

GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT).

NO.SAN.28/2026/1

Dated Shillong, 18th June, 2026

TENDER NOTICE

Quotations in sealed cover in the format as enclosed at Annexure A affixing a Court Fee Stamp of Rs. 25/- (Rupees twenty-five) only (Non-refundable) are invited and will be received by the undersigned up to **12:30 p.m.** on the **09-7-2026** in connection with supply of **Summer & Winter Liveries For Grade IV Employees** as listed below to the Meghalaya (Civil) Secretariat for the year **2026-2029** and until fresh appointment is made. The Quotation (s) will be opened on the same date from **1:00 P.m.** in the presence of the quotationer (s) or without them.

Summer & Winter Liveries

Sl.No	PARTICULARS	Unit	
1	Male Staff	Full formal Shirt with one chest pocket on the left side (Light Sky Blue)- Good quality cotton & wrinkle-free.	Each
		Half-sleeve formal Shirt with one chest pocket on the left side (Light Sky Blue)- Good quality cotton & wrinkle-free.	Each
		Plain polo t-shirt (Navy Blue)	Each
		Trousers- Smart-fit formal with side and back pockets 1) (Dark grey) 2) (Deep Marron)	Each
		Fleece Jacket (Navy blue)	Each
		Round neck Sweater (Navy blue)	Each
		Black Formal Shoes (leather or good synthetic)	1 Pair
		Black Gumboots	1 Pair
		Waterproof Apron	Each
		Jainsem- Navy blue	Per set
Dakmanda- Navy blue	Per set		
Pyjama/Dupatta- Navy blue	Per set		

2	Female Staff	Kurta- Light blue Colour	Per set
		Blouse- Light blue colour	Per set
		Top- Light blue colour	Per set
		Knee-Length Straight Tunic Shirt (Navy Blue)	Each
		Straight Leg Formal Trouser 1) Dark grey. 2) Deep Marron.	Each
		Long Cardigan (Navy blue)	Each
		Jainsem (Ash Grey) 2.60 Mts	Per Set

Terms and Conditions:

1. The rates quoted against each item shall be exclusive of all taxes payable.
2. There shall be free delivery of all items ordered to the successful bidder at the site of the indenting office.
3. The selected firm(s) shall be required to supply the items as needed upon request. All Component of Summer & Winter Liveries must be of good quality.
4. The samples of Summer & Winter Liveries should be furnished along with their quotation, failing which no quotation will be considered.
5. The following particulars should be submitted by the Firm (s) along with their quotation, failing which, no quotation will be considered.
 - 5.1 An Earnest Money of ₹ 2640 /- (Rupees Two Thousand Six Hundred and Forty) only should be deposited by the Non-Tribal Firm (s) and ₹ 1320/- (Rupees One Thousand Three Hundred Twenty) only by the Tribal Firm (s) in the form of a Call Deposit/ Term Deposit pledged in favour of the undersigned and furnish 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 till Fresh appointment is made.
 - 5.2 Firm (s) registered with the Industries Department is/are exempted from paying the Earnest Money or Security Deposit, provided they submit the Permanent Registration Certificate from the Director of Industries.
 - 5.3 G.S.T. Certificate/No.
 - 5.4 Attested copy of an up-to-date professional Tax from the Authority concerned.
 - 5.5 Attested of an up-to-date Municipal Trading License should be submitted by the Non-Tribal Firm (s) operating business in Jail Road, Police Bazar and European Ward, and where their Trade does not extend beyond the scheduled areas, but for Non-Tribal Firm (s) operating business outside the scheduled areas, they are required to produce the District Council

Trading License. The purpose for which the License is issued should be clearly indicated.

- 5.6 Attested copy of Scheduled Tribe Certificate for the Tribal Firm (s).
- 5.7 Attested copy of a photograph of the quotationer (Suppliers).
- 5.8 An undertaking in the format as provided at Annexure B, duly signed and sealed to the effect that the supply will be carried out by the quotationer himself/herself and that the firm has not been blacklisted by any government department.
6. In a situation where a large number of tenders quoted the same rate, thereby forming a cartel, such tenders will be summarily rejected and fresh tender shall be issued.
7. The undersigned does not bind himself/herself to assign any reason for accepting or rejecting any quotation.
8. The Security deposit is liable to forfeiture to the Govt as may deem fit and proper in the event of the Firm (s) supplying inferior quality and making delay in supplying the materials intended for. The supplier (s) may also be debarred from taking any Govt. Contracts(supply) in future in the event of breach of any of the terms and conditions of the contract (supply)
9. The envelope containing the quotation should be superscribed with the word
"QUOTATION FOR THE SUPPLY OF SUMMER & WINTER LIVERIES, FOR THE YEAR 2026-2029".

Sd/-

(Smti. P.Bareh)

Under Secretary to the Govt. of Meghalaya.
Secretariat Administration Department Nazarat).

dated Shillong, the 18th June 2026

Memo.No. SAN.28/2026/1-A

Copy:-

1. The Director of Printing and Stationery (Meghalaya Gazette) for favour of publication in the next issue of the Meghalaya Gazette.
2. The Deputy Commissioner, East Khasi Hills, Shillong for displaying in the Notice Board.
3. The Director of Information and Public Relations, Meghalaya, Shillong for favour of publication of the above notice in 3 (three) Local dailies, 1 (One) in English, 1 (One) in Khasi and 1 (One) in Garo .
4. The Director of Industries, Meghalaya, Shillong.
5. The President/Secretary, Meghalaya Governmental Suppliers Association.
6. NOTICE BOARD (Mains & Additional Secretariat Building)
7. The NIC Meghalaya, Shillong for displaying the above notice in the Official Website.
8. Office Copy.

By order etc.,



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

ANNEXURE – A

QUOTATION FORMAT

Supply of Summer & Winter Liveries for Meghalaya Civil Secretariat (2026–2029)

Name of Firm: _____

Address: _____

GST No.: _____

Contact No.: _____

Email: _____

Summer & Winter Liveries

Sl.No	PARTICULARS		Unit	Unit Rate (₹) (Exclusive of Taxes)
1	Male Staff	Full formal Shirt with one chest pocket on the left side (Light Sky Blue)- Good quality cotton & wrinkle-free.	Each	
		Half-sleeve formal Shirt with one chest pocket on the left side (Light Sky Blue)- Good quality cotton & wrinkle-free.	Each	
		Plain polo t-shirt (Navy Blue)	Each	
		Trousers- Smart-fit formal with side and back pockets 1) (Dark grey) 2) (Deep Marron)	Each	
		Fleece Jacket (Navy blue)	Each	
		Round neck Sweater (Navy blue)	Each	

		Black Formal Shoes (leather or good synthetic)	1 Pair	
		Black Gumboots	1 Pair	
		Waterproof Apron	Each	
2	Female Staff	Jainsem- Navy blue	Per set	
		Dakmanda- Navy blue	Per set	
		Pyjama/Dupatta- Navy blue	Per set	
		Kurta- Light blue Colour	Per set	
		Blouse- Light blue colour	Per set	
		Top- Light blue colour	Per set	
		Knee-Length Straight Tunic Shirt (Navy Blue)	Each	
		Straight Leg Formal Trouser 1) Dark grey. 2) Deep Marron.	Each	
		Long Cardigan (Navy blue)	Each	
		Jainsem (Ash Grey) 2.60 Mts	Per Set	
Grand Total				

Declaration

I/We hereby certify that:

1. The rates quoted above are exclusive of all taxes.
2. The quoted rates shall remain valid during the contract period.
3. The items supplied shall conform to the specifications and quality standards prescribed by the Secretariat Administration Department.
4. Free delivery shall be provided to the designated office location.
5. Samples of all items have been enclosed along with this quotation.

Date: _____

Place: _____

Signature of Quotationer

Name: _____

Seal of Firm

ANNEXURE – B

UNDERTAKING

(To be submitted on the letterhead of the Firm)

I/We, _____, Proprietor/Partner/Authorized Signatory of
M/s _____, having office at
_____, hereby solemnly declare and undertake that:

1. The information furnished in the quotation is true and correct to the best of my/our knowledge and belief.
2. I/We shall personally undertake the supply of Summer & Winter Liveries if the quotation is accepted.
3. The Firm has not been blacklisted, debarred or banned by any Government Department, Public Sector Undertaking, Autonomous Body or Local Authority.
4. The items supplied shall be of good quality and shall conform to the specifications indicated in the tender notice.
5. I/We shall supply the items as and when ordered by the Secretariat Administration Department within the stipulated time.
6. In the event of supply of inferior quality materials or failure to comply with the terms and conditions of the contract, the Government shall be at liberty to forfeit the Security Deposit and take any action deemed appropriate.
7. I/We understand that submission of quotation does not confer any right to award of contract and that the Government reserves the right to accept or reject any quotation without assigning reasons.

I/We hereby certify that the above declaration is true and correct.

Date: _____

Place: _____

Signature of Proprietor/Authorized Signatory

Name: _____

Seal of Firm

Witness 1: _____

Witness 2: _____