

GOVERNMENT OF MEGHALAYA

SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT)

No SAN 30/2023/1

Dated Shillong the 19th May, 2023.TENDER NOTICE

Quotation in sealed cover affixing a court fee stamp of Rs 25/- (Rupees twenty five) only (Non Refundable) are invited and will be received by the undersigned upto 12.30 pm on 23.6.23 in connection with the supply of Miscellaneous Articles specified below to the Meghalaya Civil Secretariat for the year 2023-2026 and until fresh appointment is made, whichever is earlier. The quotation (s) will be opened on the same date from 1pm in the presence of the quotationer(s) or without them.

SL NO	PARTICULARS	UNITS
1.	AGARBATI a) Three in one b) Rajniganda c) Sunduja d) Mangaldeep	Per Pkt Per Pkt Per Pkt Per Pkt
2.	a) Brasso(68ml) Reckitt and colman Ltd. b) Dara	Per tin Per tin
3.	Bucket Plastic 28 cms	Each
4.	Bamboo Broom(61cms long)	Each
5.	Soap a) Ok b) Kranti c) Doctor Green d) Surf Blue e) Yes f) HD Soap	Per Pkt Per Pkt Per Pkt Per Pkt Per Pkt Per Kg
	Cello Tape (Claro/3m):- a) 24mmx50meter b) 12mmX50meter Brown Tape:- a) 24mmX50meter b) 12mmX50meter	Each Each Each Each
7.	Clip File:- a) 36X35 cms (Neelgagan) b) 36X35 cms (Commander) Auto Clip File:- a) FS (solo/world one/infinity) b) A4 (solo/world one/infinity)	Each Each Each Each
8.	a) Rubber Hand Gloves b) Mouth and Nose Mask	Per dozen Per dozen
9.	Hit/Mortein Spray	Per Tin
10.	Good Night Liquid with Machine	Each
11.	a) Glass Table Pad(61x46cms)1/2 cms thickness b) Acrylic Sheet Table Top(18"x24") c) Acrylic Sheet Table Top(16"x22")	Per Dozen Each Each
12.	a) Grass Broom (Superior Quality) 61cms Long. b) Coconut Broom	Each Each
13.	Jharon (55x55cms):- a) Cotton Cloth Duster(white) b) Yellow Flannel Cloth(Duster)	Per Dozen Per Dozen

14.	Poucha/Wipo	Per Dozen
15.	Mansion Polish(400gms) Reckitt & Colman Ltd (yellow)	Per Tin
16.	Nepthalene balls (big ball)	Per Kg
17.	a) Odonil Refill Cake (50gms) b) Airwick/Godrej	Each Each
18.	Phenyl :- a) Phenyl (Aeromax Perfume) 200ml b) Phenyl (Cross Citra Fresh) 500ml c) Phenyl (Black) 5 Litre d) Phenyl (White) 5 Litre	Per Bottle Per Bottle Per Bottle Per Bottle
19	Plastic basin(38cms dia)	Each
20	Soap Case (Plastic 11x8.5 cms)	Per Dozen
21.	a) Napkin Paper b) Box Tissue Paper	Per Pkt Per Box
22.	Torch Cell (Eveready) big size No1050	Per Dozen
23.	Pencil Battery :- a) Eveready no 1005 blue b) Eveready no 1015 red c) Eveready no 1012 d) Duracell e) Remote Battery Duracell	Per Dozen Per Dozen Per Dozen Per Dozen Per Dozen
24.	Torch Light(2 big cells) Silver Plated with Battery (Eveready DL64)	Each
25.	Table Brush (standard size) nylon	Per Dozen
26.	Toilet Paper (snowwhite)	Per Roll
27.	Toilet Soap (big size) a) Rexona b) Lux c) Lifebouy d) Liril	Per Dozen Per Dozen Per Dozen Per Dozen
28.	Dettol Liquid Soap 250ml	Each
29.	Tumbler Glass :- a) Plain (plus/Acp) b) Special Quality (12cms height x 6cms dia)	Per Dozen Per Dozen
30.	Garbage Plastic Bags :- a) Small b) Medium c) Large d) Extra Large	Per Dozen Per Dozen Per Dozen Per Dozen
31.	a) Thapa b) Bamboo basket Big Size	Each Each
32.	Tumbler Pad Lock :- a) Nayyar 65mm b) Nayyar 38mm c) Nayyar 33mm d) Nayyar 27mm e) Nayyar 75mm	Each Each Each Each Each
33.	a) Kranti/ Surf Powder 1kg b) Vim Liquid 500 ml	Each Each
34.	Waste Paper basket(Plastic)23 cms height x 24cms dia a) Ordinary b) Paddle type with cover. c) Steel Dustbin. (all Sizes)	Per Dozen Each Each
35.	Sanitary Brush (plastic) Big size	Per Dozen
36.	Scrubing brush (plastic)	Per Dozen

37.	Harpic 500ml Harpic Bleach 500ml Domex 500ml Lizol 500ml Colin 500ml	Per bottle Per bottle Per bottle Per bottle Per bottle
38.	Bleaching Powder 500gms	Per Pkt
39.	Robin Blue 200ml	Per Bottle
40.	Room Freshner a) Sandalwood b) Airwick	Per Bottle
41.	Mug Plastic	Each
42.	a) Conference File (Neegagan/Balhar) b) Conference File (Brother) c) Conference File(Solo/Infinity/Worldone/balhar) d) Stick File-FS ((Solo/Infinity/Worldone) e) My Clear Bag- Double Packet f) My Clear Bag- Single Packet g) L File A4 h) L File FS i) Jute File j) Jute File Chain	Each Each Each Each Each Each Each Each Each Each
43.	Rat Killer a) Enrat b) Rat Kill Cake	Per Tin Per Dozen
44.	Candle Stick (6 in pkt)	Per Pkt
45.	Hand Towel:- a) Towel (75x150) Flora/Fantasy/Bombay Dyeing b) Big- Turkish c) Small- Turkish	Each Each Each
46.	Guard File(Neelgagan) a) 100 Felio b) 200 Felio	Each Each
47.	Flag Rope a) Cotton b) Nylon	Per Kg Per Meter
48.	a) Denrite b) Fevicol	Per Litre
49.	a) Hessian Cloth b) Malmal Cloth	Per Meter
50.	Plastic File Tray a) Delux/Solo/Dell/Claro) b) Ordinary	Each Each
51.	Flower Pot (Plastic) a) Big b) Medium c) Small Flower Pot (Ceramic) a) Big b) Medium	Each Each Each Each Each
52.	Flower Vase (Medium Size) a) Brass b) Plastic c) Glass Breakable	Each Each Each
53.	a) Floor Mopper- Cloth b) Floor Mopper-Plastic 36" c) Floor Mopper-Plastic 42" d) Bucket Spin Mop	Each Each Each Each

54.	Dettol Liquid -100ml/250 ml/ 500 ml	Per Bottle
55	Card Board Boxes For Parcels a) Big b) Medium c) Small	Per dozen Per dozen Per dozen
56.	Disposable Plates (Big / Medium) Disposable Cups (Big / Medium)	Per 50 pieces Per 50 pieces
57.	Toilet Plunger	Each

The rates quoted should be exclusive of all taxes etc ...payable including free delivery at the site of the indenting office.

The selected Firm(s) will have to supply the same from time to time on demand.

The samples of the Miscellaneous Articles should be furnished along with the quotation failing which no quotation will be considered.

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

1. An Earnest money of Rs 43,000/- (Rupees forty three thousand) only by the Non-Tribal Firm(s) and Rs 21,500/- (twenty one thousand and five hundred) 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 or refunded immediately in case the Quotation is accepted or rejected as the case may be. The Security Deposit(Earnest Money) of the selected Firm(s) will be retained for a period of 1(one) year or till fresh appointment is made.
2. GST Registration No/Certificate.
3. Attested Copy of up to date Professional Tax from the authority concerned.
4. Attested Copy of up to date Municipal Trading License should be submitted by the Non Tribal Firm(s) operating business in Jail Road ,Police Bazaar and European Ward and where their trade does not extend beyond the schedule areas but for Non Tribal Firm(s) operating business outside the schedule areas the are required to produce the District Council Trading License. The purpose for which license is issued should be clearly indicated.
5. Attested copy of Schedule Tribe Certificate by the Tribal Firm(s).
6. Attested copy of photograph of the quotationers (suppliers).
7. An undertaking in plain paper duly signed and sealed to the effect that the supply will be carried out by the quotationer himself/herself.
8. In a situation where a large number of tenderers quoted the same rate, it will be at the dicretion of the authority to accept or reject any quotation.
9. Exemption Certificate if any, should also be produced.

The Undersigned does not bind himself to assign any reason for accepting or rejecting any quotation.

The Security Deposit is liable to forfeiture to the Government as may deem fit and proper in the event of the Firm(s) supplying inferior quality and making delay in supplying the Miscellaneous Articles etc indented for. The Supplier(s) may also be debarred from taking any Govt contract (supply) in future in the event of breach of any of the terms and conditions of the contract (supply).

The envelope containing the quotation should be superscribed with the words "QUOTATION FOR SUPPLY OF MISCELLANEOUS ARTICLES FOR THE YEAR 2023-2026".


(P. Baréh)

Under Secretary to the Govt of Meghalaya,
Secretariat administration Department (Nazarat).

Memo No SAN 30/2023/1-A

Dated Shillong the 19th May, 2023.

Copy to:-

1. The Deputy Commissioner, East Khasi Hills, Meghalaya, Shillong for displaying in the Notice Board.
2. Director of Printing and Stationery (Meghalaya Gazette), Meghalaya, Shillong for favour of publication in the next issue of the Meghalaya Gazette.
3. Printing and Stationery Department.
4. The Commissioner of Taxes, Shillong.
5. Director of Industries Meghalaya, Shillong.
6. General Manager, District Industries Centre, East Khasi Hills, Meghalaya, Shillong for information.
7. Notice Board (Main & Addl Secretariat Building).
8. The General Secretary, Meghalaya Suppliers Association.

By Order etc.,


Under Secretary to the Govt of Meghalaya,
Secretariat administration Department (Nazarat).
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