



**U.T. ADMINISTRATION OF DAMAN & DIU,  
COLLECTORATE, DHOLAR, MOTI DAMAN – 396 220.**

Tender Notice No. Col/DMN/Election /2017-18/961

Dated: 30/05/2017

**- : SHORT QUOTATION NOTICE : -**

**Sub :- Short Quotation Notice for the supply of “Stationery Materials for Election Special Drive 2017” for the use of Election (Cell), of the Collector, Collectorate, Daman.**

Sir,

Short Quotation notice is hereby invited on behalf of the President of India by the office of the Collector, Collectorate, Daman, for the supply of “Stationery Materials for Election Special Drive 2017” for the use of Election (Cell), of the Collector, Collectorate, Daman” are invited from various registered agencies/suppliers upto 3.00 p.m. on 07/06/2017 which will be opened on the same day at 3.30 p.m. in the office of the Dy. Collector (H.Q.), Collectorate, Dholar, Daman in the presence of the tenderer (s) or their representative(s) if any. The list of stationery items is enclosed herewith in Annexure “A”.

**Term and Conditions : -**

- (1) Tenderers should quote their rates for the free delivery at the office of the Dy. Collector (H.Q.), Collectorate, Daman.
- (2) The rates should be quoted inclusive of all taxes, installation & commissioning charge etc.,
- (3) No Extra charge for packing, forwarding and insurance etc will be paid on the rates quoted.
- (4) The decision and right to acceptance or rejection without assigning any reasons any or all tenders in part or whole is reserved with the Head of Office.
- (5) Article ales of inferior quality of specification other than in the order specified and /or in complete broken will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation, of non acceptance of any materials/goods will be sent to the supplier within three days from the date of receipt in the stores and the will have to be taken back by the suppliers at this own cost and risk.
- (6) 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.
- (7) The rate should be quoted only per item specified in the list of requirement. In case rate quoted for items other then required specification will not be considered.
- (8) The tenderer have to be submit towards cost of tender fees (Non Refundable) of ₹.500/- (Rupees Five Hundred only) in the form of DD of any Nationalized or any scheduled Bank in favour of Dy. Collector, (H.Q.), Daman. The tender received without DD will be summarily rejected.

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- (9) The tenderer have to be submit a EMD of ₹.10,000/- (Rupees Ten Thousand only) in the form of FDR of any Nationalized or any scheduled Bank in favour of Dy. Collector, (H.Q.), Daman. The tender received without EMD deposit other than prescribed above will be summarily rejected.
- (10) The successful tenderer/suppliers shall have to supply the materials/goods/articles/items ordered within two days from the receipt of the supply order.
- (11) Bids must be accompanied with a self certified photocopy of VAT/PAN of Income Tax clearance certificate copy for 2016-17 & Service Tax Registration Certificate if any applicable.
- (12) The lowest quoted bidder (L-1) shall be chosen on the basis of item wise bid price Received.
- (13) All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
- (14) All the dispute subject to the jurisdiction of court in the Daman District only.
- (15) The Dy. Collector, Daman reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.
- (16) The rate offered will be valid for a period of one year from the date of opening of the tenders.
- (17) The Income Tax Clearance certificate xerox for copy 2016-17 and PAN card should be attached along with the quotation.
- (18) All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.

Signature &  
Designation of Tender  
Inviting Officer

Dy. Collector (H.Q.), Daman

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

Signature of tenderer

Place : \_\_\_\_\_

Name of Tenderer  
with seal of the firm

Dated: \_\_\_\_\_

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

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## ANNEXURE – A

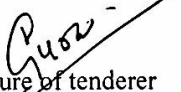
Detail of “Stationery Materials for Election Special Drive-2017”  
for the use of Election (Cell), of the Collector, Collectorate, Daman”

Sr. No.	Particulars of Items	Quantity In	Required Quantity	Brand Name	Rate per Pcs/Nos/Ltr
01	* Bag with logo of the ECI ( As per the sample of format by Election Cell)	Nos	140		
02	* BLOs identify Cards ( As per the sample of format by Election Cell)	Nos	150		
03	Writing pad with 40 page	Nos	200		
04	Blank Register 1 quair	Nos	120		
05	Butter flow pen (Red)	Nos	150		
06	Butter flow pen (Blue)	Nos	350		
07	Pencil	Nos	150		
08	Eraser	Nos	150		
09	Ruler	Nos	150		
10	Fevi stick 15 gram	Nos	150		
11	U-Pin (Each box containing 10 box)	Box	20		
12	I – pin (Each box containing 10 box)	Box	20		
13	* White tag cotton ( as per the sample of election cell)	Nos	250		
14	Stapler 10 nos	Nos	100		
15	Stapler (10 D	Nos	12		
16	Stapler pin 10 no	Box	10		
17	Punch Machine DP 52	Nos	100		
18	Plastic Button Folder	Nos	150		
19	Branded Blank CD with Cover	Nos	100		
20	Branded DVD Blankk with cover	nos	50		
21	Punch machine DP 500	nos	5		
22	Blade Cutter	nos	10		

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23	Branded HP 45 stapler	nos	05		
24	Pen drive (16 GB storage ) individual secondary back up – Duel Function	Nos	10		
25	Mouse USB ( Branded quality i.e. H.P., Dell, Acer)	Nos	10		
26	Web Camera (Branded HD Web Cam C615 )	Nos	10		
27	Scanner – Branded Scan Jet Pro	Nos	1		
28	Scanner – Branded Scan Jet 200	Nos	4		
29	Scanner – Branded Scan lide 210	Nos	4		
30	Binder 2 flap	dozen	50		
31	Green sheet without line 480 sheet per ream (biit, modi, HP, J.K.,	nos	20		
32	A-4 size white 75 GSM (biit, modi, HP, J.K.,	nos	60		
32	A-3 size white 75 GSM (biit, modi, HP, J.K.,	nos	60		

  
 ( Nilesht Gurav )  
 Dy. Collector (H.Q.),  
 Daman

  
 Signature of tenderer  
 Name of Tenderer  
 with seal of the firm

- NOTE :- The tendered should specify the brand name of the stationery articles quoted by him along With sample and catalogue at the time of opening of technical bid.
- All star mark items available for verification at “Accounts Section” Collectorate, Daman.