

No. B. 13011/12/2020 – DTE (SW)
GOVERNMENT OF MIZORAM
DIRECTORATE OF SOCIAL WELFARE &
TRIBAL AFFAIRS

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Dated Aizawl 25th August, 2022

TENDER NOTICE

Sealed Tenders are invited for procurement of various materials and equipments in the prescribed format by the Director, Social Welfare & Tribal Affairs Department from interested persons/bona fide citizens of India/reputed firms/manufacturers or their authorized Agents/Dealers for supply of various materials.

The Tenders, complete in all respects, should reach the Office of the Director, Social Welfare & Tribal Affairs, Chaltlang on or before **16th September, 2022 up to 1:00 P.M.** The tenders will be opened on the same day at **2:00 P.M.** or any other subsequent day convenient to the undersigned in the presence of such tenderers who may like to be present on the spot.

The tender documents containing detailed terms and conditions along with tender format can be obtained from the Directorate of Social Welfare & Tribal Affairs on any working day, against a cash payment of **Rs. 100/-** or the same can be downloaded from our website **www.socialwelfare.mizoram.gov.in** in which case the cost of tender will have to be paid in cash at the time of submitting the tender.

Tenders without Earnest Money of the stipulated amount, samples, cost of tender, tender not filled up as per terms and conditions of the NIT or those received later than the due date will be outrightly rejected.

Sd/-
ZODINGPUII
Director
Social Welfare & Tribal Affairs
Mizoram: Aizawl.

Memo No. D. 21013/1/2020 – DTE (SW) : Dated Aizawl 25th August, 2022

Copy to:-

1. P.S. to Hon'ble Minister, Social Welfare Department for information.
2. Secretary, Social Welfare Department for information.
3. Director, I & PR for information and for publication in 2 local newspapers, including Vanglaini for 3 (three) consecutive days.


Director
Social Welfare & Tribal Affairs
Mizoram: Aizawl.

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DETAILED TERMS AND CONDITIONS TO NOTICE INVITING TENDER

1. The quotation should be superscribed on the cover as **“Tender for supply of various materials and equipments for the Directorate of Social Welfare & Tribal Affairs”** with Quotation Notice No. & Date.
2. Materials and equipments to be procured are listed in the Appendix to this NIT.
3. The tender/offer shall have to be accompanied with an Earnest Money in the form of Bank Draft or Banker’s Cheque duly pledged to the Director, Social Welfare & Tribal Affairs. **Schedule Tribe and Non-schedule Tribe tenderers should deposit a sum of Rs. 10,000/- (Rupees Ten thousand) and Rs. 20,000/- (Rupees Twenty thousand) respectively as Earnest Money.** The Earnest Money shall be refunded in the case of unsuccessful tenderer and shall be retained for the successful tenderer till the deed of agreement is signed and Security Deposit is made as per requirement at clause No. 21 of the NIT. In case of withdrawal of tender (i.e. after opening of tender) or withdrawal after selection of firm and the quoted rates were duly approved/recommended by the DPAB, the Earnest Money shall be forfeited without any notice.
4. Rates for each item shall be quoted both in words and figures neatly. **In case of any mismatch, the rates quoted in words shall hold precedence.**
5. The tender/offer should be filled in neatly without any cutting/overwriting and in case of any cutting/overwriting, the same shall have to be authenticated with date under the signature of tenderer.
6. Schedule Tribe tenderer should submit House Tax Payee Certificate, Non-Tribal tenderer should submit a non-refundable Court Fee Stamp worth Rs. 200/-. Both the Schedule Tribe and Non-Tribal tenderer should submit Photostat copy of Professional Tax Clearance Certificate issued by the Commissioner of Taxes or Officer authorized by him. Non-tribal Tenderers should submit Tax Clearance Certificate from the concerned authority of their respective State. All tenderers must also submit their GST Registration numbers in the Tender papers. Tenderers without up to date Tax clearance will be rejected. Proof of exemption, if any, should be enclosed with the tender. Original copies of the said certificates mentioned above should be produced at the time of opening of tenders if demanded by the authority.
7. Any Authorized Dealers/Agents submitting quotations should attach authenticated Photostat copy of Dealership/Agency Certificate. Original copy of the certificates

mentioned above should be produced at the time of opening of tender if demanded by the authority.

- 8.** The rate quoted shall be inclusive of all Taxes. No other charges shall be paid extra.
- 9.** No advance payment shall be made in any case.
- 10.** The quantity mentioned in the Tender Format is indicative in nature and can be increased or decreased according to our agreement from time to time during the rate approval period.
- 11.** The authority reserves the right to approve rates of more than one bidder declaring them as “Successful Tenderers” and split the demand during the period under reference.
- 12.** The authority further reserves the right to reject, accept or prefer any tender in part or full and is not bound to accept the lowest rates or any workable rates in view of the prevailing local market rates without assigning any reason whatsoever at any stage. It also reserves the right to re-invite the tender at its own discretion.
- 13.** Items 1 to 3 shall be inclusive of onsite delivery (within Aizawl area) and installation of the products.
- 14.** All items must include colour brochures, containing complete specifications, must be submitted, without which the tender/ offer shall not be considered.
- 15.** To ensure quality control, the sample(s) and specification and pictures/ catalogues submitted by the tenderers at the time of opening of the quotation which have been recommended by the Board shall be kept by the Department as “controlled samples” and may be used for ensuring the quality of materials at the time of actual supply.
- 16.** The material supplied shall be checked/inspected by the quality cell/inspecting team of the Department and if found to be defective or of inferior quality in nature, the same shall be rejected. The supplier at his own cost shall lift the rejected material within a week’s time failing which storage charges per day as may be deemed appropriate to the authority shall be levied.
- 17.** The rate quoted by the successful tenderer shall be valid for a period of one year from date of approval issued by the Government.
- 18.** The successful tenderer shall be in a position to supply all materials/equipments within 1 (one) month from the date of placing the Indent/Supply Order or as per the directions issued by the Director, Social Welfare & Tribal Affairs.
- 19.** Delivery should be made at the go-down of the Directorate of Social Welfare & Tribal Affairs, Chatlang, Aizawl or as directed from time to time.
- 20.** The selected supplier should supply the materials and equipments exactly of the same make, type, quality, etc of the sample(s) submitted.
- 21.** Payment shall be made only after the successful completion of supply by the successful tenderer.

- 22.** The successful tenderers shall have to furnish security deposit duly pledged to the Director, Social Welfare & Tribal Affairs in the form of Bank draft or Banker's Cheque as follows:-
- (a) In case of Tribal, to the extent of 5% of the total value of supply
 - (b) In case of Non-Tribal, to the extent of 10% of the total value supply.
- 23.** The undersigned reserves the right to forfeit the whole or part of the Security Deposit for inadequate or unsatisfactory supply or for breach of any terms and conditions laid down by the Government.
- 24.** In case of holiday on the specified date of opening the tender, the next working day shall be automatically deemed as opening date. However, last date and hours for receiving the tender shall remain unchanged.
- 25.** These terms and conditions will form an integral part of the contract agreement with the successful tenderer(s), which the tenderer shall have to enter into with the undersigned.
- 26.** All disputes arising out of this contract are subjected to the Jurisdiction of Government of Mizoram and its decision shall be final in any matters.



(ZODINGPUII)

Director,
Social Welfare & Tribal Affairs
Govt. of Mizoram

Tender Format

To,

The Director
Social Welfare & Tribal Affairs
Government of Mizoram

Madam,

I _____ from _____ (*name of firm*) hereby submit my tender for supply of the following materials along with samples/catalogues of each item as detailed in the proforma along with the necessary documents for approval.

I further affirm that I have read and completely understood the Tender Notice and agree to abide by all the terms and conditions laid therein. In case I fail to abide by the conditions or unable to carry on the contract to the entire satisfaction of the authority, I shall be liable to the penalties as laid down in the terms and conditions. I further hereby declare that my firm is not blacklisted.

Amount of Deposit at Call with number and date: _____

GST No.: _____

Yours faithfully,

Signature : _____

Name of Tenderer : _____

Address : _____

Phone : _____

Email : _____

**LIST OF MATERIALS TO BE PROCURED UNDER
SOCIAL WELFARE & TRIBAL AFFAIRS**

A. OFFICE EQUIPMENTS		
Sl. No.	Item	Total Proposed Qty.
1	2	3
1.	10KVA Online UPS (Full Set with battery)	1 no
2.	CCTV 4 Channel (Full Set)	2 nos
3.	Biometric Attendance Machine	1 no
4.	Box Strapping Machine	1 no
5.	Computer Table	5 nos
6.	Steel Almirah (Small with locker)	2 nos
7.	Steel Almirah (Small without locker)	1 nos
8.	Office Table 120 cm x 59 cm	5 nos
9.	Office Table 137 cm x 68 cm	2 nos
10.	Wooden sofa set with cushion	1 nos
11.	Filing Cabinet	1 nos

B. HOME EQUIPMENTS		
Sl. No.	Item	Total Proposed Qty.
1	2	3
1.	Rice ladle	3 nos
2.	Slotted spoon	3 nos
3.	Serving spoon	5 nos
4.	Mortar and pestle	2 nos
5.	Tea strainer	2 nos
6.	Wok (5ltrs)	1 nos
7.	Wok (10ltrs)	1 nos
8.	Apron	6 nos
9.	Bucket (20ltrs)	6 nos
10.	Bucket (100ltrs)	6 nos
11.	Wash tub (20ltrs)	5 nos
12.	Cooking vessel (5ltrs)	3 nos
13.	Cooking vessel (10ltrs)	2 nos
14.	Cooking vessel (20ltrs)	2 nos
15.	Pressure Cooker (12ltrs)	1 nos
16.	Plastic containers (500ml)	12 nos
17.	Mat (4ft x 6ft)	3 nos

18.	Hot flask (2 litre)	2 nos
19.	Chopping board	2 nos
20.	Mug (1 ltr)	6 nos
21.	Fork	10 nos
22.	Bath Towel (large)	10 nos
23.	Electric Kettle (1.5ltr)	4 nos
24.	Dust bin	8 nos
25.	Television 32"	1 nos
26.	Plastic Chair without arm	10 nos
27.	Gas stove (3 burner)	1 no
28.	Bed (Wooden) 3ft x 6ft	10 nos
29.	Wooden locker/cabinet (6 doors)	2 nos
30.	Dining table (5ft x 3ft)	2 nos
31.	Dining bench (5ft x 1ft)	4 nos
32.	Blankets (Single)	15 nos
33.	Doctor's Examination Table	1 nos
34.	Bed pan	4 nos
35.	BP Monitoring device	1 nos
36.	Portable toilet	2 nos
37.	Wheelchair	1 nos
38.	<u>Stethoscope</u>	1 nos

