

**U.T ADMINISTRATION OF DAMAN & DIU  
EDUCATION OFFICE, ELEMENTRY DEPARTMENT,  
SARVA SHIKSHA ABHIYAN, DIU**

No. EDN/DP/SSA/Furniture/2014-15/ 272

Date: 21/02/2015

**E - TENDER NOTICE**

Sealed tenders are hereby invited by the Education Officer, Sarva Shiksha Abhiyan, Diu on behalf of the President of India for supply of Furniture (Benches & Desk) as stated below as per the terms and condition stipulated attached herewith.

Tender documents should be submitted along with non-refundable tender fees of ₹. 1000/- in the form of DD, in favour of **DISTRICT PROJECT OFFICER, SARVA SHIKSH ABHIYAN, DIU** and refundable E.M.D. Rs. 20,700/- of the total cost of supply items in the form of FDR in favour of **DISTRICT PROJECT OFFICER, SARVA SHIKSHA ABHIYAN, DIU**.

Last date to downloading of tender documents :- 10/03/2015 up to 12:00 pm

Last date & time for the receipt of Price :- 10/03/2015 up to 3:00 pm


Last date & time for receipt of Technical Bids on :- 16/03/2015 up to 12:00 pm

Technical Stage Bid opening date on :- 16/03/2015 at 03:00 pm

Online Opening of Price Bid on :- 16/03/2015 at 04:00 pm (if possible)

**Furniture Items**

Sr. No.	Description	1 pair Rate in ₹.
1	<b>Desk &amp; Bench (2 seater) Teak wood</b> <b>Material: Wooden, Polished</b> <b>Desk Size: '35' Length '28' Height '14' width</b> <b>Bench Size: '35' length '16' height '11' width</b> <b>Legs Size: 45 X 45</b> <b>Spot Size: 45 X 35</b>	

  
**(Anil A. Solanki)**  
**Education Officer, EE &  
DPO, SSA, Diu**

**U.T ADMINISTRATION OF DAMAN & DIU  
EDUCATION OFFICE, ELEMENTRY DEPARTMENT,  
SARVA SHIKSHA ABHIYAN, DIU**

**E-TENDER (ONLINE) – 2014-15**

Sealed Tender are hereby invited from the interest parties, on behalf of the Education Officer, Sarva Shiksha Abhiyan, Diu by the undersigned through online Tender on [Http://daman.nprocure.com](http://daman.nprocure.com) or [www.nprocure.com](http://www.nprocure.com) for **Supply of Office Furniture (Benches & Desk)** from Manufacturer/Authorized Dealer/Suppliers. E-Tender Notice also available on <http://diu.gov.in>.

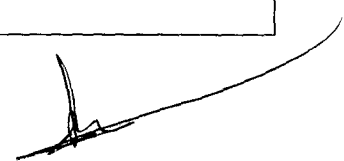
Sr. No.	Description of items	EMD (Earnest Money Deposit)	Tender Fees(Non Refundable)
1	Purchase of Furniture (Benches & Desk)	Rs. 20,700/-	Rs. 1,000/-

*Last date of downloading of tender documents	Up to 10/03/2015 up to 12:00 PM
*Last date & Time for Receipt of Price	On 10/03/2015 up to 3:00 PM
*Last date & Time for receipt of Technical Bids	On 16/03/2015 up to 12:00 PM
*Technical Stage Bid Opening date	On 16/03/2015 at 03:00 PM
*On line opening of Price Bid	On 16/03/2015 at 04:00 PM (if possible)
*Bidders have to submit price bid in electronic format only on ( <a href="https://daman.nprocure.com">https://daman.nprocure.com</a> or <a href="http://www.nprocure.com">www.nprocure.com</a> ) website till the last date and time for submission. Price Bid in physical shall not be accepted in any case.	
1. Submission of tender fees in form of DD and EMD in form of FDR in favour of <b>District Project Officer, Sarva Shiksha Abhiyan, Diu</b> . Valid copy of Sales Tax, Central Sale Tax registration number with certificate of manufacturer/supplier, PAN number etc. These are the mandatory document required to be uploaded and RPAD/Speed Post/Courier shall also submit hard copy of the above mentioned documents to the tender inviting authority, however, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before <b>16/03/2015 12:00 pm</b> in the office of the undersigned.	
The Tender Inviting Authority reserves the right to accept or reject any or all the tender and items to be received without assigning any reasons thereof.	
Bidder can post their queries if any, on <a href="mailto:ssa_diu@yahoo.co.in">ssa_diu@yahoo.co.in</a> or phone No.02875-253944.	
In case any bidder need any clarification is required for participating in the online tender process they can contact the following office.	
“(n) Code Solution – A Division, GNFC Ltd.” 403, GNFC Info Tower, Bodakdev, Ahmedabad – 380 054 Gujarat (India) Email : <a href="mailto:nprocure@gnvc.net">nprocure@gnvc.net</a> Fax No. 079-2685732, Tele: 079-2685-7316-18	

**All the supplier's / manufacturers are directed to Scanned the following documents:-**

- a. Copies of the Income Tax Returns of last three years.
- b. Sales Tax/VAT Registration Certificate.

If the scanned copy of the above documents are not visible during opening of the tender. The Tender shall not be downloaded.

  
(Anil A. Solanki)  
Education Officer, EE &  
DPO, SSA, Diu

Copy to: The DIO, NIC, Diu for publishing on Website.

## TERMS & CONDITIONS

1. Tender must be mandatorily submitted through online submission on above mentioned site. Scanned copy of all the required and/or optional documents including the Demand Draft/Bank Guarantee must be uploaded while online submission. The amount of Tender fee is **Rs. 1,000/-** which must be paid in form of DD in the name of **DISTRICT PROJECT OFFICER, SARVA SHIKSHA ABHIYAN, DIU**. Tenderer should submit scanned copy attachment of any of the required documents mentioned below. Hardcopies of all these documents must be submitted in sealed envelope along with Technical Bid.
2. Completed tender form should contain the following documents/certificates.
  - a) Copies of the Income Tax Returns of last three years.
  - b) Sales Tax/VAT Registration Certificate.
  - c) Proof of manufacturer/dealership of the items tendered for.
3. The Earnest Money Deposit (EMD) of ₹. **20,700/-** is payable in form of FDR issued by Scheduled Bank in favour of **DISTRICT PROJECT OFFICER, SARVA SHIKSHA ABHIYAN, DIU** payable at Diu. Tender received without Earned Money Deposit will be treated as invalid.
4. The rate(s) quoted should be strictly for free door delivery at Schools Diu District respectively & will be valid and operative for supply order issued on or before.
5. The rates should be quoted inclusive of all taxes, installation & commissioning charges any other tax/charge applicable.
6. No extra charge for packaging, forwarding and insurance, transportation etc. will be paid in addition to the rates quoted.
7. The bidders have to bring sample of the Desk & Benche in Education Office, Sarva Shiksha Abhiyan, Diu so as to check the quality of teak wood before opening of Financial bid on the date and time of opening of Technical bid.
8. **Two Bid Systems** – The bidder should ensure that they submit the Bid in two separate sealed covers each super scribed “Technical & Financial Bid”.
  - A. **Technical Bid Cover:** Technical bid consisting of all technical details.

**DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID.**

    - a) All documents mentioned in Technical Bid Form.
  - B. **Financial Bid Cover:**
    - a) The EMD cover should contain EMD amount in form of FDR as mentioned in the tender. The name of the Bank must be mentioned on cover itself. This may be noted that the offer without EMD will not be accepted and the technical Bid cover will not be opened.
    - b) The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and super scribed. The technical bids are to be opened by the purchasing committee online at the first instance and evaluated by a competent committee. At the second stage, financial bids of only the technically acceptable offers will be opened online for further evaluation and ranking before awarding the contract.
8. The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture.
9. Rates quoted for items other than the required specification/make/manufacture may not be considered.
10. The tender should specify the name of the manufacturer for the items quoted by him along with catalogue of the items.

11. The decision of the DPO, SSA, Diu for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
12. The Purchase Committee will open the Tenders online in presence of tenderers or their representatives, if any presents in the Office of the DPO, SSA, Diu on **16/03/2015 at 03:30 pm.** The Purchase Committee will first open the technical bid and considering the technical specifications and eligible criteria along with sample verification, Committee will open the financial bid only of those firms who are qualified for technical bid as per minimum specification given by the department.
13. The DPO, SSA, Diu 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.
14. 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 for all legal purpose.
  - (a) The Successfully tenderer will have to pay an amount equal to 10% of the total value of articles mention in the supply order within 10days from the date of the order as Performance Guarantee in form of FDR, in favour of DISTRICT PROJECT OFFICER, SARVA SHIKSHA ABHIYAN, DIU . The Performance Guarantee will be returned only after the end of warranty period.
  - (b) Non-receipt of Performance Guarantee within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
15. The successful bidder will be given supply order by the department for supply of specified items within 45 days of receipt of the supply order.
16. In case, the supplier does not execute the supply order placed with him, within 8 weeks from the date of supply the 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.
17. EMD will be forfeited in case successful bidder fails to furnish security deposit in time.
18. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them.
19. For specified items, the amount of Performance Guarantee will be refunded after expiry of guarantee/Warranty period. For other items, security deposit will be released only on satisfactory completion of the supplies, or any such date/period as may be mutually agreed upon.
20. For specified items, the amount of Performance Guarantee will be refunded after expiry of guarantee/ Warranty period. For other items, security deposit will be release only on satisfactory completion of the supplies, or any such date/ period as may be mutually agreed upon.
21. Extensions of time limit for supplies shall be considered by the Education Officer, Sarva Shiksha Abhiyan, Diu maximum up to one month of issue of 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 provide such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
22. The supplies of furniture items for Diu District respectively of inferior sub-standard quality or of different specifications, brand, manufacturer etc. other than that ordered specified 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 DPO, SSA, Diu will not be responsible for any damage, loss etc. of such rejected articles.

23. If at any time after the order for supply of furniture items the DPO, SSA, Diu shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the DPO, SSA, Diu 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.
24. Termination of Supply Order:
- (a) In case of failure to replace the accepted and rejected articles from supplies made, as mentioned in the conditions, the loss suffered by the SSA, Diu will be recovered from the supplier's Security Deposit or payment of any bill(s) to the extent required.
- (b) 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 DPO, SSA, Diu 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.
25. 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.
26. All bills should be in Triplicate and should invariable mention the number and date of supply order.
27. All bills for amount above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs. 5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
28. Each bill in which Value Added 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 Sale 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".**
29. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Diu jurisdiction only.
30. The tender documents can be submitted up-to **12:00pm 16/03/2015** and technical Bid shall be opened on same day at **3:00 hrs** if possible in the office of the DPO, SSA, Diu in the presence of the Purchase committee and Tenderer(s) or their representative(s) if present.
31. The designated committee will check quality of the furniture supplied before installation at DPO, SSA, Diu respectively and if found unsuitable, the authority will have rights to ask the supplier to provide suitable items/brand.
32. Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the 1<sup>st</sup> class and standard quality. The specification asked for should be written clearly "Yes" or "No" on Principal or Manufacturer Letter Head.

33. The items as mentioned in the list are the approximate estimates invited and actual purchase may more. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
34. The tenderers should give the guaranty/warranty for the period of not less than one year from the date of installation against any manufacturing defect.



**(Anil A. Solanki)**  
**Education Officer, EE &**  
**DPO, SSA, Diu**

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

**Note: Please return one copy of these conditions duly signed along with your Tender/Quotations and upload scanned copy online.**

## ONLINE TECHNICAL BID FORM

Sr. No.	Scanned Copy of the following Documents. (Originals to be attached with Technical Bid Hardcopy)	Scanned Copy attached YES / NO
1	DD for Tender Fees of Rs.1000/-	
2	EMD of Rs. 20700/-	
	Income Tax Returns of last three years. i.e.	
3	FY2013-14	
	FY2012-13	
	FY2011-12	
4	Sales Tax/VAT Registration Certificate.	
5	Acceptance of Terms and Condition of Tender dully signed.	



**List of Documents to be uploaded Scanned Copy**

1	DD for Tender Fees of Rs.1000/-
2	EMD of Rs. 20700/-
3	Income Tax Returns of last three years. i.e.
	FY2013-14
	FY2012-13
	FY2011-12
4	Sales Tax/VAT Registration Certificate.
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