

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu
Department of Health and Family Welfare
Daman**

No.CPB/DNH&DD/Stationery/2021-22/452

Daman

Date: 10/05/2021

Limited Tender Enquiry

The Department of Health & Family Welfare, DNH & DD on behalf of President of India, invites sealed tenders from the Manufactures/Authorized Dealers/Suppliers for purchase of **Stationery** for Covid care Centers, Daman under Department of Health & Family Welfare, Dadra & Nagar Haveli and Daman & Diu, so as to reach on or before **12/05/2021** up to **15.00** hours by Post/Courier or deposit into the tender box kept in the office of the undersigned.

Sr. No	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non- Refundable)
1.	Supply of Stationery for Department of Health & Family Welfare, DNH & DD	Rs. 4,65,000/-	----	500/-

Bid submission should be done along with tender Fees in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay.

1. The Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft /Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The Sealed Tender should be properly covered subscribing the name of items on envelope.
4. The offers received without obtaining tender documents or without tender fees shall not be entertained.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

Sd/-

In-charge,
Central Procurement Branch
E-mail Id: cpbdnhdd@gmail.com
Room No. 106, 1st Floor, CHC,
Moti Daman,
Daman

Copy to:-

- 1) The I.T. Department, Silvassa with a request to publish in Website.
- 2) The Accounts Section, CPB (Daman) for information.

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN& DIU
DEPARTMENT OF HEALTH AND FAMILY WELFARE**

Terms and Conditions for the “Supply of Stationery for Department of Health and Family Welfare, DNH & DD.”

❖ **Instructions to Bidders :**

- 1) All documents attached should be legible/readable.
- 2) The Bidder has to give compliance for each quoted product and any false/misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected.
- 3) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**Central Procurement Branch,
Room No. 106, 1st Floor, CHC,
Moti Daman,
Daman
Tel : 0260 – 2230240.**

❖ **Tender Fees (Non Refundable) Rs.500/- :**

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non refundable) will be accepted only in form of Demand Draft /Bankers Cheque in favor of **Director, Medical & Health Services, DNH & DD** from any Nationalized or Scheduled Bank of India payable in Silvassa.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

❖ **Security Deposit: (SD)**

- a. The successful tendered will have to pay within 10 days from the date of demand, an amount equal to 3% of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c. However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the contractor will be recovered from the bill(s) for such articles.

- d. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
 - e. In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the contractor Security Deposit or payment due of any bill(s) to the extent required.
 - f. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the contractor is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
- Security Deposit shall be liable to be forfeited in following circumstances:
- i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the articles will be obtained 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 purchases(s) shall be recovered from the former contractor by Security Deposit or bills payable. The contractor shall have no right to dispute with such procedure.

❖ **Conditions of Contract :**

1. ACCEPTANCE OF TENDER:

- a. The tender is liable for rejection due to any of the reasons mentioned below:
 - I. Non-submission of tender within stipulated time.
 - II. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - III. Non-payment of Tender Fees.
 - IV. Non-Submission of required documents as mentioned in schedule
 - V. Conditional/ Vague offers.
 - VI. Unsatisfactory past performance of the tendered.
 - VII. Items with major changes/deviations in specifications/standard/grade/packing/ quality offered.
 - VIII. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
 - IX. Tenders not filled up properly.

- X. The documents attached by the bidder if found not readable will not be considered for bid evaluation.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form.
 - c. Discount offered after price bid opening will not be considered.
 - d. The Central Procurement Branch may seek any clarifications/explanation/documentary evidence related to offer at any stage from tenderers if required.
 - e. The rate quoted should be inclusive of all taxes and no extra charges will be paid and should be valid up to One Year from the date of tenderization.
 - f. Orders once placed should be delivered within the given time period and item should be door delivered up to 3rd floor including labour.
 - g. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
 - h. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
 - i. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
 - j. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
 - k. The rate(s) quoted should be strictly for free delivery (including labour and transportation) at FOR Central Medical Store, CHC, Moti Daman for any facility in the U.T of DNH & DD and will be valid and operative for supply orders issued within one year from the date of invitation of tenders. The department shall not take any responsibility of on loading the goods; the successful bidder has to make arrangement for loading at site.
 - l. The tendered quantity is tentative and the actual purchase can be **as per the requirement** for all items and the tenderer is bound to supply such requirement without any demur.

- m. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

2. TERMS OF SUPPLY :

- a. In event of breakage or loss of stores during transit against requisition order the said quantity has to be replaced by the tenderer. The department will not pay separately for transit insurance and supplier will be responsible for stores.
- b. Railway Receipt or other transport document should be drawn in the favor of Officer Inviting tender.
- c. Items should be door delivered up to 3rd floor including labour no extra charge will be paid by the department.
- d. Railway Receipt or other transport document should not be sent by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.
- e. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply (as mentioned in Liquidated Damages) 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.
- f. The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials 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, if he so desires and intimates 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 the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- g. Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.

- h. If at any time after the order for supply of materials 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 to 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 by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
- i. The items as mentioned in the list are the approximate estimates invited and actual purchase may be more. Accordingly, the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- j. Inspection will be carried out in the premises of Central Medical Store, CHC, Moti Daman. If goods to be inspected in factory premises all expenditure to be borne by the Tenderer.

3. Bid Evaluation Methodology :

A. **Preliminary Evaluation:** Tender Fee Submission.

B. **Technical Evaluation:**

- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
- Scrutiny of Compliance Statement given by the bidder.
- Sample verification (If required).

(If Sample is asked by the Department, it won't be refundable)

C. **Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders

4. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid only after completion of work successfully and submission of Security deposit i.e.3% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.

- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which GST has been charged have not been exempted under the Central GST or the Rules made there under and the amount charged on account of GST on these services is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirements.
- h. Rates quoted for items other than the required specification/ make/ manufacture will not be considered.

Signature of Agency
With Rubber Stamp

Sd/-
In-charge,
Central Procurement Branch
E-mail Id: cpbdnhdd@gmail.com

SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document/Certificate	Uploaded & Enclosed
01.	PAN No.	Yes / No
02.	GST Registration.	Yes / No
03.	Valid License in the field of supply.	Yes / No
04.	Scan copy of Terms and Conditions of the tender documents including Scope of Work duly Stamped and Signed on each page.	Yes / No

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

Purchase of Stationery for Department of Health and Family Welfare, DNH & DD

SCOPE OF WORK:

Schedule of Requirements and Specifications:

Purchase of Stationery for Department of Health and Family Welfare, Dadra & Nagar Haveli and Daman & Diu

Sr. No	Particulars	Unit	Rate	Qty.	Total Amount
1	A-4 Size White Computer paper (500Sheet/Ream) 75 gsm	Ream		300	
2	White Board marker Pen	1 Nos.		100	
3	Spring File	1 Nos.		100	
4	register 3 Quire (Standard)	1 Nos.		300	
5	Register 2 Quire (Standard)	1 Nos.		300	
6	register 5 Quire (Standard)	1 Nos.		400	
7	Register 4 Quire Pages (Standard)	1 Nos.		400	
8	Scale Long	1 Nos.		100	
9	Cello Tape 3 Inch (Brown Colour)	1 Nos.		200	
10	Cello Tape 3 Inch (Transparent)	1 Nos.		200	
11	Correction Pen 10 ml (White)	1 Nos.		150	
12	Stapler HD 10 Small	1 Nos.		100	
13	Brown Covering Sheet (rolls)	1 Nos.		100	
14	Double Tap	1 Nos.		50	
15	Plastic Case File	1 Nos.		200	
16	Cell - AAA	1 Nos.		700	

Signature of Supplier

With Rubber Stamp

Sd/-

In-charge,
Central Procurement Branch
Email ID: cpbdnhdd@gmail.com