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GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT).

NO.SAN.23/2026/1

Dated Shillong, 9th 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 **30-6-2026** in connection with supply of **Umbrella & Raincoat** 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.

Sl.No	PARTICULARS	Size
1	Gents Umbrella (Premier Brand)	Standard
2	Ladies Umbrella (Premier Brand)	Standard
3	Gents Raincoat	Small
		Medium
		Large
		XL
		XXL
4	Ladies Raincoat	Small
		Medium
		Large
		XL
		XXL
5	Unisex Rain Poncho	Small
		Medium
		Large
		XL
		XXL

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 Umbrella & Raincoat and Ponchos must be of good quality.
4. The samples of Umbrella & Raincoat and Ponchos 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 ₹ 4000 /- (Rupees Four Thousand) only should be deposited by the Non-Tribal Firm (s) and ₹ 2000/- (Rupees Two Thousand) 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 UMBRELLA & RAINCOAT, FOR THE YEAR 2026-2029”.**

Sd/-

(Smti. P.Bareh)

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

Memo.No. SAN.23/2026/1-A

dated Shillong, the 9th June 2026

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 Relation, 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, (Nazar

ANNEXURE – A

QUOTATION FORMAT

Supply of Umbrellas, Raincoats and Rain Ponchos for Meghalaya Civil Secretariat (2026–2029)

Name of Firm: _____

Address: _____

GST No.: _____

Contact No.: _____

Email: _____

Sl. No.	Item Description	Size	Unit Rate (₹) (Exclusive of Taxes)
1	Gents Umbrella (Premier Brand)	Standard	
2	Ladies Umbrella (Premier Brand)	Standard	
3	Gents Raincoat	Small	
		Medium	
		Large	
		XL	
		XXL	
4	Ladies Raincoat	Small	
		Medium	
		Large	
		XL	
		XXL	
5	Unisex Rain Poncho	Small	
		Medium	
		Large	
		XL	
		XXL	
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 Umbrellas, Raincoats and Rain Ponchos 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: _____