



UT Administration of Dadra & Nagar Haveli and Daman & Diu,
Deputy Superintendent of Police, (HQ)
Police Head Quarters, DNH & DD
(Police Department) Daman



No.PHQ/GNL-(I&III)/DNHDD/PM VISIT/Snacks/2023-24/01/802 Dated:-20/04/24

TENDER NOTICE

Tenders are hereby invited by the undersigned on the behalf of the president of India by the undersigned from interested Hotelier or reputed food & Beverage institutions having capacity to supply snacks of 3500 persons as per approved standard ingredients fixed for hygienic and nutritional food products, to Police Forces to be deployed for security duty during visit of the Hon'ble Prime Minister of India.

Sr. No.	Name of Work	TENDER FEE Non – Refundable	EMD - Refundable
1.	Snacks – • Four Cookies, • One Tropicana Juice – 200ml • Two Thepla with Pickle • One Dry Kachori • Water Bottles	₹500/- (One Thousand) in form of Account Payee Demand Draft, Banker's Cheque, Fixed Deposit Receipt, from any of the Banks drawn in favour of DIGP, Dadra & Nagar Haveli and Daman & Diu	₹11375/- (Rupees Eleven Thousand Three Hundred Seventy Five 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, DNH & DD – Daman.
	❖ Date of Publish tender		20/04/2023
	❖ Last date for submission tender documents such as tender fee, EMD and other relevant mandatory document as mentioned in the check list.		24/04/2023 (15:00 Hours)
	❖ Opening of Technical bid / Evaluation/ Scrutiny of bids and financial bids		24/04/2023
	❖ The tender form along with all details including schedule and terms & conditions can be downloaded from the website https://www.daman.nic.in or can be obtained from office of the Police Inspector, PHQ, Daman.		
	❖ 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, (PHQ)
Police Head Quarters,
Daman.

Copy to:-

1. The District Informatics Officer (NIC) Daman for Publishing on website of UT Administration of DNH and Daman & Diu i.e on <https://www.daman.nic.in>
2. All Head Offices – in DNH and Daman & Diu for wide publicity.

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Annexure - A

GENERAL TERMS & CONDITIONS


1. **Bid Envelop:** The Financial Bid and Technical Bid envelopes should be super scribed the word "Tender for providing "Snacks during the VVIP Visit at Daman on 25/04/2023.
2. **Tender methodology:** Tender methodology proposed to be adopted by the Police Department of DNH and Daman & Diu will be "**TWO Bid systems**" i.e. **Technical Bid and Commercial Bid** with Technical bid containing pre-qualification proposed to be adopted by the Police Department of Daman & Diu will be "**TWO Bid systems**" i.e. **Technical Bid and Commercial Bid** with Technical bid containing pre-qualification and the commercial / bid shall include all taxes like GST, support service, disposable packets etc. No extra charges for packaging, forwarding, manpower, etc. will be paid on the rates quoted in the commercial bid.
3. **Eligibility Criteria:** The bidder should have previous experience of supplying Food /Snacks/Refreshment and to any organization i.e. Central / State / Union Territory Government / Public Sector undertaking, etc. The bidder should be solvent. The bidder must have valid "fssai "certificate.
4. **Scope of Work:** The participating Hotelier or reputed food & Beverage institutions, must be having capacity to supply snacks of 3500 persons in one day at a time, as per approved standard ingredients fixed for hygienic and nutritional food products, to Police Forces to be deployed from UT/other District(s) for performing security duty during visit of the Hon'ble Prime Minister of India. **Undertaking** in this regard shall be given on the letter head of the participating Hotelier regarding capability of Supplying 3500 Nos. food packets of snacks in a one day.
5. **Tender fee :** Tender fee amounting to ₹500 (Five Hundred 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
6. **Earnest Money Deposit (EMD) :** ₹11375/- (Rupees Eleven Thousand Three Hundred Seventy Five Only), in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of Deputy Inspector General of Police Police Department of Dadra & Nagar Haveli and Daman & Diu, Dunetha, Nani Daman, Daman – 396210. 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.
7. **Exemption from submitting EMD:** 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 Food and Beverages, are only exempted from deposition of Earnest Money Deposit (EMD). They have to must upload/attach the legible copy of their registration with MSME/NSIC/DGS&D, in lieu of their claim for exemption from submitting EMD. Only manufacturers' registered with MSME/NSIC are exempted from EMD.
8. **Undertakings regarding non - black list:** Bidder intend to participate in bidding process shall submit undertaking that I/We our firms have not been blacklisted by any Central / State Govt. Organization / PSU / Public Listed Company, Institute or any other organization. Nor the firm is facing any criminal case in the India. At any later point of time, if this information is found to be false, Buyers department may terminate the assigned contract immediately.
9. **Delivery Period:** The food packets of snacks should be free delivered within stipulated time period (on 25/04/2023 at 13:00 Hours) mentioned in the supply

order at Police Head Quarters, Daman. No extra charges for packaging, forwarding, transportation, fittings and insurance etc. will be paid on the rates quoted.

10. **Payment:** The payment will be made only after completing the task. No advance payment will be made. Under no circumstances, sub-standard eatable and edibles shall be used for preparing snacks. The payment will be made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
11. **Bidder/OEM Experience Criteria:** In respect of the experience criteria, the Hotelier or reputed food & Beverage institutions should have regularly, manufactured and supplied same or similar Category edible food & Beverage items to any Central / State Govt. Organization / PSU / Public Listed Company.
12. **Past Experience:** The Hotelier or reputed food & Beverage institutions should have also past experience of having supplied same or similar Category edible food and beverages items, in at least, any one, of the last three financial years before the bid opening date to any Central / State Govt. Organization / PSU / Public Listed Company. Copies of relevant orders to be submitted along with bid in support of quantity supplied in the relevant financial year.
13. The Purchase Committee reserves the right to reject any tender or all bids without assigning any reasons thereof. The number of items to be procured may be increased or decreased before generating contract on GeM portal.
14. Those Hotelier or reputed food & Beverage institutions found fit, in preliminary checking about submission of Tender fee, E.M.D and other relevant document their technical bid will be opened. Commercial bid will be opened, only of those Hotelier or reputed food & Beverage institutions, who qualify in the technical bid. All the participating Hotelier or reputed food & Beverage institutions must submit their sealed physical tender along with all required documents, before the last date and time mentioned in the tender document.
15. 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.
16. 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.
17. If GST is charged on snacks edible items shall not be more than what is payable under the provision of relevant act of the rules made there under.
18. All the procedure for purchase of store laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.
19. The rates should be quoted only for the items specified in the list of requirements and should be for the items of given specifications conform to the standard (s) requirements of the given specification/mark. Rates quoted for items other than required specifications/Mark may not be considered. However manufacturers may quote for their own makes provided that the specification confirmed to the standard(s)/requirement(s) of the given specification / mark.
20. In case of any differences, the firm can be called for negotiation to patch up the differences on table prior to approaching court. All disputes are subject to the jurisdiction of the Courts in jurisdiction of Daman district, only.

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21. 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. The Bidder is expected to examine all instructions, forms, terms and specification in the Bidding document. Failure to furnish all required information may result in the rejection of its Bid.
 22. The quality of the snacks and all edible items should be standard and if any incident occurs due to the quality of the food/snacks/beverages, it will be the sole responsibility of the Hotelier/supplier supplying the food/snacks/beverages.
 23. The supplier shall provide the food/snacks/beverages in food packets.
 24. In case of failure to supply of food/snacks/beverages ordered for, as per conditions and within the stipulated time period, the edible items will be purchased, 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 (L1) bidder's Earnest Money. Such former (L1) bidder's shall have no any right to dispute with such procedure.
 25. If any time, after the placing supply order for food/snacks/beverages, Purchase Committee can, for any reason may curtail the quantity or cancel the supply order in whole. The suppliers (successful bidder) shall have no claim to any payment/compensation, on account of any profit or advantages, which suppliers might have derived in consequence of the supply of the food/snacks/beverages.
 26. No Separate agreement will be required to be signed by the successful bidder for the purpose of the contract for supply Food & Refreshment on the rates mentioned in the commercial / price bid by the bidder.
 27. Bidder may contact to General Branch, PHQ Daman for any clarifications during office hours on working days.

Signature of the Supplier's With Seal
The above conditions are accepted and
are binding on me/us
Dated: - /04/2023


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

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ANNEXURE - A

**TECHNICAL SPECIFICATIONS FOR SNACKS AND BEVERAGES TO BE SUPPLIED
DURING THE VVIP VISIT ON 25/04/2023 ON OR BEFORE 13:00 HOURS**

Sr. No.	Name of the Food & Refreshment	Quantity	Specification
1.	Providing Snacks with water bottle Snacks – <ul style="list-style-type: none">• Four Cookies,• One Tropicana Juice – 200ml• Two Thepla with Pickle• One Dry Kachori• Water Bottles (500ML)	For 3500 Persons	Shall be of Good Quality and as per approved standard ingredients fixed for hygienic and nutritional food products.

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

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SCHEDULE

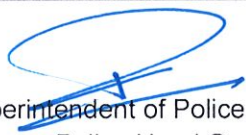
ANNEXURE – B

PROFORMA OF COMMECRICAL BID

COMMERCIAL SCHEDULE FOR SUPPLY OF SNACKS & BEVERAGES ITEMS FOR THE POLICE DEPARTMENT OF DNH AND DAMAN AND DIU TO BE SUPPLIED DURING THE VVIP VISIT ON 25/04/2023 ON OR BEFORE 13:00 HOURS

Sr, No	Description of Snacks and Beverages	Total No. of Quantity required	Rate per Snacks and Water Bottle	Total Amount
1.	Snacks – <ul style="list-style-type: none">• Four Cookies,• One Tropicana Juice – 200ml• Two Thepla with Pickle• One Dry Kachori	3500 Nos.		
2.	Water Bottle (500ML)	3500 Nos.		
			Total	

Signature of the Bidder
With Seal


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- IMPORTANT: The successful Hotelier or reputed food & Beverage institutions having capacity to supply Snacks and Beverages for 3500 persons in a one day.


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CHECK LIST

Other information for Bidder

All the participating Hotelier or reputed food & Beverage institutions are requested to give legible documentary proof of 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:-

Sl No	Mandatory required Documents	Yes/No
1.	EMD of ₹11375/- (Rupees Eleven Thousand Three Hundred Seventy Five Only) in form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee from any of the Banks drawn in favour of DIGP, DNH & DD – Daman	
2.	Tender Fee ₹500/- in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Banks in favour of DIGP, DNH & DD – Daman.	
3.	Only GST (IGST/CGST/SGST/UGST) registered Hotelier or reputed food & Beverage institutions are eligible to participate in the tendering process. They have to provide GST certificate along with the their Bidding document.	
4.	Participating Hotelier or reputed food & Beverage institutions shall give Undertaking on the letter head regarding capability of supplying 3500 Nos. food packets of snacks in a one day. (T&C No. 04)	
5.	Participating Hotelier or reputed food & Beverage institutions shall give Undertaking regarding their firms is neither blacklisted not any criminal case is pending against the owner or his firm. (T&C No. 08)	
6.	Participating Hotelier or reputed food & Beverage institutions shall provide FSSAI certificate.	
7.	Participating Hotelier or reputed food & Beverage institutions shall provide copy of PAN Card, and Cancel Cheque of their firms.	
8.	The bidder must submit work order for similar kind of work as their past experience.	


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