

U.T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE DY. SUPERINTENDENT OF POLICE
POLICE DEPARTMENT,
DAMAN & DIU,
DAMAN

No. 953 DSPHQ/GNL/PHQ/DMN/STATIONERIES/2017 -18/ Dt: 05.07.2017

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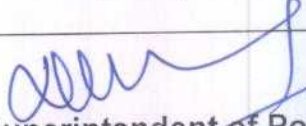
TENDER NOTICE

CHAPTER 1 of Rule 168 of GFR – 2017 instructions to the Bidder

Sealed Tender(s) are hereby invites on behalf of the President of India from manufacturer / firm / agency/ agent for purchase of stationeries for the use Police Department of Daman & Diu. Tender methodology proposed to be adopted by the Police Department of Daman & Diu will be "**TWO Bid systems**" i.e. **Technical Bid and Commercial Bid** with Technical bid containing prequalification as per rule No. 163 of GFR – 2017. Technical bid consisting of all technical details along with commercial terms and conditions; and (ii) Commercial / Price bid indicating item-wise price for the items mentioned in the **Annexure "B"**.

Sr. No.	Name of Work	EMD Rule – 170 of GFR (Earnest Money Deposit)	Tender Fees (Non- Refundable)	Approximate Estimated Cost
1.	Procurement of Stationeries	₹. 5000/- in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks	₹ 500/- (Five Hundred) in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks	₹. 3,50,000/-
2.	Bidders will have to mandatorily submit their samples of all stationeries mentioned in the schedule, at Police Head Quarters; Daman without fail, otherwise their Tender will be summarily rejected . Price bid will be opened of only those firms / manufacturer / firm / agency/ agent, whose samples qualify in the Technical Bid. <u>The Price Bid of a particular sample will not be open which is rejected by the Purchase Committee.</u>			
3.	Last date for submission of tender along with tender fee EMD other relevant document of Technical and Commercial / Price Bid.		31 July, 2017	
4.	Bid Validity		180 Days	
5.	Opening of Technical Bid :-		03 August, 2017	
6.	Address for submission of Tender/ Bids		O/o The Superintendent of Police, (HQ) Police Head Quarters, Airport road, Dunetha, Nani Daman, Daman – 396 210	
7.	<ul style="list-style-type: none"> ❖ The tender complete in all respect consisting of tender fees and EMD in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks drawn in favor of DIGP, Daman & Diu. ❖ Valid copy of GST (IGST/UGST/CGST) registration, GSTIN number. ❖ Copy of PAN Card, ❖ Details of completed similar type of work in three years, ❖ Duly signed Tender Form, Agreement Form, Schedule and Terms & Condition ❖ These documents are mandatory document and required to be send through RPAD/Speed Post / Courier or in person and shall be kept in the technical Bid cover and shall reach to the office of the Dy. Superintendent of Police, Daman as mentioned above in column No. 6. ❖ However, tender inviting authority shall not be responsible for any postal delay. 			
8.	The offers received without mandatory documents, without EMD and tender fee			

	will be rejected.
9.	The original Tender fees (non Refundable) and original EMD in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks only should be posted/couriered/given in person along with technical bid cover along with the above mandatory documents within due date.
10.	The technical bid and the Commercial / Price 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 duly super-scribed. The technical bids are to be opened by the purchasing Committee of Police Department at the first instance and evaluated by a purchasing Committee or competent committee. At the second stage Commercial / Price bids of only these technically acceptable offers should be opened. The Technical Bid shall contain technical specifications; EMD, Tender fee and other relevant documents mentioned in above at Sr. 07 and in checklist Annexure "E" and kept in an envelope duly super scribed as " Technical Bid " for Stationeries for the use of Police Department of Daman & Diu . "The Technical Bid should be sealed and super scribed with Name of the work & tender notice no. and due date. The bidders may submit bids duly signed in their own letterheads.
11.	Bidders have to submit the Commercial / Price Bid in a separate cover duly super scribed as " Commercial / Price Bid " for Stationeries for the use of Police Department of Daman & Diu . The Commercial / Price Bid of only of technically acceptable offers who qualify in technical bid during the preliminary checking about submission of Tender fee, E.M.D and other relevant mandatory document their technical bid will be opened.
12.	The Tenders received after the stipulated date will not be taken into consideration and liable for rejection.
13.	The Purchase Committee reserves the right to accept/ reject any or all or part tenders without assigning any reasons thereof.


 Dy. Superintendent of Police, (HQ)
 Police Head Quarters,
 Daman.

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on <http://daman.nic.in> website.
2. All Head of Office, Daman (U.T.) for wide publicity
3. Copy to all Firms/ agencies/ manufactures for information and necessary action.
4. Daman Police website <http://ddpolice.gov.in> for Publishing on the website, please

ADMINISTRATION OF DAMAN & DIU (U.T)
POLICE DEPARTMENT, DAMAN & DIU
DAMAN

TERMS AND CONDITIONS OF CONTRACT
CHAPTER 2 of Rule 168 of GFR – 2017

No. DSPHQ/GNL/PHQ/DMN/STATIONERIES/2017 -18/ Dt: .07.2017

1. The bigger cover of Tender containing **Commercial / Price Bid and Technical** should be duly super-scribed the word "Tender f **Stationeries for the use of Police Department of Daman & Diu**".
2. As per instructions of the Govt., the Tender Notice has been published on the www.dddpolice.gov.in i.e. www.daman.nic.in. Name of stationery items along with detail technical Specifications, probable requirements against each item may be seen from the website of the Daman & Diu Police i.e. <http://ddpolice.gov.in> and on website of UT Administration of Daman & Diu i.e. <http://daman.nic.in>.
3. Samples will be evaluated / scrutinized at **1100 Hrs.** on **02/07/2017** in the Chamber of the Deputy Superintendent of Police, (HQ), Airport road, Dunetha, Daman. The bidders or their authorized representatives may be present, if they so desire. In case the due date is declared holiday or any other reason, the next date will be intimated through telephonically or by email in due course of time.
4. **Only GST (IGST/UGST/UGST) registered manufacturer / firm / agency/ agent are eligible to fill this Tender.** Interested **manufacturer / firm / agency/ agent are eligible to fill this Tender** shall quote their GSTIN Number in Tender and also attach legible documentary proof of having registered with GST department.
5. All the **manufacturer / firm / agency/ agent** submitting the Tender must attach an Undertaking to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with technical bid.
6. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee. They should also bring Letter-Head of the firm with an undertaking that any decision/negotiation taken by them would be accepted by firm.
7. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one **manufacturer / firm / agency/ agent**. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of firm bearing an authority letter, whose specimen signatures should attested by the firm's authorized signatory having seal of the firm.
8. The Participating **manufacturer / firm / agency/ agent** must send original Earnest Money Deposit (EMD) as asked for, with their bid, as per Rule – 170 of GFR 2017. **Tenders without E.M.D. will be rejected straightway.** The E.M.D. shall be in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks drawn in favour of **DIGP Daman & Diu, Daman** payable at Daman. No interest will be given on E.M.D. The bid security is normally to

remain valid for a period of forty-five days beyond the final bid validity period. The original DD/FDR/BG i.e. EMD shall be submitted by the bidder along with the bid.

9. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

10. The **manufacturer / firm / agency/ agent** registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization for the item(s) which are to be procured, are exempted from deposition of Earnest Money. They have to attach the legible copy of valid registration document/exemption certificate with the bid.

11. The price must be quoted as per Proforma of Price Schedule **Annexure-B** inclusive of GST. Nothing over and above the quoted price would be payable to the successful bidder. The participating **manufacturer / firm / agency/ agent** must quote the price both in words as well as in figures. Any over writing/cutting etc. render the Tenders as invalid. The option in the rates will not be entertained and the Tender will be rejected straightway.

12. Participating **manufacturer / firm / agency/ agent** would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bid.

13. The firm whose rates are accepted will have to deposit **10%** of the total cost of the item as **Performance Security as per rule – 171 of GFR 2017** in the shape of an Account Payee Demand Draft/Bank Guarantee/FDR from any of the Commercial Bank in an acceptable form in favour of **DIGP Daman & Diu, Daman** payable at Daman within 07 days from placing supply order. **Performance Security** shall bear no interest. **Performance Security** should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including Warranty/ Guarantee period etc. Bid security should be refunded to the successful bidder on receipt of Performance Security.

14. The purchase committee will consider extension of the time for remitting the security deposit as demanded. However, in case of denial to consider such extension, the supplier is bound and abides by the limit given.

15. In case successful bidder fails to deposit the Security Money within 07 days from the date of receipt of letter, the E.M.D. of the firm will be forfeited in favour of department and action will be initiated to blacklist the firm.

16. In case, the firm fails to supply the items within the delivery period, **liquidated damage (L.D.)** charges will be charged @ 0.5% (half percent) of total cost per week (07 days) of the item, which may be charged maximum upto the limit of 10%. Besides, action will be initiated to blacklist the firm and forfeiture of its Performance Security Money.

17. If the supply is found of inferior quality to the sample approved by the **Purchase/Technical Committee**, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it within fresh stock as per approved samples within 15 days. In case the supplier fails to give the supply or to

- replace as per approved sample, the Performance Security will be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
18. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness & capability of the item and any other information given by the participating firms.
 19. The Bid shall remain valid for **six calendar months** from the date of opening of the tender.
 20. The rates will be F.O.R. (Freight on Road) at Daman Police Head Quarters, Airport Road, Nani Daman Daman – 396 210. No extra charges for packaging, Transportation or forwarding and insurance etc. will be paid on the rates quoted.
 21. In case of failure to supply stationeries ordered for, as per conditions and within the stipulated time, the same articles will be obtained, if required, from the tenderer who has offered next higher rates (L2) or from any other source, as may be decided by the purchase committee and loss to Government on account of such purchase (s) shall be recovered from the former supplier's security deposit / earnest money or bills payable. The suppliers shall have no any right to dispute with such procedure.
 22. The quantity of the items mentioned in the Tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
 23. The payment will be made after receipt/final acceptance of goods in good condition as per prescribed specification. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
 24. The payment will be made depending upon the availability/release of funds by the Govt. and the **manufacturer / firm / agency/ agent** shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
 25. The Purchase Committee of Police Department may, at its sole discretion, waive any minor infirmity, nonconformity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder
 26. The Tender will be rejected straightway without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.
 27. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
 28. In case of violation of any clause of contract/agreement deed, the explanation of the **manufacturer / firm / agency/ agent** can be called by issuing show cause notice, if the reply is not found satisfactory. Performance Security can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.
 29. All disputes are subject to the jurisdiction of the Courts in jurisdiction of Daman district, only.
 30. The participating firms will have to submit an undertaking to the effect that they will provide **Guarantee/Warranty** of the Tenders items for a period of at least six month from the date of acceptance of store.

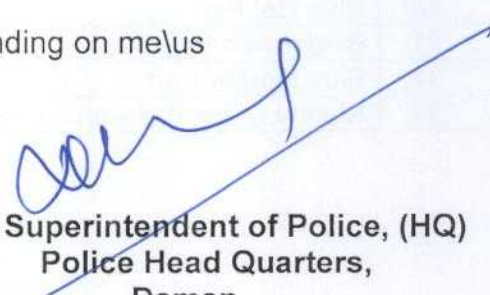
31. All the bidders will have to also submit an Undertaking that the product(s) offered by them is/are as per technical specifications or are of standard quality.
32. One similar samples of each Stationeries as per Tenders specification duly tagged with firm name & stamped must be submitted along with the bid.
33. After evaluation of samples and price bid, the Purchase Committee will have discretion to award the contract any of the firm, if their L-1 rates are same.
34. All the unsuccessful bidders shall be responsible to collect the samples deposited by them with the tender within 15 days after the day of opening of Price Bid. Thereafter, no claim to return the sample will be entertained by purchaser.
35. **Price/commercial Bid** shall contain price only and no other documents shall be attached with the Price bid, it should be in a separate cover.
36. **Price/commercial Bid** shall be filled in **Annexure "B" PRICE SCHEDULE** attached with the Tender of CHAPTER 5 of Rule 168 of GFR – 2017 and shall also be in separate envelope duly super scribed as "*Price/commercial Bid for Stationeries for the use of Police Department Daman & Diu, Daman.*"
37. Both envelopes ie. **Price/commercial Bid and other bidding paper and documents** shall be put in a one large envelope duly super scribed with the name of the work, Tender notice number, last date of bid submission and complete communication address with telephone number of the bidder.
38. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needed.
39. **Delivery shall strictly be made within 30 days from placing supply order.**
40. Extension of time limit for supplies may be considered by the Purchase Committee Daman provided that such request made well in time depending upon the circumstances and Purchase Committee's decision in the matter will be final.
41. Bidders are advised to study this tender document carefully before participating. It shall be deemed that submissions of Bid by the Bidder have been done after their careful study and examination of the tender document with full understanding as to its implications.
42. If any time after the order placed for supply of stationeries for the use of Police Department Daman & Diu, Daman shall for any reason, what so ever, not required the whole or part of the quantity, where or has specified in the supply order, the Purchase Committee, Daman shall give notice in writing of the facts to suppliers who shall have no claim to any payment/compensation, what so ever on account of any profit or advantages, with suppliers might have derived in consequence of the full quantity of the articles, not having been purchased nor shall have any claim for compensation by reason of any alteration having been made in the original instructions, which shall involve any curtailment of the supply as originally contemplated.
43. All bills should be in triplicate and should invariably be mentioned the number and date of supply order.

44. All bills should be pre-receipted on a revenue stamp of proper value. Bills which are not pre-receipted on revenue stamp will not be accepted for payment
45. Tax charged on account of GST on stationeries is/are not more than what is payable under the provision of relevant act of the rules made there under.
46. **Force Majeure:** The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc.
47. All the procedure for purchase of store laid down in GFRs & DPFs shall be adhered to strictly and the bidders are to be bound to respect the same.
48. The competent authority reserves the right to scrap/call off the tender at any stage on administrative reasons.
49. The rates should be quoted only for the items specified in the Annexure "B" and should be for the items of given specifications confirm to the standard (s) requirements of the given specification/mark. Rates quoted for items other than required specifications/Mark may not be considered. However indigenous manufacturers may quote their own makes provided that the specification confirmed to the standard(s)/requirement(s) of the given specification / mark.
50. Where this office does not specify name of the company/mark and rate should be quoted only for the first class and standard quality.
51. The bidder should submit details of certificate, indicating his past experience in the execution of similar types of works with govt. or private agencies.
52. The supply of stationeries items shall be as per the Annexure "B" Price schedule drawn by the Tender inviting authority.
53. The Tender should be accompanied by the samples without which the same will not be accepted.

The above conditions are accepted and are binding on me/us

Signature of the Supplier's With Seal

Dated: - /07/2017

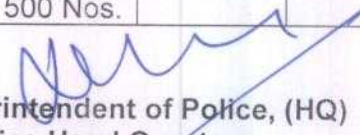

Dy. Superintendent of Police, (HQ)
Police Head Quarters,
Daman

(COMMERCIAL / PRICE BID)
PROFORMA FOR REQUIREMENT & PRICE SCHEDULE
CHAPTER 3 & CHAPTER 5 of Rule 168 of GFR – 2017

TENDERS FOR PURCHASE OF STATIONERIES USE IN DAMAN & DIU POLICE

I/We _____ hereby certify that we are established
 Manufacturer/Agency/Firm/Supplier/Agent carried out business under title
 M/s _____ with factories/firm/Shop at _____ are
 hereby offer to supply the following items at the prices indicated below:

Sr. No	Descriptions of Stationeries	Total No. of Quantity required	Rate per unit inclusive of GST	Total Amount
1.	Box File	100 Nos		
2.	File Cover plastic Plain white A4/FS	100 Nos		
3.	Portfolio (Four flap File)	100 Nos		
4.	Punching Machine with punching capacity 20 Sheets	30 Nos.		
5.	White Tags / File Laces	25 Packet		
6.	Red Tags / File Laces	25 Packet		
7.	Typing white paper	75 GSM	50 Reams	
8.	Xerox white Paper FS Legal	75 GSM	300 Reams	
9.	Xerox White Paper A4	75 GSM	450 Reams	
10.	Xerox White Paper A3	75 GSM	10 Reams	
11.	Note sheet Green paper	100 GSM	20 Reams	
12.	Register 2 Quire	50 Sheets	150 Nos	
13.	Register 3 Quire	75 Sheets	100 Nos	
14.	Register 4 Quire	100 Sheets	25 Nos	
15.	Register 6 Quire	150 Sheets	20 Nos	
16.	White ink pen		120 Nos	
17.	Stapler pin No.10 Small (6 pack in 01 Box)		10 Boxes	
18.	Stapler No 10		25 Nos.	
19.	Stapler pin Big No.24/6 (6 pack in 01 Box)		10 Boxes	
20.	Stapler Big No.24/6		20 Nos	
21.	Glue sticks (20 x25 Boxes)		500 Piece	
22.	Carbon Paper Blue/ Back A3 size	100 Sheets in a packet	25 Packet	
23.	Carbon Paper Blue FS Legal Size	100 Sheets in a packet	10 Packets	
24.	Steno Pad 01 Quire	25 pages in a quire	25 Nos.	
25.	6"X4" Brown/ White Cover 70 gsm	50 envelop in a packet	10 Packet	
26.	9"X4" Brown/ White Cover 70 gsm	50 envelop in a packet	10 Packet	
27.	10" X 12" Cloth Cover Extra Thick	50 envelop in a packet	10 Packet	
28.	12" X 24" Cloth Cover Extra Thick	50 envelop in a packet	10 Packet	
29.	Blue Ball Point Pen (Use & Throw)		300 Nos.	
30.	Blue Gel Pen		100 Nos	
31.	Binder with Four Flap		05 Nos.	
32.	Blue Marker Pen		50 Nos.	
33.	Khakhi Office File with cardboard		500 Nos.	


 Dy. Superintendent of Police, (HQ)
 Police Head Quarters,
 Daman.

NOTE: - It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

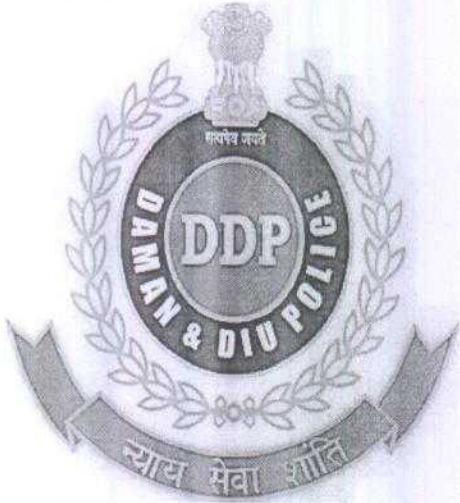
(Signature and seal of Bidder)

Dated: _____

**TECHNICAL SPECIFICATIONS FOR PURCHASE OF STATIONERIES FOR USE
IN DAMAN & DIU POLICE**


Sr.	Descriptions of Stationeries	Specifications
1.	Box File	Thick Cardboard, Good quality steel lever / clips shall be fitted inside the box file, FC/Legal Size,
2.	File Cover plastic Plain white A4/FC	Transparent, PVC 'L' Folders, FC legal Size
3.	Portfolio (Four flap File)	Thick Cardboard, flaps and laces on all four sides, flaps shall be made of plastic
4.	Punching Machine	Punching capacity 20 Sheets
5.	White Tags / File Laces	Shall be made of good quality.
6.	Red Tags / File Laces	Shall be made of good quality
7.	Typing white paper	White,75 GSM, 21.5 x 34.5 cm, 500 Sheets in a Ream
8.	Xerox white Paper FS Legal Size	White,75 GSM, 21.5 x 34.5 cm, 500 Sheets in a Ream
9.	Xerox White Paper A4 Size	White,75 GSM, 21 x 29.7 cm, 500 Sheets in a Ream
10.	Xerox White Paper A3 Size	White,75 GSM, 29.7 x 42 cm, 500 Sheets in a Ream
11.	Note sheet Green paper FS Legal Size	Green,100 GSM, 21.5 x34.5 cm, 500 Sheets in a Ream
12.	Register 2 Quire	19.5X31.5cm (finished Ordinary binding with card board, 96 pages or 48 Sheets in 2 quire register. 70GSM
13.	Register 3 Quire	19.5X31.5cm (finished Ordinary binding with card board, 144 pages or 72 Sheets in 2 quire register. 70GSM
14.	Register 4 Quire	19.5X31.5cm (finished Ordinary binding with card board, 192 pages or 96 Sheets in 2 quire register. 70GSM
15.	Register 6 Quire	19.5X31.5cm (finished Ordinary binding with card board, 288 pages or 144 Sheets in 2 quire register. 70GSM
16.	White ink pen	Fine metal tip, Ozone safe, easy flow
17.	Stapler pin No.10 Small	One Box shall contain six packets Stapler pin No.10 Small
18.	Stapler No 10	Good Quality with plastic covering
19.	Stapler pin Big No.24/6	One Box shall contain six packets Stapler pin No.24/6
20.	Stapler Big No.24/6	Good Quality with plastic covering
21.	Glue sticks	15g weight, ideal for paper & photo, each box shall contain 20 piece
22.	Carbon Paper	Each packet shall 100 Sheets of Carbon, Durability impression on the same spot by 6 time, main folding 6 times, coating, Blue/ Back A3 size, 29.7 x 42 cm
23.	Carbon Paper Blue FS Legal Size	Each packet shall 100 Sheets of Carbon, Durability impression on the same spot by 6 time, main folding 6 times, coating, Blue/ Back FS Legal Size, 21.5 x 34.5 cm
24.	Steno Pad	13 x 21 cm 48 pages or 24 Sheets in 1 quire register. 60 GSM
25.	Envelop	6"X4" Brown/ White Cover 70 gsm, properly gummed at closing end, each packet shall contain 50 envelopes, shall be of Good Quality
26.	Envelop	9"X4" Brown/ White Cover 70 gsm properly gummed at closing end, each packet shall contain 50 envelopes,,

		shall be of Good Quality
27.	Envelop	10"X12" Cloth Cover Extra Thick, properly gummed at closing end, each packet shall contain 50 envelopes, shall be of Good Quality
28.	Envelop	12" X 24" Cloth Cover Extra Thick properly gummed at closing end, each packet shall contain 50 envelopes, shall be of Good Quality
29.	Blue Ball Point Pen (Use & Throw)	Shall be made of good quality.
30.	Blue Gel Pen	Shall be made of good quality.
31.	Binder with Four Flap	Thick Cardboard, flaps and laces on all four sides, flaps shall be made of plastic
32.	Blue Marker Pen	Non Toxic, Refillable, Bullet Tip
33.	Khakhi Office File	<p>Khakhi Office File with Daman Police Logo Printed on the centre of the file. Front & Rear Cover of the file shall be made of cardboard.</p> <p>DDP DAMAN & DIU POLICE</p> <p>POLICE DEPARTMENT FTS No. NAME SUBJECT YEAR</p> <p>Shall be written in the centre of the file below the LOGO.</p> <p>Sample according to above specification must be submitted along with the BID without fail.</p>



Signature of the Supplier's With Seal

Date: - /07/2017.


Dy. Superintendent of Police, (HQ)
Police Head Quarters,
Daman

TENDER ACCEPTANCE LETTER

(To be given on Company/Firms Letter Head)

(Enclose with Bid)

CONTRACT FORM – CHAPTER 7 Rule 168 of GFR – 2017

Date: _____

To,

Dy. Superintendent of Police, (HQ)
Police Head Quarters,
Daman.

Sub: Acceptance of Terms & Conditions of Tenders.

Tender Reference No: _____

**Name of Tender/Work: - TENDERS FOR PURCHASE OF STATIONERIES FOR USE
IN DAMAN & DIU POLICE**

Dear Sir,

1. I/ We have obtained the Tender document(s) for the above mentioned 'Tenders/
Tender/Work'namely: _____
_____ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the Tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this Tenders are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST

Other information for BidderCONTRACT FORM – CHAPTER 7 Rule 168 of GFR – 2017

All the participating firms/companies are requested to attach/send self attested legible documentary proof of the following documents with their bid. In the absence of any of the following documents, the bid will be disqualified/rejected straightway without any further clarification:-

SI No	Description	Yes/No
1.	E.M.D. of ₹. 5000/- in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks IN FAVOUR OF DIGP/DD, DAMAN. (Rule – 170 of GFR 2017)	
2.	Tender fee (Non – Refundable) of ₹. 500/- in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks IN FAVOUR OF DIGP/DD, DAMAN.	
3.	Have the Firm attach the legible copy of valid Registration Certificate with DGS&D/NSIC/MSME, if claim for EMD exemption. With the bid. Clause No. 10 of Terms & Condition of Contract	
4.	Only GST (IGST/CGST/UGST) registered agencies are eligible to fill this Tender. Have the firm attached registration certificate? Clause No. 04 of Terms & Condition of Contract	
5.	Undertaking for non-blacklisting of firm and non-registration of criminal case, as per Clause No.05 has been attached or not?	
6.	Undertaking for Guarantee/Warranty of Tenders items for at six months as per Clause No.30 has been attached or not?	
7.	Undertaking to the effect that product(s) offered by the firm is/are as per technical specifications of the Tender as per Clause No.31.	
8.	One similar samples of each Stationeries as per Tenders specification duly tagged with firm name & stamped must be submitted along with the bid as per clause No.32 has been attached along with bid or not?	
9.	Whether the firm submitted Tender Acceptance Letter "Annexure – D" along with the bid or not?	
10.	The bidder should submit details of certificate, indicating his past experience in the execution of similar types of works with govt. or private agencies, whether attached or not. Clause No. 51	
11.	Whether attached terms and conditions duly signed with seal of the company/firm/agency, in token of acceptance of terms and conditions attached or not?	
12.	Whether attached Contract Form Annexure "F" on letter head of participating firm / Manufacturer / agency/ agent or not?	
13.	Copy of PAN Card	
14.	Details of Aadhar Card No.	
15.	Bank details as follows	
	Name of the Bank/ Branch	
	Account No. of Bidder	
	Type of Account	
	IFSC Code of the Bank	
	MICR Code of the Bank	
16.	GSTIN Number	

Signature of the bidder
With Seal.

Contract Form

[To be submitted along with Bid]

CONTRACT FORM – CHAPTER 6 Rule 168 of GFR – 2017

Tender ID No:

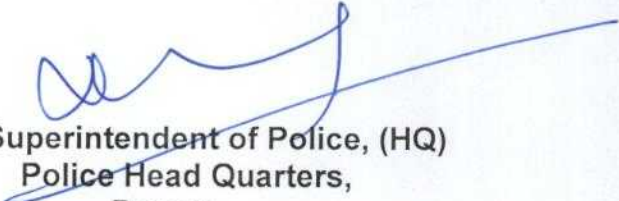
To,
The Dy. Superintendent of Police,
Police Head Quarters,
Airport road, Nani Daman
Daman – 396 210

Sir

I/We the undersigned _____

hereby offer my/our rates as enclosed. I/We agree with terms & conditions attached with this tender and promise to supply the **Stationeries for the trainees of Basic Commando Course** at rates mentioned in the Commercial / Price bid F.O.R. at Daman Police Head Quarters, Dunetha, Daman inclusive of all taxes and charges.

Signature of the Supplier's With Seal


Dy. Superintendent of Police, (HQ)
Police Head Quarters,
Daman

Date: - /07/2017.

Note: This letter of agreement/contract should be on the letterhead of the bidder i.e manufacturer/firm/dealer/agent and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.