

Administration of  
U.T. of Dadra Nagar Haveli, Daman & Diu  
Office of the Directorate of  
Medical & Public Health Department.  
“Tel.No.0260-2230470.

No.03/101(P&T)/Stationery Material(COVID-19)/2020/7350 Daman  
Date: 25/07/2020

### **Short e-Tender Notice**

The Director of Medical and Health Services, Daman & Diu, on behalf of President of India, invites on line tender on <https://ddtenders.gov.in> from the Manufactures / Authorized Dealers / Suppliers Rate Contract for Purchase of Stationary Material for Quarantine Facility and Covid Care Center in Daman under Medical & Public Health Department, Daman.

Sr. No.	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)	e-Tender ID No.
1.	<b>Rate Contract for Purchase of Stationary Material under Directorate of Medical and Public Health Department,Daman.</b>	<b>₹.3.66 Lacs</b>	<b>₹.9000/-</b>	<b>₹.1000/-</b>	<b>2020_DAMAN _ _1</b>

Bid document downloading Start Date : 25 .07.2020  
Bid document downloading End Date : 04.08.2020, 12:00 Hrs.  
Last Date & Time for receipt of Bid : 04.08.2020, 14.00 Hrs.  
Preliminary Stage Bid Opening Date : 04.08.2020, 15.00 Hrs.  
Technical Stage Bid Opening Date : 04.08.2020, 15.30 Hrs.

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://ddtenders.gov.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

*e-tender Rate Contract for Purchase of Stationary Material under Medical and Public Health Department, Daman for the Year 2020-21.*

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undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from [www.ddtenders.gov.in](http://www.ddtenders.gov.in), [www.daman.nic.in](http://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. Bidders shall have to post their queries on E-Mail address: [ptdmhsdaman@gmail.com](mailto:ptdmhsdaman@gmail.com)

In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office.

For any technical related queries please call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code.

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E-Mail : support-eproc[at]nic[dot]in

*Sd/-*  
**Director Medical & Health Services**  
Daman & Diu  
“Tel.No.0260-2230470

**Copy to :-**

- 1) In-Charge Medical Superintendent Govt. Hospital Daman.
- 2) CPO, Daman, for wide publicity in Newspaper.
- 3) I.T. Department, Daman, with a request to publish in Website.
- 4) Accounts Section, Daman, for information.
- 5) P&T Department Daman, for information

U.T. ADMINISTRATION OF DADRA NAGAR HAVELI, DAMAN & DIU,  
OFFICE OF THE DIRECTORATE,  
MEDICAL AND HEALTH SERVICES, DAMAN

**Terms and Conditions for the “Rate Contract for Purchase of Stationary Material for Quarantine facility and covid care center in U.T. of Daman under Medical & Public Health Department, Daman.**

❖ **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://ddtenders.gov.in>
- 2) All bids should be submitted online on the website <https://ddtenders.gov.in>
- 3) The user can get a copy of instructions to online participation from the website <https://ddtenders.gov.in>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**The Director  
Medical and Health Services  
Primary Health Centre Moti Daman  
Daman 396220  
Tel 0260 2230470 2230570**

- 7) 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://ddtenders.gov.in> is essential.
- 8) 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:**

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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://ddtenders.gov.in> 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 Rate Contract for Purchase of Stationery Material under Medical & Public Health Department, Daman**”. The EMD and Tender Fees should be enclosed with BID only.

❖ **Tender Fees (Non Refundable) ₹.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 **The Director of Medical and Health Services, 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 ₹.9000/- :**

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- d. EMD can be paid in either of the form of following:
  - i. A/c Payee Demand Draft
  - ii. Fixed Deposit Receipts

In favor of **The Director of Medical and Health Services, 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 contractor does not execute the supply order placed with him within stipulated time, the EMD of the contractor 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/ spoiled.
- h. 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 ₹.200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- i. Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, 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.
- j. 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 contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.
- k. 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.

❖ **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 contractor will be recovered from the bill(s) for such articles.
- d. 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.

- e. 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 contractor Security Deposit or payment due of any bill(s) to the extent required.
- 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 contractor 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://ddtenders.gov.in>
  - 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. Offering an accessory optional even though required to operate the instrument.
  - x. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
  - xi. Tenders not filled up properly.
  - xii. Non-submission of AMC / CMC rates in prescribed format.
- 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://ddtenders.gov.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 Director, Medical and Health Services may seek any clarifications/explanation/documentary evidence related to offer at any stage from tenderers if required.

- f. The rate should be quoted in the prescribed form given by the department; **the rate should be valid upto One Year from the date of tenderization**, with Rate Contract .
- g. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- h. 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.
- i. 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.
- j. 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.
- k. The rate(s) quoted should be strictly for free delivery at FOR Shri Vinoba Bhave Civil Hospital and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- l. The department shall not take any responsibility of unloading the goods; the successful bidder has to make arrangements for unloading at the site.
- m. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt . Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last ten years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

## **2. TERMS OF WORK EXECUTION :**

- a. Extension of time limit of work order shall be considered by the Tender Inviting Officer. The extension so granted may be without levy of compensation for delay in execution of work the cost of work order 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. Inspection will be carried out in the premises of DMHS. If goods to be inspected in factory premises all expenditure to be borne by the Tenderer.

**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.
- Technical Demonstration if required.

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

**4. PAYMENT TERMS :**

- 100% of the invoice amount will be paid only after completion of work successfully and submission of Security deposit i.e. 10% of the tender value.
- Price escalation clause will not be entertained under any circumstances.
- All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- Each bill in which Service Tax is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which Service Tax has been charged have not been exempted under the Central Service Tax Act or the Rules made there under and the amount charged on account of Service Tax on these service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- The rates should be quoted only for the work specified in the list of requirement.

Signature of Agency  
With Rubber Stamp

**Sd/-**  
**Director**  
Medical & Health Services  
Daman & Diu  
“Tel.No.0260-2230470



**ANNEXURE- A**

( to be submitted on the letter head of the company/firm)

I hereby certify that the firm has not been ever blacklisted by any Central / State Government / Public Undertaking / Institution on any account.

I also certify that the above information is true and correct in and every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the firm may be summarily terminated and the firm will be blacklisted.

I also certify that firm will supply the items as per specification given by institution and also abide all the terms and conditions stipulated in tender.

Date:

Place:

Name

Business Address

Signature Bidder

Seal of Bidder

**ANNEXURE - B**

**SCHEDULE OF DOCUMENTS ATTACHED**

<b>Sr. No.</b>	<b>Document/Certificate</b>	<b>Uploaded &amp; Enclosed</b>	<b>At Page No.</b>
<b>A.</b>	<b>General Documents :</b>		
01.	Tender Fees	Yes/No	
02.	EMD	Yes/No	
03.	PAN No.	Yes/No	
04.	Sale Tax Reg./VAT Reg.	Yes/No	
05.	License in field of supply.	Yes/No	
07.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes/No	
08.	Scan copy of Schedule of Documents correctly filled with Stamped and Signed on each page. (Scope of Work)	Yes/No	

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the represents at above, declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

**❖ Scope of Work:**

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

**Rate Contract for Purchase of Stationery Material for Quarantine facility and Covid care center in Daman under Director Medical & Health Services Daman & Diu.**

***Please fill the details as mentioned below and attach the Scan copy of the same. Format is as under***

<b>Sr. No.</b>	<b>Particular</b>	<b>Mfg.Co</b>	<b>unit</b>	<b>Company offered</b>	<b>Compliance Yes/No</b>
1	A-4 Size white computer paper ( 500 sheet/ Ream)75 gsm	JK/Trident or Equivalent	1 Nos		
2	FS Size white compute paper ( 500 sheet/Ream) 75gsm	JK/Trident or Equivalent	1 Nos		
3	White Board Marker pen	Camlin, Luxor, Sticks or Equivalent	1 Nos		
4	Maxwell Cell LR41	Maxwell or Equivalent	1 Nos		
5	Spring File	Jagruti or Equivalent	1 Nos		
6	Register 3 Quire	Rajat , Dilip, Anupam or Equivalent	1 Nos		
7	Register 2 Quire	Rajat , Dilip, Anupam or Equivalent	1 Nos		
8	Register 5 Quire	Rajat , Dilip, Anupam or Equivalent	1 Nos		
9	Pin Point Pen	Pilot or Equivalent	1 Nos		
10	Gel Pen	Cello Butterfly or Equivalent	1 Nos		
11	Pen Black	Cello Butterfly or Equivalent	1 Nos		
12	Pen Red	Cello Butterfly or Equivalent	1 Nos		
13	Patient Files (With Printing of	Stander Company	1 Nos		

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	File cover)				
14	Register 4 quire Pages	Rajat , Dilip, Anupam or Equivalent	1 Nos		
15	Scale Long	Ajanta/Elora or Equivalent	1 Nos		
16	Cello Tape 3 Inch (Brown Color)	Wonder, Cello, Prime Tape or Equivalent	1 Nos		
17	Cello Tape 3 Inch (Transparent)	Wonder, Cello, Prime Tape or Equivalent	1 Nos		
18	Bell Pin(box)	Stander Company	1 Nos		
19	U Pin 400 gm 26 Mm( 1 x100 Clips/pkt)	Lions, Tower	1 Nos		
20	Office Box File	Apsara,Dilip,Sonyo r Equivalent	1 Nos		
21	Scissors with plastic handle (Big Size) for Office purpose as per sample	Natraj, Camel, Crystal or Equivalent	1 Nos		
22	Fevicol 200 gm	Fevicol or Equivalent	1 Nos		
23	Correction Pen 10MI (White)	Kores, Faber Castell, Camel or Equivalent	1 Nos		
24	Punching Machine dp/280(Small)	Kangaro, Munix, Kores or Equivalent	1 Nos		
25	Sharpner	Natraj, Camel, Crystal or Equivalent	1 Nos		
26	Pencil box	Natraj, Camel, Crystal or Equivalent	1 Nos		
27	Stapler HD 10 Small	Kangaro, Kores, Max, Munix or Equivalent			
28	Stapler (HP-45)	Kangaro, Kores, Max, Munix or Equivalent			
29	Brown Covering Sheet(rolls)	Stander Company			
30	LOCK with Key(6 Lever)	Godrej Or Equivalent			

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31	Double Tape	Stander Company			
32	Plastic Case File	Stander Company			
33	Torch LED type with 2 Pencil cell	Eveready/Nippon or Equivalent			
34	CELL-AAA	Eveready/Nippon or Equivalent			
35	CELL-AA	Eveready/Nippon or Equivalent			

- ❖ **The department will place Order for the above mentioned item as and when required and the rate should be valid for the period of one year.**

Signature of Agency  
With Rubber Stamp

**Sd/-**  
**Director**  
Medical & Health Services/  
UT of Daman & Diu,  
“Tel.No.0260-2230470”  
email ID : [dmhs-daman-dd@nic.in](mailto:dmhs-daman-dd@nic.in)

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

Place: Signature of tenderer  
Dated: Name of tenderer with seal of the firm