

**DEPARTMENT OF EDUCATION
OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION,
NANI DAMAN**

FTS.No.779/ADEDMN/2017

TENDER NOTICE No.DE/ADM/9-20/SC-ST/STNRY/2017-18/

DATED: 13/04/2017.

Bids are invited from the interested parties (bidders) for Procurement of Stationary for Department of Education, Office of the Asstt. Director of Education, Nani Daman, UT Administration of Daman & Diu in accordance with the Terms & Conditions and manner prescribed in this Request for Proposal (RFP)/Tender document.

The detail of tendering process is as mentioned below:

TENDER SUBJECT	Request for Proposal for Stationary for SC & ST students of Standard IX to XII for Education Department of UT of Daman & Diu.
Bid Reference No.	DE/DMN/9-20/SC-ST/STNRY/2017-18/779 date: 13/04/2017
Non-refundable Tender document cost	INR 1,500/-
Tender document can be downloaded up to	26/04/2017 14.00 Hrs.
EMD amount	Rs.22,000/-
Last date for submission of Pre-bid queries	-----
Date & time of Pre-bid conference	-----
Venue of Pre Bid conference	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Date of release of responses to Pre-bid queries	-----
Last Date & time for Bid Submission by the bidders	27 /04/2017 12:00Hrs(Online) 27 /04/2017 13:00Hrs(Physical submission of only technical bid alongwith samples)
Venue for Submission of proposals by the bidders	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Place, Date & Time of opening of Technical proposals	27/04/2017 15:00 Hrs Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210
Place, Date & Time of opening of Commercial bids	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210 Date and time will be intimated to qualified bidders.
Contact address for queries	daman.education@gmail.com

The Bids which do not conform to the requirement of the Bid shall be rejected summarily and no reasons whatsoever shall be given to that effect. The Department reserves the rights to reject the whole or part of any Bid without assigning any reasons.

**Asstt. Dir. Of Education, Nani Daman
UT Administration of Daman & Diu.**

U. T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE ASSTT. DIRECTOR OF
EDUCATION, NANI DAMAN

Terms & Conditions for Purchase of School Stationary for SC/ST
Students of Std. IX to XII for the year 2017-18.

Tender Notice: -No. DE/ADM/9-20/STNRY/2017-18/779

Dated: 13/04/2017.

Tenders for supply of stationary are invited by Assistant Director of Education, Daman on behalf of President of India through e- Tendering system. Tender will be invited in two bids 1) 'Technical Bid' and 2) 'Financial Bid'

A) **The 'Technical Bid'** : All Tender documents will be uploaded on line <https://daman.nprocure.com>. It should contain full information as required in Annexure – I (Technical Bid) provided herewith. However Tender fees in form of DD (non refundable) and EMD in form of DD or FDR of Nationalized Bank in physical/hard copy shall be submitted in the tender box with sealed envelope subscribed as “Technical Bid” kept in the Office of the Assistant Director of Education, Daman within the specified time scheduled as per tender notice.

(B) **The 'Financial Bid'** : Financial bid will have to be submitted on line through e- procurement systems only as per Annexure -II. The financial bid will be opened only after qualified of technical bid and verification/approval of samples as provided by the tenderer, to the Purchase committee.

The Technical bid and Financial bid received without documents as required by the tender committee will not be accepted and the same will be summarily rejected if received after prescribed time schedule.

1. **Eligibility (Mandatory documentary proof to be Scanned online).**
 - (i) The bidder should be registered with Sales Tax/VAT Department.
 - (ii) The bidder should be manufacturer/authorized dealer/supplier of the items tendered for the last three years and to be continued.
 - (iii) The bidder should have annual Gross Turn Over of Rs. 25,00,000/- (Rupees Twenty Five Lakhs Only) during each of the last three years.
 - (iv) In case, there is a small scale Industry, there should be a proof of registration.
 - (v) Tenderer should also furnish the details of nature of constitution of their firm / names & addresses of the proprietor / partners /directors and also the details of sister concerns, if any.
 - (vi) The bidder should also scan and submit on-line, a copy of Terms & Conditions duly signed with seal

2. The tender form along with terms and conditions can also be downloaded from web site <https://daman.nproure.com> on payment of Rs.1,500/- Demand Draft of Nationalized bank (non-refundable) to be submitted with technical bid. Tender fees coupon or Demand draft of requisite amount in favour of “Assistant Director of Education, Daman”.

3. The Bid Security/Earnest Money Deposit (EMD) of **Rs.22,000/-** payable in form of Demand Draft/FDR issued by Scheduled Bank in favour of “**Asstt. Director of Education, Daman**”. Technical Bid Tender received without Earnest Money Deposit will be treated as invalid.
4. The tenderer has to submit the SAMPLES of all the Stationary items along with hard copy of Tender Documents (Technical Bid) in the Office of the Asstt. Director of Education, Nani Daman within the prescribed time limit as prescribed by the office.
5. Only Sales Tax/VAT will be paid on the items on which it is chargeable under the Central Sales Tax Act/ VAT Act or the Rules made there under.
6. The rate(s) quoted should be strictly for free delivery at F.O.R. at the specified Schools of Daman District & will be valid and operative as per supply order during the current financial year.
7.
 - (i) The bidder should quote rates of all items of High quality standard/Brand inclusive of all taxes, installation & commissioning charges etc.
 - (ii) The bidder should supply Stationery items of standard quality & as per samples approved by the purchase committee.
 - (iii) All agency /supplier are required to submit their sample of standard quality. If the supplier failed to submit the standard quality of sample & Tender purchase committee, if not satisfied with the quality of sample, the price bid will not be considered for that suppliers/agency for that said items.
 - (iv) Vetted/Self certificate Performance Reports should also be submitted.
8. Except C.S.T., all other Taxes/Duties/Royalties Charges payable on the Sales/Transport etc. within and/or outside the State/UT shall be payable by the supplier.
9. No extra charges for packing, forwarding and insurance etc. will be paid in addition to the rates quoted.
10. The rates should be quoted only for the items specified in the list of requirement and should be for the items of given specific make /manufacture or its equivalent.
11. Rates quoted for items other than the required specification/make/manufacture may not be considered. However, indigenous manufactures may quote their own makes provided the specifications confirm to the standard(s)/requirements of the given specifications/ make/manufacturere.
12. Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the standard equivalent quality.
13. The tenderer should specify the name of the manufacturer for the items quoted by him along with catalogue of the items.
14. The tender should be neatly typed only on letterhead carrying the name of supplier and the signature of the tenderer. No overwriting, correction or erasing will be considered.
15. The decision of the Asstt. Director of Education for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.

16. The Tender Committee will open the Tenders in presence of tenderer or their representatives, if any present in the Office of the Asstt. Director of Education. The Tender Committee will first open the technical bid and considering the technical specification/quality of Stationary materials, the Committee will open the financial bid only of those firms who are qualified for technical bid (item-wise) as per minimum specification given by the department.
17. The Asstt. Director of Education, Daman will be at liberty to accept the tender for the entire quantity or the part thereof at the rates submitted by the Bidder or at reduced rate during the negotiations, if any.
18. Successful bidder will have to sign an agreement with the purchaser within 5 days of the receipt of the supply order.
19. Rates tendered/offered in response to the concerned Tender Notice by the successful bidder shall be considered as acceptance of all above terms and conditions for supply and for all legal purpose.
20. (i) The successful Tenderer will have to submit Performance Security for an amount equal to 10% of the total value of articles mentioned in the supply order within 10 days from the date of the supply order as security deposit in form of "Account Payee Demand Draft/FDR in favour of "Assistant Director of Education, Daman" which will be refunded only after 3 months of completion of Supply Order.
(ii) Non-receipt of Performance Security within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
21. The successful bidder will have to supply the materials as per supply order by the department for supply of specified items within 20 days of issue of the supply order.
22. In case, the supplier does not execute the supply order placed with him, the Performance Security Deposit of the supplier will be forfeited to the Government and the contract for the supply shall be terminated with no further liabilities on either party to the contract.
23. EMD will be forfeited in case successful bidder fails to: -
(a) Sign agreement as mentioned above.
(b) Furnish security deposit in time.
24. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
25. For specified items, the amount of Security Deposit will be refunded after expiry of guarantee/Warranty period. For other items, security deposit will be released only after 3 months on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.
26. The Asstt. Director of Education may consider extension of time for remitting the Security Deposit, if 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 any loss to the Government on account of his failure to abide by the time limit.

27. Extensions of time limit for supplies shall be considered by the Asstt. Director of Education, Daman further maximum up to one month of last date of original supply order. 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.
28. Demurrage charges paid by the Asstt. Director of Education on account of late receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
29. The supplies of items/materials to be supplied of inferior sub standard quality/Measure or of different specifications, brand, manufacturer etc. other than that ordered specified/sample approved 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 Items and equipment 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 within 15 days from the date of dispatch of intimation of the non-acceptance. However, if the replaced supplies are not received within 15 days from the date of communication the Asstt. Directorate of Education will not be responsible for any damage, loss etc. of such rejected articles.
30. If at any time after the order for supply of items/materials, the Asstt. Director of Education shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Asstt. Director of Education shall give notice in writing of the fact to the supplier(s) who shall have no claim to any payment of compensation what so ever 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 due to any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
31. Termination of agreement: -
 - (i) In case of failure to replace the accepted and rejected articles from supplies made, as mentioned in the conditions, the loss suffered by the Government will be recovered from the supplier's Security Deposit or payment of any bill(s) to the extent required.
 - (ii) In case of failure to supply the store, items and equipment etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the other Tenderer who offered next higher rates or from any other sources, as may be decided by the Asstt. Director of Education and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The suppliers shall have no right to dispute with this procedure.
32. 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 as per conditions of this tender.
33. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.

34. All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
35. Each bill in which Value Aided Tax is charged must contain the following certificate on the body of the bill.
“CERTIFIED that the goods on which Value Added Tax has been charged have not been exempted under the Central Sales Tax Act or the Rules made there under and the amount charged on account of Value Added Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”
36. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the jurisdiction.
37. **The Hard copy of tender documents (Technical Bid) alongwith samples duly sealed & be submitted in the Office of the Asstt. Director of Education Nani Daman within prescribed time limit.**

Asstt. Director of Education,
Daman

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

(Signature of Supplier/Tenderer)
Date & Rubber Stamp.

NOTE: - Please return one copy of these conditions duly signed along with your tender.

“ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN”.

ANNEXURE – I

Purchase of Stationary items for SC/ST Students of Std. IX to XII for the year 2017-18

Tender Notice:-No. DE/ADM/9-20/SC-ST/STNRY/2017-18/779

Dated: 13/04/2017.

TECHNICAL BID

1. Name of the Tenderer	
2. Address of the Tenderer	
3. e-mail address	
4. Tel. Nos. / Mob. Nos.	
5. Name of the Proprietor	
6. Year of establishment	
7. Demand draft No. & Date (Tender Fees)	
8. Demand Drafts (Name of the Bank, City.)	
9. Earnest Money Deposit Receipt No. & Date	
10. CST <u>OR</u> VAT No. BST, JST, WBST Registration	
11. PAN No. & Tin No.	
12. Copy of last three years of I.T. returns.	
13. Copy of License / Trade License of the particular items issued by competent authority valid upto 31/03/2018.	
14. Whether Physical samples attached with tender for verification.	
15. (i) Vetted/Self certificate Performance Reports. (ii) All documents mentioned in Para 2 & 3 of tenders Terms & Conditions.	

I / We certify that I / We have read understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and ‘Note’ below and submit this Tender for consideration. I / We certify that the above statements are true and binding to me/us.

(Signature of the Owner / Proprietor)

Full Name of the Firm _____

Address _____

_____ (SEAL)

DATE: _____

“ASSISTANT DIRECTOR OF EDUCATION, NANI DAMAN”.

ANNEXURE –I I
(To be submitted on-line only)

Purchase of Stationary items for SC/ST Students of Std. IX to XII for the year 2017-18

Tender Notice:-No. DE/ADM/9-20/SC-ST/STNRY/2017-18/779

Dated: 13/04/2017.

FINANCIAL BID

Sr. No.	Name of Items	Approx. Quantity	Rate per Unit	Total Amount
1	Long Book 17 x 27cm. 58 GSM (Pg. 200)	1700		
2	Long Book 17 x 27cm. 58 GSM (Pg. 100)	1700		
3	Drawing Book 21 x 29.7cm.,100 GSM (Pg. 100)	1700		
4	School Bag 18”x16”x 8” Thickness as specified by this office.	1700		
5	Pencil Box (10 piece)	1700		
6	Eraser (Non Dust)	1700		
7	Foot Ruler, 1 Ft. (Steel)	1700		
8	Sharpener (plastic)	1700		
9	Graph Book, 22x28cm 58 GSM (Pg.50)	1700		
10	Ball Pen	1700		
11	Compass Box (Metal)	1700		

Name of Agency
Signature with date