

**Online Tender Notice No. 5/124/DDT/Tshirts&caps/2017-18/276**

Daman & Diu, U.T.,  
Office of the Member Secretary,  
Society for Promotion of Tourism, Art & Culture (SPOTAC), Daman  
Email ID: [damantourism2013@gmail.com](mailto:damantourism2013@gmail.com)

Date: 05/10 /2017

**e-Tender Notice**

The Member Secretary, Society for Promotion of Tourism, Art & Culture (SPOTAC), Daman invites online tender on <https://www.daman.nic.in> from the Manufactures/ Authorized Dealers/ Suppliers for supply of below mentioned materials.

Sr. No	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)
1	Purchase of T-Shirts and Caps	Rs.50 Lacs	Rs.2.5 Lacs	Rs.1,000/-

Bid document downloading Start Date : **06.10.2017**  
Bid document downloading End Date : **23.10.2017, 12:00 Hrs.**  
Last Date & Time for receipt of Bid : **23.10.2017, 14.00 Hrs.**  
Technical Stage Bid Opening Date : **23.10.2017, 15.00 Hrs**  
Financial Stage Bid Opening Date : **23.10.2017, 17.30 Hrs**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://www.daman.nic.in> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://www.daman.nic.in>.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail:damantourism2013@gmail.com, Tel No. 0260-2250002 Website: <https://www.daman.nic.in>.

*Sd/-*

**Member Secretary**

Society for Promotion of Tourism  
Art & Culture “Tel.No.0260-  
2250002” E-mail ID  
damantourism2013@gmail.com

Copy to :-

- 1) All Heads of Office, Daman & Diu, Daman for information & n.a.
- 2) CPO, Daman & Diu, Daman for wide publicity in Newspaper.
- 3) SIO, NIC, Daman with a request to publish on official Daman Website.

U.T. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE MEMBER SECRETARY  
SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE  
(SPOTAC), DAMAN

Terms and Conditions for the “**Purchase of T-Shirts and  
Caps from Open Market for Society for Promotion Of Tourism,  
Art & Culture (SPOTAC), Daman**”

**Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://www.daman.nic.in>
- 2) All bids should be submitted online on the website <https://www.nprocure.com>
- 3) The user can get a copy of instructions to online participation from the website <https://www.nprocure.com>
- 4) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to the address provided below:  
**The Member Secretary Society for  
Promotion of Tourism Art & Culture  
(SPOTAC),  
U.T. of Daman & Diu, Daman - 396 210  
Tel: 0260-2250002**
- 9) All documents scanned/attached should be legible/ readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://www.nprocure.com> is essential.
- 10) The Bidder has to give compliance for each quoted product for any false/ misleading statement in compliance found any time during the procurement process, the bid shall be outrightly rejected & EMD shall be forfeited.

**Keydates:**

Bid document downloading Start Date	:	<b>06.10.2017</b>
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Last Date & Time for receipt of Bid	:	<b>23.10.2017, 14.00 Hrs.</b>
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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://www.nprocure.com> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “**e-Tender - Sealed Cover of Bid for Purchase of T-Shirts and Caps for Society for Promotion Of Tourism, Art & Culture (SPOTAC), Daman**” The EMD and Tender Fees should only be enclosed in the sealed cover.

**Tender Fees (Non Refundable) Rs.1,000/-:**

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non Refundable) will be accepted only in form of DD/A/c payee Cheque in favor of **Society for Promotion Of Tourism, Art & Culture (SPOTAC), Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

**Earnest Money Deposit: (Rs.2.5 Lacs)**

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. EMD can be paid in either of the form of following:
  - i. A/c Payee Demand Draft
  - ii. Fixed Deposit Receipts

In favor of **Member Secretary Society for Promotion Of Tourism, Art & Culture (SPOTAC), Daman** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- e. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- f. EMD in any other forms will not be accepted.
- g. EMD/Security Deposit shall be liable to be forfeited in following circumstances:

- i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
  - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, 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.
  - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- h. 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.
  - i. 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.
  - j. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.
  - k. The said items must be delivered to the Tender Inviting Authority within 7 days from the issuance of the work Order.

**Security Deposit: (SD)**

- 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.
- 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.

- d. 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 or payment due of any bill(s) to the extent required.
- e. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- f. 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.

### **Conditions of Contract :**

#### **1. ACCEPTANCE OF TENDER:**

- a. The tender is liable for rejection due to any of the reasons mentioned below:
  - i. Non-Submission of tender within stipulated time online.
  - ii. Submission of tender physically in the Office but not submitted online on <https://www.nprocure.com>
  - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
  - iv. Non-payment of Earnest Money Deposit (if not exempted).
  - v. Non-Submission of required documents as mentioned in schedule.
  - vi. Conditional/vague offers.
  - vii. Unsatisfactory past performance of the tenderer.
  - viii. Items with major changes/ deviations in specifications/ standard/ grade/packing/quality offered.
  - ix. Submission of misleading/ contradictory/ false statement or information and fabricated/ invalid documents.
  - x. Tenders not filled up properly.
  - xi. The documents attached by the bidder online if found not readable will not be considered for bid evaluation.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://www.daman.nic.in>
- c. Discount offered after price bid opening will not be considered.
- d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However the tender which is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.

- e. The Member Secretary Medical and Health Services may seek any clarifications/ explanation/ documentary evidence related to offer at any stage from tenderers if required.
- f. **The rate quoted should be inclusive of all taxes no extra charges will be paid and should be valid upto One Year from the date of tenderization.**
- g. Orders once placed should be delivered within the given time period and item should be door delivered including labour.
- h. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- i. 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.
- j. 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.
- k. 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.
- l. The rate(s) quoted should be strictly for free delivery (including labour and transportation) at Paryatan Bhawan, Tourism Department, Nani Daman, Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders. The department shall not take any responsibility of on loading the goods; the successful bidder has to make arrangement for loading at site.
- m. The tendered quantity is tentative and the actual purchase can be **Varied upto any extent** for all items and the tenderer is bound to supply such requirement without any demur.
- n. **The tenderer should attached scanned copies of :**
  - 1. PAN No.
  - 2. GST No.
  - 3. Experience in field of supply.
  - 4. Terms & Conditions of Tender Documents duly stamped and signed on each pages.
  - 5. Schedule of Specifications duly stamped and signed on each pages.

## 2. **TERMS OF SUPPLY :**

- a. 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 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.
- b. The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or damaged 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 material 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.

## 3. **Bid Evaluation Methodology :**

A. **Preliminary Evaluation:** Tender fee and EMD Submission

B. **Technical Evaluation:**

- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification
- Scrutiny of Compliance Statement given by the bidder
- Sample verification of all the items will be done by the department.

*(The samples has to be submitted along with the tender and it will be non refundable – Samples not submitted will be outrightly rejected)*

C. **Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders



**4. PAYMENT TERMS :**

- a. 100% of the invoice amount will be paid only after supply and successful completion of the said work.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of supply order.
- e. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- f. The rates should be quoted only for the items specified in the list of requirement.
- g. Rates quoted for items other than the required specification/ make/ manufacture will not be considered.

Signature of Suppliers/Dealers  
With Rubber Stamp

*Sd/-*  
**Member Secretary**  
Society for Promotion of Tourism Art &  
Culture "Tel.No.0260- 2250002"  
E-mail ID:damantourism2013@gmail.com

**Eligibility Criteria:**

- The bidder should be a Private/Public Ltd company registered under the companies act, 1956/2013 or a firm or a sole proprietorship firm or a limited liability firm.
- The Company/Firm should have experience in similar field for more than 05 years as on the date of tender and must have a dedicated office with all required services and machineries to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Government / State Government / Semi-Government / PSUs / Departments / Chambers of Industry Associations / Private Companies in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The Bidder shall have undertaken 5 (Five) similar nature of outdoor advertising orders where the orders should be of minimum order value of ` 5 Lac each or more. Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Number.
- Copy of Pan Card number.
- ITR for last year equivalent to tender amount.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

All the supporting documents in this regard to be submitted along with the physical bid document.

**Technical Specifications:**

Item No./ Mat	Material Description	Quantity
<u>1</u>	<p>COTTON T SHIRT HALF SLEEVES WITH COLLAR</p> <p>MATERIALS DESCRIPTION:</p> <p>1)Product Type: COTTON POLO T SHIRT. a) Collar- Polo T-shirt type, white</p> <p>b) Colour- White</p> <p>c) Sleeve type- Half, Creatives to be imprinted as per the design supplied by the department..</p> <p>d) Material- 100% pre washed good quality Cotton fabrics to be used. e) Pocket- On left side of the T Shirt.</p> <p>f)Printing of logo must be be crisp and of befitting size to look proportionate, impressive &amp; colour proof.</p>	20000

Item No./ Mat	Material Description	Quantity
	<p>2) Each T- Shirt should be packed individually in a transparent packet as per standard practices to avoid any short of stain etc.</p> <p>3) Each cartoon / box should be sealed &amp; packed properly mentioning item detail, quantity packed and packing should be adequate enough to avoid transit damage or loss in transit.</p> <p>4) The bidder must submit two advance samples of T- Shirt with imprinted logo as per specifications mentioned in the BID before clearance for bulk supply.</p> <p>One number of the approved sample of the item will be returned to the Bidder for further action and one number approved sample of the item will be retained by department for comparison with bulk supply.</p> <p>5) The bulk supply must be as per the approved sample and free from any damage &amp; stain.</p>	

<p><b>2</b></p>	<p>CAP, POLYSTER CLOTH Detail Description:</p> <ol style="list-style-type: none"> <li>1. The size of Caps should be of Adult wearing i.e. the diameter &amp; the depth of the cap should be adequately big with adjustable velco straps for comfortable use by adult person.</li> <li>2. Creatives provided by the department should be imprinted on forehead.</li> <li>3. Caps should be supplied as per the colour &amp; quantity requirement</li> </ol> <p>1. CAP:</p> <p>Material: GOOD QUALITY MATERIALS/CLOTH TO BE USED.</p> <ol style="list-style-type: none"> <li>a)100% Polyester,Sleek, lightweight performance cap.</li> <li>b) Climacool technology to keep cool and dry with ventilation in the mesh panels</li> <li>c) UPF protection to inhibits harmful UV rays. d) Colour: White</li> </ol>	<p>20000</p>
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**Purchase of T-Shirts and Caps for Society for Promotion of Tourism, Art & Culture (SPOTAC), Daman for the Year 2017-18**

<b>Item No./ Mat. Code</b>	<b>Material Description</b>	<b>Quantity</b>
	<p>2) Each cartoon/box should be sealed &amp; packed properly mentioning item detail, quantity packed.</p> <p>3) Packing should be adequate enough to avoid transit damage or loss in transit.</p> <p>4) The successful bidder must submit two advance samples of Cap with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.</p> <p>One number of the approved sample of the item will be returned to the Bidder for further action and one number approved sample of the item will be retained by dept for comparison with bulk supply.</p> <p>5) The bulk supply must be as per the approved sample.</p>	

**SCOPE OF WORK:**

**Schedule of Requirements, Specifications and Allied Technical Details:**

**Purchase of T-Shirts and Caps for Society for Promotion Of Tourism, Art & Culture (SPOTAC) for the Year 2017-18**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Make</b>	<b>Unit/ Rate</b>	<b>Qty. Reqd.</b>	<b>Price</b>
1	<b>T-Shirts (Round Neck)</b> With creatives & logos print to be provided by department) (Size : Small & Medium) Colour as decided by the department	ISO certified Company	1 No.	20,000	
2	<b>P-Cap</b> made of Polyester cloth good quality with creatives & logos print to be provided by department)	ISO certified Company	1 No.	20,000	

Signature of Suppliers/Dealers  
With Rubber Stamp

*Sd/-*

**Member Secretary**

Society for Promotion of Tourism  
Art & Culture "Tel.No.0260- 2250002"  
E-mail ID : damantourism2013@gmail.com