

No.DE/ADM/13-28/17-18/2485
UT. Administration of Daman & Diu,
O/o the Directorate of Education,
Nani Daman.
Dated :- 02/11/2017.

TENDER NOTICE

Sealed tenders are invited on behalf of President of India by the Asstt. Director of Education, Daman towards purchase of chocolates, Biscuits etc. for Celebration of National Importance Days i.e for 19th December, 2017- Liberation Day and 26th January 2018- Republic Day for Daman District for the year 2017-18.

Tender forms along with Terms and Conditions and Specification/configuration can be obtained from the office of the Asstt. Director of Education, Daman during working hours up to 14/11/2017 at 11.30 a.m. on payment of non refundable fees of Rs.100/-. The Earnest money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in form of demand Draft or FDR or any Scheduled bank in favour of Asstt. Director of Education, Daman is to be submitted along with tender. The Tender which is not accompanied by EMD shall be summarily rejected.

The sealed Tender duly filled in all respect containing all document including Tender Form, Terms and condition required EMD, Demand Draft of Tender fees receipt on the envelop will be accepted/put in the tender box to the Office of the Asstt. Director of Education, Nani Daman on or before 15/11/2017 up to 12.00 hours and same will be opened on the same day, if possible at 15.00 hours in the chamber of the Asstt. Director of Education, Nani Daman in the presence of Tender opening committee and tenderer or their authorized representative present, if any.

The detail of tender notice can also be downloaded from the office web site www.daman.nic.in and can submit the tender along with tender fee in form of Demand Draft to be drawn in the name of Asstt. Director of Education, Daman.

The right to accept or reject any or all tenders in parts or whole without assigning any reasons is reserved with the Asstt. Director of Education, Daman.

Asstt. Director of Education
Daman

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

Terms & conditions for purchase of Cadbury's Chocolates, Biscuits, Refreshment items etc. for Celebration of National Importance Days i.e for 19th December, 2017- Liberation Day and 26th January 2018 - Republic Day for Daman District for the year 2017-18.

Tender Notice :-No. DE/ADM/13-28/2017-18/2485

Dated :- 02/11/2017.

- (1) The Tenderer should be registered under GST.
2. The tender form along with terms and conditions can be obtained from the Office of ADE, Daman on payment of Rs.100/- Cheque or DD (non-refundable).
3. Completed tender form should contain the following documents/certificates.
 - (1) Income Tax Clearance Certificate along with copies of returns of last three years.
 - (2) GST Registration Certificate.
 - (3) Proof of manufacturing/dealership of the items tendered for.
 - (4) In case, there is a small scale Industry, there should be a proof of registration.
4. The Earnest Money Deposit (EMD) of Rs.10,000/- is payable in form of Demand Draft issued by Scheduled Bank in favour of **Asstt. Director of Education, Daman**. Tender received without Earnest Money Deposit will be treated as invalid.
5. 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.
6. Only GST will be paid on the items on which it is chargeable under the GST Act or the Rules made there under.
7. The rate(s) quoted should be strictly for free delivery at F.O.R. at place of rehearsal and Celebration of National Days at Daman District and will be valid and operative for supply order issued during the current financial year.
8. The rates should be quoted inclusive of all taxes, charges and transportation etc.
9. **DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER.**
 - (i) Tender fee coupon or Demand draft of requisite amount in favour of Assistant Director of Education, Daman.
 - (ii) Vetted/Self certificate Performance Reports.
 - (iii) All documents mentioned in Para 3,4 & 5 above.
 - (Vi) Terms and condition duly signed by the tenderer.
10. Except G.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 special make / manufacture.
13. Where specifications/make/manufacture are not specified by this office, the rates should be quoted only for the standard quality.

14. The tender should be neatly typed only on letterhead caring the name of supplier and the signature of the tenderer. No overwriting, correction or erasing will be considered.
15. The decision of the Asstt. Director of Education, Daman for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
16. The Tender Committee will open the Tenders in presence of tenderers or their representatives, if any present in the Office of the Asstt. Directorate of Education, Nani Daman .
17. Asstt. Directorate of Education, Daman will be at liberty to accept the tender for the entire quantity or the part thereof at the rates submitted by the Tenderer or at reduced rate during the negotiations, if any.
18. Rates tendered/offered in response to the concerned Tender Notice by the successful bidder shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
19. The successful tenderer will be given supply order by the department for supply of specified items to all participating students on date and time mentioned in supply order.
20. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
21. No advance payment will be made in any circumstances.
22. The supplies of Chocolate, Biscuits etc. of inferior sub standard quality or of different specifications, brand, manufacturer etc. other than that ordered specified and/or incomplete will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation of non-acceptance of items etc. will be sent to the supplier within 05 days from the date of receipt of the items and the same will be returned to the supplier at his own cost and risk.
23. 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 items 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. Directorate of Education and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The suppliers shall have no right to dispute with this procedure.
24. 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.
25. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.
26. 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.
27. Each bill in which GST is charged must contain the following certificate on the body of the bill.

“CERTIFIED that the goods on which GST has been charged have not been exempted under the Goods and Service Tax Act or the Rules made there under and the amount charged on account of Goods and Service Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”

28. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.
29. The tender will be accepted during working hours up to 15-11-2017 at 12.00 hrs and opened on same day at 15.00 hrs. if possible in the office of the Asstt. Director of Education, Nani Daman, in the presence of the Tender committee and Tenderer(s) or their representative(s) if present.

Asstt. Director of Education,
Daman

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

(Signature of Supplier/Tenderer)

Date & Rubber Stamp.

NOTE:- Please return one copy of these conditions duly signed along with your tender/Quotations.

ADMINISTRATION OF UNION TERRITORY OF DAMAN & DIU
DEPARTMENT OF EDUCATION,
D A M A N.

Tender No. /17-18.

Date of issue of Tender :

Last date of receipt of Tender : 14-11-2017.

TENDER FORM

This tender form is issued to Shri/M/s.
_____ of
_____. Tender fees of Rs. 100/- (Rupees One Hundred
only) received vide Receipt No. _____ dated

Daman.

Dated:

**Asstt. Director of Education,
D A M A N.**

To,
The Asstt. Director of Education,
Daman.

Sir,

I/we the undersigned _____

_____ of

M/s. _____

_____ hereby offer my/our rates as enclosed. I/we agree with the terms and conditions attached with this tender and promise to supply the article at the rates shown against each items as per attached Annexure.

(Sign. & Name of the Supplier)

STATEMENT SHOWING LIST OF purchase of Cadbury's Chocolates, Biscuits etc. for Celebration of National Importance Days i.e for 19th December, 2017- Liberation Day and 26th January 2018 - Republic Day for Daman District for the year 2017-18.

Sr. No.	Name of Items	Rate per Unit
1	Cadbury's Chocolate 12.5gm or its equivalent	
2	Biscuit Parle-G (70gm) or its equivalent	
3	Mung Dal good quality (40 gm)	
4	Fruit Juice/Frooti (160 ml)	
5	Mineral Water (250 ml)	

Name of Agency

Signature with date