

**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).25/2024/78,

Dated Shillong, the 24<sup>th</sup> September, 2024.

**TENDER NOTICE**

The Directorate of Civil Defence and Home Guards, Meghalaya, Shillong, invites sealed Tenders for entering into rate contract for the supply of Uniform Items and Equipment for the year 2024-2025 from the manufactures and authorized established dealers or their authorized / agents / representatives / dealers.

**Terms and Conditions**

Sealed Tenders, accompanied with sealed samples, will be received on or before **12<sup>th</sup> November, 2024, at 1500 hrs. and will be opened on the same day at 1500 Hrs.** Tenderers, or their authorized 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.**

**1. Tender must be accompanied by :-**

- (a) Two Packet Bid. One for technical documents and the other for financial.
- (b) Affixed Non-Refundable Court Fee Stamp of **Rs. 500/-**
- (c) Tenderers should quote specific rate and the tenders must be accompanied by Earnest Money calculated at the rate of 2% (two percent) for General and 1% (one percent) for SC/ST of the total amount of tender/contract value tendered for. Earnest Money is acceptable only in the form of valid Banker Cheque/Bank Guarantee/Bank Draft/Deposit - at - Call Receipt and must be payable to the Commandant General, Civil Defence & Home Guards, Meghalaya, Shillong.
- (d) All the relevant documents/ certificates pertaining to GST, that is GST registration certificates and GST rate of the items quoted.
- (e) An attested copy of photograph.
- (f) 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.
- (g) Authorized valid dealership certificate and the rate list along with Company's price list/pamphlets /vouchers issued by the manufacturing company in case a tenderer is an authorized dealer.
- (h) Attested copy of valid Trading License from the District Council in the case of Non-Tribal and attested copy of Schedule Tribe Certificate in the case of Tribals.
- (i) 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 enter into.

**Note:-** Failure in enclosing any one of the aforementioned documents or enclosing invalid documents will lead to automatic rejection of the quotation.

- Bidder shall provide non liquidation, count receivership or similar proceedings should not be bankrupt. Bidder to provide on letter head for the same.

- Bidder should not be blacklisted/debarred by any Ministry under Govt. of India or by Govt. of any State in India or any of the Government PSUs in the last five years. Certificate/affidavit mentioning that the Bidder is not blacklisted by any Ministry under Govt. of India or Govt. of any State in India or any of the Government PSUs.

2. 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 scrutinize the Items offered by the Tenderers.
3. Bidder to submit PAN details.
4. 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 and time, the offer will be cancelled and the Security Money forfeited to the Government.
5. 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.
6. 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 up to Rs. 20,000/- 2% from local tribals & 3% from others.

For contract up to Rs. 50,000/- 3% from local tribals & 5% from others.

For contract up to Rs. 1,00,000/- 5% from local tribals & 10% from others.

For contract over Rs. 1,00,000/- 15% for all categories.

7. Rates should be quoted FOR (Freight of rail) destination, Shillong, and must be inclusive of cost of item and should be valid for one calendar year from the date of acceptance of the tender.
8. The rates quoted should (a) also be inclusive of all charges, packing, insurance, transit risk and other incidental charges and only GST and local taxes (if applicable) should be shown separately. (b) Rates quoted should be clearly and neatly written, both in figures and in words and any overwriting shall be rejected.
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 Commandant General, Civil Defence & Home Guards, Meghalaya, Shillong - 793001, by designation and not by name. The sealed envelopes containing the Tenders should be super scribed "Tenders for Supply of Uniform items and Equipments during the year 2024-25 and be posted by registered cover or by hand.
12. The Purchase Board reserves the right to reject the lowest rate or all Tenders, without assigning any reasons thereof.

13. The Quantities mentioned in the list are only illustration and may be increased /reduced or omitted at the time of finalization of Orders subject to the availability of fund and requirement.
14. An undertaking must be furnished that the Supply will be done by the Contractor/Tenderer himself/herself.
15. 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.
16. **Tenderers should submit only 1 (one) sample for each item.**
17. **All samples submitted must clearly bear the manufacturer's marking and specification, brand name, etc. along with the firm's label attached on each sample.**
18. The risk on transport will have to be borne by the suppliers themselves.
19. (a) The successful Tenderers will be intimated by letter of acceptance by the Commandant General, Civil Defence & 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 in 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 Commandant 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 realized from his/her Security deposit or any other account whatsoever.
20. (a) In the event of rejection, failing, declining, neglecting or delaying to comply with any demand or requisition, the Commandant General, Civil Defence & 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 Commandant General, Civil Defence & 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 Commandant General, Civil Defence & 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.

21. If the Contractor/Firm willfully neglects/fails to perform or indulges in practice with the motive of making undue gains, the Commandant General, Civil Defence & Home Guards, Meghalaya, Shillong, may impose a ban on the Contractor/Supplier for future business with the Department.
22. 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/Sample	Approx. Requirement
1.	Ammunition Boot (Black)	Made of rubber sole, Good Quality, Ankle length attached with leather strap at the rear, 1 (one) pair sample to be submitted.	1,000 Prs.
2.	Gumboots	Superior quality with Manufacturer's name, Trade Mark, Quality No, etc. 1 (one) pair Sample to be submitted.	300 Prs.
3.	Leather Belt for JCOs including Buckle embossed with Departmental insignia	Superior quality. 1 (one) No. Sample to be submitted.	100 Nos.
4.	JCOs Shoes (Black)	Made of rubber sole, Good Quality. 1 (one) pair sample to be submitted.	100 Prs.
5.	Jersey Woolen for JCOs	Superior quality with Manufacturer's name, Trade Mark, Quality No, etc. 1 (one) No. Sample to be submitted.	100 Nos.
6.	Jersey Woolen for NCOs	Superior quality with Manufacturer's name, Trade Mark, Quality No, etc. 1 (one) No. Sample to be submitted.	1,000 Nos.
7.	Raincoat (Overcoat Type)	Superior quality with Manufacturer's name, Trade Mark, Quality No, etc. 1 (one) No. Sample to be submitted.	915 Nos.
8.	Terry Cotton Cloth (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.	2,000 Mtrs.
9.	Blanket Woolen	Superior quality with Manufacturer's name, Trade Mark, Quality No, etc. 1 (one) No. Sample to be submitted.	1,000 Nos.

*Sd/-*

Commandant General,  
Civil Defence & Home Guards,  
Meghalaya, Shillong.

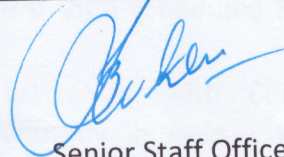
**Copy for information to:-**

- 1). The Commissioner & Secretary to the Govt. of Meghalaya, Civil Defence & Home Guards Department, Shillong.
- 2). The Divisional Commandant Home Guards, Shillong.
- 3). The Divisional Commandant Home Guards, Tura.
- 4). The Commandant, Border Wing Home Guards Battalion, Shillong.
- 5). The Commandant, Central Training Institute, Civil Defence & Home Guards, Shillong.
- 6-8). The District Home Guards Commandant, Shillong/Jowai/Tura.
- 9-20). The Deputy Controller of Civil Defence, Shillong/Jowai/Tura/Nongpoh/Nongstoin/Williamnagar/Baghmara/Mawkyrwat/Khliehriat/Ampati/Resubelpara/Mairang.
- 21-28). The Officer Commanding, District Training Centre Home Guards, Nongpoh/Nongstoin/Williamnagar/Baghmara/Khliehriat/Mawkyrwat/Ampati/Resubelpara.
- 29). The Officer Commanding, Meghalaya Secretariat Home Guards, Shillong.
- 30). The Director of Printing & Stationery, Meghalaya, Shillong, for favour of Publication in the Meghalaya Gazette.
- 31). The Director of Information and Public Relation, Meghalaya, Shillong, with 6 (six) spare copies, with a request to print 1 (one) impression of the following Tender Notice in 3 (three) local News paper – Khasi, English and Garo Languages.
- 32). Office Copy.
- 33). Notice Board.
- 34). Bills has to be submitted to this Office for undersign payment.

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**TENDER NOTICE**

Sealed Tenders are invited for supply of Uniform Items and Equipment and the same will be received in the Office of the Commandant General, Civil Defence & Home Guards, Meghalaya, Shillong, on or before **12<sup>th</sup> November, 2024, 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)'.



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

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