

**DEPARTMENT OF EDUCATION OFFICE  
OF THE ASSTT. DIRECTOR OF EDUCATION, NANI DAMAN  
UT ADMINISTRATION OF DAMAN & DIU**

**TENDER NOTICE No.DE/ADM/9-20/STRNY/2016-17/489 DATED 13/05/2016.**

Bids are invited from the interested parties (bidders) for Procurement of Stationary Items for Department of Education, Office of the Asstt. Director of Education, Nani Daman, UT Administration of Daman & Diu in accordance with the Terms & Conditions and manner prescribed in this Request for Proposal (RFP)/Tender document.

The detail of tendering process is as mentioned below:

<b>TENDER SUBJECT</b>	<b>Request for Proposal for Stationary items for SC &amp; ST students of Standard IX to XII for Education Department of UT of Daman &amp; Diu.</b>
Bid Reference No.	DE/DMN/9-20/SC-ST(Stat)/2016-17/489 date: 13/05/2016
Non-refundable Tender document cost	INR 1,500/-
Tender document can be downloaded up to	30/05/2016 14:00 Hrs.
EMD amount	Rs. 50,000/-
Last date for submission of Pre-bid queries	-----
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	31/05/2016 12:00Hrs(Online) 31/05/2016 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	31/05/2016 15:00 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 summarily and no reasons whatsoever shall be given to that effect. The Department reserves the rights to 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 School Stationary for SC/ST**  
**Students of Std. IX to XII for the year 2016-17.**

**Tender Notice :-No. DE/ADM/9-20/STNRY/2016-17/489**

**Dated : 13/05/2016.**

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 only.

(b) The financial bid will be opened after qualified of technical bid and verification of samples Provided by 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 the last three years.
  - (iii) The bidder should have annual GTO of Rs. 30,00,000/- (Rupees Thirty lakh 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 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.50,000/-** 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 the Stationary items to Asstt. Director of Education as per the prescribed time limit 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. (a) The bidder should quote rate of all items with High quality standard/ Brand inclusive of all taxes, installation & commissioning charges etc.  
 (b) The bidder should supply Stationery items of standard quality & as per samples approved by the purchase committee.  
 (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, if not satisfied with the quality of sample, the price bid will not be considered of that suppliers/agency for the said items.
9. The bidder should ensure that they submit Hard copy of Tender documents (Technical Bid) along with samples sealed in the Office of the Assist. Director of Education, Nani Daman.

- The `Financial Bid`** will have to be applied on line through e – procurement.  
 (a) **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 fee 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/manufacture.

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 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/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 for all legal purpose.
22. (a) 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 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.  
(b) 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 of 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 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 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 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.
33. 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.
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.
35. All bills should be in DUPLICATE and should invariably 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 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 Sale 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 SCHOOL STATIONERY  
ITEMS TO SC/ST STUDENTS FOR THE YEAR 2016 – 2017**

Sr. No.	Name of Items	Approx. Quantity	Rate per Unit	Total Amount
1	Note Book 150 Pg. 26.2 x 16.8cm 58 GSM paper	1377	Per each	
2	Note Book 200 Pg. 26.2 x 16.8cm 58 GSM paper	1377	Per each	
3	Long Book 17 x 27cm 58GSM	1377	Per each	
4	Drawing book 100 Pg. 21 x 29.7cm 100 GSM paper	1377	Per each	
5	School Bag (Big Size) 18"x16"x8" Thickness Standard Quality as specified by this office.	1377	Per each	
6	Pencil Box	938	Per Packet	
7	Eraser (Non Dust)	938	Per each	
8	Foot Ruler 1 Ft. (Steel)	1377	Per each	
9	Sketch Pen (Big Pkt.)	938	Per Packet	
10	Sharpner	938	Per each	
11	Graph Book (32 Pg.) size: 22 x 28cm	938	Per each	
12	Atlas (English/Gujarati)	938	Per each	
13	Set - Square Plastic	938	Per each	
14	Ball Pen	1377	Per each	
15	Compass Box	1377	Per each	
16	T - Square Plastic	938	Per each	
17	Drawing Pin (Steel)	938	Per each	

Name of Agency

Signature with date

Purchase of School Stationary for SC/ST Students of Std. IX to XII for the year 2016-17  
**ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN.**

**Tender Notice :-No. DE/ADM/9-20/SC-ST/2016-17/489**

**Dated : 13/05/2016.**

**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 <b>valid upto 31/03/2017.</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 Term & Conditions.	

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)