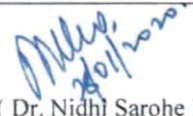


E-TENDER (ONLINE) INVITATION NOTICE (e-Tender)
Tender ID No.-04/School Stationery/2019-20

Tenders are hereby invited **along with samples** from the interested Manufacturers/Authorized Dealers / Suppliers by the Director of Education, Daman & Diu on behalf of the President of India for the Procurement of School Stationery Item for the students studying in Government Primary/Upper Primary and Government Secondary/Higher Schools running under the control of the U T Administration of Dadra and Nagar Haveli and Daman & Diu through online tender on the website <http://ddtenders.gov.in> on or before **27/02/2020 up to 15.00 Hrs.**

Sr. No.	Name of item (As per specification in Annexure-I enclosed herewith)	Quantity required in No.	EMD (₹)	Tender fees non refundable (₹)	Time limit
1	School Stationery Item as per the schedule of supply and specification attached at Annexure-I.	As per Annexure-I	6,27,576/-	5,000/-	45 days after issue of Supply Order

Tender publishing on	28/01/2020 at 16.00 hrs.
Tender download from	28/01/2020 at 16.00 hrs.
Tender download till	27/02/2020 at 10.00 hrs.
Date of Pre-bid meeting	07/02/2020 at 15.00 hrs.
Last Date for submission of Clarification (on discussion in the pre-bid Meeting)	10/02/2020 at 11.00 hrs.
Bid submission start from	11/02/2020 at 11.00 hrs.
Bid submission closing on	27/02/2020 at 15.00 Hrs.
Bid opening on	28/02/2020 at 11.00 Hrs.
The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation. List of Mandatory documents are specified in the terms and conditions.	
Bidders have to submit price bid in Electronic Format only on website till the last date and time for submission. Price bid in Physical format shall NOT be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof	
The tender form along with all details including schedule and terms and conditions can be down loaded from the website http://ddtenders.gov.in	


(Dr. Nidhi Sarohe)
Director of Education
e-mail : dired-ud@nic.in
(0260-2230486)

Copy to:

1. The All Heads of Officers, Daman & Diu for displaying on the Notice Board.
2. The Director (IT), Secretariat NIC, Daman for publishing/listing on the official website of Daman & Diu Administration.

TERMS & CONDITIONS FOR THE PROCUREMENT OF SCHOOL STATIONERY ITEM FOR THE STUDENTS STUDYING IN GOVERNMENT PRIMARY / UPPER PRIMARY AND GOVERNMENT SECONDARY AND HIGHER SECONDARY SCHOOLS UNDER THE U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND DAMAN & DIU.

(Tender ID No.-04/School Stationery/2019-20)

- 1) The bidder should be a Interested Manufacturer/authorized dealer distributor or supplier of School stationery Item. If the tenderer is authorized distributor/dealer of manufacturer, he should furnish Authorization letter certificate from the manufacturer as per format prescribed in Annexure "A". Authorization letter not submitted as per format will be rejected.
- 2) The bidder has to upload the scanned copies of all the mandatory documents duly signed and stamped by the bidder compulsorily online only while submission of bid. Only the documents submitted online will be considered for evaluation. The Mandatory documents are as under:
 - a. The copy of Tender Fees in DD forms online as well as in physical form.
 - b. The EMD will be submitted only in FDR form with 6 month validity online as well as in physical form.
 - c. The Bidder should upload the copy of valid ISO certificate.
 - d. The Bidder should have produced the copy average annual turnover i.e. 3.0 Crores for last three financial years. Upload copy of Income tax paid for the last three years along with copy of Turnover Certificate certified by registered Chartered Account.
 - e. The Bidder should upload the valid shop & Establishment Certificate.
 - f. The copy of GST Registration Certificate.
 - g. The copy of Last paid receipt of GST.
 - h. The copy of Pan Card on Company Letter head duly stamped and signed.
 - i. The copy of Bank Solvency Certificate @ 1.50 crores may be submitted.
 - j. The Bidder should have experience of supply in to Govt. organization in the past 3 years for minimum 2.5 Crores or higher amount. The copy of satisfactory completion certificate must be uploaded.
 - k. The Bidder should submit sample in the **O/o. Assistant Directorate of Education, Directorate of Education, Nani Daman** and take acknowledge on the challan and uploaded the same in online Tender.
 - l. The Bidder who will be technically qualified in documents as well as in test report only will be qualified for opening Commercial bid.
 - m. The Bidder should upload undertaking that the terms and conditions mentioned in the tender are acceptable.
 - n. The Bidders should submit undertaking that they are not blacklisted by any organization previously.
 - o. 10 % security deposit based on the amount of order will be submitted by the successful bidder.
 - p. The bidder should upload the valid shop & Establishment Certificate for Authorized dealer or SSI/IEM/NSI for manufacturer.
 - q. The Bidder should have submitted 2 set of samples of each item from viz category : (i) 'A', (ii) 'B', (iii) 'C' and (iv) 'D' which will be tested by this Department and total amount of testing (category wise) will be borne by the tender participants which will be paid in advance in form of DD in favour of the **The Assistant Director of Education, Daman, payable at Daman** at the time of submission of bid documents. The testing charges for various categories is as mentioned in the table below:

Mus

Signature of the Supplier with
Full address & Rubber stamp.

Sr. No	Item	Group/Category	Testing charges
1	Drawing book 21 X29.7 cm 100 gsm (Std 4 to 10) 40 pages	“A”	10000/-
2	Drawing book with picture (Std 1 to 3) 40 pages		
3	Graph book (Std 6 to 12)		
4	Atlas (Std 6 to 10)		
5	Sharpener (Std 1 to 12)	“B”	21500/-
6	Eraser (Std1 to 12) X 3 Nos.		
7	Pencil Box (10 Pcs in Box) (Std 1 to 12)		
8	Foot Rule Standard Quality (Std1 to 4)		
9	Foot Rule Standard Quality (Std 5 to 12)		
10	Compass box with Geometric Utencils (Std 3 to 12)		
11	Slate Plastic frame (Std 1 and 2)		
12	Slate Pen (Std 1 and 2)		
13	Ball Pen (Std 6 to 12) X 6 nos.		
14	Compass box (Std1 and 2)		
15	Sketch pen (Std 3 to 8)	“C”	6000/-
16	Wax Colour (Std1 and 2)		
17	Water Colour (Std 8 to 10)		
18	Paint Brush (Std 8 to 10)		
19	Water Bottle (Std1 to 8)	“D”	3500/-

r. L1 will be considered for each category as mentioned above.

- 3) Sr. no. 2 (a to r) including scanned copy of tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.
- 4) The post delivery testing of School Stationary will be done. Based on recommendation(s) of testing result, if the sample(s) does not meet(s) the requirement of tender specification with respect of the test carried out by testing agency, payment will not be released and EMD / SD deposited with tender will be forfeited immediately and the firm will be blacklisted, with approval of the Competent Authority.
- 5) The procurement of School Stationary is being done for the year 2020-2021, hence the manufacturing of School Stationary should be of the year 2020.
- 6) The department reserves the right to increase/decrease the ordered quantity by up to 25% at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)."
- 7) The successful bidder fails to execute the supply of ordered material in stipulated time as prescribed in the tender notice, the penalty of 0.5% per week of the delivered price of the delayed material will be imposed.
- 8) The Bidder who will be technically qualified in documents as well as in test report will be qualified for opening Commercial bid.
- 9) The Bidder should have uploaded undertaking that the terms and conditions mentioned in the tender are acceptable.
- 10) Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in favour of **The Assistant Director of Education” payable at Daman** in hard copy shall 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 can also be deposited on or before **27/02/2020 at 15:00 Hrs. Office of the Assistant Director of Education, Nani Daman.**

M. S.

Signature of the Supplier with
Full address & Rubber stamp.

- 11) Bidder has to submit price bid in Electronic Format only on <http://ddtenders.gov.in> website till the last date and time for submission. Price Bid in physical format shall not be accepted in any case. The price bid shall be opened of those firms / agencies who are qualified in technical bid.
- 12) The bidder should furnish tender fee in form of **Demand Draft** and **Earnest Money Deposit** in form of FDR drawn on scheduled/National bank in favour of **The Assistant Director of Education, Daman payable at Daman** in the manner laid down in tender notice. Tenders received without Tender Fees & Earnest Money Deposit will be summarily rejected. The EMD will be refunded to the unsuccessful tenders immediately after the tender is been finalized and on receipt of application from bidder unsuccessful.
- 13) The rate(s) quoted in the price bid by the Bidder shall be inclusive of all Taxes and charges imposed by the Govt. of India from time to time. The rates quoted by the Bidder shall be valid for a period of 12 months from the date of issue of order.
- 14) The rates quoted in the price bid shall be inclusive of all charges on account of loading, unloading and transportation at all Schools situated in entire UT of Dadra and Nagar Haveli and Daman & Diu as the case may be.
- 15) The Bidder has to quote single rate as per specification specified in Annexure-I, otherwise Tender will be rejected.
- 16) No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 17) The Earnest Money(s) Security Deposit(s) paid by the Bidder (s) earlier against any tender (s) or Supply order(s) is / are not adjustable with Earnest Money or Security Deposit required by these conditions/tenders.
- 18) The successful bidder has to supply the goods strictly as per specification /sample and within prescribed time limit. If the material supplied not found as per the specification / sample/inferior in quality, the entire supply order is liable for cancellation and EMD / SD paid will be forfeited to government and said agency shall be blacklisted.
- 19) No separate agreement will be required to be signed by the successful bidder(s) for the purchase of the Contract for supply. Rates tender offered in response to the concerned tender shall be considered as acceptance of all above terms & conditions for supply for all legal purpose.
- 20) Extension of time limit for supplier may be considered by the Tender Inviting Officer up to 50% of the original stipulated time for supplies and beyond that by the Competent Authority to accord expenditure sanction or enter into contract with reference to the amount involved in the contract. However, extension of time limit will be considered in very exceptional circumstances and at the discretion of the above authorities and supplier cannot claim it as a matter of right. The extension so granted, may be with levy of compensation for delay in execution of supply order up to 10% of the cost of the delayed quantity, competent to grant extension of time limit, provided such request is made in time depending upon the circumstances and such decision in the matter will be final.
- 21) Only on satisfactory completion of supply of goods, bills of the supplier to be admitted for payment, the amount of Security Deposit / Earnest Money Deposit will be refunded after expiry of guarantee /warranty period if any, or such date / period as may be mutually agreed upon. The guarantee / Warranty period will be from the date of supply of full quantity of the goods.

Signature of the Supplier with
Full address & Rubber stamp.

M/S

22) No advance payment will be made.

23) All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order.

24) 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 and his decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.


25) All Contracts will be given to the overall lowest Bidder not item wise due to technology reasons.

All disputes subject to Daman jurisdiction only.

THE ABOVE CONDITIONS ARE ACCEPTED & ARE BINDING TO ME / US.

**Signature of the Supplier with
Rubber Stamp with date.**

Tender Inviting Officer.


(Dr. Nidhi Sarohe)
Director of Education
e-mail :diredud@nic.in
(0260-2230486)

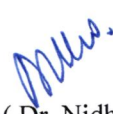
U T Administration of
Dadra and Nagar Haveli and Daman & Diu,
(Directorate of Education)
Moti Daman – 396 220

(Tender ID No.-04/School Stationery/2019-20)

Annexure –I

SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY ITEM

Sr. No	Item	Quantity Required	Unit	Rate per Unit (In word & Figure)
1	Drawing book 21 X29.7 cm 100 gsm (Std 4 to 10) 40 pages	55280	Nos.	
2	Drawing book with picture (Std 1 to 3) 40 pages	25267	Nos.	
3	Graph book (Std 6 to 12)	46714	Nos.	
4	Atlas (Std 6 to 10)	38496	Nos.	
5	Sharpner (Std 1 to 12)	88765	Piece	
6	Erazer (Std1 to 12) X 3 Nos.	266295	Piece	
7	Pencil Box (10 Pcs in Box) (Std 1 to 12)	88765	Box	
8	Foot Rule Steel Standard Quality (Std1 to 4)	33748	Piece	
9	Foot Rule Steel Standard Quality (Std 5 to 12)	55017	Piece	
10	Compass box with Geometric Utencils (Std 3 to 12)	71802	Piece	
11	Slate Plastic frame (Std 1 and 2)	16963	piece	
12	Slate Pen (Std 1 and 2)	16963	Box	
13	Ball Pen (Std 6 to 12) X 6 nos.	280284	Nos	
14	Compass Box (Std 1 and 2)	16963	Piece	
15	Sketch pen (Std 3 to 8)	50278	Set	
16	Wax Colour (Std1 and 2)	16963	Set	
17	Water Colour (Std 8 to 10)	21654	Set	
18	Paint Brush (Std 8 to 10)	21654	Nos.	
19	Water Bottle (Std1 to 8)	67241	Nos.	


(Dr. Nidhi Sarohe)
Director of Education
e-mail :diredud-d@nic.in
(0260-2230486)


SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY ITEM

Sr.No.	Item	Specification
1.	Sharpener	Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length -25mm (min) Width-15mm (min) Height-10mm (min)
2.	Eraser	Eraser should be made of non-toxic plasticized PVC rubber material and should be natural white in colour. The dimensions of eraser shall be Length- 25mm (min) Width-12mm (min) Height-9mm (min)
3.	Pencil Box	Writing Pencil Box:- The Writing Pencil Box Consisting of 10 NOs of Pencils, 1 Sharpener and 1 Eraser, super dark premium bonded lead HB pencils. The pencils shall be non toxic.
4.	Foot Rule	The Scale should be made of high quality general purpose clear Polystyrene. It should have 3mm blank space at both ends beyond markings. The lines and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length – 156 mm – min. Breadth – 25 mm - min
5.	Foot Rule	The Scale should be made of high quality general purpose clear Polystyrene. It should have 3mm blank space at both ends beyond markings. The line and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-306 mm – min. Breadth – 29 mm – min Weight – 20 gms -min
6.	Sketch Pen	12 sketch pen set of good quality like Camlin, Faber Castel, luxury and etc.
7.	Wax Colour	12 Wax colour set of good quality like Camlin, Faber Castel, Luxury and etc.
8.	Water Bottle	(i) Design and pattern of the water bottles must be as per indicative stores sample. (ii) Shape shall be cylindrical with maximum diameter of 60 mm at centre for proper grip and which should fit within the side pouch of the school bag. The water bottle shall have opening with minimum 1 ½ turn threads. The main lid shall be screwed to fit tight to bottle. The main lid shall have at least 20 mm dia. Opening for drinking water. The opening shall be shut close with second lid which shall be part of main lid. The second lid shall be fixed on hinge to main lid. (iii) Material used for making water bottle must be made odourless, hygienic & of FDA approved transparent polyethylene (terephthalate) minimum 0.65 mm thick with hinge type lid. (iv) Water bottle to have easy grip and leak-proof sealing cap for easy handling. (v) Caps of water bottle should be of Pink, Red, Yellow and Violet colours. (vi) Water bottles to conform to EN71 standards in all other aspects.
9.	Slate Plastic frame	The writing slate shall be of size 200mm x 250mm. the slate shall be 3mm thick. The slate shall have grids on one side and ruling on another side. The slate shall have fine finishing, smooth surface for easy to write. The slate shall be bounded with deluxe tin frame.
10.	Slate Pencil	The writing slate pencil shall be of standard quality and writable on

		slate
11.	Compass box with Geometric Utensils	<p>(i) Geometry Compass Box:- The Geometry Box should be made of 0.22 mm thick (minimum) tin free Mild steel (Press Metal Sheet). The corners should be curved so that there are no sharp edges. The sheet metal should have Zinc plating for resistance against rust. The art work etc. shall be as per manufacturer's design. The box should have two lock. The box Length shall be 180mm (± 5mm), Breadth shall be 75mm (± 5mm) and Height shall be 18 mm (± 2mm). The Box should be printed with wordings Department logo, and also the Name of the Manufacturer. The overall appearance of geometry compass box shall exude quality of construction & superlative finish of art work/paint work on the outside of box. Box should have compartments for separating and protecting the components from damages. The Geometry Compass Box shall consist of following sets of instruments that will be used by children for drawing Geometric constructions, writing & marking etc.</p>
		<p>(ii) Scale :- The scale should be made of high quality general purpose clear Polystyrene. It should have 3 mm blank spaces at both ends beyond markings. The lines and numbers showing "mm" "inch" on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-156mm and Breadth – 25 mm (min) Weight – 8 gm (min)</p>
		<p>(iii) Protractor :- The protractor should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on protractor shall be printed with special printing ink for taking accurate measurements. It should have semicircular shape with angles from 00 to 1800 marked in clockwise & anticlockwise directions. The dimensions of protractor shall be Base-98mm (min) and Height-55mm (min) weight-5 gm (min)</p>
		<p>(iv) Compass :- Compass should be made of high quality M.S. and it should have rust resistant coating. Pencil holder and the ring should be made of A B S (Acetate, Butane and 28 styrene) for proper grip. Compass should have needle cap for protection. The dimensions of compass should be Length-85mm (min) Length of holder from pivot-60mm.</p>
		<p>(v) Divider :- Divider should be made high quality M.S. and it should have rust resistant coating Divider should have needle cap for protection. The dimensions of divider should be Length-110mm (min) Length from pivot-60mm (min)</p>
		<p>(vi) Set-square-Two types : The set squares should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on set squares shall be printed with special printing ink for taking accurate measurements. The dimensions of set squares shall be 300-600 set square Base-73mm (min) and Height-125mm (min) Weight- 5 gms (min) 450 set square Base - 95mm (min) and Height-95mm (min) Weight – 5 gms (min) Base is adjacent to 900 angle.</p>
		<p>(vii) Pencil : Wooden HB Pencil should have hexagonal cross section & it should have high quality graphite lead point. The colour coating on pencil should be non-toxic.</p>
		<p>(viii) Sharpener: Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length-25mm (min) Width-15mm (min) Height-10mm (min)</p>

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		(ix) Eraser : Eraser should be made of non-toxic PVC rubber material and should be natural white in colour. The dimensions of eraser shall be length-25mm (min) Width-12mm (min) Height-9mm (mm)
The Geometry Compass Box shal conform to EN71 (Part 1,2 &3)		
12.	Compass Box	Good quality of Plastic Compass Box
13.	Water Colour (15M1)	The Water colours shall be set shall be set of 12 shades viz – Super White, Tempa Black, Tempa red, Tempa Green, Lamon Yellow, Burnt Sienna, Prussian Blue, Light Green, Yellow Ochre, Chrome Yellow, Medium Hue, Cobalt Blue Hue, Crimson. The colours shall be filled in glass bottle with air tight plastic lid to close the bottle when not in use. The colours shall be easy to mix, flow easily and dry quickly when applied on paper.
14.	Paint Brush	The overall total length of brush shall be: Size 1 155mm The brushes shall be round in shape. The bristles shall be firmly fixed to brush and shall be of best synthetic hair. The handle shall be elegant light weight wooden handle for perfect grip. The ferrule shall be anti rust.
15.	Atlas	Good quality of colour School Atlas for the students.
16.	Ball Pen	Good quality of Ball Pen.
17.	Drawing Book	Long Note book , 21 X 29.7 ,40 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
18.	Drawing Book with pictures	Long Note book , 21 X 29.7 ,40 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
19.	Graph Book	Small Note book , 21 X 29.7 ,50 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining


 (Dr. Nidhi Sarohe)
 Director of Education
 e-mail :dired-ud@nic.in
 (0260-2230486)

Annexure- A

(Tender ID No.-04/School Stationery/2019-20)

To,

Sub: Tender for supply of School Stationery Item- 2020-21 – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

we, _____ who are an established and reputed
manufacture of _____ having factory / factories at _____ hereby certify
that M/s. _____ (name & address of the distributor / dealer /
agent) is our authorized distributor / dealer / agent & we authorize them to submit a tender,
process the same further and enter into a contract with you against your requirement as contained
in the above referred tender document for the above goods. We hereby agree to manufacture
_____ as per the tender specification and supply the same to
M/s. _____

No other companies other than M/s _____ is authorized by
us to represent us in the above referred tender.

FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP OF
MANUFACTURER'S / AUTHORISED SUPPLIERS.

Annexure – B

Undertaking

(Tender ID No.-04/School Stationery/2019-20)

To,

Sub: Tender for supply of School Stationery Item- 2020-21 – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us.

TENDER'S FULL SIGNATURE
WITH FULL NAME & RUBBER

Annexure-C

UNDERTAKING

((Tender ID No.-04/School Stationery/2019-20))

To,

Sub: Tender for supply of School Stationery Item 2020-21 – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

I/We _____ (Full Name in the Capital Letter starting with surname) the Proprietor / Managing Partner / Managing Director / Holder of the Business / Authorized Distributors for the Establishment / Firm / registered Company named herein below do here offer to supply the _____ as mentioned in the tender & in accordance with the specifications therein.

**TENDER'S FULL SIGNATURE
WITH FULL NAME & RUBBER**