

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव  
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी  
Department of Health and Family Welfare, DNH & DD  
केंद्रीय खरीद शाखा का कार्यालय  
Office of the Central Procurement Branch  
दमन / Daman

E-mail: cpbdaman106@gmail

*Tender ID:2024\_DAMAN\_3531\_1 Dated:11.06.2024 for Purchase of IEC and Main Event Materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD 2024-25*

No. CPB/DNH & DD/IEC yoga/DMHS/2023-24/67

Daman

Date:-11 /06/2024

### **Short e-tender (Online) Invitation Notice**

The Department of Health & Family Welfare, DNH & DD, on behalf of the President of India, invites online tenders on <https://dnhtenders.gov.in/nicgep/app> from Authorized Agencies for the for Purchase of IEC and Main Event Materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD

<b>Sr. No.</b>	<b>Particulars</b>	<b>EMD (Earnest Money Deposit)</b>	<b>Tender Fees</b>
1	Purchase of IEC and Main Event Materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD	2,13,850/-	1,500/-

**Bid document downloading Start Date** : 11/06/2024  
**Bid document downloading End Date** : 15/06/2024, 16:00 Hrs.  
**Last Date & Time for receipt of Bid** : 15/06/2024, 17:00 Hrs.  
**Preliminary Stage Bid Opening Date** : 15/06/2024, 18:00 Hrs.  
**Technical Stage Bid Opening Date** : 15/06/2024, 18:30 Hrs.

Bidders are required to submit both the Technical Bid and Price Bid electronically, exclusively through the <https://dnhtenders.gov.in/nicgep/app> website, before the specified deadline. Submissions in physical format for either the Technical Bid or Price Bid will not be accepted under any circumstances.

The submission of bids, along with the Tender Fee and EMD in original, should be made via R.P.A.D./Speed Post or deposited in the tender box located in the office of the undersigned. However, the Tender Inviting Authority shall not be held responsible for any postal delays. Tenders can be downloaded from [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in) and [www.dnh.gov.in](http://www.dnh.gov.in).

1. The EMD and Tender Fees must not be submitted in cash.

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2. The Tender Fees will only be accepted in the form of a Demand Draft/Banker's Cheque from any Nationalized or Scheduled Bank of India, payable in Daman.
3. The EMD can be submitted in the form of a Demand Draft/Fixed Deposit Receipt/Banker's Cheque-Bank Guarantee/Insurance Surety Bonds.
4. The Sealed Tender should be appropriately covered, with the name of the items and tender ID and date clearly indicated on the envelope.
5. Offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

The tender inviting authority reserves the right to accept or reject any or all tenders received, without providing any reasons thereof. Should bidders require clarification regarding the bidding process or seek further details, they may correspond via email at [cpdp-nic\[at\]nic\[dot\]in](mailto:cpdp-nic[at]nic[dot]in), or contact Mobile No: +91-7878007972 and +91-7878007973, Tel No. 180030702232. Additionally, information is available on the website: [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in).

**In-charge,**

Central Procurement Branch,DNH & DD

E-mail Id: [cpbdaman106@gmail.com](mailto:cpbdaman106@gmail.com)

Copy to :

- 1) I.T. Department, DNH &DD, Daman with a request to publish in Website.
- 2) Accounts Section, DMHS, Daman for information.

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**Instructions to Bidders :**

- 1) Tender Documents are available for free download from the website <https://ddtenders.gov.in/nicgep/app>."
- 2) All bids must be submitted online via the website <https://ddtenders.gov.in/nicgep/app>."
- 3) Instructions for online participation can be obtained from the website <https://ddtenders.gov.in/nicgep/app>."
- 4) Suppliers should register on the website using the 'New Supplier' link provided on the homepage. Please note that registration on the site does not imply registration, empanelment, or any other form of association with the tendering authority."
- 5) Applications for training and issuance of digital signature certificates must be submitted at least 72 hours before the due date and time of tender submission."
- 6) For any queries regarding tender specifications or other clauses included in the tender document, please contact the personnel at the tendering office address provided below:

Central Procurement Branch, Daman  
Room No.4 & 5, PHC Kachigam  
Somnath – Kachigam Road  
Beside Vidhyut Bhavan, Kachigam  
Nani Daman , 396 210 (UT of DNH & DD)  
Email ID: cpbdaman106@gmail.com

- 7) All scanned or attached documents must be clear and legible. A hard copy of the same may be submitted, which will be used by the department if necessary. It is essential to upload the required documents on <https://ddtenders.gov.in/nicgep/app>.
- 8) The Bidder must provide compliance for each quoted product. Any false or misleading statement found in the compliance at any stage during the procurement process will result in the outright rejection of the bid, and the Earnest Money Deposit (EMD) shall be forfeited.

***Key dates:***

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Tenders must be submitted in a two-bid system, wherein the Technical Bid and Financial Bid are to be filled online on <https://ddtenders.gov.in/nicgep/app>, and the Earnest Money Deposit (EMD) has to be submitted in the Tender Box along with a covering letter. The envelope should be clearly marked in a sealed cover as 'e-Tender [Tender ID and date] of Bid for Purchase of IEC and Main Event Materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD

❖ **Tender Fee Rs.1500/-**

1. Tender Fees must not be submitted in cash.
2. The Tender Fees (Non-Refundable) will only be accepted in the form of a Demand Draft/Banker's Cheque favoring *The Director, Medical and Health Services Daman* drawn from any Nationalized or Scheduled Bank of India and payable in Daman.
3. All tenders must be accompanied by the specified Tender fees as outlined in the schedule; otherwise, the tender will be rejected.

❖ **Earnest Money Deposit Rs.2,13,850/-**

1. All tenders must be accompanied by the Earnest Money Deposit (EMD) as specified in the schedule; otherwise, the tender will be rejected.
2. As per Rule 170 of GFR – Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of EMD. Bidders claiming exemption of EMD under this Rule (170 of GFR) are however required to submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and the fail to sign the contract, or to submit a performance security before the deadline defined in the request for the Bids documents, they will be suspended for a period 12 Months from being eligible to submit the bids for contract with the Department of Health & Family Welfare, Dadra & Nagar Haveli & Daman & Diu.
3. Under MSE Category, Only MANUFACTURERS for goods and SERVICE PROVIDERS for services are eligible for exemption from EMD. TRADERS are excluded from the purview of this policy. Bidder seeking EMD exemption must submit the valid supporting documents for the relevant category.

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4. Bidders who choose to opt for exemption from submitting Earnest Money Deposit (EMD) are required to provide a bid security declaration in the specified format outlined in Annexure B.
5. EMD can be paid in either of the form of following:
  - i. Insurance Surety Bonds
  - ii. Account Payee Demand Draft
  - iii. Fixed Deposit Receipts
  - iv. Bankers' cheque or Bank GuaranteeIn favor of *Director, Medical and Health Services, Daman* from any Scheduled Commercialized Bank authorized by Reserve Bank of India.
6. **The Earnest Money Deposit (EMD) should remain valid for a duration of twelve months from the date of its issuance.**
7. EMD in any other forms will not be accepted.
8. EMD/Security Deposit shall be liable to be forfeited under the following circumstances:
  - (i) The tender is rejected due to failure to supply the requisite documents in the proper format or providing any misleading statements, false affidavits, or fabricated documents.
  - (ii). If the contractor fails to execute the supply order within the stipulated time, the EMD of the contractor will be forfeited by the Government, and the contract for the supply shall be terminated with no further liabilities on either party to the contract.
9. The refund of the Security Deposit/Earnest Money will only occur upon satisfactory completion of the supply order and payment of all bills by the contractor, as admitted for payment. The refund will be processed after the expiry of the guarantee/warranty period or any mutually agreed-upon date/period.
10. The Earnest Money paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with the Earnest Money required by these conditions

❖ **Security Deposit: (SD)**

1. The successful tenderer must remit an amount equal to 3% of the total order value as the security deposit within 10 days from the date of issue of the work order.
2. The Security Deposit (SD) may be furnished in the form of Insurance Surety Bonds/ A/c Payee Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of *Director, Medical and Health Services, Daman*

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3. Failure to receive the Security Deposit within the stipulated time will result in automatic cancellation of the supply order without any prior intimation.
4. However, if any articles are received without the corresponding Security Deposit being deposited, the full Security Deposit due from the contractor will be recovered from the bill(s) for such articles.
5. Security Deposits paid by the tender(s) earlier against any tender(s) or supply order(s) are not adjustable with the Security Deposit required by these conditions.
6. In the event of failure to replace the accepted and rejected articles from the supplies made as per the conditions, any losses incurred by the Government will be recovered from the contractor's Security Deposit or payment due for any bill(s) to the extent required.
7. The tender inviting officer may consider extensions of time for remitting the Security Deposit upon request. However, if such extensions are denied, the contractor is obliged to adhere to the given time limit and is liable to compensate for any losses incurred by the Government due to the failure to meet the deadline.

### **Conditions of Contract:**

#### **1. ACCEPTANCE OF TENDER:**

- a. The tender may be rejected for any of the following reasons:
  - Failure to submit the tender within the specified online timeframe.
  - Physical submission of tender in the office without online submission at <https://ddtenders.gov.in/nicgep/app>
  - Unsigned tender or lacking initials on each page, or containing unauthenticated corrections.
  - Non-payment of Tender Fees.
  - Non-payment of Earnest Money Deposit (unless exempted)
  - Failure to submit required documents as specified in the schedule.
  - Conditional or ambiguous offers.
  - Unsatisfactory past performance of the tenderer.
  - Submission of misleading, contradictory, false statements, or fabricated/invalid documents.
  - Incomplete filling of tenders.
  - Documents attached by the bidder online that are found unreadable will not be considered for bid evaluation.

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- b. Any discounts proposed by the bidder must be duly noted, and the total final bid amount should be clearly stated in the price bid form on <https://ddtenders.gov.in/nicgep/app>.
- c. No discounts offered after the price bid opening will be considered.
- d. The consolidated rates entered on the online website will be used for preparing price statements. However, only tenders that are both technically acceptable and have the lowest evaluated rates will be considered for placing the order
- e. At any stage, the Central Procurement Branch reserves the right to request clarifications, explanations, or documentary evidence related to the offer from tenderers, if deemed necessary.
- f. The quoted rate should be all-inclusive of taxes, and no additional charges will be compensated.
- g. The supplier shall be responsible for all taxes, duties, royalties, and charges applicable on sales, transportation, etc., whether within or outside the state.
- h. The decision of the Tender Inviting Officer regarding the acceptance or rejection of any supplied articles, including decisions regarding equivalent specifications, standards, and quality, shall be deemed final
- i. The Tender Inviting Officer reserves the right to accept or reject, without providing any reasons, any or all tenders in part or whole. The decision(s) of the Tender Inviting Officer on all matters concerning the acceptance or rejection of tenders, either in whole or in part, will be deemed final and binding for all parties involved.
- j. No separate agreement will be necessary for the successful tender(s) for the purpose of this supply contract. The rates tendered/offered in response to the relevant Tender Notice shall be considered as acceptance of all the above terms and conditions for supply, for all legal purposes.
- k. Bidder, its sister concerns, or companies where its Promoters/Directors are directly or indirectly involved, should not have ever been blacklisted in tenders/supplies by any state/Central Government. The bidder is required to submit an affidavit affirming this condition. Additionally, the bidder must provide accurate information regarding any litigation or arbitration resulting from contracts completed or under execution by them over the last ten years. Providing false information in the affidavit will result in blacklisting and termination of the contract at any stage. In such cases, all losses arising from this issue will be recovered from the Tenderer/Contractor, who will have no defense against such claims. Furthermore, if the bidder/principal is involved or penalized under any investigation by the CVC or any State/Central Government Commission relating to similar project work, the bid will be outrightly rejected.

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**2. Bid Evaluation Methodology :**

A. **Preliminary Evaluation:** Assessment of Tender Fees and EMD Submission.

B. **Technical Evaluation:**

- Examination of technical specifications and other relevant documents as requested by the department, in comparison with the quoted specifications..
- Review of Compliance Statements provided by the bidder.
- Sample verification will be done by the concerned department. The sample is not refundable. Bidders who do not submit sample will be outrightly rejected.

C. **Financial Evaluation:** Selection of the lowest quoted offer among Technically Qualified Bidder

**Term and Conditions:**

- 1) Tenderers are required to upload supporting documents demonstrating their experience in executing works for various Government. Semi-Governmental organizations, Educational Institutions, Municipalities and Corporation.
- 2) Start up's (whether MSEs or otherwise) are exempted from prior experience and prior turnover subject to meeting of quality and technical specifications as per OM No. F20-2/2014-PPD(H) dated : 27/07/2017& No. F20/2/2014-PPD(Pt) dated 10/03/2016
- 3) Priority will be given to individuals/organization(s) with a minimum of two years of experience in similar works.
- 4) Contractors must provide all necessary evidence regarding individual proprietorship, partnership deeds, or copies of the Memorandum and Article of Association.
- 5) The quoted rate should be all-inclusive of taxes, and no additional charges will be compensated
- 6) The Tender Inviting Officer reserves the right to accept or reject, without providing any reasons, any or all tenders in part or whole. The decision(s) of the Tender Inviting Officer on all matters concerning the acceptance or rejection of tenders, either in whole or in part, including decisions regarding equivalent specifications, standards, and quality, shall be deemed and binding for all parties involved.
- 7) The rate(s) quoted should be strictly for free delivery (including labor and transportation) at F.O.R address mentioned in the Purchase Order and will be valid and operative for supply orders issued within one year from the date of First Supply Order. The department shall not take any responsibility of unloading the goods; the successful bidder has to make

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- arrangement for loading/unloading at site.
- 8) The tendered quantity is tentative and the actual purchase can be as per the requirement of the Department for all items and the tenderer is bound to supply such requirement without any demur.
  - 9) Tenderer has to provide dry & wet demonstration of the item quoted by them to the Specialist and Committee on the date, time and venue decided by the tendering authority. The bidder will have to be present during this demonstration with the requisite number of samples for the item approved and being intimated to him by the tendering authority. If the bidder fails to be present or fails to bring the samples, his bid for the respective item will be summarily rejected and no further chance will be given unless bidder submits a letter about his inability to do so with valid reasons and the same should have been accepted and approved by the Tendering authority. All the samples provided should be free of cost and Tendering authority will not pay charges towards these samples.
  - 10) ***The bidder/manufacturer/OEM will get only one chance for demonstration. In case, the company fails to arrange the demonstration the tender shall be liable for cancellation.***
  - 11) No articles shall be supplied ***to the hospital*** except on requisition in writing and signed by an officer authorized ***by him/her*** in writing to do so.
  - 12) Delivery Schedule should be within 30 days from the date of dispatch of supply order. The delivery should be done to the address mentioned in the Purchase order at the cost of the supplier with labor upto 3<sup>rd</sup> floor.
  - 13) Part supply should be avoided as far as possible. In case of part supply of any items mentioned in the supply order or either/ goods requisitioned, the supplier shall mention specifically when the balance quantity will be supplied but supply of all items should be made in any case not later than 30 days from the date of dispatch of P.O failing which the portion not supplied will be deemed to have been cancelled and shall be treated as failure to supply.
  - 14) The items should be door delivered with labor at suppliers cost to the Hospital Stores (to the address mentioned in the Purchase Order) before 5:00 pm on all working days.
  - 15) The hospital authority reserves the right to test any of the items supplied. If failed in any of the tests prescribed by the appropriate government authority, the stocks will be returned and action will be initiated as per the prevailing rules laid down by the Government of India. In such situation, all rejected items shall be lifted by the supplier at his/her own cost and labor.
  - 16) Once an order is issued to the agency, refusal to comply will result in the forfeiture of the Security deposit.

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**3. TERMS OF SUPPLY :**

- a. The packing and labels for all the items to be supplied under the order shall be marked with the words 'FOR HOSPITAL SUPPLY- DAMAN- NOT FOR SALE'. If the items are packed in packets which are then placed or re-packed within a box/ carton/ bottle/ foil, these words will be printed/ marked on both the internal/ external packs and labels. The retail price must not be printed or shown anywhere either on external or internal packs/ box/ carton/ foil.
- b. In event of breakage or loss of stores during transit against requisition order the said quantity has to be replaced by the tenderer. The department will not pay separately for transit insurance and supplier will be responsible for stores.
- c. Copy of Certificate of Analysis of the batch supplied should be submitted with the supply/consignment.
- d. Railway Receipt or other transport document should be drawn in the favor of Officer Inviting tender.
- e. Items should be door delivered up to 3<sup>rd</sup> floor including labor no extra charge will be paid by the department.
- f. Railway receipt or other transport document should not be sent by VPP or through any Bank as this being a Government Office, it is not possible to clear cash demands of Post Office/ Bank for delivery of RR or other transport documents unless it has been agreed to as special arrangement.
- g. 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.
- h. 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/her own cost and risk. Intimation of non-acceptance of any materials/ supplies 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/ her own cost, labor and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of 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.
- i. ***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.***

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दमन / Daman

E-mail: cpbdaman106@gmail

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- j. 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 no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full but which he/she 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 original contemplated.**
- k. The items as mentioned in the list are the approximate estimates invited and actual purchase may be more/less. Accordingly, the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- l. Inspection will be carried out in the premises of **Hospital Stores**. If goods to be inspected in factory premises, all expenditure to be borne by the Tenderer.
- m. The selected agency must provide services as agreed upon in the contract and may not sub contract to other agencies. Violation will result in forfeiture of the Security deposit and cancellation of the agreement.
- n. If the successful tenderer fails to fulfill their obligations, the department reserves the right to engage alternative sources at the contractor's expense. The security deposit will be forfeited.
- o. Any civil or criminal disputes shall fall under the jurisdiction of the local Court of Dadra & Nagar Haveli and Daman & Diu.
  - (a) The contractor must submit an unconditional bid/tender in the provided tender form. Bids/tenders with conditions will be rejected without consideration.
- p. In the event of any breach of contract conditions by the contractor or if the Department deems the contractor's work unsatisfactory, the Departmental authority reserves the right to terminate the contract. The Secretary (Health), Dadra & Nagar Haveli and Daman and Diu, shall serve as the arbitration authority, and the decision rendered by the Secretary (Health) will be deemed final and binding for all parties involved.
- q. In the event of any dispute arising from the interpretation of the agreement/contract, the decision of the Secretary (Health), DNH & DD, shall be deemed final and binding for all parties involved.
- r. In the event of the contractor's failure to execute the works, the tender inviting authority reserves the right to impose appropriate penalties. The service provider shall have the opportunity to address any grievances regarding the imposed penalty within seven days to the Secretary (Health), Dadra and Nagar Haveli and Daman and Diu. The Secretary will conduct a hearing with both parties, and their decision will be deemed final and binding for both.

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- s. No penalties shall be imposed if the work is halted due to circumstances such as curfew, floods, cyclones, riots, or any other natural calamities. However, the Contractor shall be responsible for resuming and completing all work promptly following the post-calamity period, even if it requires additional time and staff.

❖ **PAYMENT TERMS :**

- a) The full invoice amount, equivalent to 100% of the total, will be disbursed upon the successful completion of the work and the submission of a security deposit equivalent to 3% of the tender value.
- b) **Price escalation clause will not be entertained under any circumstances.**
- c) All bills must be submitted in triplicate and should invariably mention the number and date of the work order.
- d) All bills exceeding Rs. 5,000/- must be pre-receipted on a Revenue Stamp of appropriate value. Bills exceeding this amount that are not pre-receipted on a Revenue Stamp of proper value will not be accepted for payment.
- e) Each bill containing GST charges must bear the following certification on its body: "**CERTIFIED** that the service for which GST has been charged has not been exempted under the Central GST or the Rules made thereunder, and the amount charged for GST on this service does not exceed what is payable under the provisions of the relevant Act or Rules made thereunder."
- f) Quoted rates should only apply to the specific work listed in the requirements
- g) Rates quoted for services/products other than those specified will not be considered.
- h) No additional charges for transportation, forwarding, insurance, etc., will be compensated beyond the quoted rates.

Signature of Agency with Rubber Stamp

Sd/-  
In-charge,  
Central Procurement Branch, DNH & DD  
Cpbdaman106@gmail.com

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**ANNEXURE-I**

**SCHEDULE OF DOCUMENTS ATTACHED**

Sr. No.	Document/Certificate	Uploaded & Enclosed [Please tick any 1]	
		Yes	No
01.	Tender Fees	Yes	No
02.	EMD	Yes	No
03.	MSME certificate (if applicable), if yes bid security declaration as per Annexure B	Yes	No
04.	PAN No.	Yes	No
05.	Valid GST Registration.	Yes	No
06.	Registration of Firm/The certificate of incorporation, if a Firm	Yes	No
07.	Valid license in the field of Supply(to sell, stock, resale, offer for sale)	Yes	No
08.	Undertaking as per Annexure A in bidders letter head duly signed and sealed	Yes	No
09.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes	No
10.	Scan copy of Annexure - I of the Tender Documents duly Stamped and Signed	Yes	No
11.	CA Certified Average Annual Turnover of <b>Rs. 35,64,125/-</b> in last 03 Financial Years.	Yes	No
12.	Purchase order copies/Service contracts with corresponding bill for having supplied materials/services offered.	Yes	No

I hereby verify that all certificates, permissions, and documents are valid and current as of the date mentioned and have not been withdrawn or cancelled by the issuing authority. Additionally, I confirm that the declarations made at Sr. No. 08, 09, & 10 in the declaration part adhere to the format prescribed by the Administration. It is clearly understood by me/us that the tender may be rejected if, upon scrutiny, these certificates are found to deviate from the prescribed format of the Administration. I/we undertake to produce the original certificates, permissions, or documents for verification upon demand at any stage during the processing of the tender.

Thank you.

Date:

Place:

Signature & Rubber Stamp of the Agency

*Sd/-*

In-charge,

Central Procurement Branch, DNH & DD

E-mail Id: cpbdaman106@gmail.com

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**ANNEXURE – A ((To be submitted on bidder's letterhead))**

**UNDERTAKING:**

From: M/s.....  
.....  
.....

To  
The Incharge,  
Central Procurement Branch  
PHC Kachigam, Beside Vidhyut Bhavan  
Somnath Kachigam Road  
Daman – 396 210  
UT of DNH & DD  
Email: cpbdaman106@gmail.com

Sub: Purchase of IEC and Main event materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD 2024-25

Ref: Tender Enq #.....

Sir,

"I/We hereby enclose the necessary documents, duly signed, as shown in Annexure 'I' (in the order in which they are mentioned). I/We have thoroughly read and understood the terms and conditions outlined in the tender, and hereby commit to abide by all stated conditions. Specifically, I/We affirm that the terms and conditions concerning Delivery Period, Payment Terms, Place of Delivery, etc., are acceptable to me/us, and I/we shall not seek alterations to these terms thereafter.

I/We verify that the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents, available for verification upon request. Furthermore, I/We undertake to upload the attested copies of certificates/documents required on the website. I/We understand the importance of ensuring that the uploaded scan documents are legible, as failure to do so may result in the rejection of my/our tender.

I/We confirm that I/We possess the requisite licenses/permits necessary for the manufacture/supply/sale/distribution of the items, and I/We further confirm that these

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licenses/permits have not been revoked or cancelled by the issuing authorities and remain valid as of the present date.

Additionally, I/We affirm that I/We have not been declared defaulter, blacklisted, or debarred by any State or Central Government, Constitutional authority, Financial Institution, Judicial Court, or any Government undertakings.

I/We acknowledge that providing misleading or false information, or failing to furnish correct or true information to you or any other Officer, or failing to comply with any contractual requirements stipulated by you, will be considered a serious breach of the terms and conditions of the tender, and may result in disqualification and other penalties as deemed appropriate by the UT Administration.

Thank you."

Yours faithfully,

Sign & Stamp of Tenderer.

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### **Annexure B**

#### **Proforma for Earnest Money Deposit Declaration (To be submitted on bidder's letterhead)**

Whereas, I/We (name of agency) ----- have submitted bids for -----(name of goods/works/services) for tender no. -----dated: ----

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/ We withdraw and /or modify my/our bid during the period of validity of tender ( including extended validity of tender) as specified in the tender documents,

OR

2. If after the award of work, I/We fail to sign the contract or to submit the performance guarantee or supply the (goods/ works/services) before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for any tenders published in UT of DNH & DD from the date of issue of suspension/ black list order.

Date:

Signature with Seal of the bidder(s)  
Full Company address with contact details

Place:

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**ANNEXURE-II**

**SCOPE OF WORK:**

**Schedule of Requirements, Specifications and Allied Technical Details:**

*Please fill the scope of work. Format is as under :*

Sr. No.	Item of Work	Unit	Quantities	Remark
			required	
1	2	3	4	5
1	<b>Hire charges for providing and fixing Stage of various height stage required in proper level and line as directed.</b>			
1.1	For Yoga Instructor - Size - 10x10-10 Nos.	Sqft	1000	
1.2	Main Stage-Size - 20x20 Ft	Sqft	400	
1.3	LED Screen -Size- 8x4-10 Nos.	Sqft	320	
2	Providing and placing in position approved quality Red Carpet on Stage with cleaning it up to function Etc.Complete as directed. ( Approx Quantity - 9000 Sqft)	Sqft	9000	
3	19mm thick Raised Wooden waterproof ply board platform properly on wooden section frame work raised 150mm above the ground in proper line and level complete as directed. (Size- 12x72 Ft)	Sqft	864	
4	Providing & erecting steps of any size and height including riser, railing, finishing with cloths as directed etc. complete.	Nos.	1	
5	Hire Charges for Supplying, fixing and Arranging good quality of decorative VVIP Glass / Wooden Tipoi complete as directed.	Nos.	5	
6	Providing and placing in position VVIP Sofa on Stage with good quality upholstryas directed. (Three Seater)	Nos.	3	
7	Providing and placing in position VVIP Sofa on Stage with good quality upholstryas directed. (Two Seater)	Nos.	3	

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8	Providing and placing in position VVIP Sofa on Stage with good quality upholstery directed. (Single Seater )	Nos.	2	
9	Cushioned Wooden Premium Quality Chairs for Seating of invitees ( VVIP)	Nos.	5	
10	PVC Chairs for general public & invitees	Nos.	500	
11	Green Net PVC Carpet Flooring with different colour as instruction & Requirement for Stage and the open Area and distroy the debris and gradd and levelling of the ground. (Approx Size- 51200 Sqft)	Sqft	51200	
12	Providing and fixing of White Curtain cloth wall with wooden/ MS framing 8 to 10 Ft Height made of Fancy cloth etc. complete as directed. (Approx 250 Ft)	Rft	250	
13	Wooden/ MS/ Steel Table with frill	Nos.	50	
14	Decorative Flag of Satin Silk of Diifferent colours from minimum MS/ Wooden pipe 4 to 12 ft pipe incl. fixing with cost of labour and materials .	Nos.	600	
15	Lamp made up of Brass of appropriate height as instructed with accessories like Ghee, Cotton , Camphor, Candle, Matchstick etc.	Nos.	1	
<b>16</b>	<b>Providing and fixing Solvent Printed flex design as per instruction including making framing with M.S. square pipe/ Wooden framing as required and directed including cost of all materials and labours. (Flex materials uses 260 gsm black back)</b>			
16.1	Hordings -20x10 Ft-6 Nos.	Sqft	1200	
16.2	Banners- 8x10 Ft- 20 Nos.	Sqft	1600	
16.3	Standees- 6x3 Ft- 20 Nos.	Sqft	360	
16.4	Box Pillars- 4x4x10 Ft Height -20 Nos.	Sqft	3200	
16.5	Box Gates - 30 x 3 Ft and 12x3 Ft Height -2 Nos.	Sqft	1296	

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16.6	Main Stage Backdrop- 20x16 Ft- 2 Nos..	Sqft	640	
17	Cut Outs Made in PVC Hardboards with M.S. Frame of different yoga poses. ( Approx Size 6x3 ft-20 Nos.	Sqft	360	
18	Flower Decoration: Using good quality exotic Natural flowers on Stage, Podium, backdrop, Divi and VIP lounge. Upto any size and ht of stage and backdrop. ( Approx 500 Ft)	Rft	500	
19	white khadi Handkerchief Napkin Good Quality	Nos.	10	
20	Himalaya Mineral Water 200 ml.	Nos.	12	
21	Himalaya Mineral Water 500 ml.	Nos.	12	
22	Himalaya Mineral Water 1 liter	Nos.	12	
23	Providing Glass for drinking water made up for VVIP on Stage	Nos.	12	
24	Moulded Aircraft type VIP Toilets with European Seat, arrangement of Water etc complete.	Nos.	1	
25	Flower pot with different variety of fresh flowers	Nos.	10	
<b>26</b>	<b>Flower Bookey including flowe and Labour work</b>			
26.1	Flower bookey on table on different location with good quality flower inlcuing flower and labour work	Nos.	5	
26.2	Flower Welcome bookey with good quality flower inlcuing flower and labour work	Nos.	5	
27	Hire Charges For Providing,Supplying,Fixing & Arranging Good Quality Of (White LED Metal 100/150/200 watts) Necessary Cable Connection &Switch Board Etc Complete As Per Required Height. As Per The Requirement & Instructi on Of Concern Authority & Engineer In Charge.	Nos.	50	
28	Hire charges for providing for temporary plug point with 5/15Amp plug switch combined, erected in wooden board complete.	Nos.	20	

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29	Hire charges for providing & dismantling pipe type earthing for temporary electrical installation having G.I. pipe, erected in earth pit with necessary salt & charcoal & necessary earth wire	Nos.	10	
30	<b>Hire charges for providing erecting as per direction of Engineer in charge dismantling after use of good running condition for temporary power supply the XLPE insulated armoured cable Aluminium conductor of following size</b>			
30.1	(A) 4 Core 4 / 6 / 10 Sq.mm	RMtr	500	
30.2	(B) 4 Core 16 / 25 Sq.mm	RMtr	300	
30.3	(C) 3 1/2 Core 50 / 70 Sq.mm	RMtr	200	
31	Hire charges for 440V A.C generating set following capacity with necessary fuel, mains, switchgears & accessories complete running on load / no load with acoustic sound proof enclosure etc as per requirement. With transportation charges up to 30 kms. [A] 125 KVA	Nos.	5	
32	Hire charges for Providing ,Erecting and dismantling,after use of good running for Outdoor LED screen with necessary suitable structure,back support, wiring LED screen having a P4.8 or latest updated module & having a each block of uniform size as suitable for site requirement with minimum refresh rate of 3000MHZ and IP65 protection and brightness >= 5000 Cd/m2 as per requirement on site as per direction. Approx Size- 8x 12 Ft-12 Nos.)	Sqft	1152	
33	Hire charges for laying armoured optical fiber cable as per direction of engineer incharge	RMtr	4500	
34	Hire Charges for providing, erecting, operating and dismantling Podium Mike.	Nos.	2	
35	Hire Charges for providing, erecting, operating and dismantling Cordless Mike	Nos.	4	
36	Hire Charges for providing, erecting, operating and dismantling Ear Mike.	Nos.	4	

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37	Hire Charges for providing, erecting, operating and dismantling Mike Stand.	Nos.	6	
38	Hire Charges for providing, erecting, operating and dismantling Audio Player (Input : DVD, USB, Bluetooth)	Nos.	50	
39	Hire Charges for providing, erecting, operating and dismantling Sound Mixer .	Nos.	2	
40	Hire Charges for providing, erecting, operating and dismantling 600 W Dual speakers.	Nos.	80	
41	Hire Charges for providing, erecting, operating photographer for HD photography of entire Programme.	Job	1	
42	Hire Charges for providing, erecting, operating Videographer for HD Videography of entire Programme.	Job	1	
43	Hire Charges for providing, erecting, operating Drone shooting for entire Programme.	Job	1	

**I. Important Inclusions for execution of Event, Illumination and DG Set Work for Yoga IEC & Main Event related supplies for International Yoga Day 2024**

- Management of the event logistics pertaining to overall deliverability in the areas of the following:
  - a. The bidder shall consider hire charges only (Not Purchasing of any material) and electricity charges along with labor, transportation, taxes or any other charges while submitting the Financial Bid.
  - a. The Temporary power supplies connections for location have availed by the bidder as per electricity department procedure in Daman.
  - b. The bidder should keep the Supplies ready one day prior to the proposed date of function for approvals.
  - c. The bidder will have to arrange for the transport of material, Man power, machinery, equipment's and T & Ps etc. at his own cost at the site.
  - d. Quality of work: Bidder will be responsible for quality of work, workmanship as per latest I.S and filled A. E/J. E (of electricity department, Daman) will verify and put report to higher authority for completion of work.
  - e. No digging of road and any structure/shamiyana for the work shall be installed or set up with angular truss and frame.
  - f. The date of the event is as per this RFP, subject to modifications.

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव  
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी  
Department of Health and Family Welfare, DNH & DD  
केंद्रीय खरीद शाखा का कार्यालय  
Office of the Central Procurement Branch  
दमन / Daman

E-mail: cpbdaman106@gmail

*Tender ID:2024\_DAMAN\_3531\_1 Dated:11.06.2024 for Purchase of IEC and Main Event Materials for International Yoga Day celebration in UT Administration of DNH & DD (Daman District), Department of Health and Family Welfare, DNH&DD 2024-25*

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- g. Bidder's plans / presentations / nos. are always subject to modification by the Authority keeping in mind the changing needs of the event.
- h. The Work will entail set up of an office at the site, which will require deputation of staff immediately on allotment of Work order.
- i. Manpower and other related conditions
- i. The agency has to provide required manpower and support staff for the execution of said scope of work
- ii. Adequate manpower for all the areas as advised by the Authority to be deployed. All bidders are required to provide a detailed a list of manpower that will be deployed for the complete execution of work.
- iii. The Agency will supply, control and manage the manpower including temporary manpower required to arrange works as per scope
- iv. Bidder will have to employ and provide onsite Only such manpower who are skilled and experienced for execution and supervision of works.
- v. Bidder will have to provide housing accommodations to his manpower.
- vi. Bidder will also be responsible for any injury / accident to his manpower. Payments of compensations for any accident etc. as may require to be paid eventually shall be borne by the Bidder.
- vii. Bidder should ensure that his staff uses the requisite safety equipment. The manpower should be duly insured against any such eventually.
- j. The bidder has to visit Daman for inspection before presenting the concept of innovative illumination décor lighting according to proposed location.
- k. The transportation installation & dismantling of materials would be done by the bidder.
- l. The bidder shall ensure the solid and liquid waste management at all venues in Daman. Also, the post event cleaning shall be done by the agency.
- m. Maintenance, Safety and Security, Environment Compliance Plan should be prepared.
- n. The Scope of Services specified in this Clause are not exhaustive and the Agency shall undertake such other tasks as may be necessary to successfully implement the event.

Signature & Rubber Stamp  
of the Agency

**Sd/-**  
In-charge  
Central Procurement Branch, DNH & DD  
E-mail Id: cpbdaman106@gmail.com