



प्रशासन/Administration  
संघ प्रदेश दादरा एवं नगर हवेली और दमण एवं दीव  
Dadra & Nagar Haveli and Daman & Diu (UT)  
पशुपालन एवं पशुचिकित्सा सेवाएँ विभाग,  
Department of Animal Husbandry & Veterinary Services,  
दमण/ Daman

No. AHVS/DMN/KDF/PDF/2022-23/ 53

Date : 15/11/2022  
12

## TENDER NOTICE

The Department of Animal Husbandry & Veterinary Services, Daman, U.T. of DNH & DD, on behalf of the President of India invites sealed tenders in Two Bid System for procurement of **Cattle feed** as detailed below for Govt. Dairy Demonstration Farm, Kachigam, Daman from the authorized manufacturers/Dealers/Suppliers, so as to reach to this department on or before 29/12/2022 up to 16.00 hours by Courier/RPAD or to be deposited in tender box kept in the office.

Sr. No.	Particulars	Estimated cost (₹)	EMD (₹)	Tender fee(₹)
1	<b>Procurement of Cattle feed;</b> i) Cotton Seed Cake (Red cow brand or double nandi or equivalent). ii) Tuar Chuni (Laxmi brand –Vasad or equivalent)	3,70,548/-	18,600/-	1,000/-

The blank tender form along with terms and conditions will be available from the office during office hours from 15/11/2022 to 29/12/2022 on payment of tender fee of ₹1000/-, ₹1050/- if required by post (Non-refundable) in form of DD or a/c payee Cheque. The EMD should be drawn in form of Fixed Deposit Receipt/Demand Demand. The tender fee and EMD should be drawn from any Nationalized/Commercial Bank in favour of the **Veterinary Officer** payable at Daman. The tender without E.M.D & tender fee will not be considered and will be summarily rejected without assigning any reason thereof.

The bid should be submitted in two separate envelopes, each super scribed 'Technical Bid' & 'Commercial Bid'. The technical bid envelop should comprise documents viz. tender fee, EMD in original, duly signed terms & conditions and other required documents. The commercial bid envelop should comprise only schedule of the rates to be offered.

The tender form along with terms and conditions is also available on the Website <https://www.daman.nic.in> or [www.ddd.gov.in](http://www.ddd.gov.in) and can be downloaded and used for submitting the tender, but such tender should also reach to the undersigned in the manner indicated as above along with tender fee, EMD and other required documents. Without E.M.D. and tender fee, the tender will be summarily rejected.

Right to accept or reject any or all tenders without assigning any reason thereof is reserved with the tender inviting officer/undersigned.

  
  
**(Shivam Teotia)**  
Deputy Secretary (AHVS)  
[ahvs-dmn-dd@nic.in](mailto:ahvs-dmn-dd@nic.in)

- 1) Copy fd.w.cs. to all the Heads of Offices, Daman for wide publicity.
- 2) Copy fd.w.cs.to the SIO, NIC. with a request to upload the tender notice on official Web-site of Dadra & Nagar Haveli and Daman Diu.

Dates for issue of blank tender forms - 15/12/2022 to 29/12/2022  
Earnest Money Deposit in form of FDR - ₹18,600/-  
Last date for acceptance of tender by R.P.A.D./  
Courier or to be deposited in tender box kept in the  
office. - 29/12/2022

### TENDER FORM

This tender form is issued to \_\_\_\_\_ of  
\_\_\_\_\_ on payment of tender fee of ₹1000/- (Rupees One  
thousand only received vide Demand Draft/ A/c payee Cheque No. \_\_\_\_\_ dated  
\_\_\_\_\_.

Date: 14/12/2022  
12



(Shivam Teotia)  
Deputy Secretary (AHVS)  
U.T. of DNH & DD  
[ahvs-dmn-dd@nic.in](mailto:ahvs-dmn-dd@nic.in)



Encl-Schedule

To,

The Deputy Secretary (AHVS),  
UT of DNH & DD

Sir,

I / We undersigned \_\_\_\_\_ hereby offer my /  
our rates in enclosed Schedule. I / We agree with terms and conditions attached with the  
tender and promise to supply Cattle feed (Cotton Seed Cake & Tuar Chuni) at the rates  
shown against each items in Schedule within time limit, as stipulated in the work order.

Signature of Tenderer with  
Rubber Stamp

## SCHEDULE

Sr. No.	Particulars	Unit (Per kg)	Rates to be offered(₹)	
			In figure	In words
1	Procurement of Cattle feed ;			
i)	Cotton Seed Cake (Red cow brand or double nandi or equivalent).			
ii)	Tuar Chuni (Laxmi brand – Vasad or equivalent)			

Signature of the Manufacturers/  
Dealers/Supplier with seal & date

To

The Deputy Secretary (AHVS),  
U.T. of DNH & DD,  
Daman.



**Terms and Conditions for procurement of Cattle feed (Cotton Seed cake and Tuar Chuni) for Govt. Dairy Demonstration Farm, Kachigam, Daman, Department of Animal Husbandry & Veterinary Services, Daman.**

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**Instructions to Bidders :**

1. The tender shall be submitted in two-bid system i.e. Technical Bid and Commercial bid.
2. The bid should be submitted in two separate envelopes, each subscribed 'Technical Bid and 'Commercial Bid'. The technical bid envelope should comprise documents viz. tender fee, EMD, duly signed terms and conditions and other required documents whereas commercial bid envelope should comprise only schedule of rate(s) to be offered.
3. For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

Department of Animal Husbandry & Veterinary Services,  
Mashal chowk, College road,  
Nani Daman- 396 210,  
U.T. of DNH & DD.  
e-mail: [ahvs-dmn-dd@nic.in](mailto:ahvs-dmn-dd@nic.in)

4. All documents attached should be legible/readable
5. Tender shall be rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
6. The envelope should be super scribing as "Tender for Supply of Cattle feed (Cotton Seed cake and Tuar Chuni)". Department shall not be responsible for any delay or loss or non-receipt of the tenders by RPAD/Speed Post.

**Tender Fees (Non Refundable): ₹1,000/-**

- a. The tender fees should not be forwarded by cash.
- b. The tender fees (Non Refundable) will be accepted only in form of DD or A/c payee Cheque in favor of the Veterinary Officer, Daman drawn from any Nationalized/Commercial Bank payable at Daman.
- c. All tenders must be accompanied by tender fees in form of Demand Draft or A/C payee cheque in physical form otherwise tender will be rejected.

**Earnest Money Deposit: (₹18,600/-)**

- a. Tender must be accompanied by EMD otherwise tender will be rejected.
- b. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with MSE/NSIC/MIS/DGS&D should be attached to their tenders.
- c. EMD in physical form should be submitted in form of Fixed Deposit Receipt (FDR) or A/C payee Demand Draft or Bank guarantee drawn in favour of the Veterinary Officer, Daman drawn from any Nationalized/Commercial bank payable at Daman.
- d. EMD should be valid up to 12 (Twelve) months from the date of its issuance.

e. EMD in any other forms will not be accepted.

f. EMD shall be liable to be forfeited in following circumstances:

i. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.

ii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.

g. The amount of Earnest Money Deposit paid by the tenderer(s) whose tenders are not accepted will be refunded to them.

h. Only on satisfactory completion of the supply order, the amount of Earnest Money Deposit will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.

i. In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the tenderer who offered next lower rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Earnest Money Deposit or bills payable. The suppliers shall have no right to dispute with such procedure.

j. The Earnest Money Deposit (s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money Deposit required by this condition.

k. In case, tenderer does not execute the work order in fully placed with him, the EMD of the tenderer will be forfeited to the Government and the contract for the work shall stand terminated with no further liabilities on either party to the contract.

## CONDITIONS OF CONTRACT:

### 1. ACCEPTANCE OF TENDER:

a. The tender is liable for rejection due to any of the reasons mentioned below:

i. Non-Submission of tender within stipulated time.

ii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.

iii. Non-payment of tender fees and Earnest Money Deposit (if not exempted).

iv. Non-Submission of required documents as shown in the **Checklist (Annexure-A)**

v. Conditional/vague offers.

vi. Unsatisfactory past performance of the tenderer.

vii. Items with major changes/ deviations in specifications/ standard/ grade/packing/quality offered.

viii. Submission of misleading/ contradictory/ false statement or information and fabricated/ invalid documents.

ix. Tenders incompletely filled.

x. The documents attached by the bidder if found not readable will not be considered for bid evaluation.

b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the commercial bid.

c. Discount offered after opening of commercial bid will not be considered.



- d. The tender who is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.
- e. The Department of Animal Husbandry & Veterinary Services, Daman may seek any clarifications/explanation/documentary evidence related to offer at any stage from tenderer, if required.
- f. The rate quoted should be inclusive of all taxes. No extra charges will be paid.
- g. Orders once placed should be delivered within the prescribed time limit.
- h. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the State shall be payable by the supplier.
- i. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- j. Right to accept or reject without assigning any reasons for all tenders in part or whole is reserved with the Tender Inviting Officer and his decision on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- k. No separate agreement will be required to be signed by the successful tenderer(s) for the purpose of this contract for supply. Rates tendered/ offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- l. The rate(s) quoted should be inclusion of all taxes & including labour and transportation charges & FOR at Govt. Dairy demonstration farm, Kachigam, Daman. The rate will be valid and operative for the period of one year from the date of issue of supply orders and will be extended for further period, if required.
- m. No unsolicited correspondence shall be entertained after submission of the offer.
- n. The tenderer should sign on each page of the tender documents.

## **2. TERMS OF WORKS :**

- a. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply (as mentioned in Liquidated Damages) the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- b. The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials 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, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- c. Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- d. If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the



supplier(s) who shall have to 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 by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.

- e. The items as mentioned in the list are the approximate estimated 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.
- f. Only GST (IGST/CGST/UGST) registered bidder are eligible to fill this Tender. Bidder have to upload GST Registration Certificate with the tender.
- g. The documents shown in the **Checklist (Annexure-A)** should be uploaded with tender documents, failing which bid will be disqualified/rejected straightway without any further clarification.
- h. The **Contract Form (Annexure-B)** should be on the letterhead of the bidder i.e. manufacturer/Dealers/Suppliers and should be signed by a person competent and having the power of attorney to bind the bidder.
- i. The bidder(s) has to upload an **Undertaking** for non-blacklisting of their firm and non-registration of criminal case. (**Annexure – C**)
- j. The bidder has to furnish **Undertaking** that, the rates offered by them is/are as per specification and is/are of standard quality. (**Annexure – D**)
- k. The rates should be quoted only for the items specified in the list of requirement
- l. Rates quoted for items other than the required specification/ make/ manufacture will not be considered.
- m. Attached terms & conditions duly signed with seal of the manufacturer/Dealers/Suppliers, in token of acceptance of terms & conditions.
- n. The quantity shown in the tender is tentative and the actual purchase can be 20% Less or more than the quantity shown in the tender for all items and the tenderer is bound to supply such requirement without any demur.
- o. Bidder shall furnish one Kg. of each cattle feed(Cotton Seed cake and Tuar Chuni) as sample at the Office of the Veterinary Officer, Daman at the time of opening of the technical bid, failing which bid is liable to be summarily rejected

### **3. Bid Evaluation Methodology :**

- A. Preliminary Evaluation:** Submission of tender fee, EMD and other required documents
- B. Technical Evaluation:** Scrutiny of relevant documents as per Checklist as asked by The department with the attached documents.
- C. Financial Evaluation:** Lowest quoted rate offered by Technically Qualified Bidders

### **4. PAYMENT TERMS :**

- a. 100% of the invoice amount will be paid only after materials is supplied successfully within stipulated time period.
- b. Price escalation clause will not be entertained under any circumstances.



- c. All bills should be in triplicate and pre-receipted and should invariably mention the number and date of supply order.
- d. All bills for amount above ₹5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- a. Each bill in which any kind of tax is charged must contain the following Certificate on the body of the bill.

*" Certified that the goods/services on which Goods & Service Tax (GST) has been charged and not been exempted under the Central Goods & Service Tax Act or the Rules made there-under and the amount charged on account of Goods & Service Tax on these goods is not more than what is payable under provisions of the relevant Act/ Rules made there under".*

- f. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the items specified in the list of requirement.
- h. Rates quoted for items other than the required specification will not be considered.

**Signature of Tenderer/Bidder  
with seal & date.**

To

The Deputy Secretary (AHVS),  
U.T. of DNH & DD,  
Daman.

Annexure – A

**CHECKLIST  
OTHER INFORMATION FOR BIDDER**

All the participating bidder(s)/is/are requested to upload 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;

Sr. No.	Description	Yes/No
1	EMD of ₹18,600/- <b>(Rupees Eighteen Thousand Six Hundred only)</b> in form of Fixed Deposit Receipt (FDR) or A/C payee Demand Draft or Bank Guarantee in the name of the Veterinary Officer, Daman drawn from any Nationalized/Commercial Bank payable at Silvassa. <b>(Rule 170 of GFR – 2017)</b>	
2	Tender fee of ₹1,000/- <b>(Rupees One thousand only)</b> in form of Demand Draft/ A/C pay Cheque in favour of the Veterinary Officer, Daman drawn from any Nationalized/Commercial Bank payable at Silvassa.	
3	If any bidder claims for exemption from submitting EMD, attached the legible copy of their registration with MSE/NSIC/MIS/DGS&D, in lieu of their claim for exemption from submitting EMD as per T&C (b) of Earnest Money Deposit.	
4	Only GST (IGST/CGST/UGST) registered bidder are eligible to fill this Tender. Bidder has to attach GST Registration Certificate. As per T&C No.(e) of Terms of works.	
5	Contract Form <b>Annexure – B</b> along with the bid as per T&C No.(g) of Terms of works.	
6	<b>Under taking</b> for non-blacklisting of firm and non-registration of criminal case. As per T&C No.(h) of Terms of works <b>(Annexure – C)</b>	
7	<b>Under taking</b> that the rate(s) offered by them is/are as per specifications and is/are of standard quality as per T&C No.(i) of Terms of works <b>(Annexure-D)</b> .	
8	Attach Terms & Conditions duly signed with seal of the tenderer/Bidder, in token of acceptance of terms & conditions, attached or not ? As per T&C No.(l) of Terms of works	
9	Copy of PAN Card	
10	Details of Bank Accounts i.e. A/C No. Name & branch of the Bank, IFSC Code of the Bank etc.	

**Signature of Tenderer/Bidder  
with seal & date.**



**Annexure – B**  
**CONTRACT FORM**  
**(To to submitted along with Bid)**  
**CONTRACT FORM – CHAPTER-6 Rules 168 of GFR – 2017**

Open Tender Notice No. AHVS/DMN/KLF/PDF/2022-23/63 dated 15/12/2022

To

The Deputy Secretary(AHVS),  
UT of DNH & DD,  
Daman.

Sir,

I/We the undersigned \_\_\_\_\_  
hereby offer my/our rates as enclosed. I/We agree with terms & conditions attached with this tender and promise to provide Cattle feed (Cotton Seed cake and Tuar Chuni) at the rate mentioned in the Commercial Bid inclusive of all taxes and charges. If I/We withdraw or modify my/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 the bids document, I/We may be suspended or declared blacklisted.

**Signature of Tenderer/Bidder  
with seal & date.**

**NOTE :-**This letter of agreement/contract should be on the letterhead of the tenderer/bidder and should be signed by a person competent and having the power of attorney to bind the bid.

**Annexure – C**

**FORMAT OF UNDERTAKING TO BE FURNISHED ON-LETTER HEAD WITH REGARD  
TO BLACKLISTING/NON DEBARMENT BY DEALERS/SUPPLIERS**

Limited Tender Notice No. AHVS/DMN/KDF/2022-23/ 63

Date : 15/10/2022  
12

To

The Deputy Secretary (AHVS),  
UT of DNH & DD,  
Daman.

I/We hereby confirm and declare that, I/We \_\_\_\_\_  
is not blacklisted/De-registered/debarred by any Government Department/ Public Sector  
Undertaking/Private Sector or any other agency for which I/We has/have  
executed/undertaken the works/Services during the last 5 years. Further, no any criminal  
case registered against me/us.

**Signature of Tenderer/Bidder  
with seal & date.**

Date : \_\_\_\_\_



Annexure – D

FORMAT OF UNDERTAKING TO BE FURNISHED ON LETTER HEAD WITH REGARD  
TO RATE(S) OFFERED AS PER SPECIFICATION AND FOR STANDARD QUALITY

Limited Tender Notice No. AHVS/DMN/KDF/2022-23/ 63

Date : 15/10/2022  
12

To

The Deputy Secretary (AHVS),  
UT of DNH & DD,  
Daman.

I/We \_\_\_\_\_ hereby declared that the  
rate(s) offered is/are as per the required specifications and of the standard quality

**Signature of Tenderer/Bidder  
with seal & date.**

Date : \_\_\_\_\_