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U.T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE DY. SUPERINTENDENT OF POLICE
POLICE DEPARTMENT,
DAMAN & DIU,
DAMAN

No. 1449/DSPHQ/DMN/GNL/Tender/Cleaning & other material / 2016 -17/3888 Dt: 06.09.2016

TENDER NOTICE

Sealed tenders are hereby invited in two bid system by the undersigned on the behalf of the president of India from interested suppliers/firms etc. for the below mentioned **cleaning & other materials** for various office, Police Stations, Outpost, Beat Post and other units of Police Department of Daman and Police Head Quarters Daman. The sealed Tender Notices shall reach to this office on or before **30/09/2015 up to 17.00 hrs.** by RPAD /Courier/ /by hand.

❖ Last date for submission of tender along with (i) Technical Bid & (ii) Commercial Bid	On or before 30/09/2016 up to 17:00 hrs.
❖ Bidders will have to submit their samples of every item of cleaning & other material mentioned in the schedule and specification mentioned in the tender document, at below mentioned address. GNL Branch, O/o of the Dy. Superintendent of Police (HQ), Police Head Quarters, Airport road, Daman – 396 210 The tender document along with sample of cleaning & other material shall reach at the above mentioned address without fail, tender received after due date will be summarily rejected.	On or before 30/09/2016 up to 17:00 hrs.
❖ Opening of Technical Bid : - The date of the technical bid evaluation will be intimated to the bidders at their email addresses or telephonically.	
❖ Price/Commercial Bids : - The Price/Commercial Bids of the bidders qualifying the technical bid will only be opened, the date of which will be intimated to the qualified bidders at their email addresses or telephonically	
❖ submission of tender fees inform of Cheque/DD in favour of DIGP, Daman & Diu and EMD in form of FDR in favour of DIGP, Daman & Diu, valid copy of Sales Tax, Copy of VAT Tax, PAN number, details of completed similar type of work, duly signed tender form , agreement, schedule and terms & condition. These documents are mandatory document required to be send through RPAD/Speed Post / Courier or in person, to the tender inviting authority on the above mentioned address however, tender inviting authority shall not be responsible for any postal delay. The tender shall be submitted on or before 30/09/2016 17:00hrs in the office of the undersigned.	
❖ The purchase committee reserves the right to accept/ reject any or all or part tenders without assigning any reasons thereof.	
❖ The tender form along with all details including schedule and terms & conditions can be downloaded from the web site http://daman.nic.in and http://ddpolice.gov.in . The original tender fees (non Refundable) in form of Cheque/DD and EMD in form of FDR may be kept in technical bid cover along with the above mandatory documents.	

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

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on website.
2. Copy to all Suppliers/Firms
3. All Head of Office, Daman for publication in the Notice Board.
4. Daman Police website ddpolice.gov.in. for Publishing, please

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

TERMS AND CONDITIONS

No. DSPHQ/DMN/Tender/Cleaning & other material / 2016 -17/
Date: .08.2016

1. The Technical Bid and Price/Commercial Bid are to be submitted in two separately sealed envelopes distinctly marked accordingly and both to be put inside another envelope, which should be sealed and super scribed with tender **Notice no. and due date**. The bidders may submit bids duly signed in their own letterheads.
2. The Technical Bid shall contain technical specifications, EMD, Tender fee and other relevant documents and kept in a separate envelope duly super scribed as "Technical Bid" for **Cleaning Material**" on the outer side of the envelope and "Price/commercial Bid" shall also be in separate cover duly super scribed as "commercial Bid for **Cleaning & other material** " on the outer side of the envelope.
3. Those Manufacturer/ Authorized Dealers/ Suppliers/firms found qualified, in preliminary checking (technical bid / stage) about submission of Tender fee, E.M.D and other relevant document only such Manufacturer/ Authorized Dealers/ Suppliers/firms their samples will be seen and technically evaluated by the purchase committee.
4. The **Technical Bids** will be opened first to evaluate the technical specifications, if any and documents submitted by the bidder of the **Cleaning & other material** thereafter, the **Price/Commercial bids** of only technically qualified bidders will be opened.
5. Tender submitted shall remain valid at least for 180 days from the date of opening the tender and rate approved and accepted by the purchase committee will remain valid for 180 days from the date of supply the **Cleaning Material**.
6. The rates quoted should be strictly for free delivery up to the Office of the Dy. S. P. (HQ), Police Head Quarters, Airport road, Daman.
7. The rates should be quoted inclusive of all taxes.
8. 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.
9. No extra charges for packaging, forwarding and insurance etc. will be paid on the rates quoted by the L1 firm.
10. 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.
11. Rates quoted for items other than required specifications/Mark may not be considered. However indigenous manufacturers may quote their own makes provided that the specification confirmed to the standard(s)/requirement(s) of the given specification / mark.


12. Where this office does not specify name of the company/mark and rate should be quoted only for the first class and standard quality.
13. 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.
14. The tenderer should send in advance or enclose along-with tender an amount of Rs **5000/- as Earnest Money Deposit by drawing a demand draft/FDR** on any scheduled Bank at Daman in favour of DIGP, DD, Daman. Tenders received without Earnest Money Deposit and Tender fee will be summarily rejected.
15. The amount of earnest money paid by the tenderer (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.
16. 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.
17. The purchase committee 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 and abides by the limit given.
18. The tenderer should submit details of certificate, **indicating his past experience** in the execution of similar types of works with govt. of private agencies.
19. The supplies of **Cleaning & other material** of inferior quality / standard or of different specifications / samples 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, then the 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.
20. In case, failure to replace the unaccepted & rejected articles 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.
21. (1) The successful tenderer shall have to supply the **Cleaning & other material** ordered within 30 days from the date of receipt of the firm order. The supply order will be placed subject to the approval of the sample by the purchase committee. The sample if rejected by the committee will have to be collected back by the successful tenderer at his own cost and risk and his commercial bid will not be opened. (2) The supply of **Cleaning & other material** shall be as per the schedule drawn by the tender inviting authority.
22. In case of failure to supply of **Cleaning & other material** ordered for, as per conditions and within the stipulated time, the same articles will be obtained, if required, from the tenderer who has offered next higher rates (L2) or from any other source, as may be decided by the purchase committee and loss to Government on account of such purchase (s) shall be recovered from the former supplier's security

deposit / earnest money or bills payable. The suppliers shall have no any right to dispute with such procedure.

23. The tender should be accompanied by the samples without which the same will not be accepted.
24. Extension of time limit for supplies may be considered by the purchase committee Daman provided that such request made well in time depending upon the circumstances and his decision in the matter will be final.
25. The suppliers of the **Cleaning & other material** shall have to supply **Cleaning & other material** on an agreed basis.
26. If any time after the order for supply of **Cleaning Material**, purchase committee shall for any reason what so ever not required the whole or part of the quantity where or has specified in the order the purchase committee, 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.
27. The earnest money security deposits paid by the tenderer against any tenders of supply order (s) is/are not adjustable with earnest money of security deposit required by those conditions.
28. All bills should be in triplicate and should invariably be mentioned the number and date of supply order.
29. 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
30. Each bills in which Sales tax/VAT 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/VAT Tax on these goods is not more than what is payable under the provision of relevant act of the rules made there under.*
31. All the legal matter pertaining to this tender will be handled \ settled in Daman jurisdiction only.
32. No Separate agreement will be required to be signed by the successful tenderer for the purpose of the contract for supply **Cleaning & other material** on the rates offered in the present limited tender.

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

Signature of the Supplier's
With Seal


Dy. Supdt. of Police
PHQ, Dunetha
Daman

C/7

Dated: - /08/2016

NOTE:-

1. EARNEST MONEY OF RS. 5000/- IN FAVOUR OF DIGP/DD, DAMAN.
2. TENDER FEE RS. 500/- EITHER IN FOR OF DD OR IN FORM OF CHEQUE.
3. SALES TAX/VAT REGISTRATION CERTIFICATE ALONGWITH TIN NUMBER
4. LATEST SALES TAX/VAT CLEARANCE CERTIFICATE
5. DOCUMENTS RELATING TO PAST PERFORMANCE FOR THE LAST THREE YEARS, IF ANY.
6. 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.
7. ANY OTHER RELEVANT IMPORTANT INFORMATION IF ANY.
8. COPY OF TERMS AND CONDITIONS AND PRICE SCHEDULE DULY SIGNED WITH SEAL OF THE FIRM, IN TOKEN OF ACCEPTANCE OF TERMS AND CONDITIONS.

Sr.	Description	Answer
01	Has the agency registered with Sales Tax/ VAT Department and documents proof to this effect attached?	Yes / No
02	Has the agency enclosed Permanent Income Tax No. with the tender?	Yes / No
03	Has the agency deposited Bid E.M.D. of Rs. 5000/- ?	Yes / No
04	Has the agency attached the documentary proof of having exemption from EMD, in case of the agency exempted being register with DGS&D/NISC?	Yes / No
05	Has the agency accepted all the terms and condition of the tender documents and has attached an agreement in this regard?	Yes / No

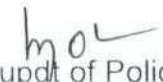
AGREEMENT

Sir,

I/We the undersigned _____

hereby offer my/our rates as enclosed. I/We agree with terms & conditions attached with this tender and promise to supply the articles at rates shown against each items as per attached annexure.

Signature of the Supplier's
With Seal


Dy. Supdt of Police
PHQ, Dunetha
Daman

Date: - /08/2016.

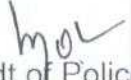
Note: - Please return one copy of these conditions duly signed along with your tender/quotation.

SCHEDULE

PRICE SCHEDULE FOR SUPPLY FOR OF CLEANING & OTHER MATERIAL FOR THE POLICE PERSONNEL OF POLICE DEPARTMENT OF DAMAN AND DIU (U.T.)

Sr. No.	Name of the Items	No. of quantity required	Rate per unit/item	Total amount
1.	Stick Broom (Good Quality)	150		
2.	Soft Broom (Good Quality)	150		
3.	Phenyl (250ml) Good Quality	250 Nos. Bottle		
4.	Cello Tap (Brown 2")	25 Nos.		
5.	Cello Tap (White 1")	25 Nos.		
6.	Cello Tap (White 2")	25 Nos.		
7.	Air Freshener (Good Quality)	100 Nos		
8.	All Out Liquid	100 Nos		
9.	Washing Powder	50 Kgs		
10.	Hit Spray (Red)	20 Nos.		
11.	Hit Spray (Black)	20 Nos.		
12.	Floor duster cloth	50 Nos.		
13.	Dust Cleaning Plastic with handle	50 Nos.		
14.	Odonil (for bathroom)	30 Pkts		
15.	Harpic 750 ml	100 Nos.		
16.	Pencil cell (AAA)	50 Nos.		
17.	Pencil Cell (AA)	50 Nos.		
18.	Plastic Supdi	50 Nos.		
19.	Hand Wash Liquid	50 Nos.		
20.	Stick Mop (cotton)	100 Nos.		
21.	Utensils cleaning Bar	50 Kgs		
22.	Car Perfume	50 Nos.		
23.	Yellow Duster	100 Nos.		
24.	Towell White Cotton	30 Nos.		
25.	Napkin white Cotton	30 Nos.		
26.	Sugar Cube	30 Pkts.		

Signature of the Supplier's
With Seal


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