

U.T. Administration of Daman & Diu  
Office of the Assistant Director of Education,  
District Panchayat, Moti Daman.

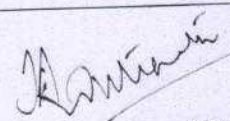
No. ADE/DP/N-Days./2013-14/05

Dated:-18 /11/2013.

**SHORT E-TENDER (ON LINE) INVITATION NOTICE NO.04/2013-14**

Sealed Tender are hereby invited from the interested parties, on behalf of the President of India by the undersigned through on-line tender on <https://daman.nprocure.com> for Supply of Biscuits, Frooti, Chocolates, Small Indian Flag and Refreshment on 19<sup>th</sup> December (Liberation Day) and 26<sup>th</sup> January (Republic Day) in two occasions to distribute to the student of Pre-primary, Primary, Upper Primary (Govt. + Aided Schools) during the year 2013-14 for the Assistant Director of Education, District Panchayat, Moti Daman.

Sr. No.	Items	EMD	Tenders Fees
1.	Supply of Biscuits, Frooti, Chocolate Small Indian Flag and Refreshment for , 19 <sup>th</sup> December (Liberation Day). & 26 <sup>th</sup> January (Republic Day) (two occasions)	Rs.51,000/-	Rs. 1000/- (Non refundable)
* Online starting of Tender:			Up to 18/11/2013
* End date of online downloading of tender documents :			Up to 29/11/2013 13:00 hrs.
* Online Submission of Tender			Up to 29/11/2013 up to 13:00 hrs
* Online opening of Price Bid			On 02/12/2013 at 16:00 hrs (if possible)
* Submission of tender fees in form DD and EMD in form of FDR, valid copy of Sale Tax registration number with certificate, PAN number etc. These are the mandatory document required to be upload and hard copy of the above mentioned documents shall also be submitted to the tender inviting authority by RPAD/Speed post/Courier, however, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before 29/11/2013 at 13:00 hrs. in the office of the undersigned.			
* The tender inviting authority reserve the right to accept/reject any or all tenders without assigning any reasons thereof.			
* The tender will be opened on 02/12/2013 at 16:00 hrs. in presence of the tenderer, if possible. The offers received without obtaining tender documents or without EMD and tender fee shall be rejected.			
* The tender form alongwith all details including schedule and terms & conditions can be down loaded from the web site <a href="https://daman.nprocure.com">https://daman.nprocure.com</a> . and also down loaded from the web site <a href="http://www.daman.nic.in">www.daman.nic.in</a> The tender fees (Non_refundable) in form of DD and EMD in form of FDR may be kept in technical bid alongwith the above mandatory documents. The price bid shall be opened to those firms/agencies/transport contractor who qualify in technical bid.			
* Bidder have to submit the price bid in Electronic format only on <a href="https://daman.nprocure.com">https://daman.nprocure.com</a> . website till the last date & time for submission. Price Bid in physical format shall not be accepted in any case.			
* In case any bidder needs any clarification or if training is required for participating in the online tender process they can contact the following office			
* "(n) Code Solution-A Division, GNFC Ltd.", 403, GNFC Info Tower, Bodakedev, Ahmedabad-380054 Gujarat (India), E-mail: <a href="mailto:nprocure@gnvfe.net">nprocure@gnvfe.net</a> . Fax No.079-26857321. Tele:079-26857316-18, Website- <a href="http://www.nprocure.com">www.nprocure.com</a>			

  
Assistant Director of Education,  
District Panchayat, Moti Daman

Copy fd.wcs. to:-

1. The Director (IT), NIC, Secretariat, Daman with request to publish in website.
2. Field Publicity Officer published for kind publicity in news paper.



**U. T. ADMINISTRATION OF DAMAN & DIU  
OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION,  
DISTRICT PANCHAYAT, MOTI DAMAN**

Terms & conditions for Supply of Biscuits, Frooti, Chocolate, Small Indian Flag and Refreshment etc. on 19<sup>th</sup> December Liberation Day and 26<sup>th</sup> January Republic Day to the student of Pre-Primary, Primary, Upper Primary for the year 2013-14.

**Short e-Tender Notice:-No. ADE/DP/N-Days/2013-14/05**

**Dated: 18/11/2013.**

Tenders are invited by Short e-Tendering system so the 'Technical Bid' will be submitted in the office of the Assistant Director of Education, District Panchayat, Moti Daman.

(a) The 'Financial Bid' will have to be applied on line through e – procurement only.

(b) The financial bid will be opened after qualified of technical bid checked & verification of samples provided by tenderer.

**1. Eligibility**

- (1) The bidder should be registered under Sales Tax/VAT
- (2) The bidder should be manufacturer/authorized dealer/supplier of the items for last three years tendered for supply of Biscuits, Frooti, Chocolate, Small Indian Flag and Refreshment.

2. The tender form along with terms and conditions can be downloaded from web site <https://daman.nproure.com> on payment of Rs.1,000/- DD of any Nationalized bank (non-refundable) submitted with technical bid.

3. Completed tender form should contain the following documents/certificates.

- (1) Income Tax Clearance Certificate along with copies of returns of last three years.
- (2) Sales Tax / VAT Registration Certificate.
- (3) Proof of manufacturing/dealership/supplier of the items tendered for supply of Biscuits, Frooti and Chocolates.

4. The Earnest Money Deposit (EMD) of Rs.51,000/- is payable in form of Demand Draft or FDR issued by any Nationalized Scheduled Bank in favour of the **Asstt. Director of Education, District Panchayat, Moti Daman**. Tender received without Earnest Money Deposit will be treated as invalid.

The Tenderer has to submit the SAMPLES of the Biscuits, Frooti, Chocolate, Small Indian Flag etc. items to the Asstt. Director of Education, District Panchayat, Moti Daman while tender documents submitted in the tender box.

5. Tenderer should also furnish the details of nature of constitution of their firm / names & addresses of the proprietor / partners / directors and also the details of system concern, if any.

6. Only Sales Tax/VAT will be paid on the items on which it is chargeable under the Central Sales Tax Act/ VAT Act or the Rules made there under.

7. The rate(s) quoted should be strictly for free delivery at F.O.R. at the specified Pre-Primary, Primary & Upper Primary Schools of Daman District & will be valid and



operative as per supply order.

8. (a) The bidder should be quoted rate of all items with standard Brand inclusive of all taxes, installation & commissioning charges etc.
- (b) **The bidder should supply Biscuits, Frooti, Chocolate, Small Indian Flag and Refreshment as per specification given in the tender.**
9. The bidder should ensure that they submit Hard copy of Tender documents (Technical Bid) sealed in the Office of the Assist. Director of Education, District Panchayat, Moti Daman.

**The 'Financial Bid'** will have to be applied on line through e – procurement only.

- (a) **Technical Bid :** Technical bid consisting of all technical details.

**DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID:**

- (i) Tender fee in Demand draft of requisite amount in favour of the Assistant Director of Education, District Panchayat, Moti Daman.
- (ii) Vetted/Self certificate Performance Reports.
- (iii) All documents mentioned in para 3, 4 & 5 above.
- (iv) Compliance to technical specifications :-

The Compliance statement should be submitted in the following formats:

Para No.	Specifications as per T. E.	Specifications offered	Compliance (Yes/No)	In case of non-compliance, deviation from T. E. Specification in unambiguous terms

10. Except C.S.T., all other Taxes/Duties/Royalties Charges payable on the sales/Transport etc. within and/or outside the state shall be payable by the supplier.
11. No extra charges for packing, forwarding and insurance etc. will be paid in addition to the rates quoted.
12. The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make / manufacture.
13. Rates quoted for items other than the required specification/make/manufacture may not be considered. However, indigenous manufactures may quote their own makes provided the specifications confirm to the standard(s)/requirements of the given specifications/ make/manufacture.
14. Where specifications/make/manufacture are not specified by this office, the rates should be quoted only for the standard quality.
15. The tenderer should specify the name of the manufacturer for the items quoted by him along with catalogue of the items.
16. The tender should be neatly typed only on letterhead carrying the name of supplier and the signature of the tenderer. No overwriting, correction or erasing will be considered.
17. The decision of the Asstt. Directorate of Education, District Panchayat, Moti Daman reserves the rights to acceptance/rejection of any articles supplied including the decision



for equivalent specifications, standard and quality etc. of articles shall be final.

18. The Tender Committee will open the Tenders in presence of tenderers or their representatives, if any present in the Office of the Asstt. Director of Education, District Panchayat, Moti Daman. The Tender Committee will first open the technical bid and considering the technical specification of Biscuits, Frooti, Chocolate, Small Indian Flag and Refreshment. The Committee will open the financial bid only of those firms who are qualified for technical bid as per minimum specification given by the department.
19. The Asstt. Director of Education, District Panchayat, Moti Daman will be at liberty to accept the tender for the entire quantity or the part thereof at the rates submitted by the Bidder or at reduced rate during the negotiations, if any.
20. Successful bidder will have to sign an agreement with the purchaser within 3 days of the receipt of the supply order.
21. Rates tendered/offered in response to the concerned Tender Notice by the successful bidder shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
22. (a) The successful Tenderer will have to pay an amount equal to 5 to 10 percentage of the total value of articles mentioned in the supply order within 10 days from the date of the order as security deposit in form of FDR in favour of the Assistant Director of Education, District Panchayat, Moti Daman.  
(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
23. The successful bidder will be given supply order by the department for supply of specified items within 5 days of receipt of the supply order.
24. In case, the supplier does not execute the supply order placed with him, the Security Deposit of the supplier will be forfeited to the Government and the contract for the supply shall be terminated with no further liabilities on either party to the contract.
25. EMD will be forfeited in case successful bidder fails to :-  
(a) Sign agreement as mentioned above  
(b) Furnish security deposit in time
26. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
27. For specified items, the amount of Security Deposit will be refunded after expiry of guarantee/Warranty period. For other items, security deposit will be released only on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.
28. The Asstt. Director of Education, District Panchayat, Moti Daman may consider extension of time for remitting the Security Deposit, if demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the time limit.
29. Extensions of time limit for supplies shall be considered by the Asstt. Director of

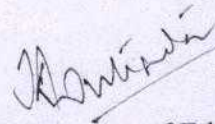


Education, District Panchayat, Moti Daman maximum up to one month of issue of supply order. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.

30. Demurrage charges paid by the Asstt. Director of Education, District Panchayat, Moti Daman on account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
31. The supplies of Biscuits, Frooti, Chocolates and Small Indian Flag materials etc. of inferior **sub standard quality** or of different specifications, brand, manufacturer etc. other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation of non-acceptance of any stores Items and equipment etc. will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk within 15 days from the date of dispatch of intimation of the non-acceptance. However, if the replaced supplies are not received within 15 days from the date of communication the Asstt. Director of Education, District Panchayat, Moti Daman will not be responsible for any damage, loss etc. of such rejected articles.
32. If at any time after the order for supply of Biscuits, Frooti, Chocolates, Small Indian Flags and refreshment the Asstt. Director of Education, District Panchayat, Moti Daman shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Asstt. Director of Education, District Panchayat, Moti Daman shall give notice in writing of the fact to the supplier(s) who shall have no claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation due to any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
33. Termination of agreement :-
  - (a) In case of failure to replace the accepted and rejected articles from supplies made, as mentioned in the conditions, the loss suffered by the Government will be recovered from the supplier's Security Deposit or payment of any bill(s) to the extent required.
  - (b) In case of failure to supply the store, items and equipment etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the other Tenderer who offered next higher rates or from any other sources, as may be decided by the Asstt. Director of Education, District Panchayat, Moti Daman and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The suppliers shall have no right to dispute with this procedure.
34. The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required as per conditions of this tender.
35. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.



36. All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
37. Each bill in which Value Aided Tax is charged must contain the following certificate on the body of the bill.  
"CERTIFIED that the goods on which Value Aided Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Value Aided Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under"
38. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction
39. **The Hard copy of tender documents (Technical Bid) in sealed cover be submitted in the Office of the Asstt. Director of Education, District Panchayat, Moti Daman at the prescribed time limit.**



Asstt. Director of Education,  
District Panchayat, Moti Daman

THE ABOVE CONDITIONS ARE ACCEPTED AND ARE BINDING TO ME/US.

(Signature of Supplier/Tenderer)  
Date & Rubber Stamp.

NOTE: - Please return one copy of these conditions duly signed along with your tender/Quotations.



**STATEMENT SHOWING LIST OF BISCUITS, FROOTI, CHOCOLATES  
SMALL INDIAN FLAG AND REFRESHMENT ETC. TO DISTRIBUTE IN  
THE PRE-PRIMARY, PRIMARY AND UPPER PRIMARY SCHOOLS IN  
DAMAN DISTRICT FOR THE YEAR 2013 – 2014**

SR. NO.	Name of Items	Rate per Unit/No. (Item wise Rate)
1	i) Biscuit Creams Orange 140 gms.	SUBMIT RATE ONLINE  ONLY
2	ii) Biscuit Classic Cream orange 130 gms.	
3	iii) Biscuit Special Testing orange Cream 129 gms.	
4	i) Frooti the Fresh 'n' juicy 160 ml.	
5	ii) Chocolate 27 gms.	
6	iii) Chocolate 19 gms.	
7	Small Indian Flag (Paper made)	
8.	Breakfast Dish (consisting one full Tea, one Sandwich, one Samosa, two Vada & few Wafer)	

Name of Agency

Signature with date



## SHORT TENDER DOCUMENT FOR

Supply of Biscuits, Frooti, Chocolate, Small Indian Flag and Refreshment etc. on 19<sup>th</sup> December Liberation Day and 26<sup>th</sup> January Republic Day to the student of Pre-Primary, Primary, Upper Primary Schools for the year 2013-14.  
ASSISTANT DIRECTOR OF EDUCATION, DISTRICT PANCHYAT, MOTI DAMAN.

Tender Notice:-No. ADE/DP/N-Days/2013-14/05

Dated : 18/11/2013.

### TECHNICAL BID

1. Name of the Tenderer	
2. Address of the Tenderer	
3. e-mail	
4. Tel. Nos. / Mob. Nos.	
5. Name of the Proprietor	
6. Year of establishment	
7. Demand draft No. & Date	
8. Demand draft & Name of the Bank, City.	
9. Tender Fee Receipt No. & Date (Demand Draft)	
10. CST OR VAT No. BST, JST, WBST Reg. Centers	
11. PAN No. & Tin No.	
12. Copy of last three years I.T. return.	
13. Copy of License / Trade License of the particular items issued by competent authority <b>valid upto 31/03/2014.</b>	
14. Physical samples attached with tender for verification.	
15 (i) Vetted/Self certificate Performance Reports. (ii) All documents mentioned in para 3,4 & 5 above.	

I / We certify that I / We read understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration.  
I / We certify that the above statements are true.

(Signature of the Owner / Proprietor)

Full Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

DATE: \_\_\_\_\_

(SEAL)