

**ADMINSTRATION OF DAMAN AND DIU(U.T.)  
DIRECTORATE OF MEDICAL & HEALTH SERVICES,  
PRIMARY HEALTH CENTER, MOTI DAMAN.**

No.DHMS/DD/TENDER-STATIONERY/2011-12/2030      Dated: 08/08/2011

**TENDER NOTICE**

Sealed Tender from the registered supplier/manufacturer or dealers are invited on behalf of President of India by the Director, Medical & Health Services, Primary Health Centre, Moti Daman for supply of "STATIONERY ARTICLES" for use in this Directorate of Medical & Health Services, Primary Health centre, Moti Daman for the year 2011-12.

The tender form along with terms and conditions can be had on payment of 200/- (non-refundable) from the Directorate of Medical & Health Services, PHC Moti Daman during the office hours upto 30/08/2011 at 11.30 AM. The tender form along with terms and condition can also be downloaded from the official website <http://daman.nic.in> and can submit the same along with tender fee of 200/- in form of Demand Draft to be drawn in favour of Director, Dte. of Medical & Health Services, Daman.

The tender in sealed cover duly superscripted "SUPPLY OF STATIONERY ARTICLES" should reach to this office of the Directorate of Medical & Health Services, PHC, Moti Daman on or before 30/08/2011 upto 13.00 hrs & the same will be opened on the same day at 15.00 hrs if possible before the Purchase Committee and in the presence of tenderers/representative of tenderers if any. The EMD is 5000/- (Rupees Five Thousand only) in form of Demand Draft/FDR of Nationalized/Schedule Bank to be drawn in favour of Director, Medical & Health Services, Daman payable at Daman Branch is to be Submitted along with tender.

The Director, Medical & Health Services, Daman & Diu is reserves rights to accept or reject any in part or whole without assigning any reason

( Dr. K. Y. Sultan)  
Director  
Medical & Health Services  
Daman & Diu

**DIRECTORATE OF MEDICAL & HEALTH SERVICES  
PRIMARY HEALTH CENTRE CAMPUS, MOTI- DAMAN – 396220.**

**TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES.**

Tender Notice No. DHMS/DD/TENDER-STATIONERY/2011-12/2030

Dated:- 08/08/2011.

**Instruction to Bidders :**

1. The rate(s) quoted should be strictly for free delivery at F.O.R. PHC/CHC, Moti Daman and will be valid and operative for supply orders issued on or before 31/3/2012
2. All Taxes/ Duties/ Royalties charges payable on sales/transport etc. within and / or outside the UT / State shall be payable by the supplier.
3. Where specification / mark/ manufacture are not specifying by this office, the rates should be quoted only for the first class and standard quality only.
4. The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item to be submitted in the Technical bid.
5. The decision of the Tender Inviting Officer acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
6. (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, that may be order, as the amount of security deposit.  
(b) Non-receipt of Security Deposit within stipulated time limit 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 supplier will be recovered from the bills for such articles.
7. The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No. 7 above.
8. The tender should be neatly typed or hand written only on list provided by this department / letterhead carry the name of supplier and the signature of the tenderer with rubber stamp & seal of agency firm. No overwriting, correction or erasure will be considered.
9. All bills should be in TRIPLICATE and should invariably mention the number and date of supply order.
10. All bills for amount above 5000/- should be pre-receipted on a Revenue Stamp of ` 1/- . Bills for amount exceeding 5000/- not pre-receipted will not be accepted for payment.
11. Each bill in which Sales Tax/Vat is charged must contain the following certificate on the body of the bill.

*"CERTIFIED that the goods on which Sales Tax/VAT has been charged have not been exempted under the VAT/ Central Sale Tax Act or the Rules made there under and the amount charged on account of VAT/Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".*

12. The tender will be accepted during working hours up to 30/08/2011 at 13.00 hrs. and opened on same day at 15.00 hrs. if possible in the office of the Director, Medical & Health Services, Primary Health Center, Moti Daman in the presence of the Purchase Committee and tenderer(s) or their representative(s) if present

13. The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.

14. 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.

15. If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

16. In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.

17. 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

### **Condition of contract**

1. The rates should be quoted in the prescribed form given by the department. The rates quoted should be inclusive of all taxes, duties, surcharges, cess, freight, loading, unloading, insurance, road permits, packing, (VAT and other taxes if applicable) as applicable. No extra taxes will be given.

2. Orders once placed should be delivered within the given time period and item should be door delivered.

3. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.

4.. The rates should be quoted only for the items specifies in the list of requirement and should be for the items of given special mark/manufacture.only would be considered.

5. Rates quoted for items other than the required specification / mark / manufacture will not be considered.

6. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ` .200/-) drawn on an branch of State of India or its subsidiary Schedule Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.

7. Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.

8.. 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 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.

9. (a) Railway Receipt or other transport document should be drawn in favor of the Officer Inviting Tenders.  
(b) Railway Receipt or other transport document should not be send by V.P.P. 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 R.R. or other transport documents unless we have agreed to it as a special arrangements.  
(c) Railway Receipt or transport receipt should be sent to this Office by Registered Post immediately on dispatch of goods from dispatching end.

10. The supplies of **STATIONERY ARTICLES** of inferior quality standard or of different specifications, content, 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 stores, stationery items 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 damage, loss etc. of such rejected articles.

11. In case of failure to replace the accepted and rejected articles from supplies made, as mentioned in the conditions, the loss undergone by the Government will be recovered from the suppliers Security Deposit/Earnest Money or payment due of any bill(s) to the extent required.

12. In case of failure to supply the **STATIONERY ARTICLES** ordered for, as per conditions and within the stipulated time, the same 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 suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no any right to dispute with such procedure.

13. Extension of time limit for supplies shall be consider by the Tender Inviting Officer. 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.

14. 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.

15. If at any time after the order for supply of Machinery/stores/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 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.

16. 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 by these conditions,

17. The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption from payment of Earnest Money Deposit, certified copies of its Registration with D.G.S. & D. should be attached to their tenders.

18. The items as mentioned in the list are the approximate estimates invited and actual purchase may more or less. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.

19. Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee, the department will not be responsible for the damage or pilferage of goods during transit.

20. The tenderer should attached copies of certificate of experience in the field of supply of stationery articles, valid license, proof of fulfilling the norms of ISI/ISO/WHO/GMP specification if any, copy of dealership letter, licence for import, PAN

No., Catalog of the item quoted etc. with his/their tender. It may please be noted that the tender received without document referred above shall not be considered.

21. Rates should be quoted in the forms issued from the department and as per the requirement asked for.

22. Rates quoted are for PHC/CHC, Moti Daman.

23. Tenderer should enclose along with tender an amount of ` 5000/- (Rupees Five Thousand Only) as Earnest Money Deposit in form of DD/ Fixed Deposit Receipt of any Nationalized Scheduled Bank payable at Daman in favour of Director, Medical & Health Services, Daman. The EMD Submitted other than Form mentioned above will not be accepted. Tender received without EMD will be summarily rejected.

24. The tender should furnish declaration regarding Blacklisting/Debarring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.

25. The Tenders will be opened by the Purchase Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.

26. Supply quantity of the stationery articles will be given as per day to day requirement and successful supplier shall visit once in a week in order to collect the supply order.

27. The tendered quantity is tentative and the actual purchase can be 20% less or more than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.

29. The tendering firm must be registered with the Sales Tax /VAT department and a copy of their registration under the Sales Tax / VAT bearing the TIN Number be provided.

30. The terms and conditions dully accepted and signed by the tenderer should attached with the Technical Bid.

Signature & Designation  
of Tender Inviting Officer

(Dr. K. Y. Sultan)  
Director  
Medical & Health  
Services  
Daman

The above terms and conditions are accepted and are binding to me/us.

Place: Signature of Tenderer & status  
Dated: Name of Tenderer with seal of  
the firm

NOTE: Please return one copy of these terms and conditions  
dully sign with seal of firm along with the tender

**LIST OF STATIONERY ARTICLES**

<b>Sr. No.</b>	<b>Name of items</b>	<b>Mfg. co.</b>	<b>Rate / Unit</b>	<b>Rate</b>
1	Xerox paper A3 size (Good Quality)	J.K.	Per Ream	
		MODY		
		COPIER		
2	Xerox paper F/s Size (Good Quality)	J.K.	per Ream	
		MODY		
		COPIER		
3	Xerox paper A4 (Good Quality)	J.K.	per Ream	
		MODY		
		COPIER		
4	Clip file (Good Quality)	Standard Company	per Dozen	
5	Spring file (Good Quality)	Standard Company	per Dozen	
6	Box file (Good Quality)	Standard Company	per Dozen	
7	White thread (File Laces) (Thick Quality 18")	Standard Company	One Gross	
8	Red/Green Thread for noting sheets (Good Quality)	Standard Company	bundle	
9	Punching machine – big (Jumbo) (Good Quality)	Kangaroo	Per No.	
		Kores		
		Max		
10	Punching machine – medium (Good Quality)	Kangaroo	Per No.	
		Kores		
		Max		
11	Stapler Machine – big (Good Quality)	Kangaroo	Per No.	
		Kores		
		Max		
12	Stapler machine 10 – medium (Good Quality)	Kangaroo	Per No.	
		Kores		
		Max		
13	Single punch machine (Good Quality)	Kangaroo	Per No.	
		Kores		
		Max		
14	Noting sheet (thick) in Ledger Paper (Good Quality)	Standard Company	per Ream	
15	White ink pen (Good Quality)	Camlin	Per No.	
		Cores		
		Faber Castell		

16	Permanent Marker pen (CD writer) Blue/Black/Red	Kores	Per No.	
		Camlin		
		Luxor		
17	Sketch pen (Good Quality)	Camlin	Per Pckt.	
		Kores		
		Luxor		
18	Highlighter pen (Good Quality)	Camlin	Per Pkt.	
		Kores		
		Luxor		
19	Gum tube 200 Ml. (Good Quality)	Standard Company	Per No.	
20	Gum bottle 500 Ml. (Good Quality)	Standard Company	Per No.	
21	Fevicol tube 100 Ml. (Good Quality)	Standard Company	Per No.	
22	Fevicol tin 500 Ml. (Good Quality)	Standard Company	Per No.	
23	Pin holder (Good Quality)	Standard Company	Per No.	
24	Pen stand (Good Quality)	Standard Company	Per No.	
25	tape ½" (Good Quality)	Standard Company	Per No.	
26	tape 1" (Good Quality)	Standard Company	Per No.	
27	Writing pad 25 Pages (Good Quality)	Standard Company	Per No.	
28	I pin (Standard quality)	Standard Company	Per Pkt.	
29	U pin (Standard quality)	Standard Company	Per Pkt	
30	File binder two flaps (Good Quality)	Standard Company	Per No.	
31	Ruler / Scale 12 Inch. (SS)	Standard Company	Per No.	
32	Register 1 Q, (Good Quality)	Rajat	Per No.	
		Anupam		
		Writer		
33	Register 2 Q (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		
34	Register 3 Q. (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		
35	Register 4 Q (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		

36	Register 5 Q (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		
37	Register 6 Q (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		
38	Register 8 q (Good Quality)	Writer	Per No.	
		Rajat		
		Anupam		
39	Pencil 1x10 pic/pkt. (Good Quality)	Natraj	Per Pkt.	
		Camplin		
		Apsara		
40	Stamp pad 110 mm x 69 mm (Good Quality)	Kores	Per No.	
		Camel		
		Faber Castell		
41	Cutter with S.S. Blade 6" (Good Quality)	Kores	Per No.	
		Natraj		
		Camel		
42	Fevi stick Non Toxic 22 gm	Fevicol	Per No.	
		Kores		
		Camel		
43	Ball pen (Blue) Use and throw	Standard Company	Per No.	
44	Colour flag (4 Colour size 1"x4" (4x100 sheets)	Post-It	Per No.	
		Stick		
		Cello		
45	Envelopes size : 9x4 (white) (Good Quality)	Standard Company	Per 100	
46.	Envelopes 11 x 5 (Craft) (Good Quality)	Standard Company	Per 100	
47.	Envelopes file size (Inner Plastic coated) (Good Quality)	Standard Company	Per 100	