

**U.T Administration of  
Dadra & Nagar Haveli and Daman and Diu  
Department of Information Technology  
Dadra Nagar Haveli and Daman & Diu e-Governance Society  
Daman – 396210**

FTS No: 130082/301

Date: 28/12/2023

**Limited-Tender Invitation Notice**

The Member Secretary, Daman & Diu e-Governance Society/Dadra & Nagar Haveli e-Governance Society, Daman, invites bids from the Manufacturer/Authorized Dealers/Suppliers for the Procurement of 2 Nos. Kiosk for Daman & Diu e-Governance Society, Dadra and Nagar Haveli and Daman and Diu.

Sr. No.	Particulars	Estimated Cost (2 Nos.)	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)
I.	Procurement of 2 Nos. Kiosk for DDeGS, DNH & DD	Rs.4,30,000/-	Rs.11,000/-	Rs.500/-

<b>Bid document downloading Start Date</b>	<b>29 /12/2023 09.00 am</b>
<b>Bid document downloading End Date</b>	<b>02/01/2024 03.00 pm</b>
<b>Last Date &amp; Time for receipt of Bid</b>	<b>02/01/2024 04.00 pm</b>
<b>Bid Opening Date</b>	<b>02/01/2024 05.00 pm</b>

Bidders have to submit the price bid in the office of Director (IT) till the last date and time for submission.

Bid consists of 1) Technical 2) Financial. The Technical and financial Bid should be submitted separately, i.e **no financial details should be furnished in the technical bid.** The Financial bids of only those bidders will be opened whose technical bids are satisfactory based on the given criteria.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Tender can be downloaded from [ddd.gov.in](http://ddd.gov.in).

In case bidder needs any clarification on the process of bidding for participating in tender for further details, correspondence can be made on E-mail: [ddeggs-dd@ddd.gov.in](mailto:ddeggs-dd@ddd.gov.in) **Tel No. 0260-2230003**



Director (IT)/Member Secretary  
DDeGS and DNHeGS  
E-mail ID – [ddeggs-dd@ddd.gov.in](mailto:ddeggs-dd@ddd.gov.in)

## TERMS AND CONDITIONS

### Instructions to Bidders:-

1. All Tender Documents can be downloaded free from the Website.
2. The Technical Bid should contain the documents mentioned in (Annexure I)
3. The rate should be quoted in the prescribed form (Annexure II) given by the department.
4. The Tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein. (Tender Fees, EMD). MSME are exempted to submit EMD and Tender Fee however they have to submit MSME registration certificate.
5. 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: -

Daman & Diu e-Governance Society,  
Office of the Director (IT)  
Kachigam, Vidyut Bhavan-396210  
**(Tel. 0260-2230003)**  
Email id : ddegs-dd@ddd.gov.in

### **PREPARATION OF BID**

#### Earnest Money Deposit (EMD) Rs. 11,000/-

1. Bid security also known as Earnest Money Deposit (EMD) Rs. 11,000/-
2. All tender must be accompanied by EMD otherwise tender will be rejected.
3. The EMD should not be forwarded by cash.
4. The EMD will be accepted in form of FDR / Demand Draft from any nationalized/commercial banks in an acceptable form payable at Daman in favor of "**Daman & Diu e-Governance Society**" and the EMD should be valid for the period of three months.

#### Eligibility Criteria

1. Bidders Should have a valid GST registration certificate

### Technical Specifications:

Minimum Requirement/Technical Specifications for "Procurement of 2 Nos. Kiosk" are as under:

Specification
<ul style="list-style-type: none"><li>➤ 32-inch FHD Touch Screen.</li><li>➤ Computer (Intel i3 11<sup>th</sup> Generation, 4 GB RAM, 250 GB SSD, Windows 10 Pro)</li><li>➤ 1 Year Warranty.</li></ul>

### Other Terms and Conditions

1. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tender in whole or in part will be final and binding to all.
2. No applications/clarifications shall be accepted from the tenders once tenders are received by the Department.
3. The bidder who has quoted the least total proposal price shall be ranked as L1 bidder and similarly other bidders shall be ranked.
4. Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

### Documents Requisite

1. The tenderer should attach copies of (1) PAN Card No. (2) GST registration certificate (3) Terms and Conditions duly stamped and signed and (4) ANNEXURE-I & II duly stamped and signed.

Signature & Rubber Stamp of the Agency

The above terms, conditions and specification are accepted by me.



Director (IT)/Member Secretary  
DDeGS and DNHeGS  
Tel No. 0260-2230003  
E-mail ID – ddegs-dd@ddd.gov.in

**ANNEXURE – I (To be submitted along with Technical bid)**

Sr. No.	Particulars	Submit and Enclosed (Yes/No)
<b>The bidders have to attach the following documents</b>		
1.	PAN Card	Yes/No
2.	GST registration certificate.	Yes/No
3.	Terms and Condition documents duly stamped and signed	Yes/No
4.	ANNEXURE- I duly stamped and signed	Yes/No

Signature & Rubber Stamp of the Agency



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**ANNEXURE – II**  
**(Format for Financial bid)**

Particulars	Quantity	Rate (in Rs.)	Value (in Rs.)
<b><u>Touch Kiosk</u></b> <ul style="list-style-type: none"><li>• 32-inch FHD Touch Screen</li><li>• CPU (Intel i3 11<sup>th</sup> Generation, 4 GB RAM, 250 GB SSD, Windows 10 Pro)</li><li>• 1 Year warranty</li></ul>	2 Nos		
		GST	
Total Amount (Incl.GST)			

Signature & Rubber Stamp of the Agency



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