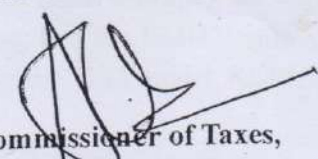
List of items and the terms & conditions are available on the department website meggst.gov.in or may be had from the office of the Commissioner of Taxes, Lower Lachumiere, Shillong on any working day during office hours before the **18th December, 2025**.

(Jagdish Chelani)
Commissioner of Taxes,
Meghalaya, Shillong.

Memo No.CTA-22/2018/ 962 -A
Copy to:

Dated Shillong, the ²⁸ November, 2025

- 1) The Director, Information & Public Relation, Meghalaya Shillong for information with a request to publish this NIQ in local & English Daily.
- 2) The Superintendent of Taxes, Incharge, Establishment, Shillong/Jowai/EB Nongpoh for information and necessary action.
- 3) Programme Assistant. She is requested to upload this quotation notice in the website of the Department.
- 4) Office Notice Board.


Commissioner of Taxes,
Meghalaya, Shillong

TERMS AND CONDITIONS

1. Inspection of goods.

The inspection of the goods can be done by the bidders or their representatives in the Office of The Commissioner of Taxes, Office of The Superintendent of Taxes, Lower Lachumiere, Shillong, the Office of the Superintendent of Taxes, Dhanketi, Shillong, Office of The Superintendent of Taxes, Jowai, and Office of The Superintendent of Taxes Enforcement Branch, Nongpoh between 11 A.M and 4:30 P.M till 18th December, 2025(except Saturday, Sunday and Central/State Government holidays)

2. Financial Bid.

- a) The financial bid shall be quoted in the Performa given at Annexure-1 of this tender document.
- b) The bidders should furnish bid security or EMD for an amount of Rs 1,000/- (One Thousand Only) along with the tender in the form of Account Payee Demand Draft or Fixed Deposit Receipt from a Commercial or Nationalized Bank in favour of the Commissioner, Shillong.
- c) The bid security or EMD of unsuccessful bidders will be returned within one month of opening of bids, without any interest.
- d) Overwriting of amount quoted shall have to be countersigned by the bidder /authorized signatory.
- e) GST or any other tax if applicable shall be borne by the successful bidder Under Reverse Charges Mechanism (RCM).

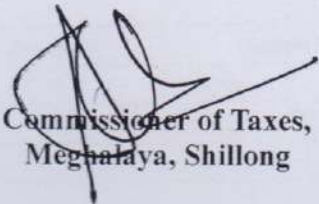
3. Awarding of Bid.

- a) The disposal shall be awarded to the highest bidder.
- b) Preference shall be given to the bidder who agrees to lift and take delivery of the items from all five locations i.e. The Office of the Commissioner of Taxes, Lachumiere, the Office of The Superintendent of Taxes, Lachumiere, Office of The Superintendent of Taxes, Dhanketi, Office of The Superintendent of Taxes, Jowai, and the Office of The Superintendent of Taxes Enforcement branch, Nongpoh.
- c) In the event that a bidder opts to bid the items from only one office/location, the bid for that particular location shall be awarded to the highest bidder for that specific location.
- d) Bidders must furnish valid GST Registration, (Trading License in case of non-tribal applicants), and Professional Tax Clearance Certificate as mandatory documents for eligibility.
- e) Successful bidders who refuse or fail to lift and take delivery of the items shall be liable to a penalty of up to 20% of the bidding price. In addition, the EMD deposited by the bidder shall be forfeited to the Government exchequer.
- f) The successful bidder has to pay the full amount in the form of Bank draft/pay order drawn in favour of Commissioner of Taxes payable at Shillong, less the EMD within three working days of receipt of the contract letter and also the GST under RCM separately, failing which the offer may be cancelled.

- g) The successful bidder should lift all the items from the sites within seven days for the date of issue of lifting order subject to the payment of the full amount.
- h) The successful bidder will also be required to make, at their own expense, arrangement for transport, labour etc. for lifting the disposed items.

4. Other Terms and Conditions.

- a) The office reserve the right to accept or reject any bids without assigning or communicating any reason thereof.
- b) Any corrigendum/addendum/errata etc. in respect of above tender shall be made available in our official website and notice board only. No press publication shall be made in this regard. Hence, applicants are advised to visit the department website regularly for any amendment/corrigendum/addendum in this regard.



Commissioner of Taxes,
Meghalaya, Shillong

ANNEXURE – I

Financial bid for tender for disposal of scrap and repairable furniture

Name of the bidder/firm :-

Address of the bidder/firm :-

Phone no :-

Email ID :-

GSTIN :-

Commissioner of Taxes, Shillong					
Sl No.	Particulars	Quantity	Price	Amount	Remarks
1	Table	11			Scrap
2	Chairs	65			Scrap
Total		76			

Superintendent of Taxes, Shillong (Lachumiere & Dhanketi)					
Sl No.	Particulars	Quantity	Price	Amount	Remarks
1	Chair	92			Scrap (39 Lachumiere, 53 Dhanketi)
2	Table	43			Scrap (15 Lachumiere, 28 Dhanketi)
3	Computer Table	19			Scrap (4 Lachumiere, 15 Dhanketi)
4	Steel Rack	26			1 Repairable(Lachumiere), 25 Scrap(Dhanketi)
5	Wooden Rack	7			Scrap (Dhanketi)
6	Wooden Almirah	20			Repairable(Dhanketi)
7	Steel Almirah	1			Repairable(Dhanketi)
Total		208			

Superintendent of Taxes, Jowai					
Sl No.	Particulars	Quantity	Price	Amount	Remarks
1	Tables	11			Scrap
2	Computer Tables	13			Scrap
3	Chairs	4			Scrap
Total		28			

Superintendent of Taxes, Enforcement Branch, Nongpoh					
Sl.No	Particulars	Quantity	Price	Amount	Remarks
1	Revolving Chair	14			Scrap
2	Wooden Table	9			Scrap
3	Steel Almirah	1			Scrap
4	Wooden Almirah	2			Scrap
5	Computer Table	6			Scrap
		32			Scrap

I/we declare that I/my representative have inspected the items as per the list mentioned above on "as is where is" basis. I/we have gone through the terms & conditions mentioned in the tender document and agree with the same. I/we understand that in the event of non-compliance of terms and conditions of the tender my/our bid will be cancelled.

Signature of the authorized signatory.

Date :-