

GOVERNMENT OF MEGHALAYA
ELECTIONS DEPARTMENT

No. EL. 7/95/Vol./16

Dated Shillong, the 22nd November, 2017

QUOTATION

Seal quotation affixing non refundable 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 3:00 P.M on 5.12.2017 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.

Terms and conditions

1. The rates quoted should be inclusive of all taxes etc., payable including free delivery at the Office of the undersigned.
2. The samples of Stationery Articles/materials should be furnished along with the tender, failing which, no tender will be considered.
3. The following particulars should be submitted by the Firm (s) along with their tender, failing which, no tender will be considered.
 - i. An Earnest Money of Rs. 10,000/- (Rupees ten thousand) only should be deposited by Non-Tribal Firm (s) and Rs. 5,000/- (Rupees 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. 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.
 - ii. Attested copy of an 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.
 - iii. GST Registration Certificate/Registration No.
 - iv. Attested copy of an upto-date Professional Tax from the Authority concerned.
 - v. Attested copy of Trading License issued by District Council (in case of Non Tribal firm(s)).
 - vi. Attested copy of Scheduled Tribe Certificate by the Tribal Firm (s).
 - vii. Attested copy of a photograph of the Tenderer/Suppliers.
 - viii. An Undertaking in plain paper duly signed and sealed to the effect that the supply will be carried out by the Tenderer himself/herself.
 - ix. In a situation where large number of tenders quoted the same rate, thereby forming a cartel, such tenders will be summarily rejected.

- x. Exemption Certificate, if any, should be produced.
- xi. The undersigned does not bind himself to assign any reason for accepting or rejecting any tender.
- xii. 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, "QUOTATION FOR BLACK PAPER ENVELOPS ETC".

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.



Shri. F.R. Kharkongor
Commissioner & Secretary to the Govt. of Meghalaya
Election Department & Chief Electoral Officer
Meghalaya, Shillong

Memo. No. EL. 7/95/Vol./16 -A

Dated Shillong, the 22nd November, 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

ANNEXURE – A

1. Plastic Container with Lid
Size 14" x 10" x 5"
2. Plastic Transparent Pigeon Hole
Size 6" x 4" x 4"
3. Thick Black Paper Envelops A4 Size
4. Rubber Stamp (Mock Poll Slip)
Size 3 cms x 1.5.cms