

**U.T. ADMINISTRATION OF DAMAN & DIU
ASSISTANT DIRECTOR OF EDUCATION,
DISTRICT PANCHAYAT, DAMAN**

No. ADE/DP/Cupboard/2016-17/1143

Dated: - 22/12/2016.

TENDER NOTICE

The Head of Office, Assistant Director of Education, District Panchayat, Daman on behalf of President of India, invites sealed tenders for Steel Cupboard in all Govt. Primary schools of Daman District for the year 2016-17 from registered Suppliers/Authorized Dealers/Firms/Manufacturer Agencies so as to reach to the undersigned on or before 06/01/2017 upto 01.00 p.m. hours personally/by post/courier to the undersigned at the Asstt. Director of Education, District Panchayat, Dholar, Daman – 396220. The blank Tender with detailed scheduled of the description & specification and terms & conditions of supply may be obtained from the Office of the Asstt. Director of Education, District Panchayat, Daman during the office hours.

Sr.No.	Name of Items	Approx Qty.	Tender Fee	EMD	Estimated Coast
1	Steel Library Cup board	34	Rs. 100/-	Rs.15,000/-	Rs.4,94,700/-

- Last date of submission of tender 06/01/2017 upto 01.00 p.m. and sample produced before 3.00 p.m. on the same day.
- The tender documents are also available on the official website www.daman.nic.in.
- The tender shall be opened on 06/01/2017 at 05.00 p.m. in presence of Tender Opening Committee and bidders or representatives, if possible at the undersigned office.
- The offer received without valid Tender Fees and Documents shall not be entertained.

(C. B. Patel)
Asstt. Director of Education
District Pachayat, Daman

Copy to: - 1. The NIC, Daman with request to publish in website of Daman.
2. The Field Publicity Officer, Daman with request to publish in 2 local News paper

TERMS AND CONDITION FOR THE PURCHASE OF STEEL
LIBRARY CUP BOARD

- 1) The rate(s) quoted should be strictly for free delivery at the 34 Govt. schools in Daman District.
- 2) The rate should be quoted inclusive of all taxes including Service Tax/Vat etc. Failing which Income Tax will be deducted at source as per prevailing rates of Income Tax.
- 3) Except C.S.T. all other taxes/duties payable on the sale/transport etc within and or outside the state of the supplier shall be payable by the supplier only.
- 4) No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 5) The rate should be quoted only for the items specified in the list of requirement.
- 6) In case of failure to supply of Library cupboard as per the condition and within the stipulated time the same will be awarded to the next second lowest and the loss to the Govt. on this account shall be recovered from the former suppliers, security deposit/earnest money.
- 7) The tenderer should specify the name of the manufacturer for the item quoted by him along with catalogue of the item.
- 8) The decision of the Tender Opening/Evaluation Committee for acceptance/rejection of supply of Steel Library Cupboard as shown in Tender Notice including the decision for equivalent specifications, standard and quality etc shall be final.
- 9) Where specifications/mark/manufacture is not specified by this office, the rates should be quoted only for the first class, ISI approved product of standard quality.
- 10) The suppliers will have to supply the materials/goods/articles/items to the various schools at Daman District at their own cost as per list issued by the Asstt. Director of Education, District Panchayat, Moti Daman.
- 11) (a) The successful tenderer will have to pay an amount equal to 5% of the total value of articles within 15 days from the date of demand.
(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
(c) However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bills for such articles.
- 12) All bills should be in duplicate and invariable mentioned the numbers and date of the tender and supply order of the Asstt. Director of Education, District Panchayat, Moti Daman.
- 13) If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- 14) The tenders with over-writing or erasing works will not be considered.

- 15) The rates quoted should be inclusive of all taxes, duties, surcharges, fees, freight, loading, unloading, insurance, road permits, packing, (VT and other taxes if applicable) as applicable. No extra taxes will be given.
- 16) The decision of Asstt. Director of Education, (District Panchayat), Daman for acceptance/rejection of Tender shall be final.
- 17) (a) The Tenderer should send in advance or enclosed along with tender an amount of Rs.15,000/- (Rupees Fifteen Thousand only) for supply of Steel Library Cupboard (as per annexure-A) as mentioned in the Tender Notice as Earnest Money Deposit in form of Demand Draft/F.D.R. of any Nationalized/scheduled Bank at payable at Daman in favour of the officer inviting tenders i.e. Assistant Director of Education, District Panchayat, Daman.
(b) The Tenderer should produce samples at the time of opening the tenders, Tenders received without samples during the time of opening of the tenders will be summarily rejected.
(c) Tenders received without E.M.D./F.D.R. Will be rejected.
- 18) The amount of earnest money paid by the tenders, whose tender is not acceptable, will be refunded to them.
- 19) Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period may be mutually agreed upon.
- 20) The Tender Fee of Rs.100/- Demand Draft (Non refundable) at Daman in favour "ASSISTANT DIRECTOR OF EDUCATION, DP, DAMAN"
- 21) Last date & time for receipt of tenders forms duly filled in is 27/12/2016 upto 01.00 p.m. and it will be opened on 28/12/2016 at 03.00 p.m. if possible in the Asstt. Director of Education, District Panchayat, Daman in the presence of the tender committee and Tenderers or their representatives, if any.
- 22) No separate agreement will be required to be signed by the successful tenders (s) for the purpose of the contract for supply rates tendered/offered in responses to the concerned tender/notice shall be considered as acceptance of all above terms and conditions for supply for all legal purposes.
- 23) No advance payment will be made. Payment to Contractor/s shall be made by e-payment.
- 24) The terms and condition in original duly signed by the contractor/supplier is to be attached with tender documents.
- 25) Materials should be supplied from time to time as and when required.
- 26) All bills should be in duplicate and invariable mentioned the numbers and date of the tender for supply placed by the Asstt. Director of Education, District Panchayat, Daman.
- 27) The right to accept or reject without assigning any reasons any/or all tenders in part or whole is reserved with the Tender Inviting Officer/Purchase Committee and his decision on all matters, relating to acceptance or rejection of the tenders (s) as a whole or in part will be final and binding to all.

- 28) Supply of Steel Library Cupboard should be covered by warranty on sight for the period of more than 1 year warranty.
- 29) The Purchase Committee will open the Tenders in presence of tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
- 30) Certified that the goods on which sale tax has been charged have not been exempted under Daman & Diu Sales Tax Act 1964, or the Rule made there under, and the amount charged on account of sale Tax on these goods is not more than what is payable under the provisions of the relevant Act or the rules made there under.
- 31) No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- 32) The tender will be accepted during working hours up 01.00 p.m. on 27/12/2016 and sample should submit on the same day before 03.00 p.m. and tender will be opened on 28/12/2016 at 03.00 p.m., if possible in the office of the Asstt. Director of Education, District Panchayat, Moti Daman in the presence of the Purchase Committee and Tenderer(S) or their representatives if present.
- 33) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damage or pilferage of goods during transit.
- 34) The tenderer must have to submit the tender in one sealed cover mentioning “TENDER FOR SUPPLY OF STEEL LIBRARY CUPBOARD” on cover separately.
- 35) Two Bid Systems – The bidder should ensure that they submit the bid in two separate sealed covers each super scribed “Technical Bid & Financial Bid”.

A. Technical Bid Cover: Technical bid consisting of all technical details.
DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID.

- (i) Tender Fee Rs.100/- in form of Demand Draft.
- (ii) Earnest Money Deposit Rs. 15,000/- in form of Demand Draft/FDR.
- (iii) Copies of Income Tax returns for last two years i.e. 2014-15 & 2015-16.
- (iv) Copy of PAN Card.
- (v) Copy of TIN/VAT Number.
- (vi) Copy of Terms and Condition duly signed by the firms/agencies with firm seal.
- (vii) Tenderer should furnish declaration regarding Blacklisting/Debarring to participate in the Government Tender on their letter with firm seal.

B. Financial Bid Cover:

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

- 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 before awarding the contract.
- 36) The tenderers should give the guaranty/warranty for the period of not less than one year from the date of supply against any manufacturing defect.
- 37) The tenderer may be called for a sample/demonstration of the items quoted for which they will be informed in advance for arranging the necessary sample/demonstration in the Asstt. Director of Education, DP, Daman on a suitable date and time failing which the tender will be rejected.
- 38) In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.

(C. B. Patel)
Asstt. Director of Education,
District Panchayat, Daman.

NOTE: Please furnish one copy of these terms & conditions dully sign with seal of firm along with the tender and no separate agreement is required to be signed by the successful tenderers(s) for the purpose of this contract for supply.

The above terms and conditions are accepted

and are binding on me/us.

Signature of the Supplier/tenderer (with seal)

Dated: -

A N N E X U R E - II
Administration of Daman and Diu (UT)
Office of the Assistant Director of Education,
District Panchayat, Dholar, Moti Daman.

Tender Notice No.ADE/DP/Cupboard/2016-17/1143 dated : 22/12/2016.

Sr. No.	Particular of Items/Specifications	Unit	Make/Manufacture /Brand	Rate per Unit
1	Steel Library Cupboard with size – 78 x 36 x 19"d with glass door (with 2 glasses), oven process powder coating, 1 year warranty, 22 guages, four shelf.	1 Nos.		

(C. B. Patel)
Asstt. Director of Education,
District Panchayat, Daman

Place :
Dated:

Signature of tenderer
Name of Tenderer with seal of the firm