



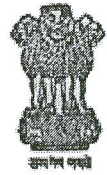
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U.T. of Daman &amp; Diu

Good Evening... M D Patel ! [ Education Department Daman And Diu ]

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Go

**Tender Consolidated Details****Note:** All Dates are in dd/mm/yyyy hr:min as per **Indian Standard Time (IST)****NIT/Tender Details - 301471**[View BOQ Details](#)**Organization / Department Name :****U. T. OF DAMAN AND DIU****Circle/Division****Education Department Daman and Diu**

IFB No / Tender Notice No

DE/ADM/TENDER/School Stationery Item /2017-18

Name of Project

School Stationary items as per the schedule of supply and Specification attached at Annexure-I

Name of Work

School Stationary items as per the schedule of supply and Specification attached at Annexure-I

Estimated Contract Value(INR)

Not Applicable

Period Of Completion

As Per Tender Document

Mode of Tender

Open

Tender Currency Type

Single

Tender Currency Settings

Indian Rupee(INR)

Consortium / Joint Venture

Not Applicable

Rebate

Not Applicable

Sector Category

Education &amp; Training

Form of Contract

Buy

Product Category

Stationery

**Amount Details**

Bid Document Fee / Bid Processing Fees :

5000  
( five thousand only )

Bid Process Fee Payable To :

Director Education,Daman

Security/EM Proposal Security (INR) :

Rs. 600,000.00  
( six lacs only )

In Favour Of/Remarks :

Director Education,Daman

**Tender Dates**

Bid Document Downloading Start Date

14/03/2018 18:29:00 onwards

Bid Document Downloading End Date

27/03/2018 13:00:00

Pre Bid Meeting

Yes (Offline)

Pre Bid Meeting Opening Date

16/03/2018 15:00:00 onwards

Last Date &amp; Time for Receipt of Bids

27/03/2018 13:00:00

Bid Validity Period

180 Days

Remarks:

As per tender documents.

**Other Details**

Officer Inviting Bids :

Director Education,Daman

Bid Opening Authority :

Director Education,Daman

Address :

Director Education,U T of Daman-Diu,Daman 396 220

Contact Details :

0260-2230486

UT Administration of Daman & Diu,  
Office of the Director of Education,  
Directorate of Education,  
Secretariat, Fort Area, Moti Daman,  
Daman - 396 220.

191/DSEDN/2018

F. No.DE/ADM/TENDER/School Stationery Item /2017-18/1160874

Date: 06/03/2018.

**E-TENDER (ONLINE) INVITATION NOTICE**  
(Tender Notice No. 05/ School Stationery items/2017-18)

On behalf of the President of India, the Director of Education, UT of Daman & Diu has invited the online tender along with samples from the interested Manufacturers/Authorized Suppliers through online tender on the website <http://daman.nprocure.com> on or before **27/03/2018 upto 15.00 Hrs.** for the procurement of School Stationery items for the students studying in Government Primary/Upper Primary/High/Higher Secondary Schools running under the control of the Administration of Daman-Diu and Dadra Nagar Haveli.

Sr. No.	Name of Item	Qty	EMD (Rs)	Tender fees (Rs)	Time Limit
1	School Stationery items as per the schedule of supply and Specification attached at Annexure-I	As per Annexure-I	6,00,000/-	₹5,000/-	One month

Starting Date of Online Downloading and Uploading of Tender Documents	07/03/2018
Date of Pre-bid Meeting	16/03/2018 at 15.00 Hrs
Last Date for submission of Clarification ( On discussion in the Pre-bid Meeting)	19/03/2018 at 11.00 Hrs
Date of Ending Online Uploading of Tender Documents	27/03/2018 till 13.00 Hrs
Date of Physical submission of Tender fees, EMD and Samples	27/03/2018 till 15.00 Hrs
Date of Online Opening of Technical Bid	27/03/2018 at 17.00 Hrs
Intimation of the result of Technical bids and Online Opening of Price Bid	10/04/2018 at 15.00 Hrs
The Online Technical Bid received without scanned copies of tender fees, EMD and mandatory documents shall not be considered for evaluation. List of mandatory documents are specified in the terms and conditions enclosed herewith.	
Bidders have to submit price bid in Electronic Format <b>only</b> on website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid and sample.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof.	
The tender form alongwith all details including schedule and terms & conditions can be down loaded from the website <a href="http://daman.nprocure.com">http://daman.nprocure.com</a> .	
In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office. "(n) Code Solution-A Division, GNFC Ltd." 301, GNFC info Tower, Bodakdev, Ahmedabad-380 054 Gujarat (India) E-mail.nprocure@ncode.in.Net Fax+91 7926857321 Website: <a href="http://www.nprocure.com">www.nprocure.com</a>	

Director of Education  
U T of Daman-Diu  
Daman - 396 220.

(0260-2230486)

Copy fd.w.cs. to:

- (1) The Director, (IT), Secretariat, Daman for publishing/listing on the official website of Daman-Diu and Dadra Nagar Haveli Administration.
- (2) All Head of Offices, Daman-Diu and Dadra Nagar Haveli Administration for displaying on the Notice Board.



TERMS & CONDITIONS FOR THE PROCUREMENT OF SCHOOL STATIONARY ITEMS  
FOR THE STUDENTS STUDYING IN GOVERNMENT PRIMARY, UPPER PRIMARY,  
HIGH AND HIGHER SECONDARY SCHOOLS UNDER THE ADMINISTRATION OF  
DAMAN & DIU AND DADRA & NAGAR HAVELI.  
(Tender Notice No. 05/ School Stationary items/2017-18)

F. No.DE/ADM/TENDER/School Stationery Item/2017-18/

Date : 06/03/2018.

1. The Bidders who wish to participate in this e-tender will have to procure valid digital certificate as per information technology Act-2000, Bidders can procure this certificate from any of the Government approved certifying agency i.e. (n) Code Solution.
2. Interested Manufacturers /supplier /authorized dealers can participate in the Tender. The authorized dealers will have to upload letter of authority from the manufacturers as per accompanying format
3. Bidder should have annual turnover of at least Rs 2 Cr. for the last two financial years. Upload copy of Income Tax paid for the last two years along with copy of Turnover Certificate certified by CA.
4. Bidder should upload the valid Shop & Establishment Certificate.
5. Professional Tax Registration Certificate.
6. Vat Clearance Certificate up to 31.3.2017.
7. GST Registration Certificate.
8. Pan Card copy on Company Letterhead duly stamped and signed.
9. Bank Solvency certificate for Rs. 100 lakhs.
10. Bidder should have 3 years experience of supply in the past to Govt., organizations. Upload satisfaction completed certificate copies.
11. Bidder should submit sample in the Education Department and take acknowledge on the challan and uploaded the same in the Tender.
12. Bidder should submit 3 set of samples which will be tested from NABL accredited laboratory.
13. Bidder who will be technically qualified in documents and test report will be qualified for opening Commercial bid.
14. Bidder should upload undertaking that the terms and conditions mention in the Tender are acceptable.
15. Bidders should submit undertaking that they are not blacklisted by any organization.
16. Sr. No.2 to 15 including Scanned copy of Tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.
17. Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in hard copy shall be submitted to the tender inviting authority by RPAD /Speed post/Courier. However, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before 27/03/2018 at 15.00 Hrs in the office of the undersigned.
18. Bidders has to submit price bid in Electronic Format only on <http://daman.nprocure.com> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.



19. The Bidders should furnish Tender Fee in form of Demand Draft Earnest Money Deposit in form of FDR drawn on any scheduled bank in favor of the Director of Education, Daman payable at Daman in the manner laid down in tender notice. Tenders received without Tender Fees & Earnest Money Deposit will be summarily rejected. The EMD will be refunded to the unsuccessful tenders immediately after the tender is been finalized and on receipt of application from them.
20. The rate(s) quoted in the price bid by the Bidder shall be inclusive of all Taxes and charges. The rates quoted by the Bidder shall be valid for a period of 6 months from the date of opening of the tender.
21. The rates quoted in the price bid shall be inclusive of all charges on account of loading, unloading and transportation at our schools in Silvassa, Daman and Diu as the case may be.
22. The Bidder has to quote single rate as per specification specified in Annexure-1, otherwise Tender will be rejected.
23. No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
24. No 'FORM D' shall be issued.
25. The Earnest Money(s), Security Deposit(s) paid by the Bidder (s) earlier against any tender(s) or supply order(s) is / are not adjustable with Earnest Money or Security Deposit required by these conditions/Tenders.
26. The successful bidder has to Supply the goods strictly as per specification/sample and within prescribed time limit. If the material supplied not found as per the specification/sample, the entire supply order is liable for cancellation and E.M.D./S.D. paid will be forfeited to Government and said agency shall be blacklisted.
27. No separate agreement will be required to be signed by the successful Bidder (s) for the purchase of the Contract for supply. Rates tender offered in response to the concerned Tender shall be considered as acceptance of all above terms & conditions for supply for all legal purpose.
28. Extension of time limit for supplier may be considered by the Tender Inviting Officer up to 50% of the original stipulated time for supplies and beyond that by the Competent Authority to accord expenditure sanction or enter into contract with reference to the amount involved in the contract. However, extension of time limit will be considered in very exceptional circumstances and at the discretion of the above authorities and supplier cannot claim it as a matter of right. The extension so granted, may be with levy of compensation for delay in execution of supply order up to 10% of the cost of the delayed quantity, competent to grant extension of time limit, provided such request is made in time depending upon the circumstances and such decision in the matter will be final.





29. Only on satisfactory completion of supply of goods, bills of the supplier to be admitted for payment, the amount of Security Deposit / Earnest Money Deposit will be refunded after expiry of guarantee / warranty period if any, or any such date / period as may be mutually agreed upon. The guarantee/Warranty period will be from the date of supply of full quantity of the goods.
30. No advance payment or part payment will be made. Payment will be made only after full supply as per order.
31. All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order.
32. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
33. All Contracts will be given to the overall lowest Bidder not item-wise due to technology reasons.
34. All disputes subject to Daman jurisdiction only.

THE ABOVE CONDITIONS ARE ACCEPTED & ARE BINDING TO ME /US.

Signature of the Supplier with  
Rubber Stamp with date

Tender Inviting Officer



Director of Education  
UT of Daman & Diu  
Daman

Annexure - A

(Tender Notice No. 05/ School Stationary items/2017-18)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Supply of \_\_\_\_\_.

Reference: Tender No. \_\_\_\_\_ due on \_\_\_\_\_.

Dear Sir,

We, \_\_\_\_\_ who are an established and reputed manufacturer of \_\_\_\_\_ having factory/factories at \_\_\_\_\_ hereby certify that M/s. \_\_\_\_\_ (name & address of the distributor/dealer/agent) is our authorized distributor/dealer/agent & we authorize them to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender document for the above goods. We hereby agree to manufacture \_\_\_\_\_ as per the tender specification and supply the same to M/s \_\_\_\_\_.

No other firm other than M/s \_\_\_\_\_ is authorized by us to represent us in the above referred tender.

FULL SIGNATURE  
WITH FULL NAME & RUBBER STAMP OF  
MANUFACTURER'S/AUTHORISED SUPPLIERS

Annexure - B

(Tender Notice No. 05/ School Stationary items/2017-18)

Undertaking

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Supply of \_\_\_\_\_.

Reference: Tender No. \_\_\_\_\_ due on \_\_\_\_\_.

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us.

TENDERER'S FULL SIGNATURE  
WITH FULL NAME & RUBBER  
STAMP

Annexure - C

(Tender Notice No. 05/ School Stationary items/2017-18)

UNDERTAKING

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Supply of \_\_\_\_\_.

Reference: Tender No. \_\_\_\_\_ due on \_\_\_\_\_.

Dear Sir,

I/We \_\_\_\_\_ (Full Name in the Capital Letters starting with surname) the Proprietor / Managing Partner / Managing Director / Holder of the Business / Authorized Distributors for the Establishment / Firm / Registered Company named herein below do here offer to supply the \_\_\_\_\_ as mentioned in the tender & in accordance with the specifications therein.

TENDERER'S FULL SIGNATURE  
WITH FULL NAME & RUBBER STAMP



ANNEXURE-I

SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOLS STATIONERY ITEMS

(Tender Notice No. 05/ School Stationary items/2017-18)

Stationery Specification

Sr. No.	Item	Specification of item	Unit	Qty. Required
1	Sharpener	Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length- 25mm (min) Width-15mm(min) Height-10mm (min)	Number	81383
2	Eraser	Eraser should be made of non-toxic plasticized PVC rubber material and should be natural white in colour. The dimensions of eraser shall be Length- 25mm (min) Width-12mm (min) Height-9mm (min)	Number	81383
3	Pencil Box	Writing Pencil Box:- The Writing Pencil Box Consisting of 10 Nos of Pencils, 1 Sharpener and 1 Eraser, super dark premium bonded lead HB pencils. The pencils shall be non toxic	Box	81383
4	Foot Rule	The Scale should be made of high quality general purpose clear Polystyrene. It should have 3mm blank space at both ends beyond markings. The lines and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be length - 156 mm - min Breadth-25mm-min	Number	30854
5	Foot Rule	The Scale should be made of high quality general purpose clear Polystyrene. It should have 3mm blank space at both ends beyond markings. The lines and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be length - 306 mm - min Breadth-29mm-min Weight - 20gms-min	Number	50529
6	Sketch pen	12 sketch pen set of good quality like Camlin, Faber Castel, luxury and etc.	Set	41499

7	Wax Colour	12 Wax color set of good quality like Camlin, Faber Castel, luxury and etc.	Set	15598
8	Water Bottle	Design and pattern of the water bottles must be as per indicative stores sample. 2) Shape shall be cylindrical with maximum diameter of 60 mm at centre for proper grip and which should fit within the side pouch of the school bag. The water bottle shall have opening with minimum 1 ½ turn threads. The main lid shall be screwed to fit tight to bottle. The main lid shall have at least 20 mm dia. opening for drinking water. The opening shall be shut close with second lid which shall be part of main lid. The second lid shall be fixed on hinge to main lid. 3) Material used for making water bottle must be made odourless, hygienic & of FDA approved transparent polyethylene (terephthalate) minimum 0.65mm thick with hinge type lid. 4) Water bottle to have easy grip and leak-proof sealing cap for easy handling. 5) Caps of water bottle should be of Pink, Red, Yellow and Violet colours. 6) Water bottles to conform to EN71 standards in all other aspects.	Number	57097
9	Slate Plastic frame	The writing slate shall be of size 200mm x 250mm. the slate shall be 3mm thick. The slate shall have grids on one side and ruling on another side. The slate shall have fine finishing, smooth surface for easy to write. The slate shall be bounded with deluxe tin frame.	Number	15598
10	Slate Pencil	The writing slate pencil shall be of standard quality and writable on slate	Number	15598
11	Compass box with Geometric Utensils	As Given below	Box	65785

**11. Geometry Compass Box:-** The Geometry Box should be made of 0.22 mm thick (minimum) Tin free Mild steel (Press Metal Sheet). The corners should be curved so that there are no sharp edges. The sheet metal should have Zinc plating for resistance against rust. The art work etc. shall be as per manufacturer's design. The box should have two lock. The box Length shall be 180mm (±5mm), Breadth shall be 75mm (±5mm) and Height shall be 18 mm (±2mm).

The Box should be printed with wordings Department logo. and also the Name of the Manufacturer The overall appearance of Geometry compass box shall exude quality of construction & superlative finish of art work/paint work on the outside of box. Box should have compartments for separating and protecting the components from damages. The Geometry Compass Box shall consist of following sets of instruments that will be used by children for drawing Geometric constructions, writing & marking etc.






Materials	Specifications
Scale	The scale should be made of high quality general purpose clear Polystyrene. It should have 3 mm blank spaces at both ends beyond markings. The lines and numbers showing „mm“ & „inch“ on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-156mm (min) and Breadth - 25mm (min) Weight- 8 gm(min)
Protractor	The protractor should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on protractor shall be printed with special printing ink for taking accurate measurements. It should have semicircular shape with angles from 00 to 1800 marked in clockwise & anticlockwise directions. The dimensions of protractor shall be Base- 98mm (min) and Height-55mm (min) Weight- 5 gm.(min)
Compass	Compass should be made of high quality M.S. and it should have rust resistant coating. Pencil holder and the ring should be made of A B S (Acetate, Butane and 28 styrene) for proper grip. Compass should have needle cap for protection. The dimensions of compass should be Length-85mm (min) Length of holder from pivot-60mm
Divider	Divider should be made of high quality M.S. and it should have rust resistant coating. Divider should have needle cap for protection. The dimensions of divider should be Length-110mm (min) Length from pivot-60mm (min)
Set-square - Two types	The set squares should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on set squares shall be printed with special printing ink for taking accurate measurements. The dimensions of set squares shall be 300-600 set square Base- 73mm (min) and Height-125mm (min) Weight- 5 gms (min) 450 set square Base- 95mm (min) and Height-95mm (min) Weight- 5 gms (min) Base is adjacent to 900 angle
Pencil	Wooden HB Pencil should have hexagonal cross section & it should have high quality graphite lead point. The colour coating on pencil should be non-toxic
Sharpener	Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length- 25mm (min) Width-15mm(min) Height-10mm (min)
Eraser	Eraser should be made of non-toxic plasticized PVC rubber material and should be natural white in colour. The dimensions of eraser shall be Length- 25mm (min) Width-12mm (min) Height-9mm (min)

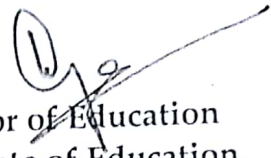
**The Geometry Compass Box shall conform to EN 71 (Part 1,2 & 3)**

Sr. No.	Item	Specification of item	Unit	Qty. Required
12	Compass box	Good quality of Plastic Compass box	Box	15598
13	Water Colour (15 MI)	The Water colours shall be set of 12 shades viz - Super White, Tempra Black, Tempra Red, Tempra Green, Lemon Yellow, Burnt Sienna, Prussian Blue, Light Green, Yellow Ochre, Chrome Yellow, Medium Hue, Cobalt Blue Hue, Crimson. The colours shall be filled in glass bottle with air tight plastic lid to close the bottle when not in use. The colours shall be easy to mix, flow easily and dry quickly when applied on paper.	Set	16512





14	Paint Brush	The overall total length of brush shall be: Size 1 155mm The brushes shall be round in shape. The bristles shall be firmly fixed to brush and shall be of best synthetic hair. The handle shall be elegant light weight wooden handle for perfect grip. The ferrule shall be anti rust.	Number	16512
15	Atlas	Good quality of colour School Atlas for the students.	Number	40638
16	Ball Pen	Good quality of Ball pen.	Number	43450

  
 Director of Education  
 Directorate of Education,  
 Secretariat, Daman.