

**TENDER DOCUMENT**

**FOR**

**SUPPLY OF**

**PACKAGING MATERIALS UNDER THE PROJECT  
“FOSTERING SDG 9 AT SIALHAWK, MIZORAM”**

**FOR**

**MIZORAM SCIENCE, TECHNOLOGY & INNOVATION COUNCIL (MISTIC)  
GOVERNMENT OF MIZORAM**

**No. B. 13017/15/2023-MISTIC**  
**MIZORAM SCIENCE, TECHNOLOGY & INNOVATION COUNCIL**  
**GOVERNMENT OF MIZORAM**  
**MIZORAM NEW CAPITAL COMPLEX, KHATLA, AIZAWL-796001**  
e-mail: [mistic.dst@gmail.com](mailto:mistic.dst@gmail.com) Website :<https://mistic.mizoram.gov.in>.

**PART – I**

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|----|--|---|
| 1. | Name of Authority Inviting Tender      | <b>Member Secretary,<br/>Mizoram Science, Technology &amp; Innovation<br/>Council (MISTIC)</b>        |
| 2. | Name of work                           | <b>Supply of packaging materials under the<br/>project “Fostering SDG 9 at Sialhawk,<br/>Mizoram”</b> |
| 3. | Completion period                      | <b>30 (thirty) days from the date of issue of supply<br/>order</b>                                    |
| 4. | Deadline for receiving bids            | <b>10.2.2026 up to 12:00noon</b>  |
| 5. | Date, Time & Place for opening of Bids | <b>10.2.2026 at 1:00pm in the Office Chamber of<br/>Member Secretary, MISTIC</b>                      |
| 6. | Earnest Money                          | <b>2% of the total bid value</b>  |
| 7. | Bid Validity                           | <b>90 (Ninety) days from opening of<br/>Technical Bids</b>  |

## PART – II

### NOTICE INVITING TENDERS

The Member Secretary, Mizoram Science, Technology & Innovation Council (MISTIC), Government of Mizoram invites sealed quotations from reputed Companies or authorized dealers/distributors/suppliers for supply of packaging materials under the project “Fostering SDG 9 at Sialhawk, Mizoram”. Details can be obtained from MISTIC Office, MINECO, Khatla, Aizawl on any working day from 21.01.2026 during office hours. The bid document may also be downloaded from MISTIC website <https://mistic.mizoram.gov.in> and <https://tender.mizoram.gov.in/>

Date: 20.01.2026



**(H. LALSAWMLIANA)**

Member Secretary

Mizoram Science, Technology & Innovation Council

## PART – III INSTRUCTIONS TO BIDDERS (ITB)

### 1. General instructions:

- (a) Sealed tenders are invited for supply of packaging materials under the project “Fostering SDG 9 at Sialhawk, Mizoram”, being executed by Mizoram Science, Technology & Innovation Council (MISTIC)
- (b) The firms fulfilling the prescribed eligibility criteria may submit their bids, complete in all respect and in the manner prescribed in these ITB, to MISTIC by 12:00noon of 10.02.2026.
- (c) Eligible bidders may submit bids for all the items listed in clause 2. **Bids in parts are also entertained.** All bids should be submitted in the format prescribed in Part V and Part VI of the Tender Document.
- (d) Bids must be accompanied by Earnest Money of the amount specified in Clause 6 of the ITB.
- (e) Bids which do not fulfil all the criteria prescribed in the ITB shall be rejected summarily.

### 2. Detailed Specifications and estimated quantities:

List of items and detailed specifications for which bids are invited are as follows.  
(Bidders are required to quote the **unit price** and the **total quantity** they can supply within the fixed allocated amount for packaging materials.)

S. No	PRODUCT	SPECIFICATIONS	Amount
1.	Juice bottle	<ul style="list-style-type: none"> <li>Material: PET (Food Grade)</li> <li>Capacity: 200 ml</li> <li>Closure type: Screw caps - Plastic</li> <li>Color: Transparent</li> <li>Temperature tolerance: Suitable for hot fill (&gt;80°C)</li> </ul>	Rs. 3,40,000/-
2.	Glass jar	<ul style="list-style-type: none"> <li>Material: Glass (Food Grade)</li> <li>Capacity: 350 ml</li> <li>Closure type: Lug Cap - Metal (Twist-off)</li> <li>Color: Transparent</li> <li>Temperature tolerance: Suitable for hot fill (&gt;80°C)</li> <li>Suitable for jam packaging</li> </ul>	Rs. 1,00,000/-
3.	Glass bottle	<ul style="list-style-type: none"> <li>Material: Glass (Food Grade)</li> <li>Capacity: 350 ml &amp; 750 ml (quote unit price separately)</li> <li>Closure: Screw caps – Aluminum</li> <li>Neck Type: Bordeaux Neck</li> <li>Color: Amber/Green/Clear</li> <li>Suitable for fermented beverage</li> </ul>	Rs. 3,00,000/-
4.	Plastic crates	<ul style="list-style-type: none"> <li>Primary material: Plastic</li> <li>Capacity: 20 kgs</li> <li>Dimension: 54.2L x 36W x 30H Centimeters</li> <li>Closure type: Open</li> <li>Shape: Rectangular</li> <li>Water resistant</li> </ul>	Rs. 2,99,000/-

		<ul style="list-style-type: none"> <li>• Colour: Blue</li> <li>• Style: Industrial</li> </ul>	
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**3. Qualification of the Bidders:**

- (a) A bidder must be the owner/manufacturer of a reliable company or its authorized dealers/distributors/suppliers dealing with the items for which bid is submitted. Preference will be given to manufacturers.
- (b) All Bidders should submit the following information and documents along with their bids:
  - (i) GST Registration Certificate for tenderer firm.
  - (ii) Photocopy of dealership Certificate/Authorization letter

**4. The samples should be submitted along with the tender (actual picture in case of plastic crates).**

**5. Bid Price:**

- (a) The contract shall be for a period of one year from the date of issue of supply order.
- (b) All duties, taxes, royalties and other levies payable by the bidder under the contract, or for any other cause, shall be included in the rates, prices, and total bid price submitted by the bidder.
- (c) The rates and prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) All rates/prices quoted should be FOR – Sialhawk, Khawzawl District, Mizoram, PIN - 796370.

**6. Earnest Money:**

- (a) The bidder shall furnish, as part of the bid, Earnest Money of 2% of the bid value in the form of **Demand Draft/Fixed Deposit/Deposit at Call of a Scheduled Bank guaranteed by the Reserve Bank of India** and issued in favour of the **Member Secretary, Mizoram Science, Technology & Innovation Council**. The Demand Draft/Fixed Deposit Receipt/Deposit at Call Receipt shall be payable at Aizawl and **valid for at least 3 months**.
- (b) The Earnest Money of unsuccessful bidders will be returned.
- (c) The Earnest Money of the successful bidder will be released when the bidder has signed the Agreement and furnished the required Performance Security, or it may be used as part of Performance Security.
- (d) The Earnest Money Deposit shall be forfeited
  - (i) In case a bidder withdraws its bids after opening of Technical Bid (Part – I) and before the expiry of the validity period of the Bid.
  - (ii) If bidder fails to deposit performance security within specified period as per intimation/ request from MISTIC.
  - (iii) If the bidder fails to execute the agreement within specified time as intimated/ requested.

**7. Amendment of Bidding Documents:**

- (a) MISTIC may modify the bidding documents by issuing addenda before the deadline for submission of bids.
- (b) Any addendum thus issued shall be part of the bidding documents and shall be notified to all concerned.
- (c) To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, MISTIC shall extend the deadline for submission bids may be deemed necessary.

**8. Language of Bids:**

All documents relating to the bid shall be in English.

**9. Submission of Bids:**

- (a) Each bidder should submit sealed quotations in a sealed envelope.
- (b) The outer envelope should be superscripted as **“TENDER FOR SUPPLY OF PACKAGING MATERIALS UNDER THE PROJECT - FOSTERING SDG 9 AT SIALHAWK, MIZORAM”** and should be addressed to **‘Member Secretary, Mizoram Science, Technology & Innovation Council, Government of Mizoram, Aizawl’**. It should also have the **full postal address and contact number of the bidder**. The bid shall also consist of -
  - (i) Form of bid as specified in Part V.
  - (ii) Priced Bill of Quantities as specified in Part VI.

**10. Format and Signing of Bids:**

- (a) The Bidder shall submit 1 bid comprising of the documents
- (b) All Pages of the bid shall be signed by the bidder.
- (c) The bids shall contain no overwriting, alteration or addition, except those to comply with instructions issued by MISTIC, or as necessary to correct errors made by the bidders, in which case such corrections shall be made by scoring out the cancelled portion, writing the correction and initialing and dating it by the bidder

**11. Bid Opening:**

- (a) The outer envelope and the inner envelope containing the Technical Bid of all Bids received within the stipulated time will be opened in the presence of the Bidders/Bidders’ representatives who chose to attend at the time, date and place specified in **Part – I**.
- (b) The Bidders’ names and such other details as MISTIC may consider appropriate, including availability of Earnest Money, documents enclosed and their validity shall be announced at the time of opening.
- (c) Evaluation of Bids with respect to Bid Security, Qualification information and other information shall be taken up immediately.
- (d) Minutes of the opening of Bid shall be prepared at the time of opening of the bid.

**12. Process to be Confidential:**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the bidders or any other persons not officially concerned with such process until award to the successful bidder has been announced. Any attempt by a bidder to influence the Department's processing of bids or award decisions may result in the rejection of his/her Bid.

**13. Clarification of Bids and Contacting the Department:**

- (a) No Bidder shall contact MISTIC on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded.
- (b) Any attempt by a Bidder to influence the Bid evaluation, bid comparison or contract award decision may result in rejection of his/her Bid.

**14. Examination of Bids and determination of Responsiveness:**

- (a) During the detailed evaluation, MISTIC will determine whether each bid
  - (i) meets the eligibility criteria prescribed in the ITB
  - (ii) has been properly signed
  - (iii) is accompanied by the required securities, and
  - (iv) substantially responsive to the requirement of the Bidding Documents.
- (b) And the responsiveness of the Bid will be further determined with respect to the remaining bid conditions, i.e., priced bill of quantities and technical specifications of the bid items.

- 15.** The Undersigned is not bound to accept the lowest rate or any of the tenders and reserves the right to accept or reject any tender without assigning any reason thereof.

**16. Performance Security:**

- (a) Successful bidder will have to deposit 5% of the total bid/contract value as performance security in the form of Bank Guarantee/ Demand Draft in favour of **Member Secretary, Mizoram Science, Technology & Innovation Council**, payable at Aizawl before award of the work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- (b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement, etc. are infringed or the bidder fails to complete the supply in time.

## 17. Other Terms & Conditions:

- a) Mizoram Science, Technology & Innovation Council (MISTIC) reserves the right to postpone or cancel the bid, and the bidders will have to abide by such decision to postpone or cancel the bid process.
- b) Payment shall be made only after satisfactory completion of the supply, installation and submission of bills, provided sanction is received from funding agency (NEC). MISTIC reserves the right to adopt its own methods to certify the satisfactoriness of compliance of the contract agreement before payment is made.
- c) Quotations may be submitted on the printed letter head of the bidder in the prescribed format supplied with ITB.
- d) Successful bidder will have to enter into an agreement with MISTIC for timely execution of the purchase order.
- e) No payment will be made for any damaged goods supplied.
- f) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost or loss of revenue or loss of other benefits to the Department.



**(H. LALSAWMLIANA)**

Member Secretary

Mizoram Science, Technology & Innovation Council



Part – IV  
**Letter of Acceptance**

Date: \_\_\_\_\_

To

(Name of the Contractor) (Address of  
the Contractor)

This is to notify you that Mizoram Science, Technology & Innovation Council has accepted your Bid dated \_\_\_\_\_ for supply of the following items for the Contract Price of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only:-

(List of items with quantities and rates)

You are hereby requested to furnish Performance Security in the form detailed in Clause 16 of ITB for an amount of Rs \_\_\_\_\_ within 10 days of the receipt of this letter of acceptance valid up to 45 days from the date of expiry of Defects Liability Period \_\_\_\_\_ and sign the contract, failing which, action as stated in Clause 16 (b) of ITB will be taken.

Yours faithfully,

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Department: \_\_\_\_\_

**Part V**  
**Form of bid**  
**(Letter Head)**

To

The Member Secretary  
Mizoram Science, Technology & Innovation Council  
MINECO, Khatla  
Aizawl, Mizoram

Subject: Tender for Supply of Packaging materials

Sir,

I/We offer to execute the works described above and remedy any defects therein, and carry out the conditions of contract, specifications, Bill of Quantities and Addenda for item rate Contract (Total Bid Price) Rs. \_\_\_\_\_ (in figures)  
Rupees \_\_\_\_\_ (in words)

We undertake to commence the works on receiving work order in accordance with the contract documents. This Bid and your written acceptance of it shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Earnest Money required by the bidding documents and specified in the Appendix to ITB.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Bidder: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Note : The Bidder shall fill in and submit this Bid form with the Bid

**PART – VI**

**FORM OF BILL OF QUANTITIES**

(Rates quoted are inclusive of all duties, taxes, royalties and other levies payable)

<b>Sl.No</b>	<b>Items</b>	<b>Detailed Specifications</b>	<b>Rate per unit (in Rs)</b>	<b>Qty</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
1	2	3	4	5	6	7