

संघ प्रदेश दमण एवं दीव प्रशासन  
प्राचार्य क कार्यालय,  
तकनीकी प्रशिक्षण संस्थान,  
फोर्ट एरिया, मोटी दमण - 396 220

सं. No. TTI/EST/OFFI-FUR/2013-14/ 596

दिनांक: 15/01/2014

सीमित निविदा सूचना

प्राचार्य, तकनीकी प्रशिक्षण संस्थान, मोटी दमण भारत के राष्ट्रपति की ओर से ख्याति प्राप्त आपूर्तिकर्ता / डीलर / फॉर्मो / एजेंसियों / निर्माताओं से कच्चा माल सामान (Raw Material) की आपूर्ति हेतु मुहरबंद निविदाएं आमंत्रित करते हैं। ये निविदाएं दिनांक 06/02/2014 को या उससे पहले समय 03:00 बजे तक तकनीकी प्रशिक्षण संस्थान, फोर्ट एरिया, मोटी दमण - 396 220 में व्यक्तिगत रूप से / डाक द्वारा / कूरियर द्वारा प्राप्त हो जाना चाहिए। प्राचार्य का कार्यालय, तकनीकी प्रशिक्षण संस्थान, फोर्ट एरिया, मोटी दमण से विनिर्देशन विशिष्ट / कंफिगरेशन तथा आपूर्तिक के निबंधनों एवं शर्तों सहित सादा निविदा की विस्तृत अनुसूची दिनांक 20/01/2014 से 05/02/2014 तक सभी कार्य दिवस के दौरान शाम 05:00 बजे तक 500/- रुपए की निविदा शुल्क (अप्रतिदेय) का भुगतान कर प्राप्त किया जा सकता है और सीमित निविदा दस्तावेजों की नकल संघ प्रदेश दमण एवं दीव की कार्यालयीन वेबसाइट [daman.nic.in](http://daman.nic.in) से डाउन लोड कर सकते हैं। संभव होने पर निविदाएं उसी दिन अर्थात् दिनांक 06/02/2014 को शाम 04:00 बजे निविदा खोलने संबंधी समिति तथा उपस्थित निविदाकर्ताओं की उपस्थिति में प्राचार्य, तकनीकी प्रशिक्षण संस्थान, दमण के कार्यालय में खोली जाएगी। वैध निविदा दस्तावेजों के बगैर प्राप्त प्रस्ताव पर विचार नहीं किया जाएगा।

*जे पी सोलंकी*

(जे पी सोलंकी)

प्रभारी प्राचार्य,

तकनीकी प्रशिक्षण संस्थान, दमण।


U.T. Administration of Daman and Diu  
Office of the Principal,  
Technical Training Institute,  
Moti Daman. 396220.

No. TTI/EST/OFFI-FUR/2013-14/ 368

Date: 15/01/2014

**LIMITED TENDER NOTICE**

The Principal, Technical Training Institute, Moti Daman on behalf of President of India, invites sealed tenders for Supply, Installation, Fitting, Commissioning of Open plan office Set-Up from reputed suppliers/dealers/firms/agencies/ manufacturers so as to reach on or before 06/02/2014 up to **03:00 hours** personally/by post/courier to the undersigned at the Technical Training Institute, Fort area, Moti Daman. 396220. The blank tender with detailed schedule of specifications and Terms & Conditions of supply may be obtained from the office of the Principal, Technical Training Institute, Daman during all working days from 20/01/2014 to 05/02/2014 up to 05:00 p.m. on payment of tender fee of Rs. 500/- (non-refundable). The tender documents can be also be downloaded from the website [www.daman.nic.in](http://www.daman.nic.in). In this case, tender should enclose Demand Draft of Rs.500/- in the favour of Principal, T.T.I., Daman as a tender form fee. The Tenders will be opened on the same day i.e. on 06/02/2014 at **04:00** p.m. in presence of the Tender Opening Committee and tenderers present, if possible at the Office of the Principal, Technical Training Institute, Daman. The offer received without valid tender documents shall not be entertained.

  
(J. P. Solanki)  
I/c Principal,  
Technical Training Institute, Daman



U.T. Administration of Daman and Diu  
Office of the Principal,  
Technical Training Institute,  
Moti Daman. 396220.

**Terms & conditions for Supply, Installation,  
Fitting, Commissioning of Open plan office Set-Up at  
Technical Training Institute, Daman**

Tender No: TTI/EST/OFFI-FUR/2013-14/ 368

Dated: 15/01/2014

**Terms & Conditions**

1. The bidder should be manufacturer /authorized dealer / supplier of the furniture commissioning works for last three years.
2. Completed tender form should contain the following documents/certificates.
  - (i) Income Tax clearance certificate along with copies of returns of last three years.
  - (ii) Sales Tax/VAT Registration Certificate.
  - (iii) Proof of dealership / Supplier of the items tendered for.
  - (iv) In case, there is small scale industry, there should be a proof of registration.
3. The tender form along with terms and conditions can be obtained from the Office of Principal, Technical Training Institute, and Daman on payment of ₹ 500/- cash (non-refundable.)
4. The Earnest Money Deposit (EMD) of ₹ 15,000/- is payable in form of Demand Draft / Fixed Deposit issued by Scheduled Bank in favour of **Principal, Technical Training Institute**, Daman payable at Moti Daman. Tender received without Earned Money Deposit will be treated as invalid.
5. The rate(s) quoted should be strictly for free delivery at Technical Training Institute, Fort Area, Moti Daman & Will be valid and operative for supply order issued on or before 31/03/2014.
6. The rates should be quoted inclusive of all taxes (VAT/Sale Tax etc.), 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 Principal, Technical Training Institute, Daman.
- (ii) Acceptance of Terms and Condition of Tender dully signed cover containing EMD in form of DD..
- (iii) All documents mentioned in para 2 (Two) above.



**B. Financial Bid Cover:**

Tender price of Furniture commissioning works items should be in prescribed format as given in Annexure with sign & seal of firm in separate cover of financial bid.

- C. The EMD cover should contain EMD amount in form of Demand Draft / Fixed Deposited as mentioned in the tender. 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.
- D. 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 super scribed. The technical bids are to be opened by the purchasing 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. 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 charge for packaging, forwarding and insurance, transportation, etc. will be paid in addition to the rates quoted.
10. Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the standard quality.
11. The tender should be neatly typed only on letter head carrying the name of Supplier and the signature of the tenderer as per prescribed format given with tender form for Financial Bid and Technical Bid. No overwriting, correction or erasing will be considered.
12. The decision of the Directorate of Technical Education for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
13. The Purchase Committee will open the Tenders in presence of tenderers or their representatives, if any presents in the Office of the Principal, Technical Training Institute, Daman. The Purchase Committee will first open the technical bid and considering the technical specifications. 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.
14. Directorate of Technical 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.
15. Successful bidder will have to sign an agreement with the purchaser within 3 days of the receipt of the supply order.




16. 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.
17.
  - (a) The Successful Tenderer will have to pay an amount equal to 10% of the total value of articles mentioned in the supply order within 15 days from the date of the order as Security Deposit in form of Demand Draft in favour of Principal, Technical Training Institute, Daman.
  - (b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
18. The successful bidder has to submit performance bank guarantee (here after referred to as Security Deposit) from any nationalized bank of 10% amount of his final offer towards performance security within 15 days from the date of issue of supply order for the duration up warranty period.
19. The successful bidder will be given supply order by the department for supply of specified items within 30 days of receipt of the supply order.
20. In case, the supplier does not execute the supply order placed with him, within 4 weeks from the date of supply 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.
21. EMD will be forfeited in case successful bidder fails to
  - (a) Sign agreement as mentioned above
  - (b) Furnish security deposit in time
22. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
23. 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.
24. The Directorate of Technical 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.
25. Extensions of time limit for Supplies shall be considered by the Directorate Technical 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 provide such request is made well in time, depending upon the circumstances and such decision in the matter will be final.



26. Demurrage charges paid by the Principal, Technical Training Institute, Daman on the account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
27. The Supplies of furniture Commissioning works items for T.T.I., Daman of inferior sub standard quality or of different specifications 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 Directorate Technical of Education will not be responsible for any damage, loss etc. of such rejected articles.
28. If at any time after the order for Supply of furniture Commissioning works items the Directorate of Technical Education shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Directorate of Technical Education 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 due to any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
29. 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 Directorate of Technical 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.
30. 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.
31. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.



32. All bills for amount above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs. 10,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
33. Each bill in which Value Added Tax is charged must contain the following certificate on the body of the bill.  
"CERTIFIED that the goods on which Value Added 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 Added Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under"
34. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.
35. The tender will be accepted on 06/02/2014 during working hours up to 03.00 hrs. and opened on same day at **04.00hrs**. If possible in the office of the Principal, Technical Training Institute, Daman in the presence of the Purchase committee and Tenderer(s) or their representative(s) if present.
36. Rates should be quoted only for the items specified in the list of requirements and should be for the items of given specification mark/manufacture.
37. Rates quoted for items other than the required specification/manufacture may not be considered. However, indigenous manufactures may quote their own makers provided the specifications confirm to the standard/requirements of the given specification/mark/manufacture.
38. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specification, standard and quality etc. of articles shall be final.
39. Rate should be quoted including installation / erection of machinery with foundation with required materials.

  
I/c Principal,  
Technical Training Institute,  
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.

## Annexure-I

### TECHNICAL BID

**TENDER No : TTI/EST/OFFI-FUR/2013-14/368**

**Date: 15/01/2014**

**From:**

**Date:**

**To,  
The Principal  
Technical Training Institute,  
Daman.**

#### **Schedule of Computer System with specifications/configuration**

Sr.No.	Office Set-up Lay out Specification	Specification Offered
1.	Wooden Partition for vice-principal's chamber Size : 12'x10' with center glass to see through with a two side opening doors	
2.	Office Partition with both side laminated height 4 ½ (3' wooden partition + 1 ½ glass partition)  1. 2 Nos. of LDC 2. 1 Nos of UDC 3. 1 Nos. of Accountant 4. 1 Nos for Cafeteria	
3.	On site warranty of 3 years.	

**Signature of the Supplier  
with Seal**



**Annexure-II**  
**(FINANCIAL BID)**

**TENDER No : TTI/EST/OFFI-FUR/2013-14/368**

**Date: 15/01/2014**

**From:**

**Date:**

**Schedule of Supply, Installation, Fitting, Commissioning of Open plan  
Office Set-Up at Technical Training Institute, Daman**

Sr.No.	Office Set-up Lay out Specification	Qty.	Unit Price	Total Amount
1.	Wooden Partition for vice-principal's chamber Size : 12'x10' with center glass to see through with a two side opening doors	01		
2.	Office Partition with both side laminated height 4 ½ (3' wooden partition + 1 ½ glass partition) 1. 2 Nos. of LDC 2. 1 Nos of UDC 3. 1 Nos. of Accountant 4. 1 Nos for Cafeteria	02 01 01 01		

Signature of the Supplier  
with Seal



ADMINISTRATION OF UNION TERRITORY OF DAMAN & DIU  
DEPARTMENT OF TECHNICAL TRAINING INSTITUTE  
**DAMAN.**

**Tender No. TTI/EST/OFFI-FUR/2013-14/ 368**

**Date of Issue of Tender: 15/01/2014**

**Last date of receipt of Tender : 06/02/2014 up to 03:00 hrs.**

**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 \_\_\_\_\_.

**I/c. Principal  
Technical Training Institute, Daman.**

Daman.

Dated:

To,  
The Principal,  
The Technical Training Institute,  
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, Installation, fitting & Commissioning of Open Plan Office Set-up  
at the rates shown against as per its specification mentioned in Technical bid as per  
attached Annexure.

**(Sign. & Name of the Supplier)**