

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

Tender Notice No. Col/DMN/Election /2018-19/ 610

Dated: 17/08/2018

- : SHORT QUOTATION NOTICE : -

Sub :- Short Quotation Notice for the supply of “Stationery Materials for Election Cell 2018”, of the Collectorate, Daman.

Sir,

Short Quotation notice is hereby invited on behalf of the President of India by the office of the Dy. Collector (Gen)/ERO, Daman, for the supply of “Stationery Materials for Election Cell 2018” of the Collectorate, Daman” are invited from various registered agencies/suppliers upto 3.00 p.m. on 31/08/2018 which will be opened on the same day at 3.30 p.m. in the office of the Dy. Collector (Gen)/ERO, 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 (Gen)/ERO, 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 Dy. Collector (Gen)/ERO, Daman.
- (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, (Gen)/ERO, Daman. The tender received without DD will be summarily rejected.

- (9) The tenderer have to be submit a EMD of ₹.12,500/- (Rupees Twelve Thousand Five Hundred only) in the form of FDR of any Nationalized or any s.cheduled Bank in favour of Dy. Collector, (Gen)/ERO, 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 GSTIN/PAN/Aadhaar No. and Income Tax clearance certificate copy for 2017-18 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 (Gen)/ERO, Daman reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.
- (16) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
- (17)The tender should furnish declaration regarding Blacklisting/Debarring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.
- (18)The rate offered will be valid for a period of one year from the date of opening of the tenders.
- (19)The Income Tax Clearance certificate xerox for copy 2017-18 and PAN card should be attached along with the quotation.
- (20)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 (Gen)/ERO, Daman

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

Signature of tenderer

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

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

\_\_\_\_\_  
Name of Tenderer  
with seal of the firm

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




# ANNEXURE – A

## Detail of “Stationery Materials for Election Cell -2018” for the use of Election (Cell), Collectorate, Daman”

Sr. No.	Particulars of Items	Quantity In	Required Quantity	Brand Name	Rate per Pcs/Nos/Ltr
01	Bag for BLO's, which logo of ECI is printed	Nos	140 Nos.		
02	BLO's Identity Cards (as per the sample of Election Cell)	Nos	110 Nos.		
03	Writing Pad with 80 pages	Nos	150 Nos.		
04	Blank Register (Good Quality) – 1 Quire	Nos	110 Nos.		
05	Ball Pen Butter Flow	Nos	600 Nos. (200 Red & 400 Blue)		
06	HB pencil (Good Quality)	Nos	150 Nos.		
07	Eraser (Good Quality)	Nos	150 Nos.		
08	Steel Ruler (12 inch)	Nos	120 Nos.		
09	A4 size paper (J K copier Red)	Nos	100 Reem (10 Box)		
10	FS size paper (legal J K Copier Red)	Nos	50 Reem (5 Box)		
11	Stapler – 10 D	Nos	110 Nos.		
12	Stapler Pins (No. 10)	Nos	300 Nos.		
13	Stapler HP 45	Nos	05 Nos.		
14	Stapler HP 10	Nos	05 Nos.		
15	U pin (Small & Big Size)	Box	04 Box each		
16	CD marker Pen (Red, Black & Blue)	Nos	10 Nos. each		
17	Highlighter Pen (Multi Colour)	Nos	05 Pkt.		
18	CDs-Sony with cover	Nos	40 Nos.		
19	Box File (Good Quality)	Nos	400 Nos.		
20	Correction Pen	Nos	05 Pkt.		
21	White Tag (Cotton)	Nos	250 Pkt.		
22	Fevicole – 50 grams	Nos	150 Nos.		
23	Fevicole – 200 grams	Nos	12 Nos.		
24	Rubber Band – 2 inch (Nylon)	Nos	06 Kg.		
25	Binder – Two Flap	Nos	50 Nos.		
26	Binder – Four Flap	Nos	25 Nos.		
27	Colour Flag	Nos	50 Pkt.		
28	Punch Machine – DP 52	Nos	110 Nos.		
29	Punch Machine – DP 500	Nos	05 Nos.		

30	Fevistick – 15 grms.	Nos	50 Nos.		
31	Cotton Duster	Nos	24 Nos.		
32	Majarpatty for binding files	Nos	50 mtrs.		
33	Scanner (HP / Cannon)	Nos	05 Nos.		
34	Laser Printer (HP / Cannon)	Nos	05 Nos.		
35	HP Cartage 88 A (Original)	Nos	05 Nos.		
36	HP Cartage 12 A (Original)	Nos	05 Nos.		
37	Canon 303 (Original)	Pkt	05 Nos.		
38	Ricoh Toner MP 5054	Nos	10 Nos.		
39	Evolish Cleaning Kit	Nos	05 Nos.		
40	MFC – J3720 Colour Cartage	Nos	04 Nos.		
41	Combo Mouse and Key Board	Nos	05 Nos.		
42	Pendrive HP Steel Body – 32 GB	Nos	10 Nos.		
43	Mouse Pad	Nos	10 Nos.		
44	Wi Fi Router – D Link	Nos	01 Nos.		

  
 ( Harminder Singh)  
 Dy. Collector (Gen)/ERO,  
 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.