

U.T. Administration of Daman and Diu  
Office of the Principal,  
Govt. Industrial Training Institute,  
Nani Daman. 396210.

**Terms & conditions for Supply of Training/Practice Workstations for COPA trade of ITI, Daman**

Tender Notice No. : ITI/DMN/STR/COPA-FUR/2014-2015/332 Dated : 03/11/2014

The Govt. Industrial Training Institute, Daman intends to purchase of Training/Practice Workstations for COPA trade in ITI, Daman under Scheme Craftsman Training Scheme for the year 2014-15.

**Terms & Conditions**

1. The tender form along with terms and conditions can be obtained from the Office of the Principal, Industrial Training Institute, Daman on payment of ₹ 1000/- in cash (non-refundable)
2. Completed tender form should contain the following documents/certificates.
  - (i) Income Tax copies of returns for last three years certified by Chartered Accountant.
  - (ii) Sales Tax/VAT Registration Certificate of tendered item.
  - (iii) In case, there is a small scale industry, there should be a proof of registration.
  - (iv) Chartered Accountant Certified Statement of Profit & Loss having a sales transactions of minimum ₹ 25.00 lakhs per year for last three year.
3. The Earnest Money Deposit (EMD) of ₹ 10,000/- is payable in the form of Demand Draft / FD issued by Scheduled Bank in favour of **The Principal, Industrial Training Institute, Daman** payable at Nani Daman. Tender received without Earned Money Deposit will be treated as invalid.
4. The rate(s) quoted should be strictly for free delivery at Industrial Training Institute, Ringanwada, Nani Daman & Will be valid and operative for supply order issued on or before **31/03/2015**.
5. The rates should be quoted inclusive of all taxes (VAT/Sale Tax etc.), installation & commissioning charges etc.
6. **Two Bid Systems** – The bidder should ensure that they submit the Bid in two separate sealed covers each super scribed "Technical & Financial Bid".

**A. Technical Bid Cover** : Technical bid consisting of all technical details.

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

- (i) Tender fee coupon OR Demand Draft of requisite amount in favour of Principal, Industrial Training Institute, Daman
- (ii) All documents mentioned in para 2 (two) above.
- (iii) Acceptance of Terms and Condition of Tender dully signed.

## **B. Financial Bid Cover:**

Tender price of Training Workstations should be in prescribed format as given in Annexure with sign & seal of firm in separate cover of financial bid.

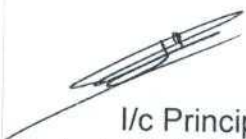
The EMD cover should contain EMD amount in form of Demand Draft as mentioned in the tender. The name of the Bank must be mentioned on cover itself. This may be noted that the offer without EMD will not be accepted and the Financial Bid cover will not be opened.

The Technical bid and the Financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super scribed. The Technical bids are to be opened by the purchasing committee at the first instance and evaluated by a competent committee. At the second stage, financial bids of only the technically acceptable will be opened for further evaluation and ranking before awarding the contract.

7. All other Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
8. No extra charge for packaging, forwarding and insurance, transportation, etc. will be paid in addition to the rates quoted.
9. Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the standard quality.
10. The tender should be neatly typed/written only on letter head carrying the name of Supplier and the signature of the tenderer as per prescribed format given with tender form for Financial Bid and Technical Bid. No overwriting, correction or erasing will be considered.
11. The decision of the Directorate of Technical Education for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
12. The Purchase Committee will open the Tenders in presence of tenderers or their representatives. The Purchase Committee will first open the Technical bid and considering the technical specifications. 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.
13. Directorate of Technical 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.
14. 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.

15. The successful bidder will be given supply order by the department for supply of specified items within 30 days of receipt of the supply order.
16. In case, the supplier does not execute the supply order placed with him, within 4 weeks from the date of supply order, the Security Deposit (EMD) 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.
17. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
18. 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.
19. The Directorate of Technical 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.
20. Extensions of time limit for supplies shall be considered by the Directorate Technical Education 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 provide such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
21. The supplies of Training/Practice Workstations for COPA trades, I.T.I., Daman of inferior sub-standard quality or of different specifications 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 Technical of Education will not be responsible for any damage, loss etc. of such rejected articles.
22. 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 Directorate of Technical 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.
23. 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.
24. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
25. All bills for amount above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs. 5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
26. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.
27. The tender will be accepted upto 27/11/2014 during working hours up to 05:00 pm and opened on 28/11/2014 at 03:30 pm if possible in the office of the Principal, Industrial Training Institute, Daman in the presence of the Purchase committee and Tenderer(s) or their representative(s) if present.

  
I/c Principal,  
Industrial Training Institute,  
Daman.

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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.

ANNEXURE-I  
TECHNICAL BID

Tender Notice No, ITI/DMN/STR/COPA-FUR/2014-2015/332 Dated : 03/11/2014.

Address of Supplier :

Date :

To,  
The Principal  
Industrial Training Institute,  
Daman

Purchase of Training/Practice Workstations for the year 2014-15

Sr. No.	Particulars of item	Configuration Offered
1.	<b>Training / Practice Workstations</b>  Size : 60" x 30" x 30" With upper side 3 drawers running on telescopic channel of approx. 5" size and lower portion for storage of Computer Hardware accessories including all innerside laminated with white colour sunmica.	

Signature of the Supplier  
with Seal

## ANNEXURE-II

## FINANCIAL BID

Tender Notice No. ITI/DMN/STR/COPA-FUR/2014-2015/332 Dated : 03/11/2014.

Address of Supplier :

Date :

To,  
The Principal  
Industrial Training Institute,  
Daman

Purchase of Training/Practice Workstations :

Sr. No.	Particulars of item	Qty.	Unit Price	Amount	+ VAT Amount (@ 12.5 %)	Total Amount
1.	<b>Training / Practice Workstations</b>  Size : 60" x 30" x 30" With upper side 3 drawers running on telescopic channel of approx. 5" size and lower portion for storage of Computer Hardware accessories including all innerside laminated with white colour sunmica.	04 Nos.				

Signature of the Supplier  
with Seal