

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DIRECTOR GENERAL OF POLICE**  
**MEGHALAYA <> SHILLONG.**

Letter No. MS/III-1/2012-2013/39

Dated Shillong the 21<sup>st</sup> August 2012.

**TENDER NOTICE**

Subject: **Tender for Procurement of Clothing/Uniform items for the Meghalaya Police for the year 2012-2013.**

The Director General of Police, Meghalaya, Shillong invites Sealed Tenders affixing non-refundable Court Fee Stamp as under:-

Where the Tender Value:-

- (a) Not exceeding Rs. 5,000/- = Rs. 25/- only.
- (b) Exceeding Rs. 5,000/- but not exceeding Rs. 50,000/- = Rs. 50/- only.
- (c) Exceeding Rs. 50,000/- but not exceeding Rs. 1, 00,000/- = Rs. 100/- only.
- (d) Exceeding Rs. 1, 00,000/- but not exceeding Rs. 5, 00,000/- = Rs. 200/- only.
- (e) Exceeding Rs. 5, 00,000/- but not exceeding Rs. 15, 00,000/- = Rs. 300/- only.
- (f) Exceeding Rs. 15, 00,000/- but not exceeding Rs. 25, 00,000/- = Rs. 400/- only.
- (g) Exceeding Rs. 25, 00,000/- but not exceeding Rs. 1, 00, 00,000/- = Rs. 1000/- only.

For entering into rates contract for supply of clothing / uniform items to Meghalaya Police Personnel for the year 2012 – 2013 from manufacturers, authorized agents and dealers of repute. **Sealed Tender accompanied with Sealed Samples of individual items quoted will be received up-to 1330 hrs on 5<sup>th</sup> October, 2012 and will be opened on the same day at 1400 hrs.** Tenderers or their authorized representatives may remain present at the time of opening of tenders. **Tenders/Samples received after 1330 hrs by hand or post will stand automatically rejected. Sealed Tender should be dropped in the Tender Box of this office.**

1. Tenders should quote specific rates for each item. Tenders must be accompanied by Earnest money calculated at the rate of 10% (ten percent) of the total value of articles tendered. The Earnest money preferably should be in the form of Deposit at Call duly pledged in favour of the Asstt. Inspector General of Police (A), Meghalaya, Shillong. Earnest money in any other recognized forms like the National Saving Certificate and Fixed Deposit Receipt are also acceptable provided they are duly pledged in favour of the Asstt. Inspector General of Police (A), Meghalaya, Shillong. Contractors belonging to Scheduled Casts/Scheduled Tribes and others are required to deposit half of the Earnest Money as indicated above. The Earnest Money/Security Deposit papers pending in this office in connection with other tenders/supplies shall not be considered as Earnest Money for this tender. Further, no tenderer is exempted from the requirement of depositing Earnest Money on any ground.
2. Rates should be quoted F.O.R destination at all District/Organisation Headquarters and should be inclusive of all charges like packing insurance and other incidental charges. Rates quoted should be clearly and neatly written in figures as well as in words. All correction/cancellation must be initialed, otherwise tender will stand rejected. VAT should be quoted separately on taxable items as deduction of Tax at Source will be effected accordingly on Firm's bills.

3. Tenders should be addressed to the undersigned by designation and not by name, the Sealed envelope containing the tender should be superscribed as “Tender of Clothing and Equipment of Police Personnel during 2012 – 2013” and be posted under registered cover or sent through messenger.
4. On items where the tenders have an existing and valid rate contract with DGS & D, the authenticated copy of such rate contract may be furnished along with the Tender. On items where rates quoted are as per ISI marked quality, I.S.I number/year along with copy of valid licence should be furnished.
5. Firms quoting should be registered under VAT for items to be supplied and should enclose proof thereof place fully expand TIN of the firm should be enclosed without which the tender shall be out rightly rejected.
6. Attested copy of valid Trading License from District Council Authority in case of non-tribal firms/suppliers should be furnished along with the Tender. Attested copies of valid Trading License in terms of KHADC, JHADC, GHADC for Non-Tribals (Regulation Act 1954) who are required to obtain such License should be enclosed.
7. An attested copy of Photograph of the Tenderer should be submitted along with Tender.
8. An undertaking should be furnished that the supply/work will be done by the contractor/tenderer himself/herself.
9. A Financial Stability Certificate from the Deputy Commissioner, 1<sup>st</sup> Class Magistrate or of a Schedule Bank certifying that the firm/supplier is capable to undertake the supply be submitted along with the tender.
10. Tenderers are required to submit samples for items quoted. All Samples submitted must clearly bear manufacturer’s marking and specification, brand name, etc whenever they are usually so marked and duly/properly attached with firm’s label on each sample furnished.
11. Those tenderers who are authorized Agent/Dealers of the Principal Manufacturers may submit authorized dealership Certificate.
12. The risk on transport will have to be borne by the suppliers themselves.
13. The Tenderers should be prepared to accept item-wise rates approved by the Department otherwise their Earnest Money may be forfeited.
14. The Director General of Police, Meghalaya is not bound to accept the lowest tendered rates.
15. If at the time of opening of Tender, should there be any objection raised by the Tenderers/Representatives present as to the validity of any tender, the objection will be duly recorded and will be put up to the Purchase Board for consideration. The decision of the Purchase Board on such objection will be final and binding.
16. The successful tenderers will be intimated by a letter of acceptance by the Asstt. Inspector General of Police (A). Till then, no tenderer has any right to assume that his/her tenders has been accepted.

17. (A) In the event of contractor's failing to perform his/her part of the contract to the satisfaction of the Department of disregard any terms or conditions of the Tender Notice or the Contract Agreement, the contractor shall be liable to any of the following action:-
- i) Forfeiture of Security Deposit in whole/part.
  - ii) Making good the loss caused to the 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 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 contractor/supplier.

(B) All losses sustained by the Government due to failure, omission of neglect of the contractor may be realized from his/her Security Deposit and outstanding dues or any other sums which may be due to him/her from the respective Controlling Officer.

18. If the contractor/firm willfully neglects, fail to perform or observe any conditions of contract, or attempt to cheat or indulge in mal practice, the Director General of Police, Meghalaya may take necessary action to impose ban upon such contractors/firms for the future business with this Department.

19. Successful tenderer will be required to furnish a Security Deposit and execute Contract Agreement to ensure fulfillment of the terms condition of the Contract which the successful tenderers will have to enter into. The Security Deposit will be held by the Department free of interest and the deposit shall be subjected to forfeiture in case of non-fulfillment of any of the terms and conditions of the Contract.

The Earnest Money of successful tenderer will be released only after he/she furnishes the full Security Deposit within the time fixed by the Department for the purpose failing which, the Earnest Money may be forfeited to the Government.

Earnest Money of unsuccessful tenderers will be released by the Department after the selection process of successful tenderers is finalized.

20. Tenders not accompanied with all the required papers/documents or not fulfilling the terms & conditions will automatically stand rejected.

The following are the rates of Security Deposit:-

- For Contract upto Rs. 20,000/-, 5% from tribal contractor and 6% from non-tribal Contractor.
- For Contract upto Rs. 50,000/-, 10% from tribal contractor and 11% from non-tribal Contractor.
- For Contract upto Rs. 1, 00,000/-, 10% from tribal contractor and 11% from non-tribal Contractor.
- For Contract over Rs. 1, 00,000/-, 20% for all categories.

21. 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 Director General of Police, Meghalaya. Failure to make the supplies at the approved and accepted rates will entail cancellation of Contract Agreement and the Security Money will be forfeited to Government.
22. Once the Sample is approved, no change of brand name, shade pattern, quality or specification will be entertained even on the plea of non-availability of raw materials or alternative offers of similar quality.
23. The stores supplied must be of the same specification, weight, brand and quality as per tendered samples. Tenderers will have to furnish the counter samples within 2 (two) weeks of receipt of intimation regarding acceptance of tender. Failure to submit counter-samples in time as per the specification of the approved sample will entail cancellation of offer and forfeiture of Earnest Money/ Security Deposit.
24. (A) Delivery shall have to be completed within 8 (eight) weeks from the date of receipt of supply orders. No extension of delivery period will be entertained beyond the stipulated period unless the approval supplier submits irrefutable grounds for extension and delivery.  
  
(B) The application for extension of time must be submitted to this office in time after receiving the firm order, and not later than the date fixed for completion of the supply. Applications for extension of time received after the stipulated time will not be considered.
25. Payment will be made to the suppliers directly on completion of supplies and on correct receipt of goods by the respective consignee. Documents/Vouchers/R.Rs bill etc., routed through Banks will not be accepted. Consignments will be dispatched by the Firm after payment of all freight charges at source. Freight to pay 'R.Rs' will not be accepted.
26. Tax at source will be deducted as per rate applicable from Firm's bill by the District/Unit/Organization offices concerned.
27. Tenderers may note that all Samples (un-approved) submitted by them are returnable. The Samples should be collected by the tenderers at their own cost and risk from this office failing which the Samples will be forfeited to Government. If the un-approved Samples are not collected by the unsuccessful tenderers within 1 (one) month of finalization of the tender by the Departmental Purchase Board, the same will be disposed off by the Department without any compensation to the unsuccessful tenderers.

28. *List of items*

Sd/-  
Asstt. Inspector General of Police (Admn),  
Meghalaya, Shillong.