

OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR,
MOTI DAMAN -- 396 220.

Tender Notice No.CEO/DP/DMN/STATIONERY/2016-17/277

Dated: - 28/12/ 2016

LIMITED TENDER NOTICE

Sealed Tender under two bid system are invited on behalf of President of India by the Chief Executive Officer, District Panchayat, Moti Daman from the registered supplier / dealer / manufacturer for supply of following Items/Materials for the use in this District Panchayat, Daman.

Sr. No.	Description of Items/ Materials	Estimated Cost	EMD (in the form of FDR)	Tender Fees in DD form only (Non refundable)
1	Supply of Stationery Articles	4,60,000/-	Rs.11,500/-	Rs.1000/-

The tender form along with terms and conditions can be downloaded from the official website <http://daman.nic.in> and can submit the same along with tender fee of **Rs.1000/-** in form of Demand Draft to be drawn in favour of Chief Executive Officer, District Panchayat, Daman.

The each tender is to be submitted in two bid system, each of which is required to be submitted in separate envelope. The Technical Bid should contain all documents, pertaining to technical specification with catalogue including tender form for technical offer, required EMD super scribing on the envelopes as "**Sealed Cover- Technical Bid**". The Financial Bid should only contain schedule of rate and relevant information, super scribing on the envelopes. The tender should reach to this office of the Chief Executive Officer, District Panchayat, Daman on or before **20/01/2017 up to 01.00** hrs & the Technical Bid will be opened on the same day at **16.00** hrs., if possible before the Purchase Committee and in the presence of tenderers/representative of tenderer if any. The above mentioned EMD in form of FDR of Nationalized/Schedule Bank to be drawn in favour of Chief Executive Officer, District Panchayat, Daman payable at Daman Branch is to be Submitted along with tender.

The suppliers should mentioned the product name in the price bid and also to produce sample of the stationery articles at the time of opening of technical bid & if the sample are found inferior quality then financial bid will not open to the respective agencies.

The Chief Executive Officer (DP) is reserves rights to accept or reject any in part or whole without assigning any reason.

(Rakesh Kumar)
Chief Executive Officer,
District Panchayat, Daman.

OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR,
MOTI DAMAN-396 220.

TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES.

Tender Notice No.CEO/DP/DMN/STATIONERY/2016-17/

Dated: - / 12 / 2016

Instruction to Bidders :-

1.	The rate (s) quoted should be strictly for free delivery at F.O.R. District Panchayat, Moti Daman and will be valid and operative for supply orders issued on or before <u>30/06/2017</u> and should not be more than MRP.
2.	All Taxes/ Duties/ Royalties charges payable on sales/transport etc. within and / or outside the UT / State shall be payable by the supplier.
3.	Where specification / mark/ manufacture are not specifying by this office, the rates should be quoted only for the first class and standard quality only.
4.	The tenderer should specify the brand name of the stationery articles quoted by him along with sample & catalogue of the item to be submitted in the Technical bid.
5.	The decision of the Tender Inviting Officer acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
6.	(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, that may be order, as the amount of security deposit. (b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation. (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 bills for such articles.
7.	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. 7 above.
8.	The tender should be neatly typed or hand written only on list provided by this department / letterhead carry the name of supplier and the signature of the tenderer with rubber stamp & seal of agency firm. No overwriting, correction or erasure will be considered.
9.	All bills should be in TRIPLICATE and should invariably mention the number and date of supply order.
10.	All bills for amount above 5000/- should be pre-receipted on a Revenue Stamp of Rs. 1/- . Bills for amount exceeding 5000/- Not pre-receipted will Not be accepted for payment.
11.	Each bill in which Sales Tax/Vat is charged must contain the following certificate on the body of the bill. <i>"CERTIFIED that the goods on which Sales Tax/VAT has been charged have not been exempted under the VAT/ Central Sale Tax Act or the Rules made there under and the amount charged on account of VAT/Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".</i>
12.	The tender will be accepted during working hours up to <u>20/01/2017</u> at 13.00 hrs. and opened on same day at 16.00 hrs. if possible in the office of the Chief Executive Officer, District Panchayat, Moti Daman in the presence of the Purchase Committee and tenderer(s) or their representative(s) if present.

13.	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.
14.	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.
15.	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.
16.	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.
17.	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 Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.

Condition of contract

1.	The rates should be quoted in the prescribed form given by the department. The rates quoted should be inclusive of all taxes, duties, surcharges, cess, freight, loading, unloading, insurance, road permits, packing, (VAT and other taxes if applicable) as applicable. No extra taxes will be given.
2.	Orders once placed should be delivered within the given time period and item should be door delivered.
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 specifies in the list of requirement and should be for the items of given special mark/manufacture only would be considered.
5.	Rates quoted for items other than the required specification / mark / 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 Rs. 200/-) drawn on an branch of State of India or its subsidiary Schedule 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 any loss to the Government on account of his failure to abide by the time limit.
9.	The supplies of STATIONERY ARTICLES of inferior quality sub-standard or of different specifications, content, 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 stores, stationery items 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 damage, loss etc. of such rejected articles.
10.	In case of failure to replace the accepted and rejected articles from 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 extent required.
11.	In case of failure to supply the STATIONERY ARTICLES ordered for, as per conditions and within the stipulated time, the same 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 any right to dispute with such procedure.
12.	Extension of time limit for supplies shall be consider 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.
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.	If at any time after the order for supply of Machinery/stores/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 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 by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
15.	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.
16.	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 with D.G.S. & D. should be attached to their tenders.
17.	The items as mentioned in the list are the approximate estimates invited and actual purchase may more or less. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
18.	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 damage or pilferage of goods during transit.
19.	The tenderer should attached copies of certificate of experience in the field of supply of stationery articles, valid license, proof of fulfilling the norms of ISI/ISO/WHO/GMP specification if any, copy of dealership letter, license for import, PAN No., Catalog of the item quoted etc. with his/their tender. It may please be noted that the tender received without document referred above shall not be considered.

20.	Rates should be quoted in the forms issued from the department and as per the requirement asked for.
21.	Rates quoted are for PHC/CHC, Moti Daman.
22.	Tenderer should enclose along with tender an amount of Rs.11,500/- as Earnest Money Deposit in form of Fixed Deposit Receipt of any Nationalized Scheduled Bank payable at Daman in favour of Director, Medical & Health Services, Daman. The EMD Submitted other than Form mentioned above will not be accepted. Tender received without EMD will be summarily rejected.
23.	The tender should furnish declaration regarding Blacklisting/Debarring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.
24.	The Tenders will be opened by the Purchase Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
25.	Supply quantity of the stationery articles will be given as per day to day requirement and successful supplier shall visit once in a week in order to collect the supply order.
26.	The tendered quantity is tentative and the actual purchase can be 20% less or more than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.
27.	The tendering firm must be registered with the Sales Tax /VAT department and a copy of their registration under the Sales Tax / VAT bearing the TIN Number be provided.
28.	The terms and conditions dully accepted and signed by the tenderer should attached with the Technical Bid.

Signature & Designation of Tender Inviting
Officer

(Rakesh Kumar)
Chief Executive Officer,
District Panchayat, Daman

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

Place :-
Dated :-

Signature of Tenderer & Status
Name of Tenderer with Seal of the firm

NOTE:-Please return one copy of these terms and conditions dully sign with seal of firm along with the tender

OFFICE OF THE CHIEF EXECUTIVE OFFICER,
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TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES.

Tender Notice No.CEO/DP/DMN/STATIONERY/2016-17/

Dated: - / 12/ 2016

TECHNICAL BID

SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED TECHNICAL DETAILS :

STATIONERY MATERIALS TO BE PURCHASED FOR THE YEAR 2016-17 FOR
DISTRICT PANCHAYAT, MOTI DAMAN

PLEASE MENTION OFFERED COMPANY FOR THE ITEMS AS MENTIONED BELOW AND
DULY SIGNED

Sr. No.	Name of items	Required Mfg. Companies.	Unit	Qty.	Product Name Offering
1	File Tag	Standard Company	Per Pkt.	200 Pkt.	
2	Punching machine – medium - 500	Kangaro, Classic, Max, Unix or Equivalent	Per No.	36 Nos.	
3	Punching Machine Small	Kangaro, Classic, Max, Unix or Equivalent	Per No.	12 Nos.	
4	Sketch pen	Standard company	Per Pkt.	60 Pkt.	
5	Writing Pad Big Size	Standard quality/ company	Per No.	100 Nos.	
	Writing Pad Small size	Standard quality/ company	Per No.	100 Nos.	
6	White ink pen	Standard company	Per No.	120 Nos.	
7	Marker Pen	Camlin, Luxor, Sticks, Kores or Equivalent	Per No.	120 Nos.	
8	Colour flag (4 colour size 1"x4" (4x100 sheets).	Post-it, Stick Cello or Equivalent company	Per Pkt.	80 Pkt.	
9	Pen (Red, Blue and Black)	Cello, Montex, Pentex or Equivalent company	Per No. Pkt. of 10 Nos.	400 Nos.	
10	Fevi Stick (Glue stick) 22 G.	Standard quality / company.	Per No.	200 Nos.	

11	A-4 Size white Xerox/Computer Paper 75 gsm (500 sheet/pkt.)	Bilt, Modi, H.P., J.K. Copies or Equivalent	1 Ream	400 Ream	
12	F/s Size white Xerox/Computer paper 75 gsm (500 sheet/pkt)	Bilt, Modi, H.P., J.K. Copies or Equivalent quality.	1 Ream	500 Ream	
13	A-3 Size white Xerox/Computer Paper 75 gsm (500 sheet/pkt.)	Bilt, Modi, H.P., J.K. Copies or Equivalent quality.	1 Ream	10 Ream	
14	Highlighter Marker pen	Standard Company	Per Pkt. of 05 pen	20 Pkt.	
15	1 Q Register lager paper	Rajat, Amupam, Navnit or Equivalent company	Per No.	60 Nos.	
16	2 Q Register lager paper	--do---	Per No.	60 Nos.	
17	3 Q Register lager paper	--do--	Per No.	60 Nos.	
18	4 Q Register lager paper	--do--	Per No.	40 Nos.	
19	Box file Big size (steel slip)	Apsara, Dilip, Vikas, Anupam or Equivalent	Per Noz.	140 Nos.	
20	Pocker	Standard	Per No.	20 Nos.	
21	Fevicol (100 Gm)	Standard quality / Company	Per Tube	60 Tube	
22	Fevicol (200 Gm)	Standard quality / Company	Per Tube	60 Nos.	
23	T/l pin	Lions, Grip, Rolex, Regular or Equivalent	Per Box	100 Box.	
24	U pin (20 Pkt in 1 box) Plastic Coated	Standard quality / company	Per Pkt. Of 10 Small Pkt. in one Box	40 Box.	
25	Stapler 10 No.	Standard company	Per Nos.	20 Nos.	
26	Stapler Pin 10 No.	Standard company	Per Box	20 Box.	
27	Stapler 45 No.	Standard company	Per Nos.	40 Nos.	
28	Stapler Pin 45 No.	Standard company	Per Box	10 Box.	
29	Binder 2 Flap	Standard company	Per Nos.	400 Nos.	
30	Tapal Binder 4 Flap	Standard company	Per Nos.	40 Nos.	

31	Pencil (10 x 1 Pics/Box)	Nataraj, Camel, Apsara or Equivalent company	Per Box.	20 Box.	
32	Canvas Envelope Small Size : 11"x5" white (cotton with Plastic Coated)	Standard quality / company	Per 100	600 Nos.	
33	Canvas Envelope 12"x 9 cotton with Plastic coated	Standard quality / company	Per 100	600 Nos.	
34	Canvas Envelope 12"x 6 Cotton with Plastic Coated	Standard quality / company	Per 100	400 Nos.	
35	Stamp pad 110 mm x 69 mm	Camlin, Flora, Apsara, Natraj or Equivalent company	Per No.	20 Nos.	
36	Plastic Sutri	Standard company	Per Pkt.	4 Pkt.	
37	Cutter	Standard company	Per Nos.	60	
38	Pin Box	Standard company	Per Nos.	20	
39	Spring file (Canvas)	Standard company	Per Nos.	600	
40	Eraser (1x20 Pic/Pkt) Big Size.	Camlin, Flora, Apsara, Natraj or Equivalent company	Per No. Box of 10 Eraser	4 Box.	

Place :-
Dated :-

Signature of Tenderer & status
Name of Tenderer with seal of the firm

NOTE :- The tendered should specify the brand name of the stationery articles quoted by him along With sample and catalogue at the time of opening of technical bid.

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TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY ARTICLES.

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FINANCIAL BID

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Sr. No.	Name of items	Unit	Rate
1	File Tag	Per Pkt.	
2	Punching machine – medium - 500	Per No.	
3	Punching Machine Small	Per No.	
4	Sketch pen	Per Pkt.	
5	Writing Pad Big Size	Per No.	
	Writing Pad Small size	Per No.	
6	White ink pen	Per No.	
7	Marker Pen	Per No.	
8	Colour flag (4 colour size 1"x4" (4x100 sheets).	Per Pkt.	
9	Pen (Red, Blue and Black)	Per No. Pkt. of 10 Nos.	
10	Fevi Stick (Glue stick) 22 G.	Per No.	
11	A-3 Size white Xerox/Computer Paper 75 gsm (500 sheet/pkt.)	1 Ream	
12	F/s Size white Xerox/Computer paper 75 gsm (500 sheet/pkt)	1 Ream	
13	A-4 Size white Xerox/Computer Paper 75 gsm (500 sheet/pkt.)	1 Ream	
14	Highlighter Marker pen	Per Pkt. of 05 pen	
15	1 Q Register lager paper	Per No.	
16	2 Q Register lager paper	Per No.	
17	3 Q Register lager paper	Per No.	
18	4 Q Register lager paper	Per No.	
19	Box file Big size (steel slip)	Per Dozen	
20	Pocker	Per No.	
21	Fevicol (100 Gm)	Per Tube	
22	Fevicol (200 Gm)	Per Tube	
23	T/l pin	Per Box	

24	U pin (20 Pkt in 1 box) Plastic Coated	Per Pkt. Of 10 Small Pkt. in one Box	
25	Stapler 10 No.	Per Box	
26	Stapler Pin 10 No.	Per Box	
27	Stapler 45 No.	Per Box	
28	Stapler Pin 45 No.	Per Box	
29	Binder 2 Flap	Per Nos.	
30	Tapal Binder 4 Flap	Per Nos.	
31	Pencil (10 x 1 Pics/Box)	Per Box.	
32	Canvas Envelope Small Size : 11"x5" white (cotton with Plastic Coated)	Per 100	
33	Canvas Envelope 12"x 9 cotton with Plastic coated	Per 100	
34	Canvas Envelope 12"x 6 Cotton with Plastic Coated	Per 100	
35	Stamp pad 110 mm x 69 mm	Per No.	
36	Plastic Sutri	Per Pkt.	
37	Cutter	Per Nos.	
38	Pin Box	Per Nos.	
39	Spring file (Canvas)	Per Dozen	
40	Eraser (1x20 Pic/Pkt) Big Size.	Per No. Box of 10 Eraser	

Place :-
Dated :-

Signature of Tenderer & status
Name of Tenderer with seal of the firm

NOTE :- The tendered should specify the brand name of the stationery articles quoted by him along
With sample and catalogue at the time of opening of technical bid.