

U.T. Administration of Daman & Diu
Department of Assistant Director of Education
Elementary Education, District Panchayat, Dholar,
Moti Daman – 396 220

Tender Notice:-No. ADE/DP/Stationary/SC-ST/2016-17/303

Dated: - 31/05/2016.

E-TENDER (ON LINE) INVITATION NOTICE NO.03/2016-17

Sealed Tender are hereby invited from the interested parties, on behalf of the President of India by the undersigned through on-line tender on <https://daman.nprocure.com> for purchase of Stationary Items for the academic year 2016-17 for the SC/ST Students of Govt. & Aided Schools of Daman District of Std. I to VIII by the Assistant Director of Education, Elementary Education, District Panchayat, Dholar, Moti Daman.

Sr. No.	Items	EMD	Tenders Fees	Approximate Estimated Cost
1	Supply of Stationary Items	Rs. 99,000/-	Rs. 1000/- (Non refundable)	Rs. 33,30,763/-
* Online Starting of Tenders:			31/05/2016 at 17 Hrs Onwards	
* Online Submission of E Tender / Last Date & Time for receipt of Bids:			Up to 15/06/2016 at 15:00 hrs.	
* Physical “SAMPLES” Verification :			Up to 15/06/2016 at 11:00 hrs. Onwards	
* “Technical Bid” Online Soft Copies Verification			Up to 15/06/2016 at 16:00 hrs	
* Online Opening of Price Bid (Financial Bid)			On 16/06/2016 at 16:00 hrs (if possible)	
* Submission of tender fees in form of DD and EMD in form of FDR, valid copy of Sales Tax/VAT Registration number with certificate, Income Tax clearance Certificate with copies of returns of last three years, bidder should be manufacturer/authorized dealer/supplier of the items for last three years, PAN number, scanned copies of Fees and EMD, Proof of manufacturing/dealership/supplier, In case, there is a small scale Industry, there should be a proof of registration etc. These are the mandatory document required to be upload and hard copy of the above mentioned documents shall also 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 15/06/2016 at 15:00 hrs. in the office of the undersigned.				
* The tender inviting authority reserve the right to accept/reject any or all tenders without assigning any reasons thereof.				
*The tender will be opened on the same day in presence of the tenderer, if possible. The offers received without obtaining tender documents or without EMD and tender fee shall be rejected.				
*The tender form along with all details including schedule and terms & conditions can be down loaded from the web site https://daman.nprocure.com . The tender fees (Non refundable) in form of DD and EMD in form of FDR are kept in technical bid along with the above mandatory documents. The price bid shall be opened of only those firms/agencies/suppliers who qualify in technical bid.				
*Bidder has to submit the price bid in Electronic format only on https://daman.nprocure.com . Website till the last date & time for submission. Price Bid in physical format shall not be accepted in any case.				
* In case any bidder needs any clarification or if training is required for participating in the online tender process they can contact the following office				
* “(n) Code Solution-A Division, GNFC Ltd.”, 403, GNFC Info Tower, Bodakdev, Ahmedabad-380054 Gujarat (India), E-mail: nprocure@gnvfe.net .Fax No.079-26857321. Tele:079-26857316-18, Website- www.nprocure.com				

Assistant Director of Education,
Elementary Education,
District Panchayat, Dholar,
Moti Daman – 396 220 Daman.

Copy fd.wcs. to:-

1. The Director (IT), NIC, Secretariat, Daman with request to publish in website.
2. Field Publicity Officer published for kind publicity in news paper.

Preliminary

U.T. Administration of Daman & Diu
Department of Assistant Director of Education
Elementary Education, District Panchayat, Dholar,
Moti Daman – 396 220

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The Tender forms and other details can be obtained from the website

(1) www.daman.nic.in (2) <https://daman.nprocure.com>

Sd/-

Assistant Director of Education,
Elementary Education,
District Panchayat, Dholar,
Moti Daman – 396 220 Daman.

**OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION,
Elementary Education, District Panchayat, Dholar, Moti Daman – 396 220**

Procurement of Stationary for SC/ST Students of Govt. & Aided Schools of Daman District of
Std. I to VIII for the Academic year 2016-17

Tender Notice:-No. ADE/DP/Stationary/SC-ST/2016-17/303

Dated: 31/05/2016.

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. Centers	
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 valid upto 31/03/2017.	
Physical samples attached with tender for verification.	
15 (i) Vetted/Self certificate Performance Reports. (ii) All documents mentioned in para 3, 4 & 5 above.	

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)

**STATEMENT SHOWING LIST OF STATIONARY SUPPLY TO SC/ST STUDENT GOVT. AND AIDED SCHOOL STD I TO
VIII FOR THE YEAR 2016-2017 UNDER TSP, SCHEME**

Sr. No.	Items	Approx Quantity required	Unit	Rate per unit (Rs. in Figures)	Rate per unit (Rs. in Words)
1	Note Book 100 pages 26 2cm 16 8cm 58 GSM paper	4479	Per Unit		
2	Note Book 200 pages 26 2x16 8cm 58 GSM paper	14930	Per Unit		
3	Long Note Book full scape 100 Pages17x27cm 58GSM	4716	Per Unit		
4	Long Note Book full scape 200 Pages17x27cm 58GSM	11790	Per Unit		
5	Drawing Book 100 pg.21x29 7 cm 100gm paper	2672	Per Unit		
6	Graph Book (32 pages) size 22x28cm standard quality	1837	Per Unit		
7	School Bag big size Standard quality	1493	Per Unit		
8	School Bag big size back pack Standard quality	1179	Per Unit		
9	Pencil Box Standard quality	2672	Per Box		
10	Eraser (Non dust)Standard quality	2672	Per Unit		
11	Foot Ruler1 ft (Steel) Standard quality	2672	Per Unit		
12	Sketch pen(Big pkt)Standard quality	1493	Per Pkt.		
13	Colour tube Box 12 shades Standard quality	1179	Per Box		
14	Painting brush No. Standard quality	1179	Per Unit		
15	Slate (Plastic frame)size 20x25cm Standard quality	548	Per Unit		
16	Slap pen(Box) Standard quality	548	Per Unit		
17	Empty compass Box (plastic) size 21x8.30cm standard quality	1493	Per Unit		
18	Sharpener Standard quality	1493	Per Unit		
19	Ball pen Standard quality	7348	Per Unit		
20	Compass box (Metal) Standard quality	1179	Per Unit		
21	Atlas English/Gujrati Standard quality	1522	Per Unit		
22	Pen knife good Standard quality	1179	Per Unit		

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

U. T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION,

Elementary Education, District Panchayat, Dholar, Moti Daman – 396 220

Terms & conditions for Procurement of Stationary Items for SC/ST Students of Govt. & Aided Schools of Daman District of Std. I to VIII for the Academic year 2016-17.

Tender Notice:-No. ADE/DP/Stationary/SC-ST/2016-17/303

Dated: 31/05/2016.

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.

1. **Eligibility (Mandatory to be Scanned online).**

- (1) The bidder should be registered under Sales Tax/VAT
- (2) The bidder should be manufacturer/authorized dealer/supplier of the items for last three years tendered for.

(3) Scanned copies of tender fee and EMD.

(4) The Bidder should have annual GTO of Rs. 30,00,000/- (Thirty Lakhs only) during each last three years.

2. The tender form along with terms and conditions can be downloaded from web site <https://daman.nproure.com> on payment of Rs.1,000/- DD of Nationalized bank (non-refundable) submitted with Technical bid.

3. The Tendering firms / Agencies are required to upload scan copies of the following documents compulsorily with Technical Bid on <http://daman.nprocure.com> Failing to which their bids will be summarily / our-rightly rejected and will not be considered without assigning any reasons thereof. Completed tender form should contain the following documents/certificates.

- i. Copy of PAN Card and TIN Number.
- ii. Copy of Income Tax Returns for last Three Years i.e Assessment Years 2012-13, 2013-14, 2014-15, 2015-16).
- iii. Sales Tax / VAT Registration Certificate.
- iv. The Earnest Money Deposit (EMD) of ₹.99,000/- (₹ Ninety Nine Thousand Only) is payable in form of FDR issued by any Scheduled Bank in favour of “**Asstt. Director of Education, District Panchayat Daman**”. Tender received without Earnest Money Deposit will be treated as invalid.
- v. Tender Fee of ₹.1,000/- (₹ One Thousand Five Hundred Only) (Non Refundable) in form of Deman Draft (DD) issued by any Scheduled Bank in favour of “**Asstt. Director of Education, District Panchayat Daman**”. Tender received without Earnest Money Deposit will be treated as invalid.

- vi. Copy of Terms and Condition duly signed by the firms / agencies with firm Seal.
 - vii. Tenderer should furnish declaration regarding Blacklisting /Debarring to participate in the Government Tender on their letter with firm seal.
 - viii. Proof of manufacturing/dealership/supplier of the items tendered for.
 - ix. In case, there is a small scale Industry, there should be a proof of registration.
4. The Earnest Money Deposit (EMD) of **Rs.99,000/-** is payable in form of FDR issued by Scheduled Bank in favour of **Asstt. Director of Education, DP Daman**. Tender received without Earnest Money Deposit will be treated as invalid.
5. The Tenderer has to submit the **SAMPLES** of Stationary Items to Assistant Director of Education as per the prescribed limit by this office.
6. 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.
- 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 Stationary Items of standard quality & as per samples approved and measurement of Students.
- (c) All agency /supplier are required to submit their sample of standard quality, If the supplier failed to submit the slandered quality of sample & Tender purchase committee have not satisfied with the quality of sample, the price bid will not be considered of those suppliers/agency for the said items.
9. The bidder should ensure that they submit Hard copy of Tender documents (Technical Bid) sealed in the Office of the Assist. Director of Education, Elementary Education, District Panchayat, Dholar, Moti Daman – 396 220.

The `Financial Bid` will have to be applied on line through e – procurement online only.

- (a) **Technical Bid Cover :** Technical bid consisting of all technical details.

DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID:

- (i) Tender fee coupon or Demand draft of requisite amount in favour of Assistant Director of Education, DP, 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 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.
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/manufacturer.
14. Where specifications/make/manufacture are not specified by this office, the rates should be quoted only for the standard 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, Dist Panchayat 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, Dist Panchayat. The Tender Committee will first open the technical bid and considering the technical specification of educational 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, Dist. Panchayat 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.
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 the order as security deposit in form of Account Payee Demand Draft/FDR in favour of Assistant Director of Education, District Panchayat Daman which will be refunded only after 3 months of completion of Supply Order.
(b) Non-receipt of 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 order by the department for supply of specified items within 25 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 6 months on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.
28. The Asstt. Director of Education Dist. Panchayat 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, Dist. Panchayat Daman maximum up to one month of issue of 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 Dist. Panchayat on account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
31. The supplies of above 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. Director of Education Dist. Panchayat will not be responsible for any damage, loss etc. of such rejected articles.
32. If at any time after the order for supply of School Stationary materials the Asstt. Director of Education Dist. Panchayat 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 Dist. Panchayat 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 Dist. Panchayat 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 invariable mention the number and date of supply order. The supply order and the payment of the above mentioned items will be issued from respective Schemes.
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 Aided Tax is charged must contain the following certificate on the body of the bill.
"CERTIFIED that the goods on which Value Aided 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 Aided 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) sealed & be submitted in the Office of the Asstt. Director of Education, Dist. Panchayat, Moti Daman with in prescribed time limit.**

**Assistant Director of Education,
Elementary Education,
District Panchayat, Dholar,
Moti Daman – 396 220 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.