

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Office of Directorate of Education
Opposite Pargola Garden, Court Campus, Fort Area,
Moti Daman – 396 220**

No.DE/DMN/Tender/School Stationery/2021-22/539

Date: - 26/05/2021

**E-TENDER (ONLINE) INVITATION NOTICE (e-Tender)
Tender ID No.- /School Stationery/2021-22**

Tenders are hereby invited **along with samples** from the interested Manufacturers/Authorized Dealers / Suppliers by the Director of Education, Dadra & Nagar Haveli and Daman & Diu on behalf of the President of India for the Procurement of School Stationery for the students studying in Government Primary/Upper Primary and Government Secondary/Higher Schools running under control of U.T. Administration of Dadra & Nagar Haveli and Daman & Diu through online tender on the website <http://ddtenders.gov.in> on or before **16/06/2021 up to 15:00 Hrs.**

Sr. No.	Name of item (As per specification in Annexure-I enclosed herewith)	Quantity required in No.	EMD (₹.)	Tender fees non refundable (₹.)	Time limit
1	School Stationery Item as per the schedule of supply and specification attached at Annexure-I.	As per Annexure-I	₹. 5,89,500/-	5,000/-	45 days after issue of Supply Order

Tender publishing on	26/05/2021 at 12.00 hrs.
Tender download from	26/05/2021 at 13.00 hrs.
Tender download till	16/06/2021 at 15.00 hrs.
Date of Pre-bid meeting	01/06/2021 at 15.00 hrs.
Last Date for submission of Clarification (on discussion in the pre-bid Meeting)	05/06/2021 at 11.00 hrs.
Bid submission start from	27/05/2021 at 11.00 hrs.
Bid submission closing on	16/06/2021 at 15.00 Hrs.
Bid opening on	16/06/2021 at 16.00 Hrs.
The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation.	
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 down loaded from the website http://ddtenders.gov.in	

Sd/-
(Nilesh Gurav)
Director of Education
U.T. of DNH & DD
E-mail:diredud-d@nic.in
(0260-2230126)

Copy to:

1. The All Heads of Officers, UT of Dadra & Nagar Haveli and Daman & Diu for displaying on the Notice Board.
2. The Director (IT), Secretariat NIC, Daman for publishing/listing on the official website of Dadra & Nagar Haveli and Daman & Diu Administration.

TERMS & CONDITIONS FOR THE PROCUREMENT OF SCHOOL STATIONERY ITEM FOR THE STUDENTS STUDYING IN GOVERNMENT PRIMARY / UPPER PRIMARY AND GOVERNMENT SECONDARY AND HIGHER SECONDARY SCHOOLS UNDER THE U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU.

(Tender ID No.- /School Stationery/2021-22)

1. The bidder should be a Interested Manufacturer/authorized dealer distributor or supplier of **School stationery Item**. 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 **Demand Draft (DD)** forms online as well as well as in physical form. Technical Bid received without scanned copies of Tender Fees shall not be considered for evaluation.
 - b. The **EMD** will be submitted only in **Fixed Deposit Receipt (FDR)** form with 6 month validity from the date of tender invitation date beyond guarantee period online as well as in physical form. Technical Bid received without scanned copy of **EMD** shall not be considered for evaluation
 - c. The Bidder should upload the copy of valid **International Organization for Standardization (ISO)** certificate.
 - d. The Bidder should have produced the copy of **Average Annual Turnover of similar work** (i.e. supply of Stationery related Items) i.e. **₹. 2.00 Crores** for last three financial years.
 - e. Upload copy of **Income tax paid** for the last three years along with **copy of Turnover Certificate** certified by registered Chartered Accounts Firm.
 - f. The Bidder should upload the valid **shop Establishment Certificate / Udyog Aadhar Registration**.
 - g. The copy of **Goods & Service Tax (GST) Registration Certificate**.
 - h. The copy of **Last paid receipt of Goods & Service Tax (GST)**.
 - i. The copy of **Permanent Account Number (PAN) Card on Company Letter head** duly stamped and signed by Bidder.
 - j. The copy of **Bank Solvency Certificate @ ₹. 1.00 crore** may be submitted.
 - k. The Bidder should have experience of supply of School Stationery Item in to Govt. organization in the past 3 years for minimum **₹. 2.00 Crores** or higher amount.
 - l. The copy of **satisfactory completion certificate must be uploaded along with the Supply Order**.
 - m. The Bidder should submit sample in the **O/o. Assistant Director of Education, Directorate of Education, Court Campus, Opposite Pargola Garden, Fort Area, Moti Daman** with Laboratory Test Report from Any Government Recognized NABL Accredited Laboratory during the current tender period and take acknowledge on the challan and upload the same in online Tender document.
 - n. The Bidder should have submit **Latest Laboratory Test Report (i.e. during the Tender Period) from any Government Recognized / NABL Accredited Laboratory along with 2 sets of samples one from each** Item listed in the requirement list which will be post-delivery tested by this Department.
 - o. The Bidder should **upload undertaking that the Terms and Conditions** mentioned in the tender are acceptable.
 - p. The Bidders should submit **undertaking that they are not blacklisted** by any organization previously.
 - q. The bidder should upload the **valid shop & Establishment Certificate / Udyog Aadhar Registration** for Authorized dealer or SSI/IEM/NSI for manufacturer.
 - r. The Bidder who will be technically qualified in documents as well as in test report only will be qualified for opening Commercial bid.
 - s. 10 % security deposit based on the amount of order will be submitted by the successful bidder.

Note:

- **Sr. No. 2 (a to q) including scanned copy of Tender Fees and EMD are mandatory documents to be uploaded online for qualifying in the Technical Bid Tender process.**
- **Bidder should upload whole bidding documents with giving page number as per Annexure II.**

Signature of the Supplier with
Full address & Rubber stamp.

Sr. No.	Stationery Item with criteria	Std.	Per unit
1	Drawing book 21 X 29.7 cm 100 GSM 40 pages	IV to X	Number
2	Drawing book with picture 40 pages	I to III	Number
3	Graph book	VI to XII	Number
4	Atlas	VI	Number
5	Sharpener	I to XII	Piece
6	Eraser (3 Number Per students)	I to XII	Piece
7	Pencil Box (10 Piece in Box) (1 Box per student)	I to XII	Box
8	Foot Rule Steel Standard Quality (Small)	I to IV	Piece
9	Foot Rule Steel Standard Quality (Big)	V to XII	Piece
10	Compass box with Geometric Utensils	III to XII	Piece
11	Slate Plastic frame	I & II	Piece
12	Slate Pen	I & II	Box
13	Ball Pen (6 Number Per Student)	VI to XII	Number
14	Compass Box (Without Geometric Utensils)	I & II	Number
15	Sketch pen	III to VIII	Set
16	Wax Colour	I & II	Set
17	Water Colour	VIII to X	Set
18	Paint Brush	VIII to X	Number
19	Water Bottle	I to VIII	Number

- a. L1 will be considered for each category as mentioned above.
- The post-delivery testing of School Stationery will be done. Based on recommendation(s) of testing result, if the sample(s) does not meet(s) the requirement of tender specification with respect of the test carried out by testing agency, payment will not be released and EMD / SD deposited with tender will be forfeited immediately and the firm will be blacklisted, with approval of the Competent Authority.
 - The procurement of School Stationery is being done for the year 2021-2022; hence the manufacturing of School Stationery should be of the year 2021 only.
 - The department reserves the right to **increase/decrease the ordered quantity by up to 25%** at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
 - The successful bidder fails to execute the supply of ordered material in stipulated time as prescribed in the tender notice; **the penalty of 0.5% per week of the delivered price of the delayed material will be imposed.**
 - The Bidder who will be technically qualified in documents as well as in test report will be qualified for opening Commercial bid.
 - The Bidder should have uploaded **undertaking that the terms and conditions** mentioned in the tender are acceptable.
 - The Bidders should have submitted undertaking that they are **not blacklisted by any organization** previously.

Signature of the Supplier with
Full address & Rubber stamp.

10. Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in favour of **The Assistant Director of Education” payable at Daman** 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 **16/06/2021 at 15:00 Hrs. Office of the Assistant Director of Education, Directorate of Education, Court Campus, Opposite Pargola Garden, Fort Area, Moti Daman.**
11. Bidder has to submit price bid in Electronic Format only on <http://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 which are qualified in technical bid.
12. The bidder should furnish tender fee in form of **Demand Draft** and **Earnest Money Deposit** in form of FDR drawn on scheduled/National bank in favour of **The Assistant Director of Education, Daman payable at Daman** 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 bidder unsuccessful.
13. 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 opening of tender.
14. The rates quoted in the price bid shall be inclusive of all charges on account of loading, unloading and transportation at all Schools situated in entire UT of Dadra & Nagar Haveli and Daman & Diu as the case may be.
15. The Bidder has to quote single rate as per specification specified in Annexure-I, otherwise Tender will be rejected.
16. No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
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. The design of the Logo will be provided by this department at time of issue of work order.
20. 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.

Signature of the Supplier with
Full address & Rubber stamp.

21. 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.
22. 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 from the date of supply of full quantity of the goods.
23. No advance payment will be made.
24. All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order.
25. 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.
26. All Contracts will be given to the overall lowest Bidder not item wise due to technology reasons.

All disputes subject to Daman jurisdiction only.

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

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

Tender Inviting Officer.

Sd/-
(Nilesh Gurav)
Director of Education
U.T. Of DNH & DD
E-mail:diredud@nic.in
(0260-2230126)

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Office of Directorate of Education
Opposite Pargola Garden, Court Campus, Fort Area,
Moti Daman – 396 220.**

(Tender ID No.- /School Stationery/2021-22)

Annexure –I

SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY ITEM

Sr. No	Item	Quantity Required	Unit	Rate per Unit (In word & Figure)
1	Drawing book 21 X29.7 cm 100 GSM (Std. IV to X) 40 pages	51,969	Nos.	
2	Drawing book with picture (Std. I to III) 40 pages	22,616	Nos.	
3	Graph book (Std. VI to XII)	45,785	Nos.	
4	Atlas (Std. VI Only)	7,664	Nos.	
5	Sharpener (Std. I to XII)	84,298	Piece	
6	Eraser (Std. I to XII) @ 3 Nos. each	84,298	Piece	
7	Pencil Box (10 Pcs in Box) (Std. I to XII) @ 1 Box Each	84,298	Box	
8	Foot Rule Steel Standard Quality (Std. I to IV) Small	30,346	Piece	
9	Foot Rule Steel Standard Quality (Std. V to XII) Big	53,952	Piece	
10	Compass box with Geometric Utensils (Std. III to XII)	69,995	Piece	
11	Slate Plastic frame (Std. I & II)	14,303	piece	
12	Slate Pen (Std. I & II)	14,303	Box	
13	Ball Pen (Std. VI to XII) @ 6 nos. each	45,595	Nos	
14	Compass Box (Std. I & II) (without Geometric Utensils)	14,303	Piece	
15	Sketch pen (Std. III to VIII)	47,560	Set	
16	Wax Colour (Std. I & II)	14,303	Set	
17	Water Colour (Std. VIII to X)	19,979	Set	
18	Paint Brush (Std. VIII to X)	19,979	Nos.	
19	Water Bottle (Std. I to VIII)	61,863	Nos.	

Sd/-
(Nilesh Gurav)
Director of Education,
UT of DNH & DD
E-mail: dired-ud@nic.in
(0260-2230126)

(Tender ID No.- /School Stationery/2021-22)
Annexure – II

**CHECKLIST OF DOCUMENTS TO ONLINE UPLOAD TENDER FOR PROCUREMENT
SCHOOL STATIONERY FOR THE YEAR 2021-22**

Sr. No.	Documents required	Yes / No	If Yes Provide Details	Page No		Remarks
				From	To	
1.	Authorization letter / certificate from the distributor / Manufacturer / authorized dealer or supplier of Note Book as per format prescribed in Annexure “A” .					
2.	To upload the scanned copies of all the mandatory documents duly signed and stamped by the bidder compulsorily online only while submission of bid.					
a.	Copy of Tender Fees in forms of Demand Draft (DD) to be upload online as well as and in physical form along with Bid Documents					
b.	The EMD to be submit only in FDR form with 6 month validity online as well as in physical form.					
c.	Upload copy of valid ISO certificate.					
d.	Upload copy Average Annual Turnover of similar work (i.e. supply of Note Books Items) of ₹. 2.00 Crores for last three financial years.					
e.	Upload copy of Income tax paid for the last three years along with copy of Turnover Certificate certified by registered Chartered Accounts Firm.					
f.	Upload copy of valid shop Establishment Certificate / Udyog Aadhar Registration.					
g.	Upload copy of GST Registration Certificate.					
h.	Upload copy of Last paid receipt of GST.					
i.	Upload copy of Pan Card on Company Letter head duly stamped and signed.					
j.	Upload copy of Bank Solvency Certificate @ 1.00 crore.					

Sr. No.	Documents required	Yes / No	If Yes Provide Details	Page No		Remarks
				From	To	
k.	Upload copy of experience of supply of School Note Books in to Govt. organization in the past 3 years for minimum of ₹. 2.00 Crores or higher amount.					
l.	Upload copy of satisfactory completion certificate along with the Supply Order.					
m.	Submit 2 sets of sample physically along with Tender Documents					
n.	Upload copy of Latest Laboratory Test Report (i.e. during the Tender Period) from any Government Recognized / NABL Accredited Laboratory.					
o.	Upload copy of undertaking that the Terms and Conditions mentioned in the tender are acceptable.					
p.	Upload copy of undertaking that bidder was not blacklisted by any organization previously.					
q.	Upload the valid shop & Establishment Certificate / Udyog Adhar Registration for Authorized dealers or SSI/IEM/NSI for manufacturer.					

Sd/-

(Nilesh Gurav)
Director of Education
U.T. of DNH & DD
E-mail:diredud@nic.in
(0260-2230126)

Sign and seal of the bidder/ Manufacturer on their Letter Head

SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY ITEM

Sr. No.	Item	Specification
1.	Sharpener	Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length -25mm (min) Width-15mm (min) Height-10mm (min)
2.	Eraser	Eraser should be made of non-toxic plasticized PVC rubber material and should be natural white in colour. The dimensions of eraser shall be Length- 25mm (min) Width-12mm (min) Height-9mm (min)
3.	Pencil Box	Writing Pencil Box: - The Writing Pencil Box Consisting of 10 NOs of Pencils, 1 Sharpener and 1 Eraser, super dark premium bonded lead HB pencils. The pencils shall be nontoxic.
4.	Foot Rule (Small)	The Scale should be made of high quality of Stainless Steel. It should have 3mm blank space at both ends beyond markings. The lines and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length – 156 mm – min. Breadth – 25 mm - min
5.	Foot Rule (Big)	The Scale should be made of high quality of stainless Steel. It should have 3mm blank space at both ends beyond markings. The line and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-306 mm – min. Breadth – 29 mm – min Weight – 20 gms -min
6.	Sketch Pen	12 sketch pen set of good quality like Camlin, Faber Castel, luxury and etc.
7.	Wax Colour	12 Wax colour set of good quality like Camlin, Faber Castel, Luxury and etc.
8.	Water Bottle	<p>(i) Design and pattern of the water bottles must be as per indicative stores sample.</p> <p>(ii) Shape shall be cylindrical with maximum diameter of 60 mm at centre for proper grip and which should fit within the side pouch of the school bag. The water bottle shall have opening with minimum 1 ½ turn threads. The main lid shall be screwed to fit tight to bottle. The main lid shall have at least 20 mm dia. Opening for drinking water. The opening shall be shut close with second lid which shall be part of main lid. The second lid shall be fixed on hinge to main lid.</p> <p>(iii) Material used for making water bottle must be made odourless, hygienic & of FDA approved transparent polyethylene (terephthalate) minimum 0.65 mm thick with hinge type lid.</p> <p>(iv) Water bottle to have easy grip and leak-proof sealing cap for easy handling.</p> <p>(v) Caps of water bottle should be of Pink, Red, Yellow and Violet colours.</p> <p>(vi) Water bottles to conform to EN71 standards in all other aspects.</p>
9.	Slate Plastic frame	The writing slate shall be of size 200 mm x 250mm. the slate shall be 3mm thick. The slate shall have grids on one side and ruling on another side. The slate shall have fine finishing, smooth surface for easy to write. The slate shall be bounded with deluxe tin frame.
10.	Slate Pencil	The writing slate pencil shall be of standard quality and writable on slate.
11.	Compass box with Geometric Utensils	<p>(i) Geometry Compass Box:- The Geometry Box should be made of 0.22 mm thick (minimum) tin free Mild steel (Press Metal Sheet). The corners should be curved so that there are no sharp edges. The sheet metal should have Zinc plating for resistance against rust. The art work etc. shall be as per manufacturer's design. The box should have two lock.</p> <p>The box Length shall be 180mm (±5mm), Breadth shall be 75mm (±5mm)</p>

Sr. No.	Item	Specification
		<p>and Height shall be 18 mm (± 2mm).</p> <p>The Box should be printed with wordings Department logo, and also the Name of the Manufacturer. The overall appearance of geometry compass box shall exude quality of construction & superlative finish of art work/paint work on the outside of box. Box should have compartments for separating and protecting the components from damages. The Geometry Compass Box shall consist of following sets of instruments that will be used by children for drawing Geometric constructions, writing & marking etc.</p>
		<p>(ii) Scale:- The scale should be made of high quality of stainless steel for general purpose. It should have 3 mm blank spaces at both ends beyond markings. The lines and numbers showing “mm” “inch” on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-156mm and Breadth – 25 mm (min) Weight – 8 gm (min)</p>
		<p>(iii) Protractor:-The protractor should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on protractor shall be printed with special printing ink for taking accurate measurements. It should have semi-circular shape with angles from 00 to 1800 marked in clockwise & anticlockwise directions. The dimensions of protractor shall be Base-98mm (min) and Height-55mm (min) weight-5 gm (min)</p>
		<p>(iv) Compass:-Compass should be made of high quality M.S. and it should have rust resistant coating. Pencil holder and the ring should be made of A B S (Acetate, Butane and 28 styrene) for proper grip. Compass should have needle cap for protection. The dimensions of compass should be Length-85mm (min) Length of holder from pivot-60mm.</p>
		<p>(v) Divider:- Divider should be made high quality M.S. and it should have rust resistant coating Divider should have needle cap for protection. The dimensions of divider should be Lench-110mm (min) Length from pivot-60mm (min)</p>
		<p>(vi) Set-square-Two types: The set squares should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on set squares shall be printed with special printing ink for taking accurate measurements. The dimensions of set squares shall be 300-600 set square Base-73mm (min) and Height-125mm (min) Weight- 5 gms (min) 450 set square Base -95mm (min) and Height-95mm (min) Weight – 5 gms (min) Base is adjacent to 900 angle.</p>
		<p>(vii) Pencil: Wooden HB Pencil should have hexagonal cross section & it should have high quality graphite lead point. The colour coating on pencil should be non-toxic.</p> <p>(viii) Sharpener: Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length-25mm (min) Width-15mm (min) Height-10mm (min)</p> <p>(ix) Eraser: Eraser should be made of non-toxic PVC rubber material and should be natural white in colour. The dimensions of eraser shall be length-25mm (min) Width-12mm (min) Height-9mm (mm)</p>
The Geometry Compass Box shall conform to EN71 (Part 1,2 &3)		
12.	Compass Box	Good quality of Plastic Compass Box
13.	Water Colour	The Water colours shall be set shall be set of 12 shades viz. – Super White,

Sr. No.	Item	Specification
	(15M1)	Tempera Black, Tempera red, Tempera Green, Lemon Yellow, Burnt Sienna, Prussian Blue, Light Green, Yellow Ochre, Chrome Yellow, Medium Hue, Cobalt Blue Hue, Crimson. The colours shall be filled in glass bottle with air tight plastic lid to close the bottle when not in use. The colours shall be easy to mix, flow easily and dry quickly when applied on paper.
14.	Paint Brush	The overall total length of brush shall be: Size 1 155mm The brushes shall be round in shape. The bristles shall be firmly fixed to brush and shall be of best synthetic hair. The handle shall be elegant light weight wooden handle for perfect grip. The ferrule shall be anti-rust.
15.	Atlas	The Indian/World Map is in syllabus for the Upper primary & secondary section students. A clear and understandable introduction of planet-earth, figures and facts and mapping should cover in this book for students. The Atlas should page with high quality 3-D colored maps which has to be informative and easy to read. The maps should be supported with flags for making the study matter easy along with related valuable information can be seen in the book widening students' knowledge about the world's geography. Atlas book presents a realistic view of the mountains, rivers, plains and deserts. Atlas books should be a good source of reading for both physical and political knowledge. The map has extensive information about each country and their states. From the planets, flags and logos, facts and figures to the places, the World Map has all features that enthusiastic students may look for. Atlas book should be updated version and of good / reputed publications like, Oxford, Navneet, IMS etc. with the latest specifics about the countries and the changes in geographical terrain.
16.	Ball Pen	Good quality of Ball Pen in Blue Colour.
17.	Drawing Book	Plain Drawing book with good quality paper which ensures flawless sketching and colour. Long Note book, 21 X 29.7, 40 pages, Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
18.	Drawing Book with pictures	Drawing book with Pictures and good quality paper which ensures flawless sketching and colour. Long Note book , 21 X 29.7, 40 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
19.	Graph Book	Graph Book with good quality paper. Size 21 X 29.7, 50 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining

Sd/-
(Nilesh Gurav)
 Director of Education
 U.T. of DNH & DD
 e-mail:diredu-dd@nic.in
 (0260-2230126)

Annexure- A

(Tender ID No.- /School Stationery/2021-22)

To,

Sub: Tender for supply of School Stationery Item- 2021-22 – Reg.

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

Dear Sir,

We, _____ who are an established and reputed manufacture of _____ having factory / factories having Shop Establishment Registration Udyog Aadhar registration 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 company 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 ID No.- /School Stationery/2021-22)

To,

Sub: Tender for supply of School Stationery Item- 2021-22 – 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 ID No.- /School Stationery/2021-22))

To,

Sub: Tender for supply of School Stationery Item 2021-22 – 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