

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

No.DE/DMN/9-20/SC-ST(STAT)/2015-16/ 57

Dated: - 13/04/2015.

E-TENDER (ON LINE) INVITATION NOTICE NO.01/2015-16

Sealed tender are hereby invited from the interested parties, on behalf of the President of India by the undersigned through on-line e-tender on <https://daman.nprocure.com> for purchase of Stationery items for all SC & ST students during the year 2015-16 by the Assistant Director of Education, Nani Daman.

Sr. No.	Item	EMD	Tender Fees	Approximate Estimated Cost
1.	Supply of Stationary items	Rs.1,35,000/-	Rs. 1,500/- (Non refundable)	Rs.27,05,000/-
* Bid Document Downloading Start Date			13/04/2015 onwards	
* Bid Document Downloading Ends Date			05/05/2015 14:00 hrs.	
* Last Date & Time for Receipt of Bids			05/05/2015 15:00 hrs	
* Opening of Bid			05/05/2015 16:00 hrs (if possible)	
* Submission of tender fees in form of DD and EMD in form of FDR, valid copy of Sales Tax/ VAT Registration number with certificate, Income Tax clearance Certificate with copies of returns of last three years, bidder should be manufacturer/authorized dealer/supplier of the items for last three years, PAN number, scanned copies of Fees and EMD. Proof of manufacturing/dealership/supplier, In case, there is a small scale Industry, there should be a proof of registration etc. These are the entire mandatory document required to be uploaded 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 be deposited on or before 05/05/2015 at 15:00 hrs. in the office of the undersigned.				
* The tender inviting authority reserve the right to accept/reject any or all the 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 along with 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> . The tender fees (Non refundable) in form of DD and EMD in form of FDR be kept in technical bid along with the above mandatory documents. The price bid shall be opened of only those firms/agencies/contractor who qualify in technical bid.				
* Bidder has 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, Bodakdev, 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,  
Daman.

Copy fwd. w.cs. to: -

1. The DIO, NIC, Secretariat, Daman with request to publish on official website.
2. The Field Publicity Officer for wide publicity in local and national news papers.



**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 2015-16.**

**Tender Notice: -No. DE/ADM/9-20/SC-ST/2015-16/57**

**Dated: 13/04/2015.**

Tenders are invited by e- Tendering system so that 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 only.

(b) The financial bid will be opened after qualified of technical bid and verification/approval of samples as provided by the tenderer by the Purchase committee.

1. **Eligibility (Mandatory to be Scanned online).**
  - (i) The bidder should be registered under Sales Tax/VAT Department
  - (ii) The bidder should be manufacturer/authorized dealer/supplier of the items tendered for for the last three years.
  - (iii) The bidder should have annual GTO of Rs. 35,00,000/- (Rupees Thirty Five lakhs Only) during each of the last three years.
  - (iv) Scanned copies of tender fee and EMD.
2. The tender form along with terms and conditions can also be downloaded from web site <https://daman.nproure.com> on payment of Rs.1,500/- DD of Nationalized bank (non-refundable) to be submitted with technical bid.
3. Completed tender form should contain the following documents/certificates.
  - (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/supplier of the items tendered for.
  - (iv) In case, there is a small scale Industry, there should be a proof of registration.
4. The Earnest Money Deposit (EMD) of Rs. 1,35,000/- 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.
  - (i) 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.
  - (ii) The tenderer has to submit the SAMPLES of all the Stationary items to Asstt. Director of Education within the prescribed time limit as prescribed by this office.





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. (i) The bidder should quote rates of all items of High quality standard/Brand inclusive of all taxes, installation & commissioning charges etc.  
(ii) The bidder should supply Stationery items of standard quality & as per samples approved by the purchase committee.  
(iii) 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, if not satisfied with the quality of sample, the price bid will not be considered of that suppliers/agency for that said items.

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, Nani Daman.

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

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

**DOCUMENTS TO BE SCANNED(MANDATORILY) AND ALSO TO BE SUBMITTED ALONGWITH TECHNICAL BID:**

(i) Tender fees coupon 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 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/UT 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 specific make /manufacture or its equivalent.
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 is not specified by this office, the rates should be quoted only for the standard equivalent 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. 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 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/quality of Stationary 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 5 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 and for all legal purpose.
22. (i) The successful Tenderer will have to submit performance Security for an amount equal to 10% of the total value of articles mentioned in the supply order within 10 days from the date of the supply order as security deposit in form of "Account Payee Demand Draft/FDR in favour of Assistant Director of Education, Daman which will be refunded only after 3 months of completion of Supply Order.  
(ii) Non-receipt of Performance Security within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
23. The successful bidder will have to supply the materials as per supply order by the department for supply of specified items within 30 days of issue of the supply order.
24. In case, the supplier does not execute the supply order placed with him, the Performance 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 after 3 months on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.






28. 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.
29. Extensions of time limit for supplies shall be considered by the Asstt. Director of Education, Daman further maximum up to one month of last date of original 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 on account of late receipt or dispatch documents intimation will be recovered from the bills payable to the supplier.
31. The supplies of stationary materials etc. of inferior sub standard quality/Measure or of different specifications, brand, manufacturer etc. other than that ordered specified/sample approved 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 15 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. Directorate of Education will not be responsible for any damage, loss etc. of such rejected articles.
32. If at any time after the order for supply of stationary 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 whatsoever 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 involve any curtailment of the supply originally contemplated.
33. Termination of agreement: -
- (i) 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.
  - (ii) 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.
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.
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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 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"*
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) duly sealed & be submitted in the Office of the Asstt. Director of Education Nani Daman with in 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.





# STATEMENT SHOWING LIST OF STATIONERY ITEMS FOR SC/ST STUDENTS FOR THE YEAR 2015 – 2016

Sr. No.	Name of Items	Approx. Quantity	Rate per Unit	Total Amount
1	Note Book 60 Pg. (Nibandh) 15.5x19cm., 58 GSM paper	1720	Per each	
2	Note Book 100 Pg. 26.2cm 16.8cm., 58 GSM paper	8640	Per each	
3	Note Book 150 Pg. 26.2x16.8cm., 58 GSM paper	3540	Per each	
4	Note Book 188 Pg. 15.5x19cm., 58 GSM paper	3440	Per each	
5	Note Book 188 Pg. 15.5x19cm., 58 GSM paper	4300	Per each	
6	Note Book 200 Pg. 26.2x16.8cm., 58 GSM paper	11520	Per each	
7	Note Book 200 Pg. 26.2x16.8cm., 58 GSM paper	16400	Per each	
8	Long Book 17x27cm. 58 GSM	11300	Per each	
9	Drawing Book 100pg. 21x29.7 cm 100gm paper	1720	Per each	
10	Drawing Book 80 Pg. 21x29.7cm., 100 GSM paper	3080	Per each	
11	School Bag (Medium Size) 16"x15"x6" Thickness Standard Quality as specified by this office	1720	Per each	
12	School Bag (Big Size) 18"x16"x 8" Thickness Standard Quality as specified by this office	3080	Per each	
13	Pencil Box, Standard Quality	4400	Per each	
14	Eraser - (Non Dust), Standard Quality	16830	Per each	
15	Foot Ruler, 1 Ft. (Steel), Standard Quality	5610	Per each	
16	Sketch Pen ( Big Pkt.), Standard Quality	3160	Per each	
17	Colour Tube Box, 12 Shades, Standard Quality	1050	Per each	
18	Painting Brush, 0 No., Standard Quality	3150	Per each	
19	Slate (Plastic Frame) Size 20x25cm, Standard Quality	860	Per each	
20	Slate Pen (Box), Standard Quality	860	Per each	
21	Empty Compass Box (Plastic) Size 21x8.30 cm, Standard Quality	1720	Per each	
22	Sharpener, Standard Quality	11220	Per each	
23	Ball Pen, Standard Quality	33140	Per each	
24	Compass Box (Metal), Standard Quality	1640	Per each	
25	Graph Book, (32 Pages) Size 22x28cm, Standard Quality	3080	Per each	
26	Atlas (English/Gujarati), Standard Quality	1950	Per each	
27	Pen Knife, Good/Standard Quality	510	Per each	
28	Tester, Good quality	510	Per each	
29	T - Square, Plastic, Standard Quality	510	Per each	
30	Set Square, Plastic, Standard Quality	510	Per each	
31	Drawing Pin, Steel, Standard Quality	510	Per each	
32	Aloxide Paper (No.50, Size 9"x4"), Standard Quality	510	Per each	



Name of Agency  
Signature with date



## ANNEXURE – I

Purchase of Stationary items for SC/ST Students of Std. I to XII for the year 2015-16  
“ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN”.

Tender Notice:-No. DE/ADM/9-20/SC-ST(STAT)/2015-16/57

Dated: 13/04/2015.

### TECHNICAL BID

1. Name of the Tenderer	
2. Address of the Tenderer	
3. e-mail address	
4. Tel. Nos. / Mob. Nos.	
5. Name of the Proprietor	
6. Year of establishment	
7. Demand draft No. & Date (Tender Fees)	
8. Demand Drafts Name of the Bank, City.	
9. Earnest Money Deposit Receipt No. & Date	
10. CST <u>OR</u> VAT No. BST, JST, WBST Registration	
11. PAN No. & Tin No.	
12. Copy of last three years of I.T. returns.	
13. Copy of License / Trade License of the particular items issued by competent authority <b>valid upto 31/03/2016.</b>	
14. Whether Physical samples attached with tender for verification.	
15. (i) Vetted/Self certificate Performance Reports. (ii) All documents mentioned in Para 3, 4 & 5 of tenders Terms & Conditions.	

I / We certify that I / We have 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 and binding to me/us.



(Signature of the Owner / Proprietor)

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

Address \_\_\_\_\_

(SEAL)

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