

No.DE/ADM/SC-ST/11-12/341
Administration of Daman & Diu,
Directorate of Education,
Daman.
Dated :- 07/06 /2011.

TENDER NOTICE

Sealed tenders are invited on behalf of President of India by the Asstt. Director of Education, Daman towards Supply of school stationery items to SC/ST students for the year 2011 -12 The approximate value of the tender is given below:

1 Schools Stationery ₹. 32,78,134/- approximately

Tender forms along with Terms and Conditions can be obtained from the office of the Asstt. Director of Education, Daman during working hours up to 20/06/2011 at 13.00 hrs. on payment of non refundable fees of ₹. 500/-. The Earnest money Deposit of ₹. 82,000- (Rupees Eighty Two 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 bidder should note that they submit the Bid in two separate sealed covers each super-scribed " Technical & Commercial bid."

The cover-I super –scribed " Technical Bid should comprise all documents pertaining to technical specification including Tender form for technical officer requirements bid, EMD and Confirmation to all Terms and conditions of Tender form. The cover – 2 super- scribed " Commercial Bid should contained only price Scheduled.

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 as supply of **"SCHOOLS STATIONARY, FOR SC/ST STUDENTS OF STD. I TO X FOR THE YEAR 2011-12"** will be accepted/put in the tender box to the office of the Asstt. Director of Education, Nani Daman. On 21-06-2011 up to 13.00 hours and same will be opened on 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.

The tender form 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 with the Technical bid.

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 School Stationary for SC/ST
Students of Std. I to X for the year 2011-12.

Tender Notice :-No. DE/ADM/SC-ST/2011-12/341 Dated: 07 /06 /2011.

The Directorate of Education, Daman intends to purchase of Schools Stationary for SC/ST Students of Std. I to X for the year 2011-12.

1. **Eligibility**
 - (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.
2. The tender form along with terms and conditions can be obtained from the Office of ADE, Daman on payment of ₹. 500/- cash (non-refundable).
3. Completed tender form should contain the following documents/certificates.
 - Income Tax Clearance Certificate along with copies of returns of last three years.
 - Sales Tax / VAT Registration Certificate for the tendered items.
 - Proof of manufacturing/dealership/supplier for three years of the items tendered for.
 - In case, there is a small scale Industry, there should be a proof of registration.
 - Income tax return/ Balance sheet Certified by chartered Accountant showing G.T.O. of more than ₹. 10,90,000/- during each of the three previous financial year.
 - Demand Draft issued by Scheduled Bank in favour of Asstt. Director of Education, Daman as The Earnest Money Deposit (EMD) of ₹. 82,000/-
 - Details of nature of constitution of their firm / names & addresses of the proprietor partners / directors and also the details of sister concerns if any.
4. 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.
5. 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.
6. The rates should be quoted inclusive of all taxes, installation & commissioning charges etc.
7. **Two Bid Systems** : The bidder should ensure that they submit the Bid in two separate sealed covers each super scribed "Technical & Financial Bid".

- (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, Daman.
- (ii) Vetted/Self certificate Performance Reports.
- (iii) All documents mentioned in para 3, above.
- (iv) Copy of Terms & Condition of tender duly signed by the Tenderer.
- (v) EMD amount in form of Demand Draft as mentioned in the tender should be put in a separate cover named EMD COVER and put in the envelope containing papers relating to the technical bid. The name of the Bank must be mentioned on cover itself. This may be noted that the offer without EMD will not be accepted and the technical Bid cover will not be opened.
- (vi) 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
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- (b) **Financial Bid Cover** : Financial bid indicating item wise price for the items Mentioned in the technical bid.
 - (c) The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened by the tender committee at the first instance and evaluated by a competent committee. At the second stage, financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
- 8. 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.
 - 9. No extra charges for packing, forwarding and insurance etc. will be paid in addition to the rates quoted.
 - 10. 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.
 - 11. 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.

12. Where specifications/make/manufacture are not specified by this office, the rates should be quoted only for the standard quality.
13. The tenderer should specify the name of the manufacturer for the items quoted by him along with catalogue of the items.
14. The tender should be neatly typed only the signature of the tenderer. No overwriting, correction or erasing will be considered.
15. The decision of the Asstt. Directorate of Education 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. The Tender Committee will first open the technical bid and considering the technical specification of educational 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.
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 Bidder 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 and Department will issue notice to the successful bidder to this effect and also ask him to sign agreement as well as furnish security deposit as per condition number 19 and 20 of the terms and conditions.
19. Successful bidder will have to sign an agreement with the purchaser within 3 days of the receipt of the notice mentioned in condition 18.
20. The successful bidder has to submit performance bank guarantee (hereafter referred to as Security Deposit) from any nationalized bank of 10% amount of his final offer towards performance security within 7 days from the date of issue notice mentioned in condition 18 for the duration of one year.
21. **The successful bidder will be given supply order by the department for supply of specified items within 15 days in various schools of Daman District from receipt of the supply order failing which the order shall stand cancelled.**
22. In case, the supplier does not execute the supply order placed with him within stipulated time, the 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.

23. EMD will be forfeited in case successful bidder fails to
 - (a) Sign agreement as mentioned above
 - (b) Furnish security deposit in time
24. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
25. 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 on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.
26. **The Asstt. Directorate of Education 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.**
27. Extensions of time limit for supplies shall be considered by the Asstt. Directorate of Education 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.
28. Demurrage charges paid by the Asstt. Directorate of Education on account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
29. The supplies of educational materials etc. of inferior sub standard quality or of different specifications, brand, manufacturer etc. 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 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. Directorate of Education will not be responsible for any damage, loss etc. of such rejected articles.

30. If at any time after the order for supply of educational materials the Asstt. Directorate of Education shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Asstt. Directorate of Education 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 due to any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
31. 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. 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.
32. 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.
33. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.
34. All bills for amount above .5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding .5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
35. 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"

36. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.
37. The tender will be accepted by hand/Post/Courier during working hours up to 21-06-2011 13.00 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.

STATEMENT SHOWING LIST OF SCHOOL STATIONERY ITEMS TO SC/ST STUDENTS FOR THE YEAR 2011 – 2012.

Sr. No.	Name of Items	Approx. Quantity	Rate per Unit.	Amount
1	Note Book 60 Pg. (Nibandh)15.5x19cm., 58 GSM paper	2354	Per each	
2	Note Book 100 Pg. 26.2cm 16.8cm., 58 GSM paper	9924	Per each	
3	Note Book 150 Pg. 26.2x16.8cm., 58 GSM paper	2490	Per each	
4	Note Book 188 Pg. 15.5x19cm., 58 GSM paper	11625	Per each	
	Note Book 200 Pg. 26.2x16.8cm., 58 GSM paper	26832	Per each	
5	Long Book 17x27cm. 58 GSM	1742	Per each	
6	Drawing Book (Printed) (Navneet)	2612	Per each	
7	Drawing Book 80 Pg. 21x29.7cm., 100 GSM paper	3063	Per each	
8	School Bag (Medium Size) 16"x15"x6" Thickness Standard Quality as specified by this office	2612	Per each	
9	School Bag (Big Size) 18"x16"x 8" Thickness Standard Quality as specified by this office	3063	Per each	
10	Pencil Box (Natraj 621)	5675	Per Box	
11	Eraser (Apsara - Non Dust)	17025	Per each	
12	Foot Ruler, 1 Ft. (Steel) (Ajanta)	5675	Per each	
13	Sketch Pen (Big Pkt.) (Camel)	4266	Per Pkt.	
14	Colour Tube Box, 12 Shed (Camel)	994	Per Box	
15	Painting Brush, 0 No.	2982	Per each	
16	Slate (Santro, Plastic Frame) Size 20x25cm.	1435	Per each	
17	Slate Pen (Box) (Om)	1435	Per Box	
18	Empty Compass Box (Plastic) Size 21x8.30 cm.	2612	Per each	
19	Sharpener (Natraj)	11350	Per each	

20	Ball Pen (Cello, Gripper)	8944	Per each	
21	Compass Box (Camel, Scholar)	1409	Per each	
22	Graph Book, (32 Pages) Size 22x28cm.,	3063	Per each	
23	Atlas (English/Gujarati)	1138	Per each	
24	Pen Knife, Good Quality	538	Per each	
25	Tester (Taparia)	538	Per each	
26	T - Square, Plastic, (Omega)	538	Per each	
27	Set Square, Plastic (Omega)	538	Per each	
28	Drawing Pin, Steel (Omega)	538	Per each	
29	Aloxide Paper (No.50, Size 9"x4")	538	Per each	

Name of Agency

Signature with date

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

Tender No. /11-12.

Date of issue of Tender :

Last date of receipt of Tender : 21-06-2011.

TENDER FORM

This tender form is issued to Shri/M/s. _____ of _____ . Tender fees of ₹ .500/- (Rupees Five 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)