

**OFFICE OF THE COMMANDING OFFICER
SPECIAL FORCE -10
MEGHALAYA**** SHILLONG.**

NOTICE INVITING TENDER

Sealed Tender affixing -- non-refundable Court fee stamp of Rs.100 (Rupees one hundred) only are invited from the Local Firms/dealers for supply of Miscellaneous Articles / Electrical Goods /Sport and Games / Building Materials and Utensils for the Financial Year 2018 – 2019 to the Office of the Undersigned which will be received during office hours on or before **25TH MAY 2018** at **12:00 hour** and will be opened on the same day at **14:00 hours (2:00Pm)** by the Tender Opening Committee in presence of the Tenderers or their Representative(s) if any. Tenders received late by post or by hand beyond the date / time mentioned above will not be entertained.

The tenderers will have to furnish the following documents:-

1. Attested valid copy of Trading License for Non-Tribal tenderers.
2. Upto-date/ Latest Financial Stability certificate from the Deputy Commissioner, 1st Class Magistrate or from any recognized Bank.
3. An undertaking stating that the supply will be carried out by the concern firm/ supplier himself / herself.
4. **All relevant documents/certificates pertaining to GST Rules viz.**
 - (i). **GST Registration Certificate.**
 - (ii). **GST rate of the items quoted along with 4 digit HSN (Harmonized System of Nomenclature) Code.**
 - (iii). **GST Clearance by the tenderer must be adhered to.**
 - (iv). **Any other document(s) relevant to GST apart from Serial No. (i), (ii) and (iii) above.**
5. **Rate quoted for the same should be clearly indicated in the tender .**
6. Attested copy of latest photograph of the tenderers to be attached along with the tender.
7. Earnest Money of Rs. 5000.00 /- (five thousand) only in crossed Bank draft or call deposit received of any recognized Bank in favour of **“The Commanding Officer, Special Force -10, Meghalaya Police, Golflink, Shillong.”**
8. Tenderers belonging to SC/ST category may deposit 50% of the above amount subject to the production of such certificate supporting their claim of the said status.
9. The Undersigned also reserves the right to reject any or all of the Quotation(s) without assigning any reason thereof, and does not bind himself to accept the lowest rate. The rate quoted should be inclusive of all taxes and other charge like carriage etc.
10. Where possible, the price of materials / articles may be quoted according to the different brand or quality.
11. The materials / articles should be of good quality. The Undersigned or his representative after due inspection, of the articles may reject the articles / materials if found defective / sub-standard and the same shall have to be replaced by the suppliers at no extra charges.
12. In the event of Firms/ Supplier failing to perform his / her part of the contract to the satisfaction of the Department or disregard any terms or condition of the tender Notice or the Contract Agreement, the Firms/ Supplier shall be liable to any of the following action at the discretion of the Controlling Officer of this Unit.
 - (i). Forfeiture of Security Deposit in whole/part.
 - (ii). Making good the loss caused to Government through the inability, neglect or delaying to comply with the demand.
 - (iii). Imposition of penalty(fine) in case of failure to make the supply within the stipulated time at the rate of **0.50%** on the total amount of supply ordered for everyday not exceeding 2(two) week that he shall exceed his time either for the total supply or value of item(s) orders for, and for liquidate damages.
 - (iv). Cancellation of the contract without any prior notice of the Firms/Supplier.

13. The Earnest money of the successful tenderer will be released only after he/she furnished the full Security Deposit within the date fixed by the Office for the purpose failing which, the Earnest Money may be forfeited to the Government.
14. Earnest Money of unsuccessful tenderers will be released by the Office after the selection process of successful tenderer is finalized.
15. Tenders not accompanied with all the required papers/ documents or not fulfilling the terms and conditions will automatically stand rejected.
16. Once the rates offered in the tenders are accepted, no enhancement of rates will be accepted under any circumstances and the tenderer will be liable to supply at the rates approved and accepted by the Controlling Officer of this Unit. Failure to make the supplies at the approved and accepted rate will entail cancellation of Firm Agreement and Security Money will be forfeited to Government.

The Tenderer is required to submit the List of articles he /she intend to supply in both **Soft and Hard Copies** indicating clearly the name of the articles(s), rate, and company.

Copy of List of all articles required for supply may be obtained from the Offices of the Undersigned on any working day during office hours.

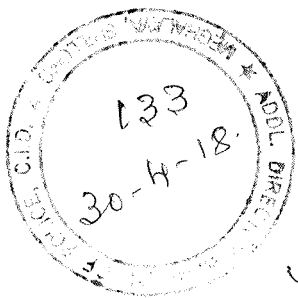
Sd/-
Commanding Officer,
Special Force -10,
Meghalaya, Shillong.

Memo No. SF-10/Q-49/2018-19/3/594.

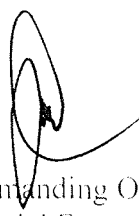
Dated Shillong, the 28th April, 2018

Copy to:-

1. The Addl. Director General of Police (Hqr) Meghalaya, Shillong for favour of kind information.
2. The Inspector General of Police (TAP), Meghalaya, Shillong for favour of kind information.
3. The Asstt. Inspector General of Police (A), Meghalaya, Shillong for favour of kind information with reference to L/No. MS/Tender Notice/2017-18/29 Dtd. 11/04/2018
4. All Superintendents of Police/Commandants, Meghalaya for favour of kind information.
5. The Superintendent of Police, SCRB, Meghalaya, Shillong for favour of kind information with a request to kindly upload the same in the Meghalaya Police Website.
6. The Director of Information and Public Relation, Meghalaya, Shillong for favour of kind information with a request for publication of extract of this notice (enclosed) in local News Papers and submit the bill for the same to the Office of Undersigned for payment accordingly.
7. The Director, Govt. Press Meghalaya, Shillong with copies for publication in 2 (two) consecutive issues of the Meghalaya Gazette.
8. Office Notice Board.



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Commanding Officer,
Special Force -10,
Meghalaya, Shillong.