

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

Scaled Tender affixing- non refundable Court fee stamp of Rs. 100.00 (one hundred) only are invited from Local Firms / dealers for supply of Miscellaneous Articles / Building Materials / Electrical Items Sports and Games/ Utensils and Barber Articles/ Stationery Items for the Financial Year 2017-2018 to this Office and the same will be received by the Undersigned during office hours on or before 18th April 2017 upto 12:00pm hours which shall be opened on the same day at 14:00 hour(2:00pm) by the Tender Opening Committee in the presence of the Firms/ tenderer or their representatives, (if any) . Any Quotation(s) received by post or by hand beyond that date / time will not be entertained and will be rejected out rightly.

The tenderer will have to furnish the following documents:-

1. Attested valid upto date VAT clearance Certificate including Tax Identity Number (TIN).
2. Attested upto date professional tax clearance certificate.
3. Attested valid copy of Trading License for Non-tribal tenderers.
4. Attested VAT Registration Certificate.
5. Financial stability certificate from the Deputy Commissioner, 1st Class Magistrate or from any recognized Bank.
6. An undertaking stating that the supply will be carried out by the concern firm/ supplier himself / herself.
7. Attested copy of photograph of the tenderers to be attached along with the tender.
8. 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.**"
9. 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.
10. 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 charges like carriage etc.
11. Where possible, the price of materials/ articles may be quoted according to the different brand or quality.
12. 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.
13. 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) weeks that he shall exceed his time either for the total supply or value of item(s) ordered for, and for liquidated damages.
 - (iv) Cancellation of the contract without any prior notice of the Firms/ Supplier.
14. The Earnest Money of the successful tenderer will be released only after he/she furnished the full Security Deposit within the time fixed by the Office for the purpose failing which, the Earnest Money may be forfeited to the Government.
15. Earnest Money of unsuccessful tenderers will be released by the Office after the selection process of successful tenderers is finalized.
16. Tenders not accompanied with all the required papers/documents or not fulfilling the terms and conditions will automatically stand rejected.
17. Once the rates offered in the tenderers 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 rates will entail cancellation of Firm Agreement and the Security Money will be forfeited to Government

The Tenderer is required to submit the List of articles he/she intends 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 required from the Offices of the Undersigned on any working day during office hours.

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

*1/c sc & B
3/4/17*