

**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Office of the Directorate of Education, Moti Daman**

No. DE/DNH&DD/AS/FG-Hostel/e-tender/2020-21/265

Date:-03/02/2021

**TENDER NOTICE NO.01 OF 2020-21**

The Assistant Director of Education, Daman on behalf of the President of India, invites tenders for supply of Nutritious Food / Grocery Items, Vegetable, Fruit etc. for Bhimpore Ashramshala and Zari, Ashramshala from the Agencies/Dealers/Suppliers Limited.

* Tenders – Last Date & Time for Receipt of Bids	Up to 17/02/2021, at 10:30 hours
* Physical Nutritious Food / Grocery Items, Vegetable, Fruit etc. “SAMPLES” Verification	Up to 17/02/2021, at 10:30 hours onwards (if possible)
* ” Technical Bid” Verification	Up to 17/02/2021, at 11:00 hours onwards (if possible)
* Opening of Price Bids (Financial Bid)	Up to 17/02/2021, at 11:30 hours onwards (if possible)
Physical submission of <b>Tender Fees, EMD, Nutrition Food / Grocery Items, Vegetable, Fruit etc. Samples at the office of the Assistant Director of Education, Daman</b> on or before dated 17/02/2021, at 10:30 hours during the Office working hours on working days. Copy of all the mandatory documents including “Tender Fee” & “EMD” should be submitted with Technical Bid.	
<b>The Tender Inviting Authority reserves the rights to accept or reject any or all the Tenders to be received without assigning any reasons thereof.</b>	
The Technical Bid received without copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation.	
Bidders have to submit price bid in physically till the last date and time for submission. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	



(M. D. Patel.)

Assistant Director of Education.

Daman

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Ph No.0260-2230126

Copy to:-

- 1) The Director (IT), NIC, Secretariat, Daman with request to publish in website.
- 2) Field Publicity Officer published for kind publicity in news paper.



**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Office of the Directorate of Education, Moti Daman**

**Terms & Conditions for Supply of Nutritious Food / Grocery Items, Vegetable, Fruit etc.**

1. Tenders are invited by sealed cover limited Tendering system so the 'Technical & Financial Bid' will be submitted in the Tender box with sealed Envelope. It should contain full information as required in Annexure - I (Technical Bid) provided herewith.
  - (a) The tenders will be opened during a week's time from the opening of the Technical Bid for verification of the Samples provided, if possible.
2. The Tenders will have to supply a physical sample of the respective bidding of the Nutritious Food / Grocery Items, Vegetable, Fruit etc. along with the BID, as per the specifications in the Nutrition Food Items list in the Financial Bid (You may consult this office for any inquiry).
3. **The Tenders will have to submit Physical Nutritious Food / Grocery Items, Vegetable, Fruit etc. samples as per the specification along with the Tender Fee & EMD in original.**
4. The Tenders has to submit the SAMPLES of the Nutritious Food / Grocery Items, Vegetable, Fruit etc. as per the prescribed time limit mentioned in Tender advertisement and acknowledged from the Assistant Director of Education, Daman.
5. Samples of all items should be attached with tender in quantity of 500 grams. (for food grains items). Oil should be in quantity of 1 Ltr tin, 100 gms. (for spices) and one number/packet of each for other items.
6. Oil should be supplied in first quality polythene cans, empty cans be collected by supplier from Bhimpore Ashram Shala and Zari Ashram Shala as & when the cans are empty.
7. Acknowledgement of Samples submitted with the Bid shall be issued by the Assistant Director of Education, Daman.
8. The bidder shall carefully examine the terms, conditions and specifications of the tender notice along with enclosure and in case of any doubt the tenders shall get it clarified with the Office of Assistant Director of Education, Daman.
9. **In First instance, the Physical Verification of "Nutritious Food / Grocery Items, Vegetable, Fruit etc. Food SAMPLES", Technical Bid of all the bidders & if, it's found to be satisfactory than after the Financial Bids of the eligible bidders/Tenders only will be considered for the said Tender.**
10. The collection of the Physical Samples of the non selected tenders shall be made Within 20 days from the opening of the Financial Bid from this Office and there will be no responsibility of this Office after 20 days regarding miss-placement, breakage, theft etc.
11. Physical Sample of the successful bidder will be considered within the supply order.
12. Tenders received after due date and time mentioned above will not be accepted.
13. **The Assistant Director of Education, Daman reserves the rights to accept or reject any tender without assigning any reason.**
14. Tender incomplete in any respect or conditional Tender will not be accepted.



15. Tender Fee of Rs. 500 (Rupees Five Hundred only) (Non refundable) in form of Demand Draft (DD) from any Nationalized / Scheduled Bank in favor of '**Assistant Director of Education, Daman**' and should be kept in a sealed separate cover super-scribing Tender Fee. Tender received without "Tender Fee" will directly disqualify for the said Bidding / Tender.
16. The Earnest Money Deposit (E.M.D.) of Rs. 15,000/- (Rupees Fifteen Thousand only) in form of Fixed Deposit Receipt (FDR) from any Nationalized / Scheduled Bank drawn in favour of '**Assistant Director of Education, Daman**' and should be kept in a sealed separate cover super-scribing E.M.D. without mentioning amount. Tender received without E.M.D. will directly disqualify for the said Bidding / Tender.
17. The submission of E.M.D. is compulsory for all the tenders and no exemption will be granted for submission of E.M.D. in any case.
18. Bid securities of the unsuccessful bidders will be returned after expiry of the final bid validity on or before the 30<sup>th</sup> days after award of the contract.
19. Bid securities of the successful bidder (fixed deposit receipt) will remain valid for a period of sixty days beyond the date of completion of all contractual of the supplier.
20. The Head of Office will consider extension of time for remitting the Security Deposit as demanded. However, in case of detail to consider such extension, the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the time limit stipulated.
21. The goods shall be nicely packed (without using stapling pins) in totally transparent polypropylene bags as per quantity to be delivered at Bhimpore A/S, Nani Daman and Zari A/S, Moti Daman and all quantities to be delivered to Bhimpore A/S, Nani Daman and Zari A/S, Moti Daman shall be properly packed together in a cardboard cartoon and presented in the Principal, GHSS, Bhimpore, Daman and GHSS Zari A/S, Moti Daman for verification of quality & quantity then shall be delivered by the successful tenders to Bhimpore A/S, Daman under Supervision of the Principal, GHSS, Bhimpore, Daman representative. The supply shall have to be made latest by 5<sup>th</sup> of every quarter in case of grocery weakly thrice in case of Vegetable and Fruits without fail to Bhimpore A/S, Nani Daman and Zari A/S, Moti Daman located in Daman.
22. In case of failure to replace the non-accepted and rejected articles from supplies made as mentioned in the conditions, the loss undergone by the Government will be recovered from the supplier's Security Deposit / Earnest Money or payment due of any bill(s) to the extent required.
23. The supplies of stores, equipment etc. of inferior quality / standard or of different specification other than that ordered / specified and/or incomplete or broken articles will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation of non-acceptance of any stores, machinery and equipment etc. will be sent to the supplier within 10 days from the date of receipt of the stores, machinery and equipment 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 intimated 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 in the Tender Inviting Officer will not be responsible for any damage, loss, etc. of such rejected articles.
24. In case of failure to supply the stores (i. e. Nutritious Food / Grocery Items, Vegetable, Fruit etc.) ordered for as per the conditions and within the stipulated time, the same articles will be obtained, if required from the tenders 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 purchase(s) shall be recovered from the supplier's Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
25. If at any time after the order for supply of Stores, Machinery & Equipment, 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 no claim to any payment of compensation whatsoever on account of any profit or advantage which the 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 involve any curtailment of the supply originally contemplated.

26. The Earnest Money / 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.
27. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
28. All bills for amount of above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount above Rs. 5,000/- which are not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
29. Each bill in which GST is charged must contain the following certificate on the body of the bill.

“ Certified that the goods on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under”.
30. The rate should be F.O.R. concerned The Assistant Director of Education, Daman and should include excise duty, sales tax, Freight charges, any other taxes rates of imposition whatever liable in respect of the supplies. The Assistant Director of Education, Daman shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the tender in the event of acceptance of the tender. Suppliers are bound to pay tax to the Govt. at their own level.
31. On acceptance of the tender it will become a contract and shall be bound by the terms and conditions of the tender under the provisions of GFR.
32. The Performance Security amount shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.
33. The Tendering firms / agencies are required to **submit** of the following documents compulsorily with Technical Bid. Failing to which their bids will be summarily / our-rightly rejected and will not be considered without assigning any reasons thereof.
  - i. Copy of Food Safety and Standards Authority License of the State/U.T. Govt. of the particular items/head for which tender is applied. The same should be valid till 31/03/2021. (Except Vegetable & Fruit Supplier)
  - ii. Copy of PAN Card.
  - iii. Copy of GSTIN Number Undertaking of Exemption from GSTIN.
  - iv. Copy of Income Tax Returns for last three years.
  - v. Earnest Money Deposit (E.M.D.) of Rs. 15,000/- (Rupees Fifteen Thousand only) by drawing a FDR on any Nationalist Schedule Bank, in favour of **‘Assistant Director of Education, Daman’**.
  - vi. Tender Fee of Rs. 500/- (Five Hundred only) (Non refundable) in form of Demand Draft (DD) from any Nationalized/Scheduled Bank in favour of **‘Assistant Director of Education, Daman’**.
  - vii. Copy of Terms and Condition duly signed by the firms/agencies with firm seal.
  - viii. Tenders should furnish declaration regarding Blacklisting/Debarring to participate in the Government Tender on their letter with firm seal.
34. The Tender should be signed by the authorized person and his/her full name and status should be indicated below his / her signature along-with the official stamping of the firm.




35. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, as separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected.
36. The tenders will have to bid for all the items and not in parts inclusive of all applicable taxes.
37. The tenders will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract / supply order.
38. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the E.M.D. submitted by the firm would be forfeited.
39. **Tender rates should be valid upto One Year after the date of opening the tender.**
40. The rate(s) quoted should be strictly for free delivery at Ashram Shala Bhimpore, Nani Daman and Ashram Shala Zari Moti Daman District and will be valid and operative for supply orders issued on or before One Year. The rates should be quoted inclusive of all taxes.
41. No other charges such as Octroi, Packing, Forwarding, Freight, Insurance, Loading and Unloading, Clearance and Installation, Entry Tax, Demo, etc. will be allowed. All these are to be borne by the tenders only.
42. Security Deposit shall be in any of the forms Fixed Deposit payable to **Assistant Director of Education, Daman.**
43. Bid security will be refunded to the successful bidder on receipt of performance security.
44. Security Deposit will be released after all contractual obligations by the supplier is over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period is not undertaken to the best satisfaction of the competent authority of '**Assistant Director of Education, Daman.**
45. The **Assistant Director of Education, Daman** reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
46. In the event of acceptance of the tender and placing of the order for purchase the articles ordered would be subjected to an inspection by The **Assistant Director of Education, Daman** or its representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
47. The tenders of only those bidders, who have submitted the documents in their names, will be considered.
48. The bidder will accept all conditions of the Bid Document unconditionally.
49. This bid document is not transferable.
50. The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.
51. These instructions to Tenders are to be signed by the supplier and returned with the tender.



52. That-

- a) The successful bidder will have to pay within 10 days from the date of demand an amount equal to (Ten) 10% of the annual total value of the contract amount as security deposit in the form of F.D. in favour of **'Assistant Director of Education, Daman'**.
- b) Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract without any intimation.

Signature  
& Designation  
of the Tender Inviting Officer.

  
**M. D. Patel**  
**Assistant Director of Education,**  
**Daman.**

The above Terms & Conditions are accepted and are binding to me / us.

Place :	( Signature of the Owner / Partner / Contractor )
Date :	Name of the Bidder with seal of the firm.

NOTE: Please return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

**IF A TENDER DOES NOT FULFIL ALL OR ANY OF THE ELIGIBILITY CRITERIA  
MENTIONED ABOVE, THE SAID TENDER WILL NOT BE CONSIDERED**

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**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
Office of the Directorate of Education, Moti Daman**

**Tender No. 01/20-21.**

**Date of issue of Tender :**

**Last date of receipt of Tender : 17-02-2021.**

**TENDER FORM**

This tender form is issued to Shri/M/s. \_\_\_\_\_ of \_\_\_\_\_ . Tender fees of Rs. 500/- ( Rupees Five Hundred only) received vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

**Daman.**  
Dated:

**Asstt. Director of Education,  
D A M A N.**

To,  
The Asstt. Director of Education,  
Daman.

Sir,

I/we the undersigned \_\_\_\_\_

\_\_\_\_\_ of  
M/s. \_\_\_\_\_

\_\_\_\_\_ hereby offer my/our rates as enclosed. I/we agree with the terms and conditions attached with this tender and promise to supply the article at the rates shown against each items as per attached Annexure.

**( Sign. & Name of the Supplier )**



**U.T. Administration of Dadra & Nagar Haveli and Daman & Diu**  
**Office of the Directorate of Education, Moti Daman**

**Statement showing list of Food /Grocery/Vegetable  
and Fruits etc. TENDER - 2020-2021**

**Name of Agency:-**

<b>Sr. No.</b>	<b>Supplementary foods items like Cereals.</b>	<b>Nutritional Information (Approximate composition per 100g, 1 kg &amp; 25 kg etc.)</b>	<b>Rate Per Kg.</b>
1	Rice	Best Quality	
2	Wheat	Best Quality	
3	Wheat Floor	Best Quality	
4	Daliya(Lapsi)	Best Quality	
5	Toor	Best Quality	
6	Toor Dal	Best Quality	
7	Moong	Best Quality	
8	Moong Dal	Best Quality	
9	Adad Dal	Best Quality	
10	Masoor Dal	Best Quality	
11	Chana	Best Quality	
12	Chole Chana	Best Quality	
13	Desi Chana	Best Quality	
14	Green peas (Dry)	Best Quality	
15	Groundnut Oil (Fortified)	Best Quality	
16	Salt	Best Quality	
17	Turmeric Powder	Best Quality	
18	Red Chilly Powder	Best Quality	
19	Red Chilly	Best Quality	
20	Veg. Ghee	Best Quality	
21	Rai	Best Quality	
22	Jeera ( Small )	Best Quality	
23	Amli	Best Quality	
24	Jaggery	Best Quality	
25	Hing ( Powder )	Best Quality	
26	Muth	Best Quality	
27	Methi	Best Quality	
28	Sanchoro	Best Quality	
29	Garam Masala	Best Quality	
30	Rajma	Best Quality	
31	Variyali	Best Quality	
32	Dhaniya Powder	Best Quality	
33	Sugar	Best Quality	
34	Turmeric Powder	Best Quality	
35	Rai	Best Quality	
36	Salt – Fortified	Best Quality	
37	Gram Masala ( Powder )	Best Quality	
38	Rice	Best Quality	
39	Rava	Best Quality	
40	Sugar	Best Quality	



<b>Vegetables Items</b>			
1	Potato	Best Quality	
2	Brinjal	Best Quality	
3	Tomato	Best Quality	
4	Green Peas	Best Quality	
5	Cauliflower	Best Quality	
6	Cabbage	Best Quality	
7	Lady Finger	Best Quality	
8	Bean Pods	Best Quality	
9	Carrot	Best Quality	
10	Cucumber	Best Quality	
11	Ginger	Best Quality	
12	Garlic	Best Quality	
13	Onion	Best Quality	
14	Coriander Leaves	Best Quality	
15	Guvar	Best Quality	
16	Green Chilly	Best Quality	
<b>FRUITS</b>			
1	Banana (per Piece)	Best Quality – Medium Size	
2	Chiku (per Piece)	Best Quality – Medium Size	
3	Guvava (Peru) (per Piece)	Best Quality – Medium Size	

Name of Agency

Signature with date



**Office of the Directorate of Education, Daman**

No.	Entity	Description
1	Department	Directorate of Education, Daman
2	Type of Document	Tender
3	Title / Subject	Supply of Nutritious Food / Grocery Items, Vegetable, Fruit etc. for Bhimpore, Ashramshala and Zari, Ashramshala
4	Upload on (date)	03/02/2021
5	Expiry date (if any)	----
6	In case of Tender	EMD: Rs.15,000/- Last Date of Submission: 17/02/2021.



**Assistant Director of Education,  
Daman**