

U.T. Administration of Daman & Diu
Department of Assistant Director of Education,
Daman.

No.DE/DMN/9-20/SC-ST/2013-14/269

Dated:- 29/05/2013.

E-TENDER (ON LINE) INVITATION NOTICE NO.03/2013-14

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 purchase of Stationary during the year 2013-14 for the Assistant Director of Education, Daman.

Sr.No.	Items	EMD	Tenders Fees	Approximate Estimated Cost
1.	Supply of Stationary	Rs.1,41,000/-	Rs. 1000/- (Non refundable)	Rs.28,21,830/-
* Online starting of Tender:			From 29/05/2013	
* End date of online downloading of tender documents :			Up to 06/06/2013 15:00 hrs.	
* Online Submission of Tender			Up to 07/06/2013 up to 15:00 hrs	
* Online opening of Price Bid			On 10/06/2013 at 15:00 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 10/06/2013 at 12:30 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 the same day 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 https://daman.nprocure.com . 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 https://daman.nprocure.com . 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: nprocure@gnvfe.net .Fax No.079-26857321. Tele:079-26857316-18, Website- www.nprocure.com				

Assistant Director of Education,
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, NANI DAMAN**

Terms & conditions for Purchase of School Stationary for SC/ST
Students of Std. I to XII for the year 2013-14.

Tender Notice :-No. DE/ADM/9-20/SC-ST/2013-14/269 Dated :29/05/2013.

Tenders are invited by e- Tendering system so the `Technical Bid` will be submitted in the Tender box with Envelop written as `Technical Bid` It should contain full information as required in Annexure – I (Technical Bid) provided herewith.

- (a) The `Financial Bid` will have to be applied on line through e – procurement online.
- (b) The financial bid will be opened after qualified of technical bid and verification of samples Provided by tendrer.

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.
 - (3) The bidder should have annual GTO of Rs. 35,00,000/- (Rupees Thirty Five lakhs) during each of the last three years.
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 Nationalize 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.
 - (4) In case, there is a small scale Industry, there should be a proof of registration.
4. The Earnest Money Deposit (EMD) in form of FDR of Rs.1,41,000/- is payable in form of Demand Draft issued by Scheduled Bank in favour of **Asstt. Director of Education, Daman**. Tender received without Earnest Money Deposit will be treated as invalid.
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 sister concerns 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 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 High quality standard Brand inclusive of all taxes, installation & commissioning charges etc.
(b) The bidder should supply Stationery standard quality.
(c) All agency / supplier are required to submit their sample of standard quality if the supplier failed to submit the standard quality of sample & Tender purchase committee has not satisfied with the quality of sample the price bid will not be opened of those supplier/agency.
9. The bidder should ensure that they must be submit Hard copy of Tender documents (Technical Bid) sealed and submits in the Office of the Assist. Director of Education, Nani Daman.

The `Financial Bid` will have to be applied on line through e – procurement online.

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

DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID:

- (i) Tender fee coupon or FDR/Demand draft of requisite amount in favour of Assistant Director of Education, 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/manufacturer.

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 carry the name of supplier and the signature of the tenderer. No overwriting, correction or erasing will be considered.
17. The decision of the Asstt. Director of Education for 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. The Tender Committee will first open the technical bid and considering the technical specification of educational materials 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, 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 10% 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 Demand Draft in favour of Assistant Director of Education, 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 has to submit performance bank guarantee (hereafter referred to as Security Deposit) from any nationalized bank of 10% amount of his final offer towards performance security within 15 days from the date of issue of supply order for the duration of one year.
24. The successful bidder will be given supply order by the department for supply of specified items within 15 days of receipt of the supply order.
25. 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.

26. EMD will be forfeited in case successful bidder fails to
 - (a) Sign agreement as mentioned above
 - (b) Furnish security deposit in time
27. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
28. 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.
29. The Asstt. Director of Education 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.
30. Extensions of time limit for supplies shall be considered by the Asstt. Director of Education, 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.
31. Demurrage charges paid by the Asstt. Director of Education on account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
32. The supplies of educational materials etc. of inferior sub **standard quality/Measure** 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 Directorate of Education will not be responsible for any damage, loss etc. of such rejected articles.
33. If at any time after the order for supply of educational materials the Asstt. Director of Education 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 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.

34. 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 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.
35. 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.
36. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.
37. 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.
38. 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"
39. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction
40. **The Hard copy of tender documents (Technical Bid) sealed & submits in the Office of the Asstt. Director of Education Nani Daman as the prescribed time limit.**

Asstt. Director of Education,
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 SCHOOL STATIONERY
ITEMS TO SC/ST STUDENTS FOR THE YEAR 2013 – 2014**

Sr. No.	Name of Items	Approx. Quantity	Unit	Rate per Unit.
1	Note Book 60 Pg. (Nibandh)15.5x19cm., 58 GSM paper	2224	Per each	
2	Note Book 100 Pg. 26.2cm 16.8cm., 58 GSM paper	11448	Per each	
3	Note Book 150 Pg. 26.2x16.8cm., 58 GSM paper	3342	Per each	
4	Note Book 188 Pg. 15.5x19cm., 58 GSM paper	9704	Per each	
5	Note Book 200 Pg. 26.2x16.8cm., 58 GSM paper	32624	Per each	
6	Long Book 17x27cm. 58 GSM	19760	Per each	
7	Drawing Book (Printed) 100 Pgs. 21x29.7cm., 100 GSM paper.	2148	Per each	
8	Drawing Book 80 Pg. 21x29.7cm., 100 GSM paper	3644	Per each	
9	School Bag (Medium Size) 16"x15"x6" Thickness Standard Quality as specified by this office	2148	Per each	
10	School Bag (Big Size) 18"x16"x 8" Thickness Standard Quality as specified by this office	3644	Per each	
11	Pencil Box (10pc)	6654	Per Box	
12	Eraser (Non Dust)	19962	Per each	
13	Foot Ruler, 1 Ft. (Steel)	6654	Per each	
14	Sketch Pen (Big Pkt.)	4056	Per Pkt.	
15	Colour Tube Box, 12 Shed	1179	Per Box	
16	Painting Brush, 0 No.	3537	Per each	
17	Slate (Plastic Frame) Size 20x25cm.	1036	Per each	
18	Slate Pen (Box)	1036	Per Box	
19	Empty Compass Box (Plastic) Size 21x8.30 cm.	2148	Per each	
20	Sharpener	13308	Per each	
21	Ball Pen	37428	Per each	
22	Compass Box (Steel Body)	1736	Per each	
23	Graph Book, (32 Pages) Size 22x28cm.,	3644	Per each	
24	Atlas (English/Gujarati)	1262	Per each	
25	Pen Knife, Good Quality	622	Per each	
26	Tester	622	Per each	
27	T - Square, Plastic	622	Per each	
28	Set Square, Plastic	622	Per each	
29	Drawing Pin, Steel	622	Per each	
30	Aloxide Paper (No.50, Size 9"x4")	622	Per each	

Name of Agency

Signature with date

Purchase of School STATIONARY for SC/ST Students of Std. I to XII for the year 2013-14

ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN.

Tender Notice :-No. DE/ADM/9-20/SC-ST/2013-14/269 Dated :29/05/2013.

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 <u>OR</u> VAT No. BST, JST, WBST Reg. Centres	
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 valid upto 31/03/2014.	
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)

ADMINISTRATION OF UNION TERRITORY OF DAMAN & DIU
DEPARTMENT OF EDUCATION,
D A M A N.

Tender No. /13-14.

Date of issue of Tender :

Last date of receipt of Tender : 10-06-2013.

TENDER FORM

This tender form is issued to Shri/M/s. _____ of _____ . Tender fees of ₹ .1000/- (Rupees One Thousand only) received vide Receipt No. _____ dated _____

Daman.
Dated:

Asstt. Director of Education,
D A M A N.

To,
The Asstt. Director of Education,
Daman.

Sir,

I/we the undersigned _____
_____ of

M/s. _____

_____ hereby offer my/our rates as enclosed. I/we agree with the terms and conditions attached with this tender and promise to supply the article at the rates shown against each items as per attached Annexure.

(Sign. & Name of the Supplier)

