

U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Department of Elementary Education, D.P.,
Diu – 362520

No. EDN/DP/Accts/Worksheet/2021-22/116

Date :16/06/2021

E-TENDER (ONLINE) INVITATION NOTICE.

The Tender is hereby invited from the interested printing agencies/printing press owners/Manufacturers/Authorized Dealers/Suppliers by the Education Section, District Panchayat, Diu on behalf of the President of India for Rate contract for the printing of workbook for students studying in schools through online tender on the website <http://www.ddtenders.gov.in> and E-Tender Notice also available on www.diu.gov.in.

Sr. No.	eTender ID	Name of item (As per specification in Annexure-I enclosed herewith)	Quantity required in No.	EMD (Rs)	Tender fees non refundable (Rs)	Time limit
1	2021_DIU DT_1619	Printing of work for Gujarati & English Medium for Students of Govt. Primary and Middle Schools of Diu District.	As per Annexure-I	Rs.24,300/-	5,00/-	21 days

*On line downloading start date	16/06/2021 from 12.00 Hrs.
*On line downloading end date	Up to 12.00Hrs on 06/07/2021
*On line submission end date	Up to 12.00Hrs on 06/07/2021
*Physical submission of documents	Up to 12.00Hrs on 08/07/2021
*On line Opening of Technical Bid	On 08/07/2021, 16.00 Hrs onwards (If possible)
*On line Opening of Price Bid	On 08/07/2021, 16.00 Hrs onwards (If possible)
The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation. List of Mandatory documents are specified in the terms and conditions.	
Bidders have to submit price bid in Electronic Format only on website till the last date and time for submission. Price bid in Physical format shall NOT be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof	
The tender form along with all details including schedule and terms and conditions can be downloaded from the website http://www.ddtenders.gov.in	
Bidder shall have to post their queries to the Education Office, Diu on Ph. No. 02875-252733 on or before office hours.	

-sd-
Education Officer,
District Panchayat, Diu

Copy to:

1. The District Information Officer, NIC Collectorate, Diu for publication in website.

TERMS & CONDITIONS FOR THE PRINTING OF WORKBOOK FOR THE STUDENTS OF GOVT. PRIMARY AND MIDDLE SCHOOLS UNDER EDUCATION SECTION, ELEMENTARY EDUCATION, DISTRICT PANCHAYAT, ADMINISTRATION OF DADARA & NAGAR HAVELI AND DAMAN & DIU.

- 1) **The bidder should be a Interested Manufacturer/authorized/press owner/printing agencies dealer distributor or supplier of printing material. If the tenderer is authorized distributor/dealer of manufacturer, he should furnish Authorization letter certificate from the manufacturer as per format prescribed in Annexure “A”. Authorization letter not submitted as per format will be rejected.**
- 2) The bidder has to upload the scanned copies of all the mandatory documents duly signed and stamped by the bidder compulsorily online only while submission of bid. Only the documents submitted online will be considered for evaluation. The Mandatory documents are as under;
 - a. The copy of Tender Fees in DD form and EMD in FDR form must be submitted online as well as in physical form.
 - b. The Bidder should have average annual turnover of the firm minimum 5 lakhs for preceding three financial years. Upload copy of Income tax paid for the last two years along with copy of Turnover Certificate certified by registered Chartered Account.
 - c. The copy of GST Registration Certificate and the copy of last paid receipt of GST.
 - d. The copy of Pan Card on Company Letter head duly stamped and signed.
 - e. The Bidder should have experience of supply to Govt. /semi Govt. organization in the last three 3 years (copy of orders). The copy of Experience certificate (satisfactory completion certificate) must be uploaded.
 - f. The Bidder who will be technically qualified in documents will be qualified for opening Commercial bid.
 - g. The Bidder should upload undertaking that the terms and conditions mentioned in the tender are acceptable.
 - h. The Bidders should submit undertaking that they are not blacklisted by any organization previously.
- 3) Sr.no. 2 (a to h) including scanned copy of tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.
- 4) Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in hard copy shall be submitted to the tender inviting authority by RPAD / Speed post / Courier. However, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before **08/07/2021 at 17:00** Hrs. in the office of the undersigned.
- 5) Bidder has to submit price bid in Electronic Format only on <http://www.ddtenders.gov.in> website till the last date and time for submission. Price Bid in physical format shall not be accepted in any case. The price bid shall be opened of those firms / agencies who are qualified in technical bid.
- 6) The bidder should furnish tender fee in form of Demand Draft and Earnest Money Deposit in form of FDR drawn in any scheduled bank in favour of **The Education Officer (DP), Diu payable at Diu** in the manner laid down in tender notice. Tenders received without Tender Fees & Earnest Money Deposit will be summarily rejected. The EMD will be refunded to the unsuccessful tenders immediately after the tender is been finalized and on receipt of application from them.
- 7) The rate(s) quoted in the price bid by the Bidder shall be inclusive of all Taxes and charges imposed by the Govt. of India from time to time. The rates quoted by the Bidder shall be valid for a period of 12 months from the date of issue of order.
- 8) **The rates quoted in the price bid shall be inclusive of GST as well as duty imposed by Govt. of India from time to time and on account of loading, unloading, installation and transportation at all 21 schools of Diu District. Further, the successful bidder will separate the workbook subject and medium wise and distributed at Schools above.**
- 9) **If successful bidder fails to supply the required material in stipulated time, 0.5% per week penalty will be imposed.**

Signature of the Supplier with
Full address & Rubber stamp.

- 10) **The Bidder has to quote single rate/unit rate as per specification specified in Annexure-I containing approximately pages per book however incase of increase or decrease of pages in any books will be calculated on pro-rate basis based on outcome of L1 rate of this tender, otherwise Tender will be rejected.**
- 11) **The successful bidder will be printed all work books for all medium for all departments. The workbook will be separated subject wise, chapter wise and medium wise by the successful bidder and distributed on Month wise and Syllabus wise as well as intimated by the Department concerned by the successful bidder. After receiving the quantity from the department, the successful bidder must be delivered the printed quantity within a week.**
- 12) The decision of the tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specification, standard and quality etc. of articles shall be final.
- 13) The tender quantity is tentative and the actual purchase can be as per the requirement of the Department concerned and rate contract is invited for printing of workbook and the tenderer is bound to supply such requirement without any demur.
- 14) Price escalation clause will not be entertained under any circumstances while contract in progress.
- 15) No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 16) 10 % security deposit on order value will be deposited by the successful bidder.
- 17) The Earnest Money(s) Security Deposit(s) paid by the Bidder (s) earlier against any tender (s) or Supply order(s) is / are not adjustable with Earnest Money or Security Deposit required by these conditions/tenders.
- 18) The successful bidder has to supply the goods strictly as per specification /sample and within prescribed time limit. If the material supplied not found as per the specification / sample/inferior in quality, the entire supply order is liable for cancellation and EMD / SD paid will be forfeited to government and said agency shall be blacklisted.
- 19) No separate agreement will be required to be signed by the successful bidder(s) for the purchase of the Contract for supply. Rates tender offered in response to the concerned tender shall be considered as acceptance of all above terms & conditions for supply for all legal purpose.
- 20) Extension of time limit for supplier may be considered by the Tender Inviting Officer up to 50% of the original stipulated time for supplies and beyond that by the Competent Authority to accord expenditure sanction or enter into contract with reference to the amount involved in the contract. However, extension of time limit will be considered in very exceptional circumstances and at the discretion of time limit will be considered in very exceptional circumstances and at the discretion of the above authorities and supplier cannot claim it as a matter of right. The extension so granted, may be with levy of compensation for delay in execution of supply order up to 10% of the cost of the delayed quantity, competent to grant extension of time limit, provided such request is made in time depending upon the circumstances and such decision in the matter will be final.
- 21) Only on satisfactory completion of supply of goods, bills of the supplier to be admitted for payment, the amount of Security Deposit / Earnest Money Deposit will be refunded after expiry of guarantee /warranty period if any, or such date / period as may be mutually agreed upon. The guarantee / Warranty period will be form the date of supply of full quantity of the goods.

- 22) All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order and submitted to the respective department as instructed by the tender inviting Authority.
- 23) The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 24) Permanent Helpline number along with the number and address of senior officials of the agency to be provided. The Head Master/Teachers of the school may contact them for resolving technical issue, if any raise.

All disputes subject to Diu jurisdiction only.

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

Tender Inviting Officer.

**Signature of the Supplier with
Rubber Stamp with date.**

Education Officer,
Elementary Education,
District Panchayat, Diu

ANNEXURE-I

U. T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Education Section, D.P., Diu
Diu – 362520

(SPECIFICATIONS)

Sr.No.	Suggested Specification
1.	<p>The above rate working with complete process for inside printing, folding, cover printing, varnishing and Book perfect binding, bundling.</p> <p>Cover Paper :- 80 GSM paper</p> <p>Inside Printing :- Inside</p> <p>Cover Printing :- Black and white front side no inner printing</p> <p>Binding : - Perfect Binding (Without section sewing)</p> <p>Packing :- Bundle packing</p> <p>Quality tolerance : - 5% (<u>±</u>)</p> <p>Paper Quality :- 70gsm</p> <p>Printing :- black and white</p> <p>GST and Transportation, packing will be inclusive.</p>

Education Officer,
Elementary Education,
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Education Section, D.P., Diu
Diu-362520

Schedule of Rate for Workbook

Sr. No	Item	Approx. quantity of pages	Unit	Rate per Unit (In word & Figure)
1	Printing of work for Gujarati and English Medium for Students of Govt. Primary and Middle Schools of Diu District under UT Administration of D & N.H and DD.	12,92,330	1 page (1 Page 2 side printing).	
	Total			

Education Officer,
Elementary Education,
District Panchayat, Diu

Annexure- A

(tender Notice No. _____ 2021-22)

To,

Sub: Tender Printing of Workbook – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

we, _____ who are an established and reputed manufacture of _____ having factory / factories at _____ hereby certify that M/s. _____ (name & address of the distributor / dealer / agent) is our authorized distributor / dealer / agent & we authorize them to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender document for the above goods. We hereby agree to manufacture _____ as per the tender specification and supply the same to M/s. _____

No other companies other than M/s _____ is authorized by us to represent us in the above referred tender.

FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP OF
MANUFACTURER'S / AUTHORISED SUPPLIERS.

Annexure – B

Undertaking

(tender Notice No. _____ 2020-21)

To,

Sub: Tender Printing of Workbook – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us.

TENDER'S FULL SIGNATURE
WITH FULL NAME & RUBBER

Annexure-C

UNDERTAKING

(Tender Notice No. _____)

To,

Sub: Tender Printing of Workbook – Reg..

Ref:- e-Tender ID No. _____ due on _____

Dear Sir,

I/We _____ (Full Name in the Capital Letter starting with surname) the Proprietor / Managing Partner / Managing Director / Holder of the Business / Authorized Distributors for the Establishment / Firm / registered Company named herein below do here offer to supply the _____ as mentioned in the tender & in accordance with the specifications therein.

TENDER'S FULL SIGNATURE
WITH FULL NAME & RUBBER

Tentative Requirement Standard wise, Subject wise and Semester Wise is as bellow:

Sr. No.	Particular	First & Second Semester Examination				
		Approx. Enrolment	Subject	Semester	Total Page of Work Sheet	Approx. Page Quantity Required (Enroll. x Page of Worksheet)
1	Work Sheet for Std 1 st (GM)	185	2	2	250	46250
2	Work Sheet for Std 2 nd (GM)	278	2	2	245	68110
3	Work Sheet for Std 3 rd (GM)	279	3	2	270	75330
4	Work Sheet for Std 4 th (GM)	297	4	2	253	75141
5	Work Sheet for Std 5 th (GM)	357	5	2	392	139944
6	Work Sheet for Std 6 th (GM)	426	7	2	450	191700
7	Work Sheet for Std 7 th (GM)	426	7	2	500	213000
8	Work Sheet for Std 8 th (GM)	474	7	2	500	237000
9	Work Sheet for Std 1 st (EM)	220	4	2	250	55000
10	Work Sheet for Std 2 nd (EM)	214	4	2	225	48150
11	Work Sheet for Std 3 rd (EM)	169	4	2	270	45630
12	Work Sheet for Std 4 th (EM)	157	4	2	225	35325
13	Work Sheet for Std 5 th (EM)	122	4	2	250	30500
14	Work Sheet for Std 6 th (EM)	125	7	2	250	31250
	Total					1292330