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**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU**

Dy. Superintendent of Police, (PHQ) Police Department,  
Airport road, Dunetha,  
Daman – 39610

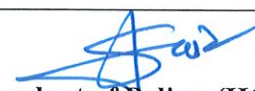
No. 1293 PHQ/GNL – I & III/Women Help Desk/Nirbhaya fund/2020 – 21/ 2243810 Date: - 29/07/21

**Tender Notice**

Tender(s) are hereby invited on behalf of the President of India by the undersigned as per Rule No. 163 of GFR 2017 in **Two Bid System i.e (i) Technical Bid & (ii) Commercial Bid**. (Simultaneous receipt of separate technical and Commercial bids) for procurement of Desktop Computers, Office Tables and Chairs for Women Help Desk under Nirbhaya fund scheme, Tender(s), from the Manufacturers/ Authorized Dealers/ Suppliers/ Firms/Carpenter.

| Sr. No. | Name of Work   | TENDER FEE<br>Non – Refundable   | EMD Rule – 170 of GFR<br>(Earnest Money Deposit)   |
|---------|--|--|--|
| 1.      | Procurement of Desktop computers, Office Tables and Chairs for Women Help Desk under Nirbhaya fund scheme. | ₹1000/- (One Thousand) in form of Account Payee Demand Draft, Banker's Cheque Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu | ₹10000 (Ten Thousand Rupees Only) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu. |

|   |                             |
|---|-----------------------------|
| Date of Publish Tender Documents  | 30/07/2021                  |
| Last date for submission tender documents such as tender fee, EMD and other relevant mandatory document as mentioned in the check list.   | 20/08/2021                  |
| Opening of Technical bid / Evaluation/ Scrutiny of bids   | 23/08/2021                  |
| The Financial bids of technically qualified firms will only be opened.  | 26/08/2021<br>(if possible) |
| The tender form along with all details including schedule and terms & conditions can be downloaded from the website <a href="https://www.daman.nic.in">https://www.daman.nic.in</a> . Tender copy can also be availed from the office of the undersigned, on any working days during office hours. Tender documents complete in all respect shall reach to the office of the Dy. Superintendent of Police, (PHQ) Police Department, Airport road, Dunetha, Daman – 39610 UT of DNH and Daman & Diu. |                             |
| Bidders have to submit the Financial Bid in Separate Cover.   |                             |
| The tender inviting authority reserves the right to accept/ reject any or all or part tenders without assigning any reasons thereof..   |                             |

  
**Dy. Superintendent of Police, (HQ)**  
**Police Head Quarters,**  
**Daman.**

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on website of UT Administration of Daman & Diu i.e on [www.daman.nic.in](http://www.daman.nic.in).
2. All Head of Office, Daman (U.T.) for wide publicity.

**GENERAL TERMS & CONDITIONS**

1. The bigger cover of Tender containing **Financial Bid and Technical Bid** should be duly super-scribed the word "Tender for **supplying Desktop computers, Office Tables and Chairs for Women Help Desk**."
2. The rates will be F.O.R. (Freight on Road) at Daman Police Head Quarters, Airport Road, Nani Daman Daman – 396210. No extra charges for packaging, forwarding, fittings and insurance etc. will be paid on the rates quoted.
3. As per instructions of the Govt., the Tender Notice has been published on website of UT Administration of DNH and Daman & Diu i.e. <http://daman.nic.in> and <http://dnh.gov.in> .
4. Every bidder shall quote for all items of the tender, partial bid or bid for a particular item will not be entertained, such bid would be rejected during the Technical Evaluation.
5. Technical Bids will be evaluated and scrutinized at 1100 Hrs. on 23/08/2021 in the Chamber of the Deputy Superintendent of Police, (PHQ), Airport road, Dunetha, Daman. The bidders or their authorized representatives may be present, if they so desire. In case the due date is declared holiday or any other reason, the next date will be intimated through telephonically or by email in due course of time.
6. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee. They should also bring Letter-Head of the firm with an undertaking that any decision/negotiation taken by them would be accepted by firm.
7. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one firm. The representative, who is deputed to attend the meeting, should be Director or Partner or an employee of firm bearing an authority letter, whose specimen signatures should be attested by the firm's authorized signatory having seal of the firm.
8. Only GST (IGST/CGST/SGST/UGST) registered manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise are eligible to fill this e-Tender. Interested manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise shall quote their GSTIN Number in Tender and also attach legible documentary proof of having registered with GST department.
9. The E.M.D. amounting to ₹10000 (Ten Thousand Rupees) shall be in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of **DIGP Dadra & Nagar Haveli and Daman & Diu, Daman** payable at **Daman**. No interest will be given on E.M.D. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. However, tender inviting authority will not be responsible for any postal delay.
10. EMD of the unsuccessful bidders will be returned to the respective bidders after the award of the contract or as decided by the DIG (P) DNH – Daman & Diu.



11. The firms registered with Micro Small and Medium Enterprises (MSMEs) as defined in MSME Procurement Policy issued by Department of Micro Small and Medium Enterprises (MSME) or are registered with the DGS&D, Central Purchase Organization, National Small Industries Corporation (NSIC) for the item(s) which are to be procured, are exempted from deposition of Earnest Money Deposit (EMD). They have to attach the legible copy of their registration with MSME/NSIC/DGS&D, in lieu of their claim for exemption from submitting EMD.

12. Tender fee amounting to ₹1000 (One Thousand Rupees) (Non – Refundable) shall be in shape of Account Payee Demand Draft, Banker's Cheque or Fixed Deposit Receipt, from any of the Banks drawn in favour of **DIGP Dadra & Nagar Haveli and Daman & Diu, Daman** payable at **Daman**

13. Participating firm would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bid.

14. The firm whose rates are accepted will have to deposit 3% of the total cost of the contract, as Performance Security, as per rule – 171 of GFR 2017, in the shape of an Account Payee Demand Draft/Bank Guarantee/FDR from any of the Commercial Bank in favor of **DIGP Dadra & Nagar Haveli and Daman & Diu, Daman** payable at **Daman** within 07 days from placing supply order. **Performance Security** shall bear no interest. **Performance Security** should be valid for a period of 60 days beyond the completion of all contractual obligations by the supplier including Warranty/ Guarantee period etc. *EMD security should be refunded to the successful bidder on receipt of Performance Security.*

15. The purchase committee will consider extension of the time for remitting the security deposit as demanded. However, in case of denial to consider such extension, the supplier is bound and shall abide by the limit given.

16. In case, the firm fails to supply the items within the delivery period, **liquidated damage (L.D.)** charges will be charged @ 0.5% (half percent) of total cost per week (07 days) of the item, which may be charged maximum up to the limit of 10%. Besides, action will be initiated to blacklist such firm and forfeiture of its Performance Security Money.

17. The Bid shall remain valid for **six calendar months** from the date of opening of the tender.

18. In case of failure to supply the items and equipments mentioned at Annexure "B", as per conditions and within the stipulated time as mentioned in the supply order, the same materials/equipments/articles will be obtained, if required, from the bidder who has offered next higher rates (L2) or from any other source, as may be decided by the purchase committee and loss to Government on account of such purchase (s) shall be recovered from the former supplier's

security deposit / earnest money or bills payable. The suppliers shall have no right to dispute with such procedure.

19. The quantity of the items mentioned in this Tender can be increased or decreased, at any stage, till the delivery of consignment is completed.

20. The payment will be made after the the goods are delivered. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.

21. The Purchase Committee reserves the right to reject any tender or all bids without assigning any reasons thereof.

22. All the participating manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise shall submit an Undertaking to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India. The bid will be rejected straightway without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.

23. The participating firms will have to submit an Undertaking to the effect that they will provide **Guarantee/Warranty** of the supplies for a period of at least one year from the date of acceptance of store.

24. All the bidders will have to also submit an Undertaking that the supplied equipments / items is/are as per the technical specifications and are of standard quality.

25. All the bidders will have to also submit an Undertaking, indicating his past experience in the execution of similar types of works with govt. or private agencies.

26. After technical evaluation and financial bid, the Purchase Committee will have discretion to award the contract to any of the firm, if their L-1 rates are same.

27. Delivery shall strictly be made within 30 days from placing supply order. No Extension of time limit for supplies will be considered by the Purchase Committee and decision of Purchase Committee will be final.

28. All bills/invoices should be in triplicate and should invariably mention the number and date of supply order. All bills should be pre-receipted on a revenue stamp of proper value. Invoice/Bills which are not pre-receipted on revenue stamp will not be accepted for payment

29. Tax charged on account of GST on supply of Ceremonial Articles is/are not more than what is payable under the provision of relevant act of the rules made there under.


30. Force Majeure: The supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes.



31. All the procedure for purchase of store laid down in GFRs & DPFs shall be adhered to strictly and the bidders are to be bound to respect the same.
32. The rates should be quoted only for the items specified in the list of requirements and should be for the items of given specifications confirm to the standard (s) requirements of the given specification/mark. Rates quoted for items other than required specifications/Mark may not be considered. However indigenous manufacturers may quote their own makes provided that the specification confirmed to the standard(s)/requirement(s) of the given specification / mark.
33. Where this office does not specify name of the company/mark and rate should be quoted only for the first class and standard quality.
34. Those manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise found fit, in preliminary checking about submission of Tender fee , E.M.D and other relevant document their technical bid will be opened. Financial bid will be opened of only those manufacture / firm/ authorized dealer/ agent /supplier/trader/enterprise, who qualify in the technical bid.
35. Technical and Financial bid shall be physically submitted to the office of the undersigned. Financial bid will be opened only of those manufactures / firm/ authorized dealer/ agent /supplier/trader/enterprise, who qualify in the technical bid. The above conditions are accepted and are binding on me/us.
36. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court.
37. All disputes are subject to the jurisdiction of the Courts in jurisdiction of Daman district, only.
38. Bidders are advised to study this tender document carefully before participating. It shall be deemed that submissions of Bid by the Bidder have been done after their careful study and examination of the tender document with full understanding as to its implications.

Signature of the Supplier's With Seal  
The above conditions are accepted and are  
binding on me/us


Dated: - / /2021

  
**Dy. Superintendent of Police, (HQ)**  
**Police Head Quarters,**  
**Daman**

**FINANCIAL BID PROFORMA****COMMERCIAL BID FOR TO PROVIDE DESKTOP COMPUTERS, OFFICE TABLES AND CHAIRS FOR WOMEN HELP DESK UNDER NIRBHAYA FUND SCHEME**

It is hereby certifying that we are established firm under the title name M/s \_\_\_\_\_ with \_\_\_\_\_ shop/factories/workshop at \_\_\_\_\_ are hereby offer to supply items as per below mentioned details at the prices indicated below:

| Sr. No | Description of the item | No. of Quantity required | Rate per Nos. inclusive of all Taxes. | Total Amount with all Taxes |
|--------|-------------------------|--------------------------|---------------------------------------|-----------------------------|
| 1.     | Desktop Computers       | 07 Nos.                  |                                       |                             |
| 2.     | Office Tables           | 07 Nos.                  |                                       |                             |
| 3.     | Office Chairs           | 14 Nos.                  |                                       |                             |

  
**Dy. Superintendent of Police, (HQ)**  
**Police Head Quarters,**  
**Daman.**

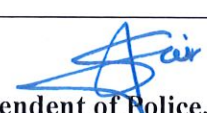
It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all terms and conditions of this tender. We hereby offer to carry out the job and (or) supply the goods/items detailed above or such portion(s) thereof as you specify in the notification of award.

(Signature and seal of Bidder)

Dated: \_\_\_\_\_

**TECHNICAL SPECIFICATIONS**

| Sr. No.                       | Description              | Specifications  |
|-------------------------------|--------------------------|---|
| <b>Desktop Computer</b>       |                          |   |
| 1.                            | Processor                | Intel Core i3   |
| 2.                            | Operating System         | Window 10   |
| 3.                            | RAM                      | 4 GB  |
| 4.                            | Storage                  | 1 TB – Hard Disk  |
| 5.                            | Resolution               | 1920X 1080  |
| 6.                            | Monitor Size             | 18 or above   |
| 7.                            | No. Of Core Processor    | 04  |
| 8.                            | On Site Warranty         | 1 Year  |
| <b>Office Executive Table</b> |                          |   |
| 1.                            | Structure                | Square  |
| 2.                            | Thickness of ply wood    | 19mm – MR Grade   |
| 3.                            | Dimension                | 48x30x30 (1219mm x 762mm X 762mm)   |
| 4.                            | Material                 | Best Quality Plywood certified by ISI   |
| 5.                            | Storage ( Right Side)    | (20x15x6) 508mm x 381mmx 152mm (LxBxH)<br>(20x15x19) 508mm x 381mmx 482mm (LxBxH)   |
| 6.                            | Key Board Tray           | Key Board tray shall be providing between the storage drawers.  |
| 7.                            | Lock & Handle            | Each and every storage drawer shall be provided with lock of good quality and with SS Handle  |
| 8.                            | Lamination and mouldings | The plywood shall be laminated from both sides i.e outside and inside with the pre – approved color of laminates by DySP – PHQ. Square or round mouldings be affixed on margin having sliding drawers, keyboard tray, Shelves, openable doors, etc. |
| 9.                            | Warranty                 | 03 years  |
| <b>Office Chairs</b>          |                          |   |
| 1.                            | Frame Material           | Electrical Resistance welded (ERW) pipe 2.0mm thickness and 0.25mm diameter   |
| 2.                            | Paint                    | Powder Coated on MS   |
| 3.                            | Chair Height             | 800 mm  |
| 4.                            | Thickness of Plywood     | 19mm  |
| 5.                            | Arms                     | Provided  |
| 6.                            | Chair Height             | 950mm   |
| 7.                            | Seat Width               | 450mm   |

  
 Dy. Superintendent of Police, (HQ)  
 Police Head Quarters,  
 Daman.



**CHECK LIST****Other information for Bidder**

All the participating firms are requested to send the following documents with their bid. In the absence of any of the following documents, the bid will be disqualified/rejected straightway without any further clarification:-

| SI No | Description   | Yes/No |
|-------|---|--------|
| 1.    | EMD of ₹10000 (Ten Thousand Rupees) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu ( <b>Rule – 170 of GFR 2017</b> ) |        |
| 2.    | Tender Fee ₹1000 (One Thousand) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu.                                      |        |
| 3.    | If any bidder claims for exemption from submitting EMD, they have to upload/attach the legible copy of their registration with MSME/NSIC/DGS&D, in lieu of their claim for exemption from submitting EMD.                                 |        |
| 4.    | Only GST (IGST/CGST/SGST/UGST) registered bidders are eligible to fill this Tender. They have to upload GST registration Certificate.   |        |
| 5.    | Every firm shall upload an Undertaking for non-blacklisting of firm and non-registration of criminal case.  |        |
| 6.    | <u>Undertaking</u> to the effect that they will provide <b>Guarantee/Warranty</b> of the supplies for a period of at least one year from the date of acceptance of store.   |        |
| 7.    | <u>Undertaking</u> that the product(s) offered by them is/are as per specifications or are of standard quality.   |        |
| 8.    | <u>Undertaking</u> for past experience in completing similar type of work.  |        |
| 9.    | Attached terms and conditions duly signed with seal of the company/firm/agency, in token of acceptance of terms and conditions attached or not?   |        |
| 10.   | Copy of PAN Card  |        |
| 11.   | Copy of Aadhar Card No.   |        |
| 12.   | Copy of GST (IGST/UGST/UGST) registered Number  |        |
| 13.   | Name of the Bank  |        |
| 14.   | Name of the Branch  |        |
| 15.   | Account No. of Bidder   |        |
| 16.   | Type of Account   |        |
| 17.   | IFSC Code of the Bank   |        |

Signature of the bidder With Seal.



**Contract Form**

[To be submitted along with Bid]

**CONTRACT FORM – CHAPTER 6 Rule 168 of GFR – 2017**

Tender No. PHQ/GNL – I & III /Women Help Desk/Nirbhaya fund/2020 – 21/  
Date: /07/21

To,  
The Dy. Superintendent of Police,(HQ)  
Police Head Quarters,  
Airport road, Nani Daman  
Daman – 396 210

Sir

I/We the undersigned

\_\_\_\_\_

hereby offer my/our rates as enclosed. I/We agree with terms & conditions of this tender and promise to provide Desktop/Tables/Chairs of this tender at the rates mentioned in the financial bid annexed at 'B' F.O.R. at Daman Police Head Quarters, Dunetha, Daman inclusive of all taxes and charges. If I/we withdraw or modify our bids during the period of validity, or if I/we are awarded the contract and fails to submit a performance security before the deadline defined in the request for bids document, I/we may be suspended or declared blacklisted.

Signature of the Supplier's With Seal

Date: - / /2021.

