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GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT OF POLICE
HAILAKANDI :::: ASSAM ::::

TENDER NOTICE

Sealed tenders affixing non-refundable court fee stamp of Rs. 8.25p only are hereby invited from the local firms/ suppliers registered under Assam Police Headquarters, Guwahati for supply of the articles under Group- A & Group- B (list enclosed) during the financial year 2024-25 under the terms and conditions stated below. The tenders will be received in the office of the undersigned up to 2 P.M. of 21.03.2024. The tenders will be opened at 3 P.M. on the same day in presence of Tenderers or their authorised representatives who may like to be present. In case the office remains closed, the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature.

GROUP – A Stationery articles, Other articles and Computer articles (as per list enclosed herewith)

GROUP – B Hardware articles (as per list enclosed herewith)

TERMS & CONDITIONS

1. Tender without court fee stamp will not be accepted.
2. No Tender will be received after the above scheduled date and time.
3. The rates against each item should be quoted in figure and words inclusive of all taxes.
4. The approved Firm/Supplier will have to deposit GST as per rules and will submit a copy of GST payment receipt to this office accordingly.
5. The tenderers will have to submit the following documents along with the tender, failing which no tender will be accepted.
 - a) Attested copy of firm registration certificate.
 - b) Attested copy of GST clearance certificate.
 - c) Attested copy of Income-Tax clearance certificate.
 - d) Attested copy of PAN card.
 - e) Attested copy of Trade Licence.
6. Tenderers must deposit Rs. 5,000.00 (Rupees five thousand) only as earnest money in the form of call deposit pledged in favour of the undersigned for each group of tender.
7. The earnest money of un-successful Tenderers will be released after acceptance of rates and earnest money of the successful Tenderers will be retained as security money. The security money will be forfeited to the Govt. in case the selected supplier/ firm fails to supply as per indent.
8. The successful tenderer(s) will have to sign agreement with the undersigned.
9. The selected tenderer(s) will be required to deliver the articles in the office of the undersigned on receipt of the proper indent immediately. No delivery charge will be paid to the supplier/ firm by the undersigned for delivery of the articles in this office.

10. The selected tenderer will be bound to supply the articles at his quoted rates throughout the financial year and no representation whatsoever will be entertained for enhancement of rate subsequently.

11. Only the best quality articles/ materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.

12. Payment of the bills will be made depending upon the availability of fund. No extra charges will be entertained if the payment is delayed due to non-availability of fund.

13. Earnest money of the successful tenderer who will refuse to supply after final selection by the undersigned will be forfeited to the Govt.

14. The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof.

15. A rate contract and a parallel rate contract in accordance with the provisions of APPA 2020 under Rule 24(l) will be done with L1 and L2 bidders.

Memo No. G/II-6/2024/251

Dated Hailakandi, the 27th February, 2024.

Copy to: -

- (1) The Director General of Police, Assam, Guwahati for favour of information. This has reference to the instruction vide the instruction No.16 of the minutes of the Monthly Transformation & Management Conference of the Addl. Ssp (HQ) held at APHQ, Assam, Guwahati on 06.12.2023.
- (2) The Deputy Inspector General of Police, (SR), Assam, Silchar for favour of information.
- (3) The Deputy Commissioner, Hailakandi for favour of information.
- (4) The Chief Public Relations Officer, A.P. Headquarters, Guwahati-7 for uploading the notice in the Assam Police website.
- (5) The District Information & Public Relation Officer, Hailakandi for information and wide publicity
- (6) Office Notice Board.
- (7) The Addl. S.P.(Crime)/ Dy. S.P. (HQ)/ Dy. S.P (DSB), Hailakandi for information.
- (8) R.O., Police Reserve, Hailakandi/ All Os/C of the Police Stations and I/Cs of the O.Ps/ P.Ps of Hailakandi district for display in their Notice Board.
- (9) Office Notice Board.

Signed by
Superintendent of Police,
Hailakandi.