

**ADMINISTRATION OF DAMAN & DIU (UT)**  
**OFFICE OF THE DY. SUPERINTENDENT OF POLICE**  
**POLICE DEPARTMENT,**  
**AIRPORT ROAD, DUNETHA**  
**UT OF DAMAN & DIU, DAMAN 396 210**

No.Dy.S.P./DMN/Tender/Stationery/2015 – 16/ **838**

Date: **29** /10/2015

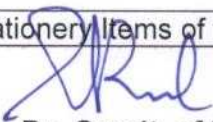
**TENDER NOTICE**

Sealed Tender(s) are hereby invited from the interested Parties/Supplier/Manufacturer/ Authorized Dealers/, on behalf of the President of India by the undersigned for the procurement of Stationery items for the various offices and Outposts and Police Stations of Police Department of Daman. The Sealed Limited Tender(s) shall reach to the office of the undersigned on the above mentioned address on or before 20/11/2015 by RPAD/Courier or by hand.

**INSTRUCTIONS TO THE BIDDER: -**

Sr. No.	Name of Work	EMD (Earnest Deposit) Money	Tender Fees (Non-Refundable)	Approximate Estimated Cost
1.	Stationery Items	Rs. 12500/-	Rs. 500/-	Rs. 436400/-

❖ Last date for submission of tender documents:	Up to 20/11/2015 15.00hrs
❖ All the Bidders have to produce samples of every item mentioned in the schedule <b><u>Stationery items</u></b> along with the tender document, before the purchase committee at Police Head Quarters, Daman without fail, otherwise their tender will be summarily rejected. Price bid will be opened of only those Bidders who produce /submit sample of <b><u>Stationery items</u></b> .	On or before 20/11/2015 15.00hrs
❖ Opening of price bids	On 23 /11/2015 11.00 hrs (if possible)
❖ Submission of tender fees in form of DD and EMD in form of FDR/DD in favour of DIGP, DD, valid copy of Sales Tax, PAN number etc. These documents are required to be send through RPAD/Speed Post / Courier /by hand, to the tender inviting authority; however, tender inviting authority shall not be responsible for any postal delay. The said documents along with the tender complete in all respect shall reach to the office of the Tender Inviting Officer on or before 20/11/2015.	
❖ The tender inviting authority reserves the right to accept/ reject any or all tenders without assigning any reasons thereof.	
❖ The tender will be opened on the same day in presence of the Bidders, if possible. The offers received without obtaining tender documents or without EMD and tender fee shall be rejected.	
❖ Bidders have to submit the price bid in Schedule Stationery Items of the Tender Notice.	

  
**Dy. Supdt. of Police,**  
**Police Head Quarters,**  
**Daman.**

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on website.
2. All Head of Office, Daman (U.T.) for wide publicity
3. Copy to all required Firms/ agencies/ manufactures for information and necessary action.



ADMINISTRATION OF DAMAN & DIU (U.T)  
POLICE DEPARTMENT, DAMAN & DIU  
DAMAN - 396210

Tender No. Dy. SP/DMN/Tender/Stationery Item/2015-16 <sup>838</sup> Dated: <sup>29</sup> 10/2015

**TERMS AND CONDITIONS OF CONTRACT**  
**FOR SUPPLY OF STATIONERY ITEMS TO THE POLICE DEPARTMENT DAMAN & DIU,**  
**DAMAN.**

1. The envelop should be Super scribed by words "Limited Tender Notice for purchase of **"STATIONERY ITEMS."**
2. The rates quoted should be strictly for free delivery up to the Office of the Dy.S.P. PHQ, Daman.
3. The rates should be quoted inclusive of all taxes.
4. Except CST all other Taxes/Duties/Royalties charges payable on the Sale/Transport etc. within and/or outside the State of Supplier shall be payable by the supplier.
5. No extra charges for packaging, forwarding and insurance etc. will be paid on the rates quoted.
6. The rates should be quoted only for the items specified in the list of requirements and should be for the items of given specifications confirm to the standard (s) requirements of the given specification/mark/ manufactures.
7. Rates quoted for items other than required specifications/Mark/ Manufacture may not be considered. However indigenous manufacturers may quote their own makes provided the Specification confirmed to the standard(s)/requirement(s) of the given specification / mark manufacturer.
8. Where this office does not specify Specifications/Mark/Manufacture, the rate should be quoted only for the first class and standard quality.
9. The decision of the Tender Inviting Officer for acceptance / rejection of supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
10. The Bidders should send in advance or enclose along-with tender, an amount of Rs 12500/- as Earnest Money Deposit by drawing a FDR/demand draft on any scheduled Bank at Daman in favour of DIGP, DD, Daman. Tenders received without Earnest Money Deposit will be summarily rejected.
11. The amount of EARNEST MONEY paid by the Bidders (s) whose tender are not accepted will be refunded to them by Cheque or demand draft as may be refunded to the Tender Inviting Officer.
12. The Bill in lieu of supply of stationery items will be accepted only after satisfactory delivery of stationery items, exactly as mentioned in the supply order, to the successful bidder. The amount of security deposit / earnest money deposit will be refunded after expiry of guarantee period if any, or any such date / period as may be mutually agreed upon or as per the GFR Rule 157 & 158.
13. The Head of Office will consider extension of the 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.
14. The Bidders should submit details of certificate, indicating his past experience in the execution of similar types of works with govt. of private agencies.
15. The supplies of stationery items of inferior quality / standard or of different specifications other than that ordered/specified on/or incomplete or damaged articles will not be accepted. The supplier will have to replace the same at his own cost and risk on intimation of non-acceptance of any materials, goods will be sent to the supplier within a week from the date of receipt in the stores and the same will have to be taken back by the suppliers at his own risk and cost. However if no communication of the non-acceptance, the Dy.S.P., Daman will not be responsible for any damage, loss etc. of such rejected articles.
16. In case, failure to replace the unaccepted & rejected stationery items 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.
17. (1) The successful Bidders shall have to supply the stationery items ordered within 01 month from the date of receipt of the supply order.

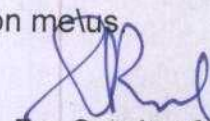


18. All the successful Bidders shall have to produce sample of the stationery items along with the tender document on or before the last date of submission of tender document. The supply order by the Police Department will be placed, subject to the approval of the sample(s) by the purchase committee. If the sample(s) of the Bidders are rejected by the committee, such Bidders will have to collect his sample(s) at his own cost and risk and supply order
- (2) The supply of stationery items shall be as per the schedule drawn by the Dy.S.P. Daman.
19. In case of failure to supply of stationery items ordered for, as per conditions and within the stipulated time, the same articles will be obtained, if required, from the Bidders who has offered next higher rates or from any other source, as may be decided by the Tender Inviting Officer and loss to Government on account of such purchase (s) shall be recovered from the former suppliers security deposit / earnest money or bills payable. The suppliers shall have no any right dispute with such procedure.
20. The tender should be accompanied by the samples without which the same will not be accepted.
21. Extension of time limit for supplies may be considered by the Dy.S.P., Daman provided that such request made well in time depending upon the circumstances and his decision in the matter will be final.
22. The suppliers of the stationery items shall have to supply spare/ articles/ parts if any, when required on an agreed basis.
23. If any time after the order for supply of stationery items Dy.S.P., Daman shall for any reason what so ever not required the whole or part of the quantity where or has specified in the supply order, Dy. S. P. Daman shall give notice in writing of the facts to suppliers who shall have no claim to any payment compensation what so ever on account of any profit or advantages with suppliers might have derived in consequence of the full quantity of the articles not having been purchased nor shall have any claim for compensation by reason of any alteration having been made in the original instructions which shall involve any curtailment of the supply as originally contemplated.
24. The earnest money security deposits paid by the Bidders against any tenders of supp order (s) is\are not adjustable with earnest money of security deposit required by those conditions.
25. All bills should be in triplicate and should invariably be mentioned the number and date of supply order.
26. All bills should be pre-receipted on a revenue stamp of proper value. Bills which are not pre-receipted on revenue stamp will not be accepted for payment
27. Each bills in which Sales tax is charged must contain the following certificate on the body of the bill "**Certified**" that the goods on which Sales Tax/VAT/Service tax has been charged have not been exempted under the C.S.T/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 provision of relevant act of the rules made there under.
28. All the legal matter pertaining to this tender will be handled\ settled in Daman jurisdiction only.
29. No Separate agreement will be required to be signed by the successful bidders for the purpose of the contract for supply rates tendered offered in the concerned tender\ quotation notice shall be considered as acceptance of all above terms and condition for supply for all legal purpose.

The above conditions are accepted and are binding on me/us

Signature of the Supplier's  
With Seal

Dated: - /10/2015


  
Dy. Supdt. of Police  
PHQ, Dunetha  
Daman



**SCHEDULE REQUIREMENT & PRICE SCHEDULE OF STATIONERY ITEM**

Sr. No	Description of items	Quantity required	Estimated Cost Per Unit	Total Cost
1.	Paper A4(75GSM)	500 Reams		
2.	Paper Full Size FC (75GSM)	500 Reams		
3.	Green Note sheet paper Having both side lines with sufficient thickness.	100 Ream		
4.	Box File	200 Box File		
5.	White tag	200 Nos. Pkt		
6.	Red Tag	50 Nos. Pkt.		
7.	Highlighter (Various Colours)	250 Nos.		
8.	Pencil	200 Nos.		
9.	Marker (Various Colour)	30 Nos.		
10.	Khaki file Thick with (Daman & Diu Police Department and Logo)	1000 Nos.		
11.	Glue Stick 15g	300 Nos.		
12.	Ball Pens	200 Nos.		
13.	Ink Pens / Gen Pen	200 Nos.		
14.	Staplers (Big & Small)	200 Nos.		
15.	"U" Pins	500 Pkt		
16.	"I" Pins	500 Pkt		
17.	Plastic Folders (A4 & FC)	100 Nos.		
18.	Carbon Paper Blue/ Back	100 Pkt		
19.	Register 1 Quire	100 Nos.		
20.	Register 2 Quire	100 Nos.		
21.	Register 3 Quire	100 Nos.		
22.	Register 4 Quire	100 Nos.		
23.	Register 6 Quire	100 Nos.		
24.	Khakhi Envelop (11/5 Inch) 70 GSM (50Nos. X10 PKT)	10 Pkt		
25.	Green Envelop (11/5 Inch)	10 Pkt.		
26.	White ink pen	120 Nos.		
27.	Steno Pad	25 Nos.		
28.	Stamp Pad	25 Nos.		
29.	Stick Notes (Flag)	50 Pkt.		

Signature of the Supplier's  
With Seal

  
Dy. Supdt of Police  
PHQ, Dunetha  
Daman




**OTHER INSTRUCTION TO THE BIDDER:-**

1. EARNEST MONEY OF Rs. 12500/-IN FAVOUR OF DIGP/DD, DAMAN.
2. SALES TAX/VAT REGISTRATION CERTIFICATE ALONGWITH TIN NUMBER.
3. LATEST SALES TAX/VAT CLEARANCE CERTIFICATE.
4. DOCUMENTS RELATING TO PAST PERFORMANCE FOR THE LAST THREE YEARS, IF ANY.
5. A LIST OF OWNER/PARTNERS OF THE FIRM AND THEIR CONTACT TELEPHONE NOS. ALONGWITH A CERTIFICATE TO THE EFFECT THAT THE FIRM IS NOT BLACKLISTED BY ANY GOVT. DEPARTMENT NOR ANY CRIMINAL CASE IS REGISTERED.
6. ANY OTHER RELEVANT IMPORTANT INFORMATION IF ANY.
7. COPY OF TERMS AND CONDITIONS DULY SIGNED WITH SEAL OF THE FIRM, IN TOKEN OF ACCEPTANCE OF TERMS AND CONDITIONS.
8. NON REFUNDABLE TENDER FEE RS. 500/- IN FAVOUR OF DIGP/DD, DAMAN

**CONTRACT FORM/ AGREEMENT**

Certify that I/We hereby accepted and agree to abide with Terms & Conditions as specified in Limited Tender Notice.

Signature of the Supplier's  
With Seal

  
Dy. Supdt. Of Police  
PHQ, Dunetha  
Daman

Date: - .10.2015.

Note: - Please return one copy of these conditions duly signed along with your tender/quotation.