

U.T. ADMINISTRATION OF DAMAN & DIU  
ASSISTANT DIRECTOR OF EDUCATION,  
DISTRICT PANCHAYAT, DAMAN

No. ADE/DP/EST/Diary/2019-20/171

Dated: - 19/07/2019.

**TENDER NOTICE**

The Head of Office, Assistant Director of Education, District Panchayat, Daman on behalf of President of India, invites sealed tenders for Printing of Student Diary in all Govt. Primary & Upper Primary schools of Daman District for the year 2019-20 from registered Suppliers/Authorized Dealers/Firms/Manufacturer Agencies so as to reach to the undersigned on or before 02/08/2019 upto 01.00 p.m. hours personally/by post/courier to the undersigned at the Asstt. Director of Education, District Panchayat, Dholar, Daman – 396220.

Sr.No.	Name of Items	Approx Qnty.	Tender Fee	EMD
1	Printing of Student Diary 2019-20	10,800 nos.	Rs.1,000/-	Rs.13,000/-

- Last date of submission of tender 02/08/2019 upto 01.00 p.m. and sample produced before 3.00 p.m. on the same day at O/o. the Asstt. Director of Education, District Panchayat, Moti Daman.
- The tender documents are also available on the official website [www.daman.nic.in](http://www.daman.nic.in).
- The tender shall be opened on 03/08/2019 at 15.00 p.m. in presence of Tender Opening Committee and bidders or representatives, if possible at the undersigned office.
- The offer received without valid Tender Fees and Documents shall not be entertained.

Sd/-  
( B. Kannan )  
Asstt. Director of Education  
District Pachayat, Daman

Copy to: - 1. The NIC, Daman with request to publish in website of Daman.  
2. The Field Publicity Officer, Daman with request to publish in 2 Local News Papers and 1 National News Paper

**U.T. ADMINISTRATION OF DAMAN & DIU,  
ASSTT. DIRECTOR OF EDUCATION, DISTRICT PANCHAYAT, MOTI DAMAN.  
Terms & Conditions for Printing of Students Diary**

1. **The Tenderer will have to submit Physical Samples for blank Students Diary as per the specification alongwith the Tender Fee & EMD in original.**
2. The Tenderer has to submit the SAMPLES of the students diary as per the prescribed time limit mentioned in Tender advertisement and acknowledged from the Asstt. Director of Education, District Panchayat, Daman.
3. Acknowledgement of Samples submitted with the Technical Bid shall be issued by the Asstt. Director of Education, District Panchayat, Daman.
4. The bidder shall carefully examine the terms, conditions and specifications of the tender notice alongwith enclose and in case of any doubt the tenderer shall get it clarified with the Office of the Asstt. Director of Education, District Panhayat, Daman.
5. **In First instance, the Physical Verification of “students diary” and other relevant documents of all the bidders & if, it’s found to be satisfactory than after the Financial Bids of the eligible bidders/Tenderers only will be considered for the said Tender.**
6. The collection of the Physical Samples of the non selected tenderers shall be mad within 10 days from the opening of the Financial Bid from this Department. And there will be no responsibility of this Department after 20 days regarding miss-placement, breakage, theft etc.
7. Physical Sample of the successful bidder will be considered within the supply order.
8. Tenders received after due date and time mentioned above will not be accepted.
9. **The Asstt. Director of Education, District Panchayat, Daman reserves the rights to accept or reject any tender without assigning any reason.**
10. Tender incomplete in any respect or conditional Tender will not be accepted.
11. Tender Fee of Rs. 1,000/- (Rupees Two Thousand only) (Non refundable) in form of Demand Draft (DD)/Cheque from any Nationalized / Scheduled Bank in favor of **‘Asstt. Director of Education, District Panchayat, Moti Daman’** and should be kept in a sealed separate cover super-scribing Tender Fee. Tender received without “Tender Fee” will directly disqualify for the said Bidding / Tender.
12. The Earnest Money Deposit (E.M.D.) of Rs. 13,000/- (Rupees Thirteen thousand only) in form of Fixed Deposit Receipt (FDR) / Banker’s Cheque from any Nationalized / Scheduled Bank drawn in favour of **‘Asstt. Director of Education, District Panchayat, Moti Daman’** and should be kept in a sealed separate cover super-scribing E.M.D. without mentioning amount. Tender received without E.M.D. will directly disqualify for the said Bidding / Tender.
13. The submission of E.M.D. is compulsory for all the tenderers and no exemption will be granted for submission of E.M.D. in any case.
14. Bid securities of the unsuccessful bidders will be returned after expiry of the final bid validity on or before the 30<sup>th</sup> days after award of the contract.
15. Bid securities of the successful bidder fixed deposit receipt will remain valid for a period of sixty days beyond the date of completion of all contractual of the supplier.
16. The Head of Office will consider extension of time for remitting the Security Deposit as demanded. However, in case of detail 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 stipulated.

17. In case of failure to replace the non-accepted and rejected articles from supplies made as mentioned in the conditions, the loss undergone by the Government will be recovered from the supplier's Security Deposit / Earnest Money or payment due of any bill(s) to the extent required.
18. The supplies of stores, equipment etc. of inferior quality / standard or of different specification other than that ordered / specified 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, machinery and equipment etc. will be sent to the supplier within 10 days from the date of receipt of the stores, machinery and equipment will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimated accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication in the Tender Inviting Officer will not be responsible for any damage, loss, etc. of such rejected articles.
19. In case of failure to supply the stores, machinery and equipment, etc. ordered for as per the conditions and within the stipulated time, the same articles will be obtained, if required from the tenderer who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Government on account of such purchase(s) shall be recovered from the supplier's Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
20. If at any time after the order for supply of Stores, Machinery & Equipment, the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order. The Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have no claim to any payment of compensation whatsoever 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 by reasons of any alterations having been made in the original instructions which shall involve any curtailment of the supply originally contemplated.
21. The Earnest Money / 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 by these conditions.
22. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
23. All bills for amount of above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount above Rs. 5,000/- which are not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
24. Each bill in which Sales Tax / VAT/GST is charged must contain the following certificate on the body of the bill.

“ Certified that the goods on which Sales Tax / VAT/GST has been charged have not been exempted under the Central Sales Tax & VAT Act or the Rules made there under and the amount charged on account of Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under”.
25. On acceptance of the tender it will become a contract and shall be bound by the terms and conditions of the tender under the provisions of GFR.

26. The Performance Security amount shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.
27. The Tendering firms / agencies are required to of the following documents compulsorily. Failing to which their bids will be summarily / our-rightly rejected and will not be considered without assigning any reasons thereof.
- i. Copy of PAN Card.
  - ii. Copy of GST Number.
  - iii. Copy of Income Tax Returns for last three years (i.e. Assessments years 2016-17, 2017-18 & 2018-19 ).
  - iv. Earnest Money Deposit (E.M.D.) of Rs. 13,000/- (Rupees Thirteen thousand only) by drawing a Demand Draft, FDR or Banker's Cheque on any Nationalist Schedule Bank, in favour of **Asstt. Director of Education, District Panchayat, Daman.**
  - v. Tender Fee of Rs. 1000/- (one Thousand only) (Non refundable) in form of Demand Draft (DD)/Cheque from any Nationalized/Scheduled Bank in favour of "**Asstt. Director of Education, District Panchayat, Daman**".
  - 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. A duly filled up signed with relevant documents of tender with Tender fee, EMD should reach this office on or before 02/08/2019 up to 1.00pm.
28. The Tender should be signed by the authorized person and his/her full name and status should be indicated below his / her signature along-with the official stamping of the firm.
29. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, as separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected.
30. The tenderers will have to bid for all the items and not in parts inclusive of all applicable taxes.
31. The tenderers will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract / supply order.
32. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the E.M.D. submitted by the firm would be forfeited.
33. **Tender rates should be valid upto One Year after the date of opening the tender.**
34. No other charges such as Octroi, Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance and Installation, Entry Tax, Demo, etc. will be allowed. All these are to be borne by the tenderer only.
35. Security Deposit shall be in any of the forms Fixed Deposit payable to **Asstt. Director of Education, District Panchayat, Daman.**
36. Bid security will be refunded to the successful bidder on receipt of performance security.
37. Security Deposit will be released after all contractual obligations by the supplier is over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period is not undertaken to the best satisfaction of the competent authority of Asstt. Director of Education, District Panchayat, Daman.

38. The Asstt. Director of Education, District Panchayat, Daman reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
39. In the event of acceptance of the tender and placing of the order for purchase the articles ordered would be subjected to an inspection by the Asstt. Director of Education, District Panchayat, Daman or its representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
40. The tenders of only those bidders, who have purchased the documents in their names, will be considered.
41. The bidder will accept all conditions of the Bid Document unconditionally.
42. This bid document is not transferable.
43. The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.
44. A duly filled up signed with relevant documents of tender with Tender fee, EMD should reach this office on or before 02/08/2019 up to 1.00pm.
45. These instructions to Tenderers are to be signed by the supplier and returned with the tender.
46. That-
  - a) Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract without any intimation.

Signature  
& Designation  
of the Tender Inviting Officer.

Sd/-  
**( B. Kannan )**  
**Asstt. Director of Education,**  
**District Panchayat, Moti Daman.**

The above Terms & Conditions are accepted and are binding to me / us.

Place :	( Signature of the Owner / Partner / Contractor )
Date :	Name of the Bidder with seal of the firm.

NOTE: Please return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

**IF A TENDER DOES NOT FULFIL ALL OR ANY OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE SAID TENDER WILL NOT BE CONSIDERED**

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**ANNEXURE-I**

TENDER NOTICE NO.ADE/DP/EST/Diary/2019-20/171 DATED: 19/07/2019

<b>Sr. No.</b>	<b>Description</b>	<b>Approx. Quantity</b>	<b>Rate per unit</b>
1.	Specification regarding Printing of Students Diary :-  Printing : 350 GSM Art Card Title Printing : Front & Back Printing Multi colour with lamination gloss Paper : 80 GSM Maplitho Printing : Single black colour Size : 21 cm X 15 cm Pages : 100 Quantity: 10,800 nos.	10,800 nos.	

**Note:** - Specification/Brand of each Item should be clearly indicated in the Tender, ensuring I.S.I. quality/standard.

Item wise L1 rate basis

Price/Rate should be quoted inclusive of all applicable taxes / GST.

The "Financial Bid" will have to be applied online through e-procurement online.

Sd/-

**( B Kannan )**

Asstt. Director of Education,  
District Panchayat, Daman.

Signature of the Supplier/tenderer (with seal)

Encl: - E.M.D. FOR Rs. 13,000/-

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