

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUPERINTENDENT OF POLICE
EAST KHASI HILLS::SHILLONG**

RE/GEN/PT.I /2014/

Dated Shillong, the 30th July, 2014

SHORT TENDER NOTICE

The Superintendent of Police, East Khasi Hills, Shillong invites Sealed Quotation(s) duly affixed with a Non-refundable Court Fee Stamp of Rs. 25/- (Rupees Twenty five) only from interested Suppliers for supply of Motor Vehicle Spare Parts for the Financial Year 2014-15.

Quotation(s) should reach the Office of the Undersigned on or before 29th-08-2014, and will be opened on the same date at 1400 hrs. The rates should be quoted both in figures and in words.

The Detailed Bid Document can be obtained from the office of the Motor Transport Inspector, Police Reserve, Quinton Road, Shillong during Office's hours on payment by 'Crossed Indian Postal Order' pledged in favour of Superintendent of Police, East Khasi Hills, Shillong.

The Undersigned reserves the right to accept or reject any Quotation(s) or cancel the Tender without assigning any reasons thereof.

Superintendent of Police,
East Khasi Hills, Shillong

Memo No. RE/GEN/PT.I /2014/ **7428-37**
Copy forwarded to :-

Dated Shillong, the 30th July, 2014

1. ☒ The Assistant General of Police(A), Meghalaya, Shillong for favour of kind information of the Director General of Police, Meghalaya, Shillong.
2. The Superintendent of Police (SCRB) , Meghalaya, Shillong for favour of kind information with a request to upload the same in the "Meghalaya Police" Website.
3. The Director of Information and Public Relations, Meghalaya, Shillong. He is requested to publish the above Notice in one single issue in 4(four) leading Daily Newspapers for publicity.
4. ☒ The concern Suppliers for information and necessary action.
5. The Notice Board for publicity

Superintendent of Police,
East Khasi Hills, Shillong

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUPERINTENDENT OF POLICE
EAST KHASI HILLS::SHILLONG**

**DETAILED BID DOCUMENT
FOR SUPPLYING OF MOTOR VEHICLE SPARE PARTS
FOR THE FINANCIAL YEAR 2014-15**

Last Date & Time of Submission: 29th - 08-2014 upto 12:00 noon

Date & Time of Opening: 29th -08-2014 at 1400 HOURS

GENERAL RULES & DIRECTION FOR SUBMISSION OF QUOTATION FOR SUPPLY OF SUPPLYING OF MOTOR VEHICLE SPARE PARTS FOR THE FINANCIAL YEAR 2014-15

A. INTRODUCTION:

1. The Superintendent of Police, East Khasi Hills, Shillong on behalf of the Government of Meghalaya intends to procure of Motor Vehicle Spare Parts for the Financial Year 2014-15.
2. Sealed Quotations are hereby invited from interested suppliers for supplying Motor Vehicle Spare Parts as per the List at Appendix I.
3. Bidders or their authorized representatives are invited to be present at the time of opening of tenders.

B. TENDER VALUE

1. Not exceeding Rs.5,000/- = Rs.25/- only
2. Exceeding Rs.5,000/- but not exceeding Rs.50,000/- = Rs.50/- only
3. Exceeding Rs.50,000/- but not exceeding Rs.1,00,000/- = Rs.100/- only
4. Exceeding Rs.1,00,000/- but not exceeding Rs.5,00,000/- = Rs.200/- only
5. Exceeding Rs.5,00,000/- but not exceeding Rs.15,00,000/- = Rs.300/- only
6. Exceeding Rs.15,00,000/- but not exceeding Rs.25,00,000/- = Rs.400/- only
7. Exceeding Rs.25,00,000/- but not exceeding Rs.1,00,00,000/- = Rs.1,000/- only
8. Exceeding Rs.1,00,00,000/- = Rs.2000/- only

C. TERMS & CONDITION

The following criteria should be fulfilled for submission of Quotation for supplying of Motor Vehicle Spare Parts and the following documents should be enclosed along with the offer in a separate sealed envelope.

1. Affixed non- refundable Court Fee Stamp of Rs.25/- (Rupees Twenty five) only.
2. Tender should be in sealed cover superscripted as "Tender for Supply of Motor Vehicle Spare Parts"
3. **Documents Required:** Each Tender must be accompanied with the following documents, failing which the Bid will be summarily rejected:
 - a. Govt. Receipt paid for the cost of Tender document without which the Tender will be rejected forthwith.
 - b. Earnest Money of Rs. 5,000/- for Schedule Tribe and Schedule Caste and Rs.10,000/- for others, in the form of Crossed Bank Draft / Call Deposit pledged in favour of the 'Superintendent of Police, East Khasi Hills, Shillong'. Tenders not accompanied with Earnest Money will be rejected forthwith.
 - c. Valid Tax Clearance Certificate and VAT Tax registration Certificate duly attested by Gazetted Officer.

- d. Current Professional Tax Clearance Certificate duly attested by Gazetted Officer
- e. Income Tax and Sales Tax Clearance Certificate duly attested by Gazetted Officer
- f. Trading License issued by the respective Autonomous District Council, wherever applicable.
- g. Recent Photograph of the Bidder duly attested by Gazetted Officer
- h. The bidder should fill in the Declaration Form in the prescribed performa - Annexure A and submit it along with the Tender.

4. Quotation

- a. The quotation(s) to be submitted both in hard and soft (MS Excel Format only) copies in the prescribed performa - Annexure B
 - b. The rates quoted should be both in figures and in words and should be inclusive of all taxes to be deducted at source.
 - c. The rates quoted should be in typewritten form. If there is any discrepancy in figures and words, the amount in words will prevail. Prices shall be quoted in Indian Rupees only.
 - d. The rates quoted should be valid for a period of 1(one) calendar year.
 - e. The rates should be quoted separately for each item and clearly mention the Brand, Model and Guarantee period.
 - f. For convenience, while quoting rates, the same serial numbers of items as mentioned in the list are to be maintained by the Bidders.
 - g. For Hard Copies - No, overwriting or erasure should be made. An error, if any, should simply be struck out across by a single line and duly initialed with date, and a correct entry be made appropriately.
 - h. For Soft Copies - No changes are to be made in the format provided and should be submitted in a separately sealed cover with a well-protected soft copy (in CD). Bidders are to strictly fill only the Rate, Model and Brand Column.
5. The Tender and document should be complete in all respect along with all the required documents and duly signed, otherwise the same will be rejected.
 6. Bid would be summarily rejected if are not found in the sealed cover of the Bidders.
 7. The Undersigned reserves the right to waive any minor informality or non-informality or irregularity in a quotation which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

8. No other terms & condition of the Bidder shall be accepted which contradict partially or wholly any of the terms and conditions mentioned herein.
9. The Earnest Money shall be returned / refunded to unsuccessful bidders soon after award of Contracts.
10. The last date for submission of sealed Bids at the Office of the Superintendent of Police, East Khasi Hills, Shillong is on 22nd-08-2014 up to 14:00 hrs.
11. Tenders received by-hand or by Post after the closing of the Tender will not be entertained.

D. AWARD OF CONTRACT

1. The selected Bidder(s) will have to execute a Legal Agreement with the Undersigned.
2. If the selected Bidder(s) does not sign the Legal Agreement within the stipulated time, it will be presumed that the said applicants are not interested to sign the Agreement and the Earnest Money shall be forfeited to the Government of Meghalaya. Also, the Bidder shall be debarred from tendering for any supply to this Department and no further communication will be entertained in this regard.
3. No modifications /changes in the Quotation(s) are permissible after opening of Quotations.
4. The selected Bidder(s) should supply all the items as per Supply Order to the consignee concerned within the stipulated period. In case of failure of the Supplier to supply wholly or partially the items requisitioned by the purchaser as per the terms & conditions, the Undersigned will be at liberty to order purchase of such items at the expense of the selected Bidder.
5. Once the rates quoted in tenders are accepted, no enhancement of rates will be allowed in any circumstances and the selected Bidder(s) will be liable to supply at the rates accepted by the Undersigned, failing which, the Contract will be cancelled and the Earnest Money shall be forfeited to the Government of Meghalaya

E. TERMINATION

The Undersigned may rescind / quash forthwith in writing if:

1. A Supplier assigns or sub-lets to any other supplier without his prior approval in respect of the Contract or any other Contract entered into with the Undersigned.
2. A Supplier or his agent/ staff / representative is guilty of fraud in respect of this contract or any other contract.
3. A Supplier declines, neglects or delays to comply with the demand or requisition or in any other way to perform or observe any condition of the Contract

In such cases, the Contract will be cancelled and the Earnest Money shall be forfeited to the Government of Meghalaya.

4. If a Supplier wilfully neglects, fails to perform or observe any condition of the Contract, or attempts to cheat or indulge in foul practices, the Undersigned has the right to impose a ban on such a supplier for future business with this office besides cancellation of Contract and forfeiture of the Earnest Money.

F. OTHERS

1. The concerned Authority is not bound to accept the lowest rate and reserves the right to reject any or all the Quotations or part thereof without assigning any reason.
2. This Request for Bid shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Shillong, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for Bid.

Superintendent of Police,
East Khasi Hills, Shillong

DECLARATION OF THE TENDERER

I / We, _____ hereby, declare that I / We, have personally gone through the "DETAILED BID DOCUMENT. FOR SUPPLYING OF MOTOR VEHICLE SPARE PARTS FOR THE FINANCIAL YEAR 2014-15"

I / We am/are agreeing to accept the above Terms and Conditions made by the Superintendent of Police, East Khasi Hills, Shillong.

I/We hereby, declare that I/We are agreeable to sign a Legal Agreement with the Superintendent of Police, East Khasi Hills, Shillong if I/We are selected as one of the Suppliers against the Notice Inviting Quotation No. _____, dated 22nd-08-2014.

For and on behalf of

Date

Name:

Place

Signature:

Seal of the Firm/Organization