

**OFFICE OF THE DIRECTOR GENERAL OF POLICE
MEGHALAYA :: SHILLONG**

**TENDER NOTICE
(MPF - 2011-2012)**

Sealed tender 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/- only. = Rs.50/-only
- (c) Exceeding Rs. 50,000/- but not exceeding Rs. 1, 00,000/- only = Rs.100/- only.
- (d) Exceeding Rs. 1,00,000/- but not exceeding Rs. 5,00,000/- only= Rs.200/- only.
- (e) Exceeding Rs. 5,00,000/- but not exceeding Rs. 15,00,000/- only= Rs.300/- only.
- (f) Exceeding Rs. 15,00,000/-but not exceeding Rs.25,00,000/- only= Rs.400/- only.
- (g) Exceeding Rs.25,00,000/-but not exceeding Rs.1,00,00,000/-only= Rs.1000/- only
- (h) Exceeding Rs.1,00,00,000/- -----only =Rs.2000/ only

are invited from bonafide, established, reputed manufacturers and registered reputed intending firms and supplier(s) for entering into rate contract for supply of Security/BDD equipments under Modernization Scheme, 2011-2012 as per list at Annexure " A ", and terms and conditions laid down in the Tender Notice. Tender should be in 2 (two) Bids system i.e.

- i) Technical Bid.**
- ii) Price Bid**

1. Terms and Conditions:

Items offered must be of reputed companies/manufacturers and should meet with all the Technical Specifications as given in Annexure" B". Tender should be accompanied with catalogues/Brochures/ warranty/guarantee and will be received up to 1200 hrs on the **25th March,2013 (Monday)** by hand or by post. These will be opened on the same day at 1500 Hrs. Tenderers or their authorized representatives are invited at the time of opening of the tender.

2. (i) Tender must be accompanied by the following documents in Technical Bid

- a) Affixed non-refundable court fee stamp as required above.
- b) Authenticated copy of rate contract with DGS & D if tenders have any existing and valid rate contract with DGS & D.
- c) Attested Passport Size photograph of the bidder.
- d) Authenticated copy of authorised Dealership Certificate from the Manufacturers or Principals who has authorised dealers specifically certifying that the tenderer is authorized to deal with the equipments quoted in the tender notice. Separate Dealership Certificate will be required to be furnished by the Tenderer if asked for in the list of items.

- e) Attested copy of SC/ST Certificate issued by the concerned competent authority (For Tribal Tenderer).
- f) **NO TRADING LICENCE WILL BE REQUIRED AS SUPPLIES ARE WITHIN EUROPEAN WARD, VIDE GOVT. LETTER NO. HPL.40/2010/Pt/36 DT. 08/04/2011.**
- g) Earnest money at the rate of 5% (five percent) in case of non-tribal and at the rate of 3 % (three percent) in case of tribal from the total value of the items quoted, in any one of the following forms only:
 - (i) Crossed bank draft; or,
 - (ii) Deposit at Call.
 - (iii) NSC.

Payable to the Assistant Inspector General of Police, Meghalaya, Shillong, at any Nationalised Bank at Shillong.

- h) Attested copy of valid VAT Clearance Certificate and VAT Registration.TIN of the Tenderer should be enclosed.
- i) Financial stability Certificate from any Nationalized Bank or Deputy Commissioner concerned.
- j) Catalogues/Brochures with detailed Technical Specifications from the manufacturers for each item quoted.
- k) Attested copy of valid Professional Tax Clearance Certificate.
- l) All documents from SI No. b to e, h, I, and k should be duly attested by a Gazetted Officer.

Note: - Failure to enclose any one of those above documents or any invalid documents may result in automatic rejection of the quotation.

2. (ii) Tender must be accompanied by the following document/detail in Price Bid :

- a) ***Rate of each item quoted should be placed in separate sealed envelopes.**

3. The following information must be mentioned on the body of the envelope containing the quotations, failing which the sealed envelope of the quoting firm will not be opened:

- (a) Sales Tax/VAT certificate whatsoever is applicable, _____ is enclosed.
- (b) Earnest Money _____ is enclosed.
- (c) Court Fees Stamps _____ is enclosed.
- (d) Dealership Certificate from the Principal manufacturers. --- is enclosed
- (e) SC/ST Certificate (for Tribal). --- is enclosed
- (f) Passport size photograph of the bidder -is enclosed
- (g) "Technical Bid "on the body of the of the sealed envelope of Technical Bid and "Price Bid for.....(name of the item)" on each sealed envelope of item quoted.
- h) Attested copy of valid Professional Tax Clearance Certificate

4. **Rates quoted:**
- (a) Should be inclusive of all taxes, levies, charges, packing, insurance, taxes and other installation/incidental charges up to the Office of the Director General of Police, Meghalaya, Shillong. Only local taxes and V.A.T should be shown separately, if applicable.
 - (b) **Should be inclusive of the cost of all the accessories for each item up to March, 2014.**
 - (c) Should be valid for 1 (one) calendar year from the date of acceptance of tender.
 - (d) Should be quoted separately for each item and in words and rates should be for 1 (One) item 1 (One) rate basis. **Same items with optional rates and optional quality will not be entertained and out rightly rejected.**
 - (e) Should be quoted F.O.R. destination The Director General of Police, Meghalaya, Shillong.
 - (f) Should be written clearly in figures and in words and all values should be in Indian Currency. Any alterations or over writing must be fully signed by the Tenderer along with the date.
 - (g) Once the rates offered in the quotation are accepted, no enhancement will be entertained at any circumstances and Tenderers will be liable to supply the items at the rate accepted by the Director General of Police, Meghalaya, Shillong. Failure to supply the items at the accepted rates will entail the offer being cancelled and the Security Money will be forfeited to the Govt. of Meghalaya.
 - (h) For import items rate should indicate separately i.e rates with **Custom duty and rates without Custom Duty.**
5. Tenderer must sign all pages of the Bid (Both Technical and Price Bid) and also submit the signed Undertaking Certificate at Annexure – 'A', as a proof of the Tenderer having fully understood the terms and conditions mentioned in the NIT.
6. Tender/quotation should be addressed to the undersigned by designation and not by name. Sealed envelopes containing the quotation must be super-scribed as, 'Tender for Supply of Equipments under Modernisation Scheme, 2011-2012 and sent by registered post or hand delivery. The Tenderer should affix his full address on the left bottom of the envelope containing the tender documents.
7. In no case tenders received after due date and time shall be accepted and The Director General of Police, Meghalaya, Shillong shall not be responsible for any delay in submission of tender. All Tenders received after the due date and time shall be returned to the respective Tenderer without opening the same.

8. Due to any unavoidable reason(s) if the office of the Director General of Police remains closed on the date prescribed for submission/opening of the tenders, the tenders will be received during the next working day at the same venue and the same timing.
9. The successful Tenderer will be:
 - a) Intimated by letter of acceptance of Director General of Police, Meghalaya, Shillong. Till then, no bidder has any right to assume that his/her quotation has been accepted. There shall be no claim for compensation for any expenditure incurred by any Tenderer, in anticipation of acceptance letter.
 - b) Required to furnish a Security Deposit as per rates mentioned below and execute the Contract Agreement to fulfillment of the terms and conditions of the contract, which successful tender(s) will have to enter into. Such Security Deposit will be subjected to forfeiture in case of non-fulfillment of terms and conditions of the tender notice on the Contract Agreement. The Earnest money of the successful Tenderer will not be released till the Security Deposit is furnished. Earnest Money of the successful Tenderer(s) will be forfeited to the Govt. of Meghalaya in case of failure to furnish security money.

**10. Rates of Security Deposit in the form of (i) Deposit at call (ii) NSC/KVP (III)
Fixed Deposit:-**

- a) For contract up to Rs. 20,000/- 2% from local and 3% from non-local.
 - b) For contract up to Rs. 50,000/- 3 % from local and 4 % from non-local.
 - c) For contract up to Rs.1,00,000/-..... 4 % from local and 5% from non-local.
 - d) For contract over to Rs.1,00,000/- 10% for all categories.(As per decision of DPB held on 4/4/2009)
11. The Director General of Police, , Meghalaya, may rescind forthwith the contract in writing if:
 - (a) A contractor assigns or sub-lets any contract in respect of any other entered into with the Government.
 - (b) Tenderer or his agent or servants are found guilty of fraud of this contract or any other contract.
 - (c) Declines, neglect or delays to comply with demand/requisition or in any other way fails to perform or observe any condition of or all conditions of the Contract Agreement.
 12. In case of such rescission, the Security Deposit, in full, shall stand forfeited and absolutely be at the disposal of Government without prejudice to any other remedy or action that the Government shall be entitled to recover from the successful Tenderer any extra expenses Government may deem necessary in obtaining the supplies.
 - i) In the event of the successful Tenderer failing to perform his/her part of any or all the

contract agreement to the satisfaction of the Department of disregarding terms and conditions of the Tender Notice and or the contract agreement the successful Tenderer shall be liable to any of or all of the following action at the discretion of The Director General of Police Meghalaya, Shillong on behalf of the Government of Meghalaya.

- ii) Forfeiture of security deposit in whole or part.
 - iii) Making good the loss caused to the Government through the liability, neglect,
 - iv) Delay in complying with the demand.
 - v) Cancellation of the contract without any prior notice to the contractor.
13. If the successful Tenderers willfully neglects, fails to perform or observe any or all conditions of the contract agreement or attempts to cheat or indulge in foul practices, The Director General of Police, Meghalaya, Shillong may impose a ban upon such Tender(s) for future business within the Department.
 14. Quantities mentioned in the list are only illustrative and may be increased/ reduced on finalizations of order depending on the availability of fund and actual requirements.
 15. Once the Model is approved, no change of brand name, shape, pattern, quality or specification will be entertained even on the plea on non-availability offer of the same quality or alternative offer of the same quality.
 16. The store supplied must be of the same models/specifications as approved by the Departmental Purchase Board as well as in the Supply order. The Director General of Police, Meghalaya, Shillong reserves the right of non-acceptance of items which are not found as per the prescribed specification.
 17. Delivery & Installation must be completed within 60(Sixty) Days from the date of receipt of firm orders, risk of transportation will be borne by the successful tenders themselves. No extension of delivery period will be entertained.
 18. Payment will be made to the suppliers directly, only on completion of supplies, installation and on correct receipt of goods by the respective consignee in good condition. Documents/vouchers/P.R Bills etc. routed through Banks will not be accepted. Consignment will dispatch by the firm after payment of all freight charges at the sources. Freight to pay P.R Bill will not be accepted.
 19. Risk of transportation will be borne by the Tenderer themselves.
 20. Comprehensive onsite warranty should be indicated along with after sale services facilities.
 21. One set of manual of (Instruction and Maintenance) should be supplied free of cost for each item wherever applicable.

22. The purchase Board reserves the right to reject the lowest rate or any of the tender without assigning any reason.
23. Any dispute arising out of or in respect of these terms and conditions of the Contract Agreement shall be in the jurisdiction of the Courts in Meghalaya.
24. The items for which the Tenderers would be quoting must fulfill the given technical specifications the samples of which have to be produced at their own cost and free from all liabilities by the Tenderers before the Technical Committee for technical evaluation/ vetting at the specified place and time which will be intimidated to the Tenderers. Items which do not fulfill the required specification and not produced before the technical committee will not be accepted. The Technical Committee at its discretion can also ask for Power Point Presentation in case for certain items.
25. If the trade enquiry reveals that the item being offered is being manufactured by a Public Sector Undertaking (PSU), the Purchase Board reserves the right to reject the tenders and purchase the item directly from the Public Sector Undertaking (PSU).
26. **The Tender should be in 2(two) Bids i.e. (1) Technical Bid and (2) Price Bid.** Tenderer should submit separate sealed cover for Technical Bid and separate for Price Bid. Price Bid should be submitted in a separate sealed cover for each item quoted. Tender Opening Committee of the Office of The Director General of Police, Meghalaya, Shillong will open the Technical bid in the presence of the representatives of the Tenderers if any. The Technical Bids will be properly evaluated by the Committee and only that quotations/Bids which fully complies with the terms and conditions prescribed in NIT and also the prescribed Technical Specifications enclosed with the NIT of this office will be accepted. Price Bids of only those Technical Bids which fully conforms to our required Technical specifications will be opened.
27. The Tenderer should quote only 1(one) Offer per item, Tenderers quoting different options of the same item will summarily be rejected.

N.B: Details can be obtained from the office of the undersigned on any of the working days between 10:00 AM to 4:30 PM.

Sd/- T. Dkhar, IPS
Addl. Director General of Police, (SB),
Meghalaya, Shillong.

copy to:

1. The Secretary to the Govt. of Meghalaya (Home/Police) Department Shillong for information.
2. The Addl. Director General of Police, (SB), Meghalaya, Shillong for favour of information and Necessary action.
3. The Director Government Press, Meghalaya, Shillong with copies for publication in two consecutive issues of Meghalaya Gazette.
4. The Director Information & Public Relation with a request to publish a brief gist of the tender notice in one Local Newspaper & National Newspaper (One impression), in brief:
5. All Superintendents of Police/Commandants/ Meghalaya, Shillong for information.
6. The Superintendent of Police (SCRB), Meghalaya, Shillong, with a request to reflect it in Meghalaya Police Website.
7. Local firms/ Dealers for information and necessary action.
8. Notice Board.

Sd/- Dalton P. Marak, IPS
Special Superintendent of Police, (SB-II),
Meghalaya, Shillong.

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GIST OF TENDER NOTICE FOR PUBLICATION IN NEWSPAPERS

TENDER NOTICE

Sealed tenders along with Brouchers /Catalogues for supply of Security items to the O/o The Director General of Police, Meghalaya, Shillong under Modernisation Scheme 2011-2012, will be received by the undersigned up to 1200 hrs on **25th March,2013 (Monday)** and will be opened on the same day at 1500 hrs by the undersigned. Details may be collected from the office of the undersigned on any working days between 10Am to 4.30 Pm or by visiting Meghalaya Police Website at www.meghpol.nic.in .

Sd/- Dalton P. Marak, IPS
Special Superintendent of Police, (SB-II),
Meghalaya, Shillong.