

**OFFICE OF THE CHIEF CONTROLLER VILLAGE DEFENCE ORGANIZATION
ASSAM, GUWAHATI - 781007**

NOTICE INVITING TENDER.

Memo No.VDO/Equipment/13/2017-18/151

Dated Guwahati the 20 /01/2018

Sealed tenders on plain papers affixing non-refundable Court fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only with sealed samples are invited from intending Suppliers, Dealers, Distributors, Manufacturers or their Authorized Agents for supply of **UMBRELLA** for Village Defence Personnel during the year 2017–2018 as mentioned in **Annexure – I.**

The tender with samples must reach the undersigned before 17.00 hours on **12-02-2018**. No tender received thereafter will be accepted. Intending tenderers shall submit tenders in the Tender Box placed in front of office chamber of Dy. Inspector General of Police (Admn.) cum Chief Controller, Village Defence Organization, Assam, B.K. Kakati Road, Ulubari, Guwahati and handover the samples to the concerned Desk of Village Defence Organization, Assam at the time of dropping tender. The Tender Box will be opened on **13-02-2018** at 15.30 or on subsequent working day, if it falls on Govt. holiday at 15.30 hours in presence of tenderers or their authorized representatives present at that time.

TERMS AND CONDITIONS

- 1) The Intending tenderers may collect tender paper / documents on payment of Rs. 100/- (Rupees One hundred) only through NSC/FDR of Bank/Irrevocable Bank guarantee of a Nationalized bank with a validity of 180 days from the date of Tender in favour of the undersigned on any working day, during office hours up to **09-02-2018**. They may also

download the NIT from the Assam Police Website www.assampolice.gov.in and police.assam.gov.in. In that case the tenderer will have to deposit the cost of tender documents of Rs.100/- through same pledged in favour of the undersigned at the time of submission of tender.

2) All tenderers must submit alongwith their tenders photocopies of the following documents duly attested by a Govt. Gazetted officer.

(a) Audited financial statements for the last two years duly certified by Chartered Accountant.

(b) Income Tax Return for last two years.

(c) Upto-date GST clearance certificate.

(d) Upto-date valid Trade License from Municipality / Mahkuma Parishad / Town Committee as applicable.

(e) Permanent Account No. (PAN) issued by Income Tax Deptt.

(f) GST Registration Certificate.

(g) Financial Soundness Certificate from a Nationalized / Scheduled Bank.

(h) Valid Registered MSME units or EM-Part-II issued by DI& CC (District Industries & Commerce Centre) including Name of the Subject Stores (items) along with their Annual Production Capacity and Brand Name where applicable.

(i) In respect of those, who are exempted by appropriated authority from payment of any tax under existing rules, they must produce attested copy of certificate from the appropriate authority in its support.

(j) Earnest Money@ 2% of the total value of tendered items in the form of NSC / FDR of Bank / Irrevocable Bank Guarantee with validity for at least 6 (six) months in the name of the Proprietor / Partner of the firm / Director of the company concerned duly pledged in favour of the undersigned. Security Deposit / Earnest Money deposited earlier in connection with earlier tenders will not

be accepted as Earnest Money for this tender. A Statement showing the calculation of Earnest Money payable is enclosed at **Annexure – II**, which should be furnished along with the tender. Joint NSC, FDR, irrevocable bank guarantee will not be accepted.

- 3) No tender will be considered unless accompanied by the documents as per Clause 2 above as well as, fulfillment of other conditions of the tender and will be liable for rejection for non compliance of the conditions.
- 4) **(a)** The sample furnished with the tender should be sealed with a label on the item mentioning therein (i) The name and address of the tenderer (ii) Name of the article (iii) Name, address & contact Details of the tenderer.

(b) The intending tenderers should submit only one sample and quote only one rate against the item, otherwise, the item will be summarily rejected.
- 5) Tenderers should furnish detailed Technical Specifications of the product along with MAKE, MODEL, MANUFACTURERS CATALOGUE / LEAFLET.
- 6) The specifications laid down in the NIT are the minimum configuration of the item. Item of better / higher configuration or better technology may be quoted for consideration.
- 7) The Tenderer should also submit an **AFFIDAVIT** regarding their non-blacklisting or debarment by any Govt. / Semi-Govt. organisation on previous occasions for indulging in illegal, unethical, corrupt etc. practices.

- 8) Tenderers quoting rates as Dealer/ Distributor/Authorized Agent etc. must submit authority letter for the item (s) quoted for from their manufacturers/ companies.
- 9) Tender should be clearly typed or written and the rates (net) should be written both in figure and words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the item shall be rejected outright.
- 10) The tenders which do not fulfill all the terms and conditions of the tender notice will be summarily rejected without any reference to the tenderer and no correspondence will be entertained in this regard.
- 11) All pages of the tender document together with terms and conditions and the documents enclosed with the tender shall be signed by the authorized signatory. Acceptance signing of the Notice Inviting Tender and the detailed terms and conditions in the format of certificate enclosed as **Annexure-III** shall be deemed as the final acceptance of these terms and conditions.
- 12) Tenderer (s) are hereby explicitly cautioned that the individuals signing tender (s) must specify the following.
 - a) Whether signing as a sole proprietor of the firm ?.
 - b) Whether signing as a Registered Active partner of the firm?.
 - c) In case of companies and Registered Firm, while signing as Secretary, Manager, Partner or Director etc. the signatories should mention the authority under which they are signing for companies / Registered firm.

As such, a copy of documents in original or attested copy under which such authority is given shall be furnished alongwith the tender (s). In the event of a tender being submitted by a partnership firm, it must be signed by a person holding legally valid documents authorizing him to do so on behalf of the firm and in addition he must furnish attested photo copy of (i) Partnership deed (ii) Deed of Registration of the firm. Tender submitted by the company /corporation must be accompanied by a copy of Memorandum of Association and Articles of Association of the Corporation or the company.

Any change in the constitution of the partnership firm, shall forthwith be notified by the contractor to the Chief Controller, Village Defence Organization, Assam for his information.

13) The rates once quoted will be final and no request for change/ alteration thereto will be entertained thereafter. The rates should be quoted F.O.R. destination Chief Controller, Village Defence Organization, Assam, Guwahati and should be inclusive of packing, transportation, all accessories and other ancillary expenses. GST/Excise Duty/Custom Duty/other Local Taxes etc. if any, should be shown separately. Otherwise, the quoted price will be treated as inclusive of all taxes. The firms who need not pay taxes / duties against any of the items should submit valid document in support of their exemption from payment of such taxes / duties. If the name of item is not in the exemption certificate, the tax will be deducted from the quoted price.

14) Rates quoted should be valid for 1 (one) year with effect from the date of submission of bid with a provision for further extension if finally approved.

15) Once the rates offered in the quotation are accepted, no enhancement will be entertained under any circumstances and tenderers will be liable to supply the item at the rate accepted by the Chief Controller, Village Defence Organization, Assam, Guwahati. Failure to supply the item at the accepted

rates will entail the offer being cancelled and the Security Money will be forfeited to the Govt. of Assam.

16) Tenders accompanied by all required documents be submitted under sealed cover and distinctly and conspicuously marked as '**Tender for VDP Equipment (Umbrella) for 2017-2018**' on the top of the envelope. The name and address of the tenderer should also be written.

17) Bidders / firms who claim to have supplied the quoted item to different Govt. Organisations including Police Organisations / Central Para Military Forces (CPMF) should submit copies of the relevant supply orders along with their Bid.

18) The approved tenderers will have to supply the articles at the approved rate and as per approved sample till the date of validity of the approved list. They will have to furnish **Security Deposit @ 5%** of the total value of the items contracted for in the form of NSC / FDR of Bank / Irrevocable Bank Guarantee in favour of Chief Controller, Village Defence Organization, Assam with validity for 6 (six) months and execute a **Deed of Agreement** in non-Judicial Stamp paper of the denomination applicable for the purpose.

19) (a) The approved suppliers will have to execute the orders of supply within 30 (thirty) days from the date of issue of the supply orders failing which the Chief Controller, Village Defence Organization, Assam will be at liberty to obtain any or whole of the indented store from other sources for which the amount spent, in excess for such purchase, will be recovered from the security deposit of the firm or such other necessary penal action will be initiated against defaulting firm as deemed fit & proper.

(b) The supplied stores must conform to the approved samples. In case, the supplies do not strictly conform to the approved

samples and supplies are not made within the stipulated time, the same will not be accepted and security deposit will be forfeited to the Govt.

- (c) The indented stores will have to be supplied at the Provincial Stores, 4th APBN, Kahilipara, Guwahati or at any other location that may be indicated in the supply order, at no extra cost to Chief Controller, Village Defence Organization, Assam. The indented stores shall be received by the Receiving Committee authorized for the purpose which will satisfy themselves as to the quantity and quality of the stores supplied as per the approved sample.

20) The Earnest Money of the unsuccessful tenderers will be released to them after finalization of the tenders. No interest shall be paid by the purchaser on Earnest Money deposited by the firm/ tenderer.

21) The selected supplier may convert their Earnest Money to Security Deposit on application.

22) The Director General of Police, Assam does not bind himself to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof. The decision of the DGP, Assam will be final and binding in this regard.

23) The Director General of Police, Assam may accept or reject any of the sample submitted irrespective of specification mentioned.

24) The Director General of Police, Assam reserves the right not to place any order even after execution / acceptance on the formal contract agreement and for which no claim or compensation whatsoever will be entertained.

25) In case any manufacturing defect in the articles supplied is detected or any damages to the stores during transit / handling before final acceptance by the department, the Director General of Police, Assam will be at the liberty to return the stores at the expense of the suppliers who in turn will replace the stores without any financial liability to the department. Else the security deposit will be forfeited to the Govt. and penal action in the form of debarring /blacklisting may also be imposed on the defaulting firms if considered necessary.

26) The quantity of items shown in the **Annexure – I** is only approximate and there could be increased or decreased according to requirement for which the contractors/suppliers cannot claim compensation.

27) The Director General of Police, Assam may rescind forthwith the contract in writing if -

(a) A contractor assigns or sub lets any contract in respect of any other contract 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.

(d) The Tenderer having been Blacklisted or Debarred by any Govt. / Semi-Govt. organisations on previous occasions for indulging in illegal, unethical, corrupt etc. practices.

28) 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 and that the Government shall be entitled to recover from the successful Tenderer any extra expenses or Government may deem necessary in obtaining the supplies.

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 or is liable 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 actions at the discretion of the Director General of Police, Assam on behalf of the Government of Assam.

(a) Forfeiture of security deposit in whole or part.

(b) Making good the loss caused to the Government through the liability, neglect, delay in complying with the demand.

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

(d) Black listing of the defaulting contractors.

(e) In case of failure to supply the indented store within the stipulated time, 2% value on the principal amount of the supplied store as penalty will be deducted from the bill of the firm.

(f) If any approved supplier fails to supply the indented articles within the stipulated time or after receipt of notice from this Hqrs., the Hqrs. will be at liberty to cancel the contract agreement and may offer the supply orders to the next lowest tenderer.

29) If the successful tenderer 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, Assam may impose a ban upon such tenderer (s) for future business within the Department.

30) Rejected/ unapproved samples will be returned to the tenderers who shall lift them at their own expense within 21 (twenty one) days from the date of issue of notice to that effect. In case, the rejected samples are not lifted as above within the stipulated time the Department shall not be responsible for any loss or damage.

31) The security deposit will be returned to the contractors concerned after 45 (forty five) days of satisfactory completion of supply of the articles.

- 32) No Advance Payment will be made to the approved supplier.
- 33) The bills should be submitted to the In-charge of the Provincial Stores & Commandant, 4th A.P.Bn, Kahilipara, Guwahati (Consignee), or any other consignee in Assam to be indicated, who will forward the bills to this office with stock certificate on the body of the bills for payment. In case of delay in payment because of non availability of funds or other reasons beyond the control of the Assam Police Hqrs , the approved supplier cannot claim interest.
- 34) The amount will be drawn in the office of the Chief Controller, Village Defence Organization, Assam , Guwahati and payment would be made from this end to the firm.
- 35) No representation what so ever in regard to the tender will be entertained after submission of tender (s).
- 36) Any relationship or business connection that may exist between the tender(s) and any senior official in the Police Department and/or of the Govt. of Assam should be declared by the tenderer while submitting tender(s). If this information is found suppressed, the contract entered in to shall be liable to be cancelled forthwith, without notice and compensation and any security that may have been deposited shall be liable to be forfeited and credited to the Govt.
- 37) Risk of transportation will be borne by the tenderer themselves.
- 38) All the legal proceedings if any arising out of any dispute between the parties shall be settled within the territorial jurisdiction of the courts in Assam.

Sd/-
Chief Controller,
Village Defence Organization
Assam , Guwahati
Tel: (Off) : 0361-2523314
Fax : 0361-2525397/2524028

Copy to:-

- 1 The Principal Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati for favour of kind information.
- 2 All Heads of office of Police Department for information.
- 3 The Commissioner of Industries and Commerce, Assam, Guwahati-21 for information.
- 4 The Addl. S.P. (C), Assam Police Hqrs., Ulubari, Guwahati for information and necessary action. He is requested to upload the NIT in the official website of Assam Police, www.assampolice.gov.in and police.assam.gov.in
- 5 The Office Notice Board.

Sd/-
Chief Controller,
Village Defence Organization
Assam , Guwahati

**OFFICE OF THE CHIEF CONTROLLER VILLAGE DEFENCE ORGANIZATION
ASSAM, GUWAHATI.**

NOTICE INVITING TENDER

Sealed tenders on plain papers affixing non-refundable Court fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited for supply of VDP Equipment **(Umbrella)** to the VDP volunteers during the financial year **2017-2018** from the Contractors / suppliers / Dealers / Distributors / Manufactures or their Authorized Agents and will be received by the undersigned up to 17.00 hours on **12-02-2018**. The intending tenderers may obtain detailed tender papers on payment of **Rs. 100.00** (Rupees one thousand) only in the form of NSC / Bank Draft / irrevocable bank guarantee pledged in favour of the undersigned on application for tender papers. Tender paper will be issued during the office hours up to **09-02-2018**. The intending tenderers may also download the tender papers from the Assam Police website www.assampolice.gov.in and police.assam.gov.in In such case, the tenderer will have to deposit the cost of tender paper of **Rs. 100.00** (Rupees one thousand) only by same pledged in favour of the undersigned at the time of submission of tender.

Sd/-
Chief Controller,
Village Defence Organization
Assam , Guwahati

Memo No. VDO/Equipments/ 13/2017-18/130-134 Dated Guwahati the 20 /01/2018
As directed copy forwarded to:

1. The Director, Information and Public Relations, Assam, Dispur, Guwahati – 6. He is requested to get the advertisement published in minimum 2 (two) leading local English Daily News Papers, 2 (two) local Hindi Daily News Papers, 2 (two) local Assamese Daily News Papers. 10 (ten) spare copies of the notice are enclosed.
2. The Director, Assam Govt. Press, Bamunimaidan, Guwahati for publication in Assam Gazette.
3. The C.P.R.O., A.P. Hqrs. for information and necessary action. He is requested to liaise with the Director, Information and Public Relations, Assam for publication of the same accordingly and immediately.
4. The Addl. SP (C), A.P. Hqrs., Ulubari, Guwahati for doing the needful in putting up the same in the Assam Police website.
5. Office notice Board.

Sd/-
Chief Controller,
Village Defence Organization
Assam , Guwahati

ANNEXURE-I

SL. NO.	Name of Item	Specification	Requirement
1	Umbrella	Black colour standard size best quality for VDP personnel. (not folding)	5880

ANNEXURE-II

STATEMENT SHOWING THE CALCULATION OF EARNEST MONEY

Name of firm.....

Sl. No.	Name of the Item	Quantity as per tender	Rate quoted against the item	Total cost of the item	Earnest money due @ 2% of column No.5	Details of Earnest Money
1	2	3	4	5	6	7

ANNEXURE - III

Total Earnest Money due : Rupees

CERTIFICATE OF ACCEPTANCE OF TERMS AND CONDITIONS
(To be furnished along with the tender documents)

I/We have read and fully understood the terms and condition as laid down in the NIT vide No. Memo No. VDO/Equip/13/2017-18/

Dated Guwahati the

In respect of supply of VDP equipment for the VDP volunteers during the year 2017-18 due to be opened on

I/We agree to abide by the same.

I/We have signed all the pages of the tender documents as laid down.

Signature and seal of the Tenderer
or his Authorised signatory

Date

Name

Address

Phone No.

Fax No.