



**MORAN AUTONOMOUS COUNCIL
DISTRICT::: TINSUKIA**



No. MAC. H & T/2025-26/02

Dated Tinsukia, the 24th July, 2026

NOTICE INVITING TENDER

Sealed Quotation in prescribed form affixing non-refundable court fee stamp(s) of Rs. 8.25 (Rupees Eight & paisa twenty-five) only are invited from the Registered Firms/Dealers/Suppliers for supply of **Sewing Machine** for the scheme "**Distribution of Sewing Machines to Women artisans having skills in weaving techniques belonging to the Moran Community**" amounting to Rs. 5,00,000.00 (Rupees Five Lakhs) only under Moran Autonomous Council, Tinsukia, for the financial year 2025-26.

SL. No.	Items	Specifications	Approx. Quantity (in Numbers)
1	Sewing Machine	• Preferred Brand: USHA or equivalent • Standard Domestic Sewing Machine suitable for tailoring and weaving-related stitching. • Straight stitch with reverse stitching (back-tack) facility. • Manual/Foot-operated. • Complete with standard accessories. • Minimum 1 (one) year manufacturer's warranty.	Quantity shall be as per the net available procurement value, subject to the accepted unit rate.

Terms and Conditions:

- The intending Firms/Dealers/Suppliers shall submit the following documents along with the quotation: -
 - Name of the Firms/Dealers/Suppliers, Contact details, Address.
 - Valid Trade License.
 - Registration issued by the Competent Authority/ MSME Registration (if applicable).
 - GST registration Certificate
 - Permanent Account Number (PAN No.)
 - Minimum annual turnover of Rs. 40.00 lakh during the last three (03) financial years.
 - IT Return for Assessment Year-2023-24, 2024-25 and 2025-26.
 - Bank Account details.
 - Caste Certificate (if applicable)
- The quoted rate should be written in both in figure and words.
- The quoted rate should be inclusive of all taxes and cost such as GST, labour cost, transportation cost, etc.
- The Sewing Machines supplied shall be of **best quality** and conform to the prescribed specifications. Any defective or sub-standard item shall be replaced by the supplier at his/her own cost within **three (03) days**.
- The procurement of Sewing Machines shall be made within the net available procurement value of **Rs. 4,85,000.00 (Rupees Four Lakhs Eighty-Five Thousand) only**, after deduction of **3% (Three Percent)** towards the Contingency Fund of the Moran Autonomous Council from the total sanctioned tender value of **Rs. 5,00,000.00 (Rupees Five Lakhs) only**. Accordingly, the actual number of Sewing Machines to be supplied shall be determined on the basis of the accepted unit rate quoted by the successful bidder and the available procurement value.
- A bidder may submit more than one bid/quotation. However, each bid/quotation shall be submitted separately in an individual sealed cover, duly superscribed with the respective item/specification. Submission of more than one bid/quotation in a single sealed cover shall not be accepted. Each bid/quotation shall be accompanied by a separate set of tender documents,


 Principal Secretary
 Moran Autonomous Council
 Tinsukia

supporting documents and the prescribed Earnest Money Deposit (EMD). Failure to comply with this condition shall render the concerned bids/quotations liable to rejection.

7. Quotation should be addressed to the Principal Secretary(i/c), Moran Autonomous Council, Tinsukia and the cover containing the Quotation should be superscribed **"Supply of Sewing Machines under the Scheme 'Distribution of Sewing Machines to Women Artisans Having Skills in Weaving Techniques Belonging to the Moran Community' amounting to Rs. 5,00,000.00 under Moran Autonomous Council, Tinsukia (FY 2025-26)"**.
8. The procurement /Tender committee for scheme **"Distribution of Sewing Machines to Women artisans having skills in weaving techniques belonging to the Moran Community"** amounting to Rs. 5,00,000.00 (Rupees Five Lakhs) only under Moran Autonomous Council, Tinsukia, FY: 2025-26 is not bound to accept the lowest rate (L1 or otherwise, subject to suitable bid) and reserves the right to accept or reject any bid/bids or postpone the date of without assigning any reason thereof. In case of tie, the decision will be taken by the Tender Committee on the basis of annual turnover of the bidders.
9. An Earnest Money Deposit (EMD)(Original) in the form of a Bank Guarantee amounting to 2% of the Total Tender Value for Unreserved Bidders and 1% of the Total Tender Value for ST/SC/OBC/MOBC Bidders, issued by any Nationalized Bank, must be submitted in favour of the Principal Secretary (i/c), Moran Autonomous Council. The Bank Guarantee shall be enclosed along with the Tender documents.

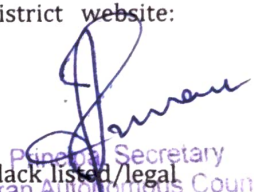
Interested bidders may drop their sealed quotations in the Tender Box placed in the Chamber of the **Principal Secretary (i/c), Moran Autonomous Council & District Development Commissioner, Tinsukia**, Room No. 08, Office of the District Commissioner, Tinsukia, from **24/07/2026 (10:30 AM to 5:00 PM) onwards.**

The last date of receipt of the Quotation in this office is **2:00 PM on 17/08/2026. The Tender Documents will be opened on the same day (i.e. 17/08/2026) at 3:30 PM** in the presence of the Tenderer(s) or their authorized representatives who may be present at the time. Late and incomplete quotations will not be considered.

The Tender documents can be downloaded online from Tinsukia district website:
<https://tinsukia.assam.gov.in>

Other conditions:

1. A notarized self- declaration that the Firms/Dealers/Suppliers has not been black listed/legal suit by any institution of the Central or State Govt. / Bank or any financial institution.
2. Notarized Self Declaration stating that there is no pending Judicial Litigations against the seller/ vendor/ Tenderer, etc.
3. Original Quotation shall be duly filled in, signed and stamped by the Tenderer or his authorized representative.
4. Telegraphic/Telex/ Fax/ Email and letter head quotations are not acceptable and will be rejected.
5. The Tenderer shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in quotation document. Any failure on the part of the Firms/Dealers/Suppliers to observe the prescribed procedure and any attempt to canvas for the work will prejudice the Contractors' quotation/ bid.
6. In case, the date of opening of Tender Box is declared a holiday, the Tender Box shall be opened at the same time on the next working day.
7. All documents submitted should be self-attested with seal of the Tenderer.
8. The successful bidder shall complete the supply and installation (where applicable) within one (01) month from the date of the receipt of the supply order.
9. Payment shall be released through Bank Transfer only after satisfactory supply, inspection and acceptance of the items by the competent authority.
10. An amount equivalent to 3% (Three Percent) of the total sanctioned tender value, i.e., Rs. 15,000.00 (Rupees Fifteen Thousand) only, shall be deducted towards the Contingency Fund of the Moran Autonomous Council, as approved by the General Council. Accordingly, procurement under this tender shall be limited to the net available amount of Rs. 4,85,000.00 (Rupees Four


Principal Secretary
Moran Autonomous Council
Tinsukia

Lakhs Eighty-Five Thousand) only. The deducted amount shall be utilized for administrative and other incidental expenses of the Council.



Principal Secretary (i/c)
Principal Secretary
Moran Autonomous Council
Tinsukia

CHECKLIST OF TENDERER

Sl. No.	Requirements to be checked by the Tenderer before submission of the Quotation	Compliance (To be indicated by the Tenderer with "YES" after compliance of the requirements)
1	Registration issued by the Competent Authority/ MSME Registration (if applicable)	
2	Permanent Account Number (PAN No.)	
3	GST registration Certificate	
4	Minimum annual turnover of Rs. 40.00 Lakh for the last 03 (three) Financial Year.	
5	IT Return for Assessment Year-2023-24, 2024-25, 2025-26	
6	Copy of valid Trade License.	
7	Notarized self-declaration that the Tenderer/ bidder has not been black listed by any institution of the Central or State Govt. / Bank or any financial institution	
8	Notarized Self-Declaration stating that there is no pending Judicial Litigation(s) against the Tenderer/ bidder.	
9	All pages of the Quotation are duly filled in, signed and stamped by the Tenderer or his authorized representative.	
10	EMD (2% of the Total Tender Value for Unreserved Bidders and 1% of the Total Tender Value for ST/SC/OBC/MOBC Bidders)	
11	Caste Certificate (if applicable)	

Signature of Tenderer