

ASSAM POLICE HEADQUARTERS :::::::::: ULUBARI :::::::::: GUWAHATI :::::::TENDER NOTICE

Sealed tenders affixing Court Fee Stamp of Rs. 8.25 (Rupees Eight and Paise twenty five) (non refundable) or more are hereby invited from the intending Proprietors for **SUPPLY OF MOTOR SPARE PARTS, AS PER LIST ENCLOSED, (HMV, MMV, LMV & TWO WHEELER), Hood Items, Battery, Tyre & Tube and Accessories AND REPAIRING WORKS** to the Assam Police Headquarters, Ulubari, Guwahati-7 for the year **2023-24**. The tenders will be received on 02/02/2023...up to 18/02/2023...and will be opened on the same day at 03.P.M....or on the subsequent working day if it falls on a Govt. holiday in the presence of the intending tenderers or their authorized representatives

TERMS AND CONDITIONS.

1. The Tenders must be in Sealed Cover and should be super scribed as **“Tender for supply of Spare Parts” (HMV, MMV, LMV & TWO WHEELER), Hood Items, Battery, Tyre & Tube and Accessories and Repairing Works** for the year **2023-24** for the Assam Police Headquarters, Ulubari, Guwahati – 7 and to be put in the tender Box placed in front of the Motor Transport Branch, Assam Police Headquarters, Ulubari, Guwahati.

2. Tenderers must furnish Earnest Money of **Rs. 20,000/- (Rupees Twenty thousand)** only in the form of National Saving Certificate / Kisan Vikash Patra, Bank FDR/ Bank guarantee pledged in favour of “ The Asstt. Inspector General of Police (A), Assam, Guwahati” with **validity for at least 6 (six) months**. No Cheque / Cash / DCR will be accepted. Earnest money deposited with the tender shall bear no interest. The Earnest Money will be liable to be forfeited, if the vendor withdraws or amends or impairs or derogates from the tender in any respect within the period of validity. Bids received without **EMD** will be summarily rejected.

3. The tenderers must submit the copies of following documents along with the tender duly self-attested, without which, the tender will be liable for rejection.

- (a) GSTIN Registration Certificate.
- (b) Permanent Account No. (PAN) issued by I.T.Department.
- (c) A copy of the Provisional Registration Certificate issued by the A.P.Hqrs, Ghty.
- (d) Up to date Municipal Trade Licenses.
- (e) Certificate of Sales Tax Exemption from the competent authority if any.
- (f) Last 2 years income tax return submitted.

Note: Quotations of the GSTIN registered Firm under “COMPOSITION SCHEME” will not be accepted.

4. The rates must be neatly typed with clear indication of the unit (i.e. Part no./ Make etc) with quantum of the contents etc. for which the same stands for. Besides the special characters/ symbols such as commas (,) separators (/), decimal (.00), currency (Rs.) etc should be avoided while preparing the quotation.

5. Most importantly, quoted rates will **not be accepted in Hand Written form**, instead must be furnished and prepared in pure Excel format in both hard copy and soft copy under authentication of the tenderers. Soft copies (in CD) should be furnished, **one in PDF format (unsustainable CD) and one in non PDF format i.e. EXCEL format, repeat EXCEL format (Note: Excel Sheet should not contain any kind of formula inserted).**

6. The rates once quoted cannot be altered / withdrawn after submission of the tender and will hold good for 01 (One) year. No representation / appeal for enhancement on the ground of rise in

cost of materials, labour cost and rise in the market rates or for any other reason whatsoever, will be entertained.

7. The Earnest Money will be returned to the unsuccessful tenderers immediately after finalization of the tender, and the earnest money of the successful and approved tenderers may be adjusted as security deposit which will be **Rs.20,000/- (Rupees Twenty Thousand)** only. The Security deposit will be returned on successful completion of the Supply orders.

8. Depending on the rates, qualities etc. firms will be selected and orders for purchase will be placed with the approved Firms either in full or in part or for a single item only as required by the department as indicated above and the approved firm will have no option but to agree to the acceptance of the orders of the Department.

9. Supplied Spare Parts **found to be of inferior quality**, will be rejected and will have to be replaced at the risk and responsibility of the tenderer (s). In the event of failure of the any approved Firm, either to deliver the Spare Parts in time or to replace the rejected Spare Parts with genuine one within stipulated time, the Department remains unrestrained to obtain the same through any other agency. And the extra expenditure arising because of the same which has been incurred by the Department must be made good by the approved suppliers either by way of deduction from any bill or from the security deposit furnished by them.

10. In case the approved supplier fails to carry out any supply order, the tender shall be cancelled and the security deposit will be forfeited and deposited to the Govt. exchequer.

11. The Director General of Police, Assam, Guwahati reserves the right to reject any or all the tenders without assigning any reason thereof. The lowest rate may not be compulsorily accepted and the decision of the Director General of Police, Assam in this matter will be final and binding on the tenderers.

12. The Director General of Police, Assam, may recommend rates to other offices under APHQr within Guwahati.

Tenderer will ensure that there is no difference in rate between hard and soft copy.

Asstt. Inspector General of Police, (A)
Assam, Ulubari, Guwahati.

Memo No.MT/APHQR/Tender/SP/MV/VOL-III/193/261.

Dated Ghty. the 02/02/2023 .

As directed copy forwarded to :-

1. The Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati -6 for favour of kind information.
2. The Director of Information and Public Relation, Assam, Dispur, Guwahati. He is requested to get the advertisement published at least in 2 (two) leading News Papers published from Guwahati.
3. The Commissioner of Police, Guwahati for information.

Copy for information and necessary action to :-

1. The Superintendent of Police, Kamrup (R), Guwahati for information.
2. The Commandant, 4th A.P.Battalion/ 10th A.P.Battalion, Kahilipara, Guwahati for information.
3. The Chief Public Relation Officer, Assam Police Headquarters, Ulubari, Guwahati for information and necessary action. He is requested to liase with office of the Director of Information and Public Relation, Assam, Dispur to get the notice furnished in the News Papers. The paper cutting showing the publication of the notice may please be furnished to the undersigned for further necessary action in due course.
4. The I/C Computer Cell for giving publicity through the Assam Police Website.
5. Office Notice Board.

Asstt. Inspector General of Police, (A)
Assam, Ulubari, Guwahati.