

GOVERNMENT OF MEGHALAYA  
ELECTIONS DEPARTMENT

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No. EL. 51/2017/4

Dated Shillong, the 18<sup>th</sup> July, 2017

TENDER NOTICE

Tender in sealed cover affixing a Court Fee Stamp of Rs. 100/- (Rupees One hundred) only (Non-refundable) are invited from interested Government registered supplier/ firm for the supply of Stationery Articles as per list enclosed at Annexure-A, to the Election Department, Meghalaya (Civil) Secretariat for the year 2017-2018. The tender should reach the office of the undersigned on or before 16/08/2017 (2.30 Pm) and the same will be opened on the same date at 3:30 P.M in the presence of the Tenderer (s) or their authorized representative.

The rates quoted should be inclusive of all taxes etc., payable including free delivery at the office of the undersigned.

The samples of Stationery Articles/ materials should be furnished along with the tender, failing which, no tender will be considered.

The following particulars should be submitted by the Firm (s) along with their tender, failing which, no tender will be considered.

1. An Earnest Money of Rs. 50,000/- (Rupees Fifty thousand) only should be deposited by Non-Tribal Firm (s) and Rs. 25,000/- (Rupees twenty five thousand) only by the Tribal Firm (s) in the form of a Call Deposit/Term Deposit pledged in favour of the undersigned and furnished along with the quotation which will be converted into Security Deposit to be refunded immediately in case the tender is rejected. The Security Deposit (Earnest Money) of the selected Firm (s) will be retained for a period of 1 (one) year from the date of this tender notice.
2. Attested copy of upto-date Sales Tax Clearance Certificate from the Superintendent of Taxes, concerned with clear remarks made therein as Government Suppliers or on the item of supply.
3. GST Registration Certificate/ Registration No.
4. Attested copy of an upto-date Professional Tax from the Authority concerned.
5. Attested copy of Trading License issued by District council ( in case of Non Tribal firm(s).
6. Attested copy of Scheduled Tribe Certificate by the Tribal Firm (s).
7. Attested copy of a photograph of the Tenderer/ Supplier.
8. An Undertaking in plain paper duly signed and sealed to the effect that the supply will be carried out by the Tenderer himself/herself.

9. In a situation where large number of tenders quoted the same rate, thereby forming a cartel, such tenders will be summarily rejected.


10. Exemption Certificate, if any, should also be produced.

The undersigned does not bind himself to assign any reason for accepting or rejecting any tender.

In the event of the firm(s) supplying inferior quality and cause undue delay in supplying the materials indented for, the Security Deposit is liable to forfeiture to the Government. The Supplier(s) may also be debarred from taking any Government contract (supply) in future in the event of breach of any of the terms and condition of the contract (supply).

The envelope containing the tender should be super scribed with the words, "TENDER FOR SUPPLY OF STATIONERY ARTICLES FOR THE YEAR 2017-2018".

N.B. : The Government reserves the right to cancel the supply at any time during the period of contract, if the supply is found to be irregular, not punctual or the quality is not of the approved one. The Security Deposit of the Firm (s) may also be forfeited to the Government and the Firm(s) in question may be debarred from taking any Government Supply (Contract) in future.



FR Kharkongor, IAS  
Commissioner & Secretary to the Govt. of Meghalaya  
Election Department & Chief Electoral Officer  
Meghalaya, Shillong

Memo, No. EL. 51/2017/4-A,

Dated Shillong, the 18<sup>th</sup> July, 2017

1. All Deputy Commissioner & Sub-Divisional Officer (elections in Meghalaya for displaying in the Notice Board.
2. Director of Printing & Stationery (Meghalaya Gazette), Meghalaya, Shillong for favour of publication in the next issue of the Meghalaya Gazette.
3. Printing & Stationery Department.
4. The Commissioner & Taxes, Shillong.
5. NOTICE BOARD (Main & Additional Secretariat Buildings).
6. CEO's Website.

By Order etc;



Joint Secretary to the Govt. of Meghalaya  
Election Department & Additional Chief Electoral Officer  
Meghalaya, Shillong

**MATERIALS FOR CONDUCT OF GENERAL ELECTION TO LEGISLATIVE ASSEMBLY, 2018**

<b>Sl. No.</b>	<b>Materials</b>	<b>Rates</b>
1	Gum Liquid	Per 100 nos.
2	Ball Pen (Red/Blue/Green)	Per Pkt. (10 nos. each)
3	GRD Ink	Per Tube
4	File Envelope	Per 1000 nos.
5	File Cover	Per 1000 nos.
6	File Board	Per 1000 nos.
7	Tag Cotton	Per 100 bundles
8	Candle Stick	Per pkt.
9	Pin Packet	Per pkt.
10	Stamp Pad	Per 1 no.
11	Envelope (Medium/Small)	Per 100 nos. each
12	White Eraser	Per 100 nos.
13	Plastic Bag	Per 1000 nos.
14	100 GSM White paper (EPIC)	Per 100 pkts.
15	Register No. 8	Per dozen
16	Register No. 10	Per dozen
17	Knief Cutter	Per 100 nos.
18	Glue Stick	Per 100 nos.
19	Steel Ruler	Per dozen
20	Rubber Band	Per 100 bundles (small)
21	Stapling machine 24/6	Per 1 no.
22	Stapling wire 24/6	Per 100 pkts.
23	Duplicating paper	Per ream
24	Xerox paper (A4/FS/A3)	Per ream
25	Pen White Eraser	Per dozen
26	Angle Holder (for bulb)	Per 1 no.
27	Azurlaid paper	Per ream
28	Black tape	Per 1 no.
29	Blade	Per dozen
30	Brush Long Handle	Per dozen
31	Broom stick	Per dozen
32	Brown paper	Per ream
33	Calculator	Per piece
34	Cardboard for Paper seal	Per dozen

35	Cello Tape (big/small)	Per dozen
36	Century Board (Red/Green/Yellow)	Per piece
37	Choke (for Tube light fitting)	Per piece
38	Chart Paper	Per dozen
39	Clip Board	Per 100 nos.
40	Clip File	Per 1000 nos.
41	Cloth Bags for Election materials	Per piece
42	Cloth for removing oil, etc.	Per piece
43	Counting sponge	Per dozen
44	Dendrite	Per piece
45	Desk Knife	Per piece
46	Drawing Pins	Per pkt.
47	Drawing Sheets	Per 10 sheets
48	Duplicating paper	Per ream
49	Elastice (rubber) band	Per kg.
50	Electrc Bulb 100W/200W	Per piece
51	Emergency Light	Per piece
52	Envelopes (small/medium/big)	Per 100 nos.
53	Eraser for pencil	Per box
54	Erax-ex (white)	Per dozen
55	Fevi Kwick (glue)	Per 10 nos.
56	File Board	Per 100 nos.
57	File Cover	Per 100 nos.
58	File Envelope (16/12)	Per 100 nos.
59	Flexible Wire	Per roll
60	Fullscape paper	Per ream
61	Gang Box 2x1	Per piece
62	Gum Arabic	Per dozen
63	Gum Paste	Per dozen
64	Gunny Bag	Per dozen
65	High Lighter Pen	Per dozen
66	High Tech pen	Per dozen
67	Holder (for bulb)	Per piece
68	Jute Twine	Per kg.
69	Lock & Key (size in mm)	Per piece
70	Marker Ink (Blue)	Per 100 nos.
71	Marker Pen	Per 100 nos.

72	Match box	Per bundle
73	Needle (big)	Per dozen
74	Note Sheet (1st/2nd)	Per ream
75	Numbering ink (black)	Per dozen
76	Numbering Machine	Per piece
77	Ordinary Pencil	Per dozen
78	Packing Paper	Per ream
79	Paper Weight	Per piece
80	Pencil Battery	Per dozen
81	Pins in packet	Per 12 boxes
82	Pin Cushion	Per dozen
83	Plast (Taparia)	Per piece
84	Plastic File	Per 100 nos.
85	Plastic Sheet (2 metres)	Per metre
86	Pliers	Per piece
87	Plug 3 Pins (6 amp)	Per piece
88	Plug 3 Pins (16 amp)	Per piece
89	Poker	Per piece
90	Polythene Bag	Per piece
91	Power Line Multi Plug	Per piece
92	Refill (Blue/Red/Black)	Per dozen
93	Register (150 pgs/200 pgs/300 pgs)	Per 100 nos.
94	Rubber Band	Per kg.
95	Scale (Plastic)	Per dozen
96	Scissors	Per dozen
97	Scaling Wax	Per dozen
98	Sketch Pen	Per 12 pkts.
99	Soap	Per piece
100	Stamp Pad	Per dozen
101	Stapling machine (Big/Small)	Per piece
102	Stapling Pins (Big/Small)	Per piece
103	Starter (Tubelight)	Per Piece
104	Steel Trunk (Big/Small)	Per piece
105	Tag Cotton	Per 100 nos.
106	Thread Ball	Per piece
107	Torch Cell	Per piece
108	Torch Light	Per piece

109	Towel	Per piece
110	Tube Light	Per piece
111	Tube Light Fitting	Per piece
112	White DFC Paper (8 Kgs)	Per Ream
113	White Tape Ribbon	Per piece
114	Xerox Paper A/5	Per ream
115	Cup for Indelible Ink	Per piece
116	Glue Stick	Per piece
117	Jerry Can (20 litres)	Per piece
118	Jerry Can (10 litres)	Per piece
119	C.D. Marker (Black)	Per dozen
120	Pen Drive 4 GB	Per piece
121	Switch	Per piece
122	Cut Out (16 amp)	Per piece
123	Screw Driver (Taparia)	Per piece
124	Extension Cord	Per piece
125	Blank CDs (Moserbaer)	Per 10 nos.
126	Blank DVDs (Moserbaer)	Per 10 nos.
127	Heater	Per piece
128	Bucket	Per piece
129	Note Pad	Per dozen
130	5-in-1 Switch (32 amp)	Per piece
131	CFL Bulb 20W/65W	Per Piece
132	Paper Clip (Big)	Per pkt.
133	Cloth Envelope	Per dozen
134	Mug/Jug	Per piece
135	Drinking Glass	Per piece
136	Tea Set	Per set
137	Tray	Per piece
138	Water Filter	Per piece
139	Pouch for ID Cards	Per 100 pieces
140	White Ivory Sheet (Size A4)	Per ream
141	Tracing Paper	Per ream
142	Dustbin for PS (AMF)Plastic printed with ECI logo & wordings	Per Dozen
143	Corrugated Plastic Sheet(Voting Compartment)Opague Flex Board (reusable) Size= 30" x 68"	Per Dozen
144	ID Cards for BLOs( with plastic cover)size= 2" x 4"	Per dozen
145	Name Board for BLOS ( Flex, size = 3' x 6')	Per Dozen