

# GOVERNMENT OF MEGHALAYA

## DIRECTORATE OF CIVIL DEFENCE & HOME GUARDS:: SHILLONG

Top Floor-Horse Shoe Building, Lower Lachumiere, Shillong-793001

[www.meghomeguards.gov.in](http://www.meghomeguards.gov.in)

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No. A(S).1/2013/25,

Dated Shillong, the 22<sup>nd</sup> April, 2013.

### **TENDER NOTICE**

1. The Directorate of Civil Defence and Home Guards, Meghalaya, Shillong, invites sealed Tenders duly affixing Non-Refundable Court Fee Stamp of Rs. 200/- for entering into rate contract for supply of Uniform items, during the year 2013 - 2014 from the manufactures, authorised dealers. Sealed Tenders, accompanied with sealed samples, will be received on or before 30<sup>th</sup> May, 2013, at 1500 hrs. and will be opened on the same day at 1500 Hrs. Tenderers, or their authorised representatives, may remain present at the time of opening of tenders. Tenders received after due time and date, either by hand or by post will be rejected, **Envelopes containing tenders should be properly sealed along all the joints.**
2. All Tenders must be accompanied by earnest Money calculated at the rate of 1% (One percent) of the total value of the articles tendered for. Earnest Money is acceptable only in the form of valid Bank Guarantee/Bank Draft/Deposit - at - Call Receipt and must be payable to the Director General, Civil Defence & Home Guards, Meghalaya, Shillong.
3. No interest shall be payable on the performance security furnished by the Tenderers.
4. All Tenders shall be opened by the Chairman of the Tender Committee in presence of members of Tender Committee and representatives of tenderers present. The Tender Committee will thoroughly scrutinise the Items offered by the Tenderers.
5. Successful Tenderers will also be required to furnish Security Deposit as mentioned below to ensure fulfillment to the terms and Conditions of the contract which the successful Tenderers will have to enter into. Such Security Deposit will be subjected to forfeiture in case of non-fulfillment of any or all of the terms and conditions of the contract. Earnest Money of Successful Tenderers will not be released till they furnish the Security Money. Earnest Money of successful Tenderers will be forfeited to Government in case of failure to furnish Security Deposits.

### RATE OF SECURITY MONEY

For contract upto Rs. 1,00,000/- 2% from local tribals & 4% from others.

For contract over Rs. 1,00,000/- 3% from local tribals & 5% from others.

6. Once the rate offered in the Tenders are accepted, no enhancement of rate will be allowed under any circumstances and the Tenderers will be liable to supply at the rate approved by the Board. On failure to complete the supplies at the approved rates, the offer will be cancelled and the Security Money forfeited to the Government.
7. Once the Tender is approved, no change of shape, Pattern, or quality of specification will be entertained even on the plea of non-availability of raw materials or alternative offers of the same quality.
8. Rates should be quoted FOR Destination, Shillong, and must be inclusive of all charges, packing, insurance and other incidental charges. Only C.S.T. against 'D' Form and Meghalaya Finance Tax @ 13.5%/5%. Surcharge on M.F.T. may be shown extra, if applicable. Rates quoted should be clearly and neatly written, both in figures and in words. Over written rates will be rejected and the rate shall be valid till 31<sup>st</sup> March 2014.
9. Delivery will have to be completed within 60 (sixty) days from the date of issue of supply order. No extension of time will be entertained beyond the stipulated time.
10. Payment will be made to the suppliers directly on completion of supplies and on correct receipt of goods by the undersigned.
11. Tenders should be addressed to the Director General, Civil Defence and Home Guards, Meghalaya, Shillong - 793 001, by designation and not by name. The sealed envelopes containing the Tenders should be super scribed "Tenders for Supply of Uniform items during 2013-2014 and be posted by registered cover or by hand.
12. In items where Tenderers have some existing and valid contract with DGS & D, the authenticated copy of such rate contract should be furnished along with the Tenders.
13. In case a tenderer is an authorised dealer, he should furnish an authorised dealership certificate issued by the manufacturing company indicating the validity period of dealership. In such case, quotation should be accompanied by the rate list issued by the manufacturing company and also pamphlets / vouchers.

14. The successful Tenderers are also required to execute a Contract Agreement in the prescribed proforma duly affixing - non-judicial stamp papers of Rs. 10/- (ten) only to ensure fulfillment of the contract which will have to entered into.
15. The Purchase Board reserves the right to reject the lowest rate or all Tenders, without assigning any reasons thereof.
16. Quantities mentioned in the list are approximate and may be increased, reduced or omitted at the time of finalization of Orders.
17. Income Tax Clearance Certificate from the Income Tax Department and Tax Clearance Certificate from the Superintendent of Taxes must also be furnished along with the Tender.
18. An attested copy of photograph of the Tenderer must be submitted along with the Tender.
19. An undertaking must be furnished that the Supply will be done by the Contractor/Tenderer himself/herself.
20. A Financial Stability Certificate from the 1<sup>st</sup> Class Magistrate or of a scheduled Bank, certifying that the Firm/Supplier is capable to undertake the supply, must be submitted along with the Tender.
21. At the time of opening the Tender, if there be any objection by a majority of the Tenderers/Representatives present, as to the validity of any Tender, these will be duly recorded and put up to the Purchase Board for consideration. The decision of the Board will be final and binding.
22. Samples submitted must clearly bear the manufacturer's marking and specification.
23. (a) The successful Tenderers will be intimated by letter of acceptance by the Director General, Civil Defence and Home Guards, Meghalaya, Shillong, till then, no Tenderer has any right to assume that his/her tender has been accepted and if any expenditure incurred by the Tenderer is anticipation of issue of a letter of acceptance, there shall be no claim what so ever for compensation.  
  
(b) In the event of the successful Tenderer failing to perform his/her part of the contract to the satisfaction of the Department or disregards any terms and conditions of the Tender Notice or the Contract Agreement, they shall be liable to any or all the following actions, at the discretion of the Director General, Civil Defence & Home Guards, Meghalaya, Shillong.
  - (i) Forfeiture of Security Deposit, in whole or in part.

(ii) Making good the loss caused to the Government through the inability, neglect or delay to comply with any demand.

(iii) Cancellation of the contract without any prior notice to the contractor.

(c) All losses sustained by the Government due to failure, omission or neglect of the Contractor, will be realised from his/her Security deposit or any other account whatsoever.

24. (a) In the event of rejection, failing, declining, neglecting or delaying to comply with any demand or requisition, the Director General, Civil Defence and Home Guards, Meghalaya, Shillong, shall be at liberty, without prejudice to any claim for compensation against loss and inconvenience caused by such breach, to order purchase or to procure, to arrange from Government stock or otherwise at the expense of the Contractor whose such supplies may have been rejected or who failed, declined, neglected or delayed to supply the equipment as per acceptance.

(b) The Director General, Civil Defence and Home Guards, Meghalaya, Shillong, may rescind any contract in writing if:-

(i) A Contractor assigns or sublets any contract without his approval.

(ii) The Contractor or his agent or servant shall be guilty of fraud in respect of the contractor or any other contractor entered into contract with the Government.

(iii) The contractor declines, neglects or delays to comply with any demand or requisition of in any other way fails to perform or observe any condition of the contract.

In case of such rescission, the Security Deposit, in part or in full, at the discretion of the Director General, Civil Defence and Home Guards, Meghalaya, Shillong, will stand forfeited and be absolutely at the disposal of the Government without prejudice to any other remedy or action that the Government may take.

25. If the Contractor/Firm willfully neglects/fails to perform or indulges in practice with the motive of making undue gains, the Director General, Civil Defence and Home Guards, Meghalaya, Shillong, may impose a ban on the Contractor/Supplier for future business with the Department.

26. Tax at source will be deducted as applicable from the firm's bill, plus surcharge, on the taxable items.

### Items

| Sl. No. | Name of Items                 | Specifications  | Approx. Requirement |
|---------|-------------------------------|---|---------------------|
| 1.      | Ammunition Boots<br>DMS       | Made of Rubber Sole, Good Quality, Ankle Length, Synthetic Lace attached with leather strap at the rear, One pair sample to be submitted.         | 2008 Prs.           |
| 2.      | Woolen Baret Cap<br>(Khaki)   | Superior quality, Manufacturer's name, Mill's name to be mention. One Sample to be submitted.   | 1000 Nos.           |
| 3.      | Woolen Baret Cap<br>(Black)   | Superior quality, Manufacturer's name, Mill's name to be mention. One Sample to be submitted.   | 1055 Nos.           |
| 4.      | Socks Nylon<br>(Free Size)    | Good quality. One pair sample to be submitted.  | 2670 Prs.           |
| 5.      | Terry Cotton<br>(Khaki)       | Double width for shirts and Trousers, Trade Mark, Quality No, Manufacturer's Name to be shown in the sample. 1(one) meter sample to be submitted. | 5870 Mtrs.          |
| 6.      | Whistle Cord<br>(Black)       | Of good quality. One sample to be submitted.  | 1055 Nos.           |
| 7.      | Whistle Cord<br>(Khaki)       | Of good quality. One sample to be submitted.  | 1000 Nos.           |
| 8.      | Flannelette Chindi            | 1 (one) Roll to be submitted for sample.  | 1000 Rolls          |
| 9.      | Ground Sheet<br>(Water Proof) | O.G. Colour of good quality 3" x 6". 1 (one) sample to be submitted.  | 1055 Nos.           |
| 10.     | Mosquito Net                  | Of good quality (6 x 3 mtrs.). 1 (one) no. sample to be submitted.  | 1055 Nos.           |
| 11.     | Kodali with handle            | Of good quality. One sample to be submitted.  | 90 Nos.             |
| 12.     | Officers' Boots               | Made of Rubber Sole, Good Quality, Synthetic Lace attached with leather strap. One pair sample to be submitted.                                   | 95 Prs.             |
| 13.     | Pea-Cap (Khaki)               | Of good quality with Black Strip. One sample to be submitted.   | 85 Prs.             |
| 14.     | Spoon Curry                   | Of good quality. One sample to be submitted.  | 100 Nos.            |
| 15.     | Rice Spoon                    | Of good quality. One sample to be submitted.  | 100 Nos.            |
| 16.     | Terrene Cotton<br>(Black)     | Double width, Trade Mark, Quality No, Manufacturer's Name to be shown in the sample. 1(one) meter sample to be submitted.                         | 79 Mtrs.            |
| 17.     | Woolen Blanket                | Of good quality, Manufacturer's name, Mill's Mark and Weight should be mention. 1(one) No. sample to be submitted.                                | 1055 Nos.           |
| 18.     | Hackles<br>(Black & White)    | Of good quality. 1 (one) No. sample to be submitted   | 500 Nos.            |

Sd/-  
Director General,  
Civil Defence & Home Guards,  
Meghalaya, Shillong.

Memo No. A(S).1/2013/25-A,

Dated Shillong, the 22<sup>nd</sup> April, 2013.

**Copy to :-**

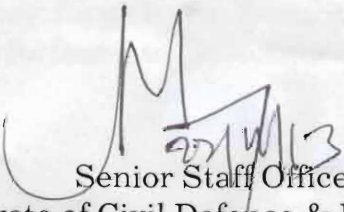
- 1). The Principal Secretary to the Government of Meghalaya, Civil Defence & Home Guards Department, Shillong.
- 2). The Commander, Border Wing Home Guards Battalion, Shillong
- 3). The Commandant, Central Training Institute, Shillong.
- 4-6). The District Home Guards Commandant, Shillong/Jowai/Tura.
- 7-9). The Deputy Controller of Civil Defence, Shillong/Jowai/Tura.
- 10). The Director of Printing & Stationery, Meghalaya, Shillong, for favour of Publication in the Meghalaya Gazette.
- 11). Director of Information and Public Relation, Meghalaya, Shillong, with 6(six) Spare copies. He is requested to print 1 (One) impression of the following Tender Notice in 3 (three) local News paper – Khasi, English and Garo Languages.
- 12). Office Copy.
- 13). Office Notice Board.

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**TENDER NOTICE**

Sealed Tenders are invited for supply of Uniform Items and the same will be received in the Office of the Director General of Civil Defence & Home Guards, Meghalaya, Shillong, on or before 30<sup>th</sup> May, 2013, at 1500 hrs. For details, please contact the office of the undersigned or log on to our website '[www.meghomeguards.gov.in](http://www.meghomeguards.gov.in)'.

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Senior Staff Officer  
Directorate of Civil Defence & Home Guards,  
Meghalaya, Shillong.