

F. No.DE/ADM/TENDER/NOTEBOOKS/2017-18/545

Date: 31/05/2018

E-TENDER (ONLINE) INVITATION NOTICE

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 **21/06/2018 upto 15.00 Hrs.** for the procurement of **School Notebooks** 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 Notebooks	As per Annexure-I	3,00,000/-	5,000/-	2 months

Director of Education

NPROCURE E-ID	312484
Starting Date of Online Downloading and Uploading of Tender Documents	<u>31/05/2018</u>
Date of Pre-bid Meeting	<u>08/06/2018 at 15.00 Hrs</u>
Last Date for submission of Clarification (On discussion in the Pre-bid Meeting)	<u>11/06/2018 at 11.00 Hrs</u>
Date of Ending Online Uploading of Tender Documents	<u>21/06/2018 till 13.00 Hrs</u>
Date of Physical submission of Tender fees, EMD and Samples	<u>21/06/2018 till 15.00 Hrs</u>
Date of Online Opening of Technical Bid	<u>21/06/2018 at 17.00 Hrs</u>
Intimation of the result of Technical bids and Online Opening of Price Bid	<u>02/07/2018 at 15.00 Hrs</u>
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 only 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 which 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 http://daman.nprocure.com .	
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: www.nprocure.com	

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 BAGS 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. ____ / notebooks/2017-18)**

F. No.DE/ADM/TENDER/NOTEBOOKS/2017-18

Date: 31/05/2018

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. Only manufacturer/authorized dealers/suppliers can participate in the Tender. The authorized dealers will have to upload letter of authority from the manufacturers as per accompanying format.
3. The bidder should have a valid copy of pollution control board certificate.
4. Bidder shall upload a valid ISO certificate.
5. Bidder should have annual turnover of at least Rs 3 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.
6. Bidder should upload the valid Shop & Establishment Certificate.
7. Professional Tax Registration Certificate.
8. Vat Clearance Certificate up to 31.3.2017.
9. GST Registration Certificate.
10. Pan Card copy on Company Letterhead duly stamped and signed.
11. Bank Solvency certificate for Rs. 150 lakhs.
12. Bidder should have 3 years experience of supply in the past to Govt. organizations. Upload satisfaction completed certificate copies.
13. Bidder should submit sample in the Education Department and take acknowledge on the challan and uploaded the same in the Tender.
14. Bidder should submit 3 set of samples which will be tested from NABL accredited laboratory.
15. Bidder who will be technically qualified in documents and test report will be qualified for opening Commercial bid.
16. Bidder should upload undertaking that the terms and conditions mention in the Tender are acceptable.
17. Bidders should submit undertaking that they are not blacklisted by any organization.
18. **Sr. No. 02 to 17 including Scanned copy of Tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.**
19. **The place of supply will be the respective schools under the Administration of Daman-Diu and Dadra Nagar Haveli. A list will be provided by the department along with the Purchase Order (PO).**
20. 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 21/06/2018 at 15.00 Hrs in the office of the undersigned.

21. 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.
22. 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.
23. 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.
24. 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.
25. The Bidder has to quote single rate as per specification specified in Annexure-1, otherwise Tender will be rejected
26. No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
27. No 'FORM D' shall be issued.
28. 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.
29. 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.
30. 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.
31. 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.

32. 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.
33. No advance payment or part payment will be made. Payment will be made only after full supply as per order.
34. All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order.
35. 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.
36. All Contracts will be given to the overall lowest Bidder not item-wise due to technology reasons.
37. 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
sd/-
Director of Education
UT of Daman & Diu
Daman

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

ANNEXURE-I

Sr No.	Description of items			Quantity	Ref
1	Single Line soft Cover	Long Note Book	100 pages	31394	C
2	Single Line with soft Cover	Long Note Book	200 Pages	392780	D
3	Single Line with soft cover	Small Note Book	100 pages	48409	A
4	Single Line with soft cover	Small Note Book	200 Pages	26159	B
5	Drawing book	Long Note Book	40 pages	8026	I

Specification

		A	B	C	D	I
Sr	Item	Single line	Single line	Long book	Long book	Drawing book
1	Size (cm)	15.5><19	15.5><19	17><27	17><27	21><29.7
2	Pages	100	200	100	200	40
3	Page gsm	58	58	58	58	90
4	Cover	Duplex white back with lamination with logo				
5	Cover gsm	280	280	280	280	280
6	Binding	Continuous thread stitching IS : 5915				Centre Pining

NOTE : All papers should be conforming to IS-1848:1961 or latest.

Sd/-

Director of Education
Directorate of Education,
Secretariat, Daman.

Annexure - A

(Tender Notice No. ____/ notebooks/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

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
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