

**UT 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/Note Book/2021-22/540

Date: - 26/05/2021

**E-TENDER (ONLINE) INVITATION NOTICE (e-Tender)
Tender ID No.- /Note Book/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 Notebooks for the students studying in Government Primary/Upper Primary and Government Secondary/Higher Schools running under control of UT 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.	Description of items (As per Specification given at Annexure-I enclosed herewith)	Quantity required in no.	E.M.D. (₹.)	Tender fees non-refundable (₹.)	Time Limit
1.	School Notebook	As per Annexure-I	₹. 5,14,000/-	₹. 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 downloaded from the website http://ddtenders.gov.in	

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

Copy to:

1. The All Heads of Officers, 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 NOTE BOOK 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.- /Note Book/2021-22)

1. The bidder should be a Manufacturer/authorized dealer distributor or supplier of Note Book. 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 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 copies 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 Average Annual Turnover of **similar work (i.e. supply of Note Books 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 Note Books** 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 - 396220** 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 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 category.
 - 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 Laboratory 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

3. The post-delivery testing of School Notebooks 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 / Security Deposit (SD) deposited with tender will be forfeited immediately and the firm will be blacklisted, with approval of the Competent Authority.
4. The procurement of School Notebooks is being done for the year 2021-2022; hence the manufacturing of Notebooks should be of the year 2021 only.
5. 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).”
6. 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.**
7. The Bidder who will be technically qualified in documents as well as in Laboratory Test Report will be qualified for opening Commercial bid.
8. The Bidder should have uploaded **undertaking that the terms and conditions** mentioned in the tender are acceptable.
9. The Bidders should have submitted undertaking that they are **not blacklisted by any organization** previously.
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.** in the **Office of Assistant Director of Education, Directorate of Education, Court Campus, Opposite Pargola Garden, Fort Area, Moti Daman 396220.**
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 qualified 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/Nationalized 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 has 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 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 the 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 territory of 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.

Signature of the Supplier with
Full address & Rubber stamp

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 or inferior 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.
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/Materials, 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 Dadra & Nagar Haveli and Daman & Diu 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-d@nic.in
(0260-2230126)

**UT 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 Note Book/2021-22)

**SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL NOTE BOOKS
Annexure – I**

Sr. No	Item Description with specification	Quantity Required	Unit	Rate per unit
				(in figure and words)
1	Single Line 155 mm X 190 mm (15.5 cm x 19 cm) 0.58 GSM with soft cover Small note book 84 pages	1,31,013	Nos.	
2	Single Line 155 mm X 190 mm (15.5 cm x 19 cm) 0.58 GSM with soft cover small note book 172 pages	44,201	Nos.	
3	Four Line 155 mm X 190 mm (15.5 cm x 19 cm) 0.58 GSM with soft cover Small Note Book 172 pages	29,585	Nos.	
4	Square Line 155 mm X 190 mm (15.5 cm x 19 cm) 0.58 GSM with soft cover Small Note Book 172 pages	14,303	Nos.	
5	Single line 170 mm X 270mm (17cm x 27 cm) 0.58 GSM with soft cover Long Note book 84 Pages	50,888	Nos.	
6	Single line 170 mm X 270 mm (17 cm x 27 cm) 0.58 GSM with soft cover Long Note book 172 Pages	3,64,524	Nos.	
7	Single line 297 mm X 210mm (29.7cm x 21 cm) 0.58 GSM with soft cover Foolscap Long Note book 84 Pages	38,852	Nos.	
8	Single line 297 mm X 210mm (29.7cm x 21 cm) 0.58 GSM with soft cover Foolscap Long Note book 172 Pages	97,130	Nos.	
	Total	7,70,496		

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

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

Specification of Notebook			
Pages	84/172 pages Single Line 172 Pages Square Line 172 Pages Four line Small Note book	84/172 pages single line long book	84/172 pages single line long book
Product description	Tight Bound Note book	Soft bound long book (Reg. size)	Soft bound long book (Full-scape size)
Product Size	155mm X 190 mm	170mm X 270mm	297mm X 210mm
Pages	84 & 172	84 & 172	84 & 172
Inside paper GSM	58 GSM	58 GSM	58 GSM
Cover paper GSM	550 GSM	280 GSM white back	280 GSM white back
Inside first 2 pages	Index	Index	Index
Inside Last 2 pages	Product details & Great Thoughts	Great thought	Great Thought
Cover page 1 & 4	Four colour Design with Education Department name & logo	Four colour Design with Education Department name & logo	Four colour Design with Education Department name & logo
Ruling	Single line / Four line / Square line	Single line	Single line
Ruling Colour	Grey	Grey	Grey
Margin Colour	Pink (Left, top & bottom margin)	Pink (Left, top & bottom margin)	Pink (Left, top & bottom margin)
Date & pages No. Box	Yes	Yes	Yes
Space for the Teacher Signature	Yes (after bottom margin)	Yes (after bottom margin)	No
Lamination	Gloss	Gloss	Gloss
Binding Notebook	Pin Bound	Pin Bound	Pin Bound

Note: All papers should be conforming to IS – 1848: 1961 or latest.

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

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

Annexure – II

CHECKLIST OF DOCUMENTS TO ONLINE UPLOAD TENDER FOR PROCUREMENT
SCHOOL NOTE BOOKS 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 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 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 : diredu-dd@nic.in
(0260-2230126)

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

Annexure- A

(Tender ID No.- /Note Book/2021-22)

To,

Sub: Tender for supply of School Notebook - 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.

Undertaking

(Tender ID No.- /School Note Book/2021-22)

To,

Sub: Tender for supply of School Notebook...

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 STAMP**

Annexure-C

UNDERTAKING

(Tender ID No.- /School Note Book/2021-22)

To,

Sub: Tender for supply of Notebooks- 2021-2022 – 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