



उत्तरपूर्वीय पुलिस अकादमी / North Eastern Police Academy
(CBC & NABET ACCREDITED 'UTKRISHT' ORGANISATION)
भारत सरकार / Govt. of India
गृह मंत्रालय / Ministry of Home Affairs
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NOTICE INVITING LOCAL TENDER

Tender No. NEPA/TRG/ISC/LT/2024/ 3787

Dated: 03/10/2025.

TENDER FOR SUPPLY OF FRESH VEGETABLES, FRESH FRUITS, ONION, POTATOES, MEAT ON HOOF (MOH), CUT MEAT, EGGS (HEN), CHICKEN BROILER (ALIVE), CHICKEN BROILER (DRESSED), FISH FRESH ETC., AS GIVEN IN ANNEXURE ATTACHED, FROM LOCAL DEALERS/ VENDORS FOR THE RESPECTIVE IN-SERVICE COURSE MESSAGES OF THE NORTH EASTERN POLICE ACADEMY, UMSAW, FOR THE PERIOD OF 12 MONTHS WITH EFFECT FROM THE DATE OF AWARDING THE CONTRACT.

Last date & Time of Submission of Tender	09/10/2025 at or before 13:00 hrs.
Venue of Submission of Tender	Office of Director, North Eastern Police Academy, Umsaw, Dist. Ri-Bhoi, Meghalaya
Date of Opening of Bid	09/10/2025 13:30 hrs

- 1) Sealed quotations superscribed, “**Quotations for supply of fresh rations for the in-service course messes of NEPA**” are hereby invited from local wholesale/retail dealers/ traders/ on or before 09/10/2025, who are engaged in sale of Fresh Vegetables, Fresh Fruits, Onion, Potatoes, Meat on Hoof (MOH), Cut Meat, Eggs (Hen), Chicken Broiler (Alive), Chicken Broiler (Dressed), Fish Fresh, etc. as per “**Annexure**” for supply to the respective in-service course Messes of the North Eastern Police Academy, Umsaw, as given in the schedule attached for the period of 12 Months. The rates quoted therein should be valid for a period of twelve (12) months with effect from the date of awarding the contract.
- 2) The supply of the aforementioned items shall be made by the supplier/vendor on the basis of the requisition and/or supply order by the In-charge of respective in-service messes, for the participants of various in-service courses to be conducted by the Academy from time to time across the year.
- 3) The supply of the items/food stuff shall be made by the supplier/vendor to the respective Messes of the Academy at least twice in a week or from time to time as per the requirement, irrespective of the duration of any particular in-service course.



- 4) Accordingly, the bills shall be prepared and submitted by the supplier/vendor to be given to the concerned Officer-in-Charge of the in-service messes of the Academy against the supply so made for verification.
- 5) The supplier/vendor shall run the business within **50 Km** radius of the Academy and necessary proof thereof shall be submitted by the vendor along with the requisite tender documents.
- 6) The bidders must quote their rates per Kg or per Number for each item. In the case of Eggs, the rate shall be quoted per crate. All supplies shall be made by the vendor as per the scheduled rates.
- 7) All supplies will be for net weight or number of the commodities only. No claim for payment of the cost of container/bag will be entertained.
- 8) The bidders shall quote the rates for the items as mentioned in "**Annexure**" including the transport, GST and all other charges. No additional cost shall be charged or claimed by the vendor (L-1) at any subsequent stage and no such request from the vendor in any way in this regard shall be entertained by the Academy.
- 9) The rates quoted for the items shall remain valid for the period of 12 months with effect from the date of awarding the tender. The Academy shall not be responsible in any way for the increase or decrease of the rates, if any, as per the market scenario.
- 10) The supply, while awarded, shall remain operative for twelve (12) months from the date of awarding contract, subject to other conditions of the supply. However, in the interest of administrative necessity, the Competent Authority, North Eastern Police Academy may extend the operation of supply beyond the period of one year for any further period and in that case the vendor (L-1) shall be bound to supply the supplied items at the same rates and under the same terms and conditions. Extension of supplies beyond the period of twelve months so stipulated with effect from the date of awarding the tender, may be made only on mutual agreement between the supplier and the Competent Authority, as the case may be.
- 11) Taxes imposed (if any) by State Govt. from time to time on supplied items will be deducted from the supplier's bills and deposited to State Govt. account under appropriate budget head/revenue head.
- 12) Total value of supply shall be considered for deducing the L-1 tenderer. **The value of individual commodities shall not be considered.**
- 13) The bidder to be awarded with the tender (L-1), shall deposit a Demand Draft only (**not cheques or otherwise**), in favour of Director, NEPA, of **3%** of the quoted amount (L-1) as Performance Guarantee / Security Deposit and the same shall remain valid for 03 (three) months, which may, on its expiry, be renewable by the bidder as per the instruction of the Academy. The same shall remain in the Academy till the completion of the contract period and shall be returned to the vendor without any interest on the expiry of the contract and



after the settlement of the bills. In case the vendor (L-1) fails to supply during the stipulated time as requested by the respective Officer-in-Charge of the in-service messes, deduction of certain percentage, as may be stipulated by the Academy, shall be made out of the Security Deposit / Performance Guarantee.

- 14) The items enlisted in “**Annexure**” are to be supplied by the vendor (L-1). The in-service messes of the Academy shall procure all the items enlisted in “**Annexure**” only from the vendor (L-1).
- 15) The dry ration and LPG cylinders shall be procured by the in-service Messes of the Academy from the NEPA Co-operative store and NEPA Gas Agency respectively. But in case of certain emergency circumstances supply of a few dry ration and gas cylinder may be supplied by the vendor (L-1) at the extant market rates, only based on the specific requisitions from the respective in-service Mess of the Academy.
- 16) The vendors interested to participate in the bid, shall have minimum two (02) years’ previous experience under any two of the Financial Years of 2022-23, 2023-24 or 2024-25 and the past performance shall not be less than Rs.56 Lacs in one year, of supply of the items, similar to those as enlisted in the “**Annexure**”, to any Govt. organization or department in the State of Meghalaya. The bidders shall submit the certificate or any other necessary document in this regard as a proof of satisfactory performance. Exemption in this regard may be given for the bidders which are duly registered as MSME by the competent authority and necessary documents of MSME registration shall be submitted by the bidders in support of the same.
- 17) The bidders shall have an annual Financial Turnover of minimum one (01) Crore and necessary document in this regard shall be submitted along with other bid documents. The documents of balance sheet and annual turn over duly evaluated and certified by a competent Chartered Accountant, shall be submitted by the bidders.
- 18) The vendors interested to participate in the bid shall submit, on the very day of submitting the bid application, the following documents as enlisted herein below:–
 - a) Photocopy of valid Trade Licence issued by Autonomous District Council of the State of Meghalaya & duly attested by a Gazetted Officer.
 - b) Photocopy of proprietorship certificate issued by Competent Authority, partnership deed or any power of attorney duly attested by Executive Magistrate. In case of power of attorney to be submitted by the bidders, the same shall be executed by the Proprietor in favour of any authorized subordinate official for the purpose of the instant tender only.
 - c) Photocopy of Pan Card duly attested by a Gazetted Officer.
 - d) Photocopy of Aadhar Card duly attested by a Gazetted Officer.
 - e) Photocopy of GST registration duly attested by a Gazetted Officer.
 - f) Photocopy of GST Return for the last one year duly attested by a Gazetted Officer.
 - g) Photocopy of Income Tax Return Statement for the last two year duly attested by a Gazetted Officer. In case of exemption, Income Tax exemption certificate issued by assessing officer shall be submitted by the bidder.
 - h) Photocopy of MSME registration certificate in case of bidders claiming to be MSME.
 - i) Photocopies of supply orders or any other documents showing the proof of previous experience of two years of the supply of similar categories of stuff in any Govt. organization/Department in the State of Meghalaya.



- j) Photocopies of the past performance of supply of similar categories of stuff amounting to not less than Rs.56 Lacs in one year out of two years.
- k) Photocopy of documents as proof of Annual Turnover of minimum One (01) Crore duly certified by a competent Chartered Accountant.
- l) Photocopy of a valid Affidavit duly attested by jurisdictional Executive Magistrate on current date regarding "Non-Black listing" of the firm or company.
- m) Acceptance of all terms and conditions of the tender.
- 19) Apart from the required documents as mentioned in Para-18, the full name, official address, valid e-mail id of tenderer, Phone/ Mobile, Fax No, date and status of the person signing the tender documents must be clearly mentioned in the tender, failing which the tender is liable to be rejected.
- 20) In case it is found that any bidder has failed to submit any of the above mentioned documents at the time of submitting the bid application, no such document shall be accepted at any time subsequent to the last date of submission of the tender bid and the bid application of the bidder shall be liable to be rejected. However, the Academy holds judicious authority to extend relaxation under certain reasonable and bonafide grounds in this regard:
- 21) Terms and conditions set out herein above are to be compulsorily adhered to by the bidders and the acceptance thereof shall be given in writing by the bidders along with the bid documents as mentioned above.
- 22) No representation from any bidder, irrespective of nature, shall be accepted/ entertained.
- 23) The Academy reserves may ask for production of any original document during the bidding/tendering process or currency of the contract.
- 24) The contract may be terminated by the Competent Authority, NEPA by giving notice to the vendor (L-1) in writing without assigning any reasons thereof. However, all dues will be paid to the contractor for the supplies already made by him.
- 25) The vendor/supplier (L-1) shall submit proper bills containing TIN/TAN, PAN and GST Number, at the time of supply of daily items enlisted in "Annexure". The payment of bills against such bills shall be made to the vendors/suppliers as early as possible subject to existing budget provision.
- 26) In case of any change in the above terms and conditions, after the contract be awarded, due to administrative or any other reasons, the same shall be available on www.nepa.gov.in, and prior notice thereof shall be given to the bidder/supplier.
- 27) In case of any dispute arising out of the instant tender or contract, on being awarded to the vendor/supplier (L-1), at any point of time, the issue shall be referred to any alternative dispute resolution procedure, e.g., arbitration, mediation or conciliation, by the vendor/supplier and the Academy for settlement of the dispute before approaching the competent Court. The litigation, if any, of any kind of dispute of civil nature, arising out of the instant tender or contract, on being awarded, shall be instituted before the competent Court within the jurisdiction of Meghalaya High Court only.



Jan
3/10/15
Dy. Director (I)
NEPA