

U.T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE DIRECTOR,
MEDICAL AND HEALTH SERVICES,
DAMAN.

Terms and Conditions for the “**Hiring of Small Tempo for NVBDCP under DMHS Daman.**”

❖ **Instructions to Bidders :**

- 1) The rate should be quoted in the prescribed form given by the department; **the rate should be inclusive of all taxes and should be valid upto One Year from the date of tenderization.**
- 2) All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- 3) Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the 1st class and standard quality only.
- 4) The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item to be submitted in the Technical Bid.
- 5) The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- 6) The Tenderer should enclose along with tender an amount of **₹.1000/-** as Tender Fees in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Daman and **₹.12,500/-** as Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Daman in favour of **Dy. Director, NVBDCP, Daman**. The EMD should not be forward by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
- 7) (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.

(b) Non-receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

- (c) However, in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bill(s) for such articles.
- 8) The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No.07 above.
- 9) The tender should be neatly typed or hand written only on format given by the department carries the name of supplier and the signature of the tenderer. No overwriting, correction or erasures will be considered.
- 10) All bills should be in **TRIPLICATE** and should invariably mention the number and date of supply order.
- 11) All bills for amount above ₹.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- 12) Each bill in which Sales Tax is charged must contain the following certificates on the body of the bill: “CERTIFIED” that the goods on which Sales Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- 13) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as “**Sealed Cover No.1 Technical Bid - Purchase of “Hiring Small Tempo for NVBDCP under DMHS Daman”**”. The **EMD** and **Tender Fees** should be enclosed with **TECHNICAL BID** only.
- The second envelope should contain Financial Bid and super scribing on the envelope as “**Sealed Cover No.2 - Financial Bid for “Hiring Small Tempo for NVBDCP for NVBDCP under DMHS Daman.”**” The tender will be issued on or before due date and the last date of submission of bid will be upto 15.00 hours of due date.
- 14) If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

- 15) 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. The Tender Opening Committee will first open the technical bid consisting of Terms & Conditions issued by the department duly stamped & signed, EMD, technical specification given by the department etc, the Committee will open the financial bid only of those firms who have qualified for technical bid as per specifications given by the department. The financial bid will be opened after the report received from the Technical Committee.
- 16) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 17) In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- 18) No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Limited Tender Inquiry shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- 19) The tender will be accepted during working hours upto on or before due date at 15.00 hours and will open on the same day if possible in the office of The Director of Medical and Health Services/Daman in the presence of the Tender Opening Committee and tenderer(s) or their representative(s) if present.
- 20) The rate quoted for the materials should be of ISO or ISI specification if any.

❖ Conditions of Contract :

- 1) The rate(s) quoted should be strictly for free delivery at FOR Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- 2) Orders once placed should be delivered within the given time period and item should be door delivered including labour.
- 3) No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 4) The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture.
- 5) Rates quoted for items other than the required specification/ make/manufacture will not be considered.
- 6) The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- 7) Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- 8) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
- 9) Railway Receipt or other transport document should be drawn in the favour of Officer Inviting tender.
- 10) Railway Receipt or other transport document should not be send by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

- 11) The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- 12) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
- 13) Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- 14) In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the suppliers Security Deposit/Earnest Money or payment due of any bill(s) to the extend required.
- 15) Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- 16) If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have to claim to any payment of compensation what so ever on account of any profit or advantage which the

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

- supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
- 17) The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
 - 18) The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption from payment of Earnest Money Deposit, certified copies of its Registration should be attached to their tenders.
 - 19) The items as mentioned in the list are the approximate estimates invited and actual purchase may more. Accordingly, the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
 - 20) 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 damages or pilferage of goods during transit.
 - 21) The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit.
 - 22) Rates should be quoted in the forms issued from the department and as per the requirement asked for.
 - 23) Rates quoted are for Director of Medical & Health Services Department.
 - 24) The tenderer should attached scanned copies of :
 - a. Copy of Drivers a Valid License.
 - b. Copy of Tempo Registration in Daman.
 - c. Copy of Valid registration under State transport.
 - d. Copy of PAN No.
 - e. Copy of GST No Reg.
 - f. Terms & Conditions of Tender Documents duly stamped and signed on each page.
 - g. Schedule of Specifications duly stamped and signed on each page.

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

- It may please be noted that the tender received without document referred above shall not be considered.
- The tender fee must be enclosed in demand draft in favour of “Dy. Director, NVBDCP, Daman with the tender documents.

Signature & Designation of
Tender Inviting Officer...

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

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

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

ANNEXURE- A

(to be submitted on the letter head of the company/firm)

I hereby certify that the firm has not been ever blacklisted by any Central / State Government / Public Undertaking / Institution on any account.

I also certify that the above information is true and correct in and every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the firm may be summarily terminated and the firm will be blacklisted.

I also certify that firm will supply the items as per specification given by institution and also abide all the terms and conditions stipulated in tender.

Date:

Place:

Name

Business Address

Signature Bidder

Seal of Bidder

ANNEXURE- B

SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document / Certificate	Uploaded & Enclosed	At Page No.
A.	General Documents:		
01.	Copy of Drivers a Valid License.	Yes / No	
02.	Copy of Tempo Registration in Daman.	Yes / No	
03.	Copy of Valid Registration under State Transport	Yes / No	
03.	Copy of PAN No.	Yes / No	
04.	Copy of GST No.	Yes / No	
05.	Terms & Conditions of Tender Documents duly stamped and signed on each page.	Yes / No	
06.	Schedule of Specifications duly stamped and signed on each page.	Yes / No	

It is verified that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the representants at above, declaration part as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

❖ **Scope of Work:**

**Schedule of Specifications and Allied Technical Details:
Hiring of 1 Nos. Four- Wheeler for NVBDCP under Directorate of Medical &
Public Health Department, Daman 2019-20.**

Sr. No.	Particulars	No. of days	Required Tempo Co.	offered Tempo Co.
1	Chota Hathi Tempo Hiring of 1 Nos. Four-Wheeler Small tempo for NVBDCP, Daman for 12 Hrs and upto 100 kms.	135 days	LCV / TATA	

- 1. The supplier should maintain a log book and submit Meter Reading Regularly.**
- 2. Vehicle Maintenance, driver, uniform and food will be at the cost of supplier.**

Signature & Designation of
Tender Inviting Officer...

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

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

Place: _____ Signature of tenderer
Dated: _____ Name of tenderer with seal of the firm

**Limited Tender for Hiring of Small Tempo for NVBDCP under
Directorate of Medical and Public Health Department, Daman & Diu for the Year 2019-20.**

**Hiring of 1 Nos. Four- Wheeler for NVBDCP under
Directorate of Medical & Public Health Department, Daman 2019-20.**

Price Schedules:

Sr. No.	Particulars	No. of days	Rate per day (in Rs.)	Total Amount (in Rs.)
1	Hiring of 1 Nos. Four-Wheeler Small tempo for NVBDCP, Daman for 12 Hrs and upto 100 kms.	135 days		

- Rate per km extra beyond 100 km - Rs. _____/-
- Total Amount Rupees in words _____

Signature of Suppliers/Dealers
With Rubber Stamp

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in