

**DEPARTMENT OF EDUCATION**  
**OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION, NANI DAMAN**  
**UT ADMINISTRATION OF DAMAN & DIU**  
**TENDER NOTICE No.05 ( ON-LINE e-TENDER)**

Bids are invited from the interested parties (bidders) for Procurement for purchase of chocolates, small National Flags, refreshment, floats etc. for Celebration of National Importance Days i.e for 15<sup>th</sup> August, 2015 Independence Day, 19<sup>th</sup> December, 2015 Liberation Day and 26<sup>th</sup> January 2016 as Republic Day for Daman District for the year 2015-16.

<b>TENDER SUBJECT</b>	<b>Procurement of chocolates, small National Flags, refreshment, floats etc.</b>
Bid Reference No.	DE/ADM/13-28/2015-16/321 date: - 23/06/2015
Non-refundable Tender document cost	Rs.500/-
Tender document be downloaded up to	15/07/2015
EMD amount	Rs.15,000/-
Last date for submission of Pre-bid queries	17/07/2015
Date & time of Pre-bid conference	-----
Venue of Pre Bid conference	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Date of release of responses to Pre-bid queries	----
Last Date & time for Bid Submission by the bidders	17/07/2015 15:00Hrs(Online) 17/07/2015 13:00Hrs (Physical submission of only technical bid)
Venue for Submission of proposals by the bidders	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Place, Date & Time of opening of Technical proposals	17/07/2015 16:00 Hrs Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Place, Date & Time of opening of Commercial bids	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210 Date and time will be intimated to qualified bidders.
Contact address for queries	<a href="mailto:daman.education@gmail.com">daman.education@gmail.com</a>

The Bids which do not conform to the requirement of the Bid shall be rejected and no reasons whatsoever shall be given to that effect. The Department reserves the rights to accept or reject the whole or part of any Bid without assigning any reasons.

**Asstt. Dir. Of Education, Nani Daman**  
**UT Administration of Daman & Diu.**

**U. T. ADMINISTRATION OF DAMAN & DIU**  
**OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION,**  
**NANI DAMAN**

Terms & conditions for purchase of chocolates, small National Flags, refreshment, floats etc. for Celebration of National Importance Days [i.e 15<sup>th</sup> Aug., (Independence Day), 19<sup>th</sup> Dec., (Liberation Day) 26<sup>th</sup> Jan., (Republic Day) for the year 2015-16.

**Tender Notice: -No. DE/ADM/13-28/2015-16/321**

**Dated: 23/06/2015.**

Tenders are invited by e- Tendering system so the `Technical Bid` will be submitted in the Tender box with Envelope 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 online only through e – procurement.

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

1. **Eligibility (Mandatory submission/uploading of scanned documents online only)**
  - (i) The bidder should be registered under Sales Tax/VAT.
  - (ii) The bidder should be manufacturer/authorized dealer/supplier of the items tender for, for last three years.
  - (iii) The bidder should have annual GTO of Rs. 5,00,000/- (Rupees Five Lakh only) during each of the last three years dully audited by registered Chartered Accountant.
  - (iv) Copies of tender fee and EMD.
2. The tender form along with terms and conditions can be downloaded from web site <https://daman.nprocure.com> on payment of tender fees of Rs.500/- (Rupees Five Hundred only) in form of DD of any Nationalized bank (non-refundable).
3. Completed tender form should contain the following documents/certificates.  
**(Mandatory submission/uploading of scanned documents online also)**
  - (i) Income Tax Clearance Certificate along with copies of returns of last three years.
  - (ii) Sales Tax / VAT Registration Certificate.
  - (iii) Proof of manufacturing/dealership of the items tendered for.
  - (iv) In case, there is a small scale Industry, there should be a proof of registration.
  - (v) Self attested affidavit stating that their manufacturing/dealership/supplier firm has not been blacklisted.
  - (vi) PAN/TAN Card.
4. The Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand only) is payable in form of Demand Draft issued by Scheduled Bank which should remain valid for a period of 3 (Three) months in favour of **Asstt. Director of Education, Daman.** Tender received without Earnest Money Deposit will be treated as invalid.
5. The rate(s) quoted should be strictly for free delivery at F.O.R. at place of rehearsal/march pass on Celebration of National Days at Daman District will be valid and operative for supply order issued.
6. 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.
7. The Tenderer has to submit the SAMPLES of all the items of the tender to the verification of the Asstt. Director of Education, Nani Daman while opening of the Technical tender. **Tenders without samples will be rejected.**

8. (a) The bidder should quoted rates of all items with high quality/standard brand inclusive of all taxes, installation & commissioning charges, transportation charges etc.
- (b) The bidder should supply tendered items of standard quality as specification approved by purchase committees of this department.
9. The Agency/supplier is required to submit their sample of standard quality. If the supplier fails to submit the standard quality of sample and if the tender purchase committee is not satisfied with the quality of sample, the price bid will not be considered for that particular item of that agency/supplier.

10. The bidder should ensure that they must **submit Hard copy of Tender documents** (Technical Bid) duly sealed in the Office of the Assist. Director of Education, Nani Daman. **The `Financial Bid`** will have to be applied online only through e – procurement.

**DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER.**

- (i) Tender fee receipt or 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 1, 2, & 3 above.
- (iv) Terms and condition duly signed by the tenderer.
11. 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.
12. No extra charges for packing, forwarding and insurance etc. will be paid in addition to the rates quoted.
13. The rates should be quoted only for the items specified in the list of requirement and should be for the items of given specification/make/manufacture or its equivalent.
14. Where specifications/make/manufacture is 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, if any.
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 Tender Purchase Committee 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 tenderer 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 as per Tenders Terms & Condition, the Committee will open the financial bid only of those firms who are evaluated qualified for technical bid as per specification given by the department
19. The Asstt. Directorate 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. 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.

21. Successful bidder will have to sign an agreement with the purchaser within 5 days of the receipt of the acceptance/supply order.
22. 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 of items for and for all legal purpose.
23. The successful bidder has to submit Performance Bank Guarantee (hereafter referred to as Performance Guarantee from any nationalized bank of 10% amount of the total value of articles mentioned in the supply order within 10 days from the date of issue of supply order as Security Deposit in form of FDR in favour of Asstt. Director of Education, Nani Daman which will be valid for the duration of one year.
24. Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
25. The successful bidder will supply the items as per the supply order issued by department as and when required within 02 days of receipt of the supply order.
26. 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.
27. EMD will be forfeited in case successful bidder fails to:-
  - (a) Sign agreement as mentioned above
  - (b) Furnish security deposit in time
28. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
29. 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.
30. 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.
31. Extensions of time limit for supplies shall be considered by the Education Department, 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.
32. 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.
33. The supplies of Chocolate, refreshment, small National Flag 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 items etc. will be sent to the supplier within 02 days from the date of receipt of the items and the same will be returned to the supplier at his own cost and risk.
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 items 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. Directorate 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 Added Tax is charged must contain the following certificate on the body of the bill.  
*"CERTIFIED that the goods on which Value Added Tax has been charged have not been exempted under the Central Sales Tax Act or the Rules made there under and the amount charged on account of Value Added 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.**
41. The Technical bid of the tender will be opened on 17/07/2015(date), at 16.00 hrs (time) in the Office of the undersigned. The date, time and place of opening of Financial bid will be intimated to qualified bidders.

Asstt. Director of Education,  
Nani 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 purchase of chocolates, small National Flags, refreshment, floats etc. for Celebration of National Days i.e for 15<sup>th</sup> Aug., (Independence Day), 19<sup>th</sup> Dec., (Liberation Day) & 26<sup>th</sup> Jan., (Republic Day) for Daman District for the year 2015-16.**

**ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN.**

**TENDER NOTICE: -NO. DE/ADM/13-28/2015-16/321**

**DATED: - 23/06/2015.**

## **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. FDR No. & Date (EMD)	
8. Name of the Bank, City.	
9. Tender Fee Receipt No. & Date/ (Demand Draft)	
10. CST <u>OR</u> VAT No. Reg. Certificate	
11. PAN No. & TAN No.	
12. Copy of last three years I.T. return.	
13. Copy of GTO of last three years duly audited by registered C. A. for the year @ Rs.05.00 Lacs 2014-15 2013-14 2012-13	
14. Copy of License / Trade License of the particular items issued by competent authority <b>valid upto 31/03/2016.</b>	
15 (i) Vetted/Self certificate Performance Reports. (ii) All documents mentioned in para.1, 2, & 3 above.	
Physical samples provided with tender for verification.	

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.

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

(SEAL)

(Signature of the Owner / Proprietor)

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

Address \_\_\_\_\_

\_\_\_\_\_

STATEMENT SHOWING LIST OF purchase of chocolates, small National Flags, refreshment, floats etc. for Celebration of National Days i.e for 15<sup>th</sup> Aug., (Independence Day), 19<sup>th</sup> Dec., (Liberation Day) & 26<sup>th</sup> Jan.,(Republic Day) for the year 2015-16.

Sr. No.	Name of Items	Rate per unit
1	Chocolate Éclair	
2	Biscuit Parle-G 70gm	
3	Mung Dal good quality 60 gm	
4	Fruit Juice/Frooti 160 ml.	
5	Mineral Water 500 ml	
6	Indian Hand Flag (paper/plastic)	
7	Truck for Floats (per truck/per day)	

Name of Agency

Signature with date