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**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU**  
**OFFICE OF THE DY. SUPERINTENDENT OF POLICE, (PHQ)**  
**POLICE DEPARTMENT,**  
**DNH and DAMAN & DIU,**  
**DAMAN**


No. **87** DNH/POLICE/GNL/ Cer. Kit Articles/2015/5 – 2020 – 21 / **2101767** Dated: **09** /01/2020

**Tender Notice**

Tender(s) are hereby invited on behalf of the President of India by the undersigned as per Rule No. 163 of GFR 2017 in **Two Bid System i.e (i) Technical Bid & (ii) Financial Bid** (Simultaneous receipt of separate technical and financial bids) for Procurement of 190 Sets of Ceremonial Articles for the use of Police personnel of DNH&DD Police from the manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise.

Sr. No.	Name of Work	TENDER FEE Non – Refundable	EMD Rule – 170 of GFR (Earnest Money Deposit)
1.	Ceremonial Articles	₹1000/- (One Thousand) in form of Account Payee Demand Draft, Banker's Cheque Fixed Deposit Receipt, from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu	₹9975 (Nine Thousand Nine Hundred Seventy Five Rupees) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu

❖ Date of Publish tender	15/01/2021
❖ Last date for submission tender documents such as tender fee, EMD and other relevant mandatory document as mentioned in the check list.	05/02/2021
❖ Opening of <b>Technical bid</b> / Evaluation/ Scrutiny of bids	06/02/2021 (if possible)
❖ The <b>Financial bids</b> of technically qualified firms will only be opened. The <b>Financial bids</b> will not be opened of the firms whose sample(s) rejected in the Technical Bid.	09/02/2021 (if possible)
❖ The tender form along with all details including schedule and terms & conditions can be downloaded from the website <a href="https://www.daman.nic.in">https://www.daman.nic.in</a>	
❖ <b>Bidders have to submit the Financial Bid in Separate Cover.</b>	
❖ The tender inviting authority reserves the right to accept/ reject any or all or part tenders without assigning any reasons thereof.	

  
**Dy. Superintendent of Police, (PHQ)**  
**Police Head Quarters,**  
**Daman.**

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on website of UT Administration of DNH and Daman & Diu i.e on [www.daman.nic.in](http://www.daman.nic.in) and <http://dnh.gov.in>
2. All Head Offices – in DNH and Daman & Diu for wide publicity
3. All known supplier.

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**GENERAL TERMS & CONDITIONS**

1. The bigger cover of Tender containing **Financial Bid and Technical Bid** should be duly super-scribed the word "Tender for **Ceremonial Articles for the use of Police Department of Dadra & Nagar Haveli and Daman & Diu**".
2. The rates will be F.O.R. (Freight on Road) at Daman Police Head Quarters, Airport Road, Nani Daman Daman – 396210. No extra charges for packaging, forwarding, fittings and insurance etc. will be paid on the rates quoted.
3. As per instructions of the Govt., the Tender Notice has been published on website of UT Administration of DNH and Daman & Diu i.e. <http://daman.nic.in> and <http://dnh.gov.in>
4. Bidder shall submit samples of each and every ceremonial articles alongwith their bid on or before last date of bid. Bid without samples will be straight away rejected.
5. Every bidder shall quote for all items of the tender, partial bid or bid for a particular item will not be entertained, such bid would be rejected during the Technical Evaluation.
6. Samples will be evaluated / scrutinized at 1100 Hrs. on 06/02/2021 in the Chamber of the Deputy Superintendent of Police, (PHQ), 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.
7. 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.
8. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one firm. The representative, who is deputed to attend the meeting, should be Director or Partner or an employee of firm bearing an authority letter, whose specimen signatures should be attested by the firm's authorized signatory having seal of the firm.
9. Only GST (IGST/CGST/SGST/UGST) registered manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise are eligible to fill this e-Tender. Interested manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise shall quote their GSTIN Number in Tender and also attach legible documentary proof of having registered with GST department.
10. The E.M.D. amounting to ₹9975 (Nine Thousand Nine Hundred Seventy Five Rupees) shall be in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of **DIGP Dadra & Nagar Haveli and Daman & Diu, Daman** payable at **Daman**. No interest will be given on E.M.D. The bid security is normally to remain



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valid for a period of forty-five days beyond the final bid validity period. However, tender inviting authority will not be responsible for any postal delay.

11. EMD of the unsuccessful bidders will be returned to the respective bidders after the award of the contract or as decided by the DIG (P) DNH – Daman & Diu.
12. The firms registered with Micro Small and Medium Enterprises (MSMEs) as defined in MSME Procurement Policy issued by Department of Micro Small and Medium Enterprises (MSME) or are registered with the DGS&D, Central Purchase Organization, National Small Industries Corporation (NSIC) for the item(s) which are to be procured, are exempted from deposition of Earnest Money Deposit (EMD). They have to upload/attach the legible copy of their registration with MSME/NSIC/DGS&D, in lieu of their claim for exemption from submitting EMD.
13. Tender fee amounting to ₹1000 (One Thousand Rupees) (Non – Refundable) shall be in shape of Account Payee Demand Draft, Banker's Cheque or Fixed Deposit Receipt, from any of the Banks drawn in favour of **DIGP Dadra & Nagar Haveli and Daman & Diu, Daman** payable at **Daman**
14. Participating firm would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bid.
15. The firm whose rates are accepted will have to deposit 10% of the total cost of the contract, 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 favor of **DIGP Dadra & Nagar Haveli and 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. *EMD security should be refunded to the successful bidder on receipt of Performance Security.*
16. 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 shall abide by the limit given.
17. 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 up to the limit of 10%. Besides, action will be initiated to blacklist such firm and forfeiture of its Performance Security Money.
18. If the supplied materials are found to be of inferior quality or other than the approved sample, then whole material will be rejected. The supplier will have to take back such goods at his own cost and replace it from fresh stock as per approved samples within 15 days. In case the

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- supplier fails to give the supply or to replace the rejected materials the Performance Security will be forfeited, as well as, action for blacklisting will also be taken prior to taking any legal action.
19. The Bid shall remain valid for **six calendar months** from the date of opening of the tender.
20. In case of failure to supply ceremonial articles, as per conditions and within the stipulated time as mentioned in the supply order, the same materials/equipments/articles will be obtained, if required, from the bidder 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 right to dispute with such procedure.
21. The quantity of the Ceremonial articles mentioned in this Tender can be increased or decreased, at any stage, till the delivery of consignment is completed.
22. The payment will be made after the delivery of Ceremonial Articles asked for. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.
23. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
24. The Purchase Committee reserves the right to reject any tender or all bids without assigning any reasons thereof.
25. All the participating manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise shall submit 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. The bid 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.
26. The participating firms will have to submit an Undertaking to the effect that they will provide **Guarantee/Warranty** of the supplies for a period of at least one year from the date of acceptance of store.
27. All the bidders will have to also submit an Undertaking that the ceremonial Article(s) supplied by them is/are as per the technical specifications and are of standard quality.
28. All the bidders will have to also submit an Undertaking, indicating his past experience in the execution of similar types of works with govt. or private agencies.
29. After technical evaluation and financial bid, the Purchase Committee will have discretion to award the contract to any of the firm, if their L-1 rates are same.





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30. **Delivery and installation shall strictly be made within 15 days from placing supply / order.** No Extension of time limit for supplies will be considered by the Purchase Committee and decision of Purchase Committee will be final.
31. All bills/invoices should be in triplicate and should invariably mention the number and date of supply order. All bills should be pre-receipted on a revenue stamp of proper value. Invoice/Bills which are not pre-receipted on revenue stamp will not be accepted for payment
32. *Tax charged on account of GST on supply of Ceremonial Articles is/are not more than what is payable under the provision of relevant act of the rules made there under.*
33. **Force Majeure:** The supplier 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.
34. All the procedure for purchase of store laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.
35. The rates should be quoted only for the items specified in the list of requirements 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.
36. Where this office does not specify name of the company/mark and rate should be quoted only for the first class and standard quality.
37. Those manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise found fit, in preliminary checking about submission of Tender fee , E.M.D and other relevant document their technical bid (samples) will be opened. Financial bid will be opened of only those manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise, who qualify in the technical bid.
38. Price bid will be opened of only those manufactures / firm/ authorized dealer/ agent /supplier/trader/enterprise, whose qualify in the technical bid. The above conditions are accepted and are binding on me/us.
39. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
40. All disputes are subject to the jurisdiction of the Courts in jurisdiction of Daman district, only.

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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. In case of any doubt about submission of sample(s) of Ceremonial Articles, bidder(s) may see the samples of all items in Store Branch – PHQ Daman, before submission of their bid.

Signature of the Supplier's With Seal  
The above conditions are accepted and are  
binding on me/us



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

Dated: - /01/2021

**PROFORMA FOR REQUIREMENT & FINANCIAL PRICE SCHEDULE****FINANCIAL BID FOR CEREMONIAL ARTICLES**

It is hereby certify that we are established firm manufacture / firm/ authorised dealer/ agent /supplier/trader/enterprise under the title name M/s \_\_\_\_\_ with shop/factories/workshop at \_\_\_\_\_ are hereby offer to supply the following ceremonial articles at the prices indicated below:

Sr.No.	Particular of Item	Quantity	Rate per item/equipment inclusive of all Taxes.	Total Amount with all Taxes
1.	Pagdi red-blue with zalar of zari with embroidery DDDP monogram	190 Nos.		
2.	Kamarbandh red-blue belt with Velcro stripe	190 Nos.		
3.	Zalar (Kamarbandh Pallu) red-blue in zari with embroidery DDDP monogram in the centre	190 Nos.		
4.	Red Cross belt (silk thread)	190 Nos.		
5.	Scarf red-blue alongwith embroidery monogram of DDDP with Velcro stripe	190 Nos.		
6.	Anklet of Regzine in white with Velcro stripe	190 Nos.		
7.	White hand gloves (cotton)	190 Nos.		
8.	Side logo DDDP with zari work	190 Nos.		

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

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 terms and conditions of this tender. 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 supply order.

(Signature and seal of Bidder)


Dated: \_\_\_\_\_



Annexure – C

**TECHNICAL SPECIFICATIONS FOR CEREMONIAL ARTICLES**

Sr. No.	Particular of Item
1.	Pagdi red-blue with zalar of zari with embroidery DDDP monogram
2.	Kamarbandh red-blue belt with Velcro stripe
3.	Zalar (Kamarbandh Pallu) red-blue in zari with embroidery DDDP monogram in the centre
4.	Red Cross belt (silk thread)
5.	Scarf red-blue alongwith embroidery monogram of DDDP with Velcro stripe
6.	Anklet of Regzine in white with Velcro stripe
7.	White hand gloves (cotton)
8.	Side logo DDDP with zari work

Image of Logo of Dadra Nagar Haveli and Daman & Diu Police	
Embroidery and zari work should be neat and clean	

Date: - /01/2021.

*[Signature]*



## CHECK LIST

**Other information for Bidder**

All the participating manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise are requested to attach 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.	EMD of ₹9975 (Nine Thousand Nine Hundred Seventy Five Rupees) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu ( <b>Rule – 170 of GFR 2017</b> )	
2.	Tender Fee ₹1000 (One Thousand) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu.	
3.	<b>Only GST (IGST/CGST/SGST/UGST) registered manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise are eligible to fill this Tender.</b> They shall attach registration certificate along their bid, as per T&C No. 09 of Terms & Condition of Contract	
4.	If any manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise claim for exemption from submitting EMD, they have to upload/attach the legible copy of their registration with MSME/NSIC/DGS&D, in lieu of their claim for exemption from submitting EMD. As per T&C No. 12	
5.	Every firm shall upload an <b>Undertaking</b> for non-blacklisting of firm and non-registration of criminal case, As per T&C No. 25	
6.	<b>Undertaking</b> to the effect that they will provide <b>Guarantee/Warranty</b> of the supplies for a period of at least one year from the date of acceptance of store. As per T&C No. 26	
7.	<b>Undertaking</b> that the product(s) offered by them is/are as per specifications or are of standard quality. As per T&C No. 27	
8.	<b>Undertaking</b> or <b>copy of previous supply order</b> as a proof of indicating his past experience in the execution of similar types of works with govt. or private agencies. As per T&C No. 28	
9.	<b>Bidder shall attach undertaking for making delivery shall strictly be made within 15 days from placing supply / order.</b> As per T&C No. 30	
10.	Attached terms and conditions duly signed with seal of the company/firm/agency, in token of acceptance of terms and conditions attached or not?	
11.	Copy of PAN Card	
12.	Details of Aadhar Card No.	
13.	GST (IGST/UGST/UGST) registered Number	
14.	Bank details such as Name of the Bank/ Branch	
	Account No. of Bidder	
	Type of Account	
	IFSC Code of the Bank	
	MICR Code of the Bank	

Signature of the bidder With Seal.