

**UT Administration of Daman & Diu and Dadra & Nagar Haveli**

Office of the Finance Secretary

Finance Department

Secretariat, Moti Daman.

No.4/34-FD/2012/206

Dated:- 09/07/2012.

Sub: E-Procurement System in the Departments and Head of the Departments, Boards, Corporations of the Administration of UT of Daman & Diu and Dadra & Nagar Haveli, Nigams and Societies under the Administrative control of the UT and which are funded by the Government of India.

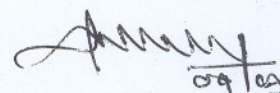
Ref:

1. This office order No.4/34-FD/2011-12/216 dated 16/06/2011 for introduction of e-Procurement in UT of Daman & Diu & Dadra & Nagar Haveli.
2. This office Memorandum No.4/34-FD/2011-12/295 dated 14/07/2011 for introduction of e-Procurement in UT of Daman & Diu & Dadra & Nagar Haveli.
3. Corrigendum to Office Memorandum No.4/34-FD/2011-12/338 dated 28/07/2011.
4. This office Memorandum No.4/34-FD/2012/27 dated 13/04/2012.

**Office Memorandum**

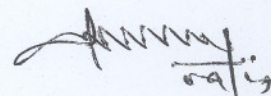
The Administration of Daman & Diu and Dadra & Nagar Haveli has constituted a Committee for review of e-Tender process and the Committee has submitted it's report with useful recommendations on the basis of constraints faced by the bidders and the departments.

The Administration of Daman & Diu and Dadra and Nagar Haveli after careful consideration, makes the following additional conditions for e-Tenders with immediate effect for all procurements, works etc. of all Government Departments (including Head of the Departments under their administrative control), Boards/ Corporations of the Administration of UT of Daman & Diu and Dadra & Nagar Haveli, Nigams, Societies, Local Bodies etc. which are funded by the U.T. Administration and Govt. of India..





1. The department publishing e-Tender should mention the date, time and place of opening of Technical Bids as well as Financial bids in their tender notice as well as in the terms and conditions of the tender.
2. The bidder should be asked to upload scanned copies of all mandatory/optional documents compulsorily online only while submission of bids.
3. There should be clear indication about mandatory submission of scanned copies of tender fees and EMD online while submission of bid. The online bids received without scanned copies of tender fees, EMD and mandatory documents should not be considered for evaluation.
4. The Technical bids should be opened online by the concerned officer/officers at the time and date as specified in the tender documents. All the Statements, documents, certificates, Demand Draft/Bank Guarantee/Fixed Deposit Receipt etc., uploaded by the bidder should be verified and downloaded, for technical evaluation. The clarification, particulars, if any, required from bidder, can be obtained either online or in the conventional method by addressing the bidders. No tender should be rejected or ignored for evaluation merely on the basis of non receipt of original/hard copy. The original/hard copy of the documents should be asked before awarding contract by giving 7 days time.
5. The Technical bids should be evaluated against the specified parameters/criteria; same as in the case of conventional tenders and the technically qualified bidders should be identified. The result of technical bid evaluation should be displayed on the

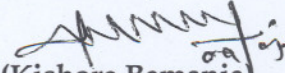




<https://daman.nprocure.com> which can be seen by all the bidders who participated in the tenders.

6. The eligibility criteria for qualification to tender should be clearly spelt out in the Terms and Conditions itself and the same should not mention as 'Note' below the terms & conditions. If the same is mentioned without any serial number of condition, the same may not be construed terms & conditions of the tender.

This is issued with approval of the competent authority.

  
(Kishore Bamania)

Deputy Secretary (Finance)

To,

1. All the Head of the offices in Daman & Diu and D&NH.
2. The Chief Executive Officer, District Panchayat, Daman & Diu, Daman.
3. The Chief Executive Officer, District Panchayat, D&NH, Silvassa.
4. The Chief Officer, Daman Municipal Council, Daman.
5. The Chief Officer, Diu Municipal Council, Diu.
6. The Managing Director, OI DC Ltd., DD and D&NH, Daman.
7. The General Manager, Daman & Diu and D&NH SC, ST Financial Development Corporation, D&NH, Silvassa.
8. Shri Kalpesh Sheth, Manager, E-Procurement, 403-GNFC Infotower, Bodakdev, Ahmedabad – with a request to display this OM on website and update the software accordingly, if required.

Copy to :

1. The Collector, Diu - with a request to circulate to all Heads of Offices in Diu district.
2. Dy. Secretary (Finance), Finance Department, Silvassa – with a request to circulate to all Heads of Offices in Dadra & Nagar Haveli, Silvassa.
3. Dy. Director (Planning & Statistics), Govt. Printing Press, Daman – with a request to circulate to all Heads of Offices in Daman and Diu district.
4. The DIO, NIC, Daman – with a request to upload in the Govt. website.