

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, DNH&DD  
E-mail: cpbdaman106@gmail

*Tender ID:2024\_DAMAN\_3636\_1 Dated:14.08.2024 for Rate contract for Refreshment under, National Health Mission U.T of DNH&DD for the year 2024-25.*

No.CPB/DNH&DD/Refreshment NHM/2024-25/161

Date:14/08/2024

### **E-Tender Notice**

The Mission Director of National Health Mission, DNH & DD on behalf of President of India, invites online tender on <https://www.ddtenders.gov.in> from the Manufactures / Authorized Dealers / Suppliers for Rate Contract for Refreshment under National Health Mission, U.T. of DNH & DD, Daman, for the F.Y. 2024-25.

Sr. No	Particulars	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)
1	Rate Contract Refreshment Under NHM, Daman.	₹ 75,000/-	₹.1,500/-

Bid document downloading Start Date : **14.08.2024**  
Bid document downloading End Date : **04.09.2024, 12:00 Hrs.**  
Last Date & Time for receipt of Bid : **04.09.2024, 14.00 Hrs.**  
Preliminary Stage Bid Opening Date : **04.09.2024, 15.00 Hrs.**

Bidders have to submit Price Bid in Electronic format only on <https://www.ddtenders.gov.in> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://www.ddtenders.gov.in> and [www.daman.nic.in](http://www.daman.nic.in).

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1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of under signed.

The tender inviting authority reserves the right to accept or reject or cancel any or all the tender to be received without assigning any reasons thereof. Bidders shall have to post their queries on E-Mail address: [cpbdaman106@gmail.com](mailto:cpbdaman106@gmail.com).

In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office.

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E-Mail : support-eproc[at]nic[dot]in

**-sd-**

In-charge,

Central Procurement Branch

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

Copy to :-

- 1) NIC, DNH & DD with a request to publish in Website.
  - 2) Accounts Section, NHM, Daman for information.
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Terms and Conditions for the “**Rate Contract for Refreshment under NHM, Daman.**”

❖ **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://www.ddtenders.gov.in>
- 2) All bids should be submitted online on the website <https://www.ddtenders.gov.in>
- 3) The user can get a copy of instructions to online participation from the website <https://www.ddtenders.gov.in>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) 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:  
  
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
- 9) All documents scanned/attached should be legible / readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://www.ddtenders.gov.in> is essential.
- 10) The Bidder has to give compliance for each quoted product for any false / misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

**Keydates:**

Bid document downloading Start Date	:	<b>14.08.2024</b>
Bid document downloading End Date	:	<b>04.09.2024, 12:00 Hrs.</b>
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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Financial Bid is to be filled online <https://www.ddtenders.gov.in> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as **“e-Tender - Sealed Cover of Bid for: Rate Contract for Refreshment under NHM, Daman.”**

**The EMD and Tender Fees should be enclosed with BID only.**

**Tender Fees (Non Refundable) ₹.1,500/- :**

- The Tender Fees should not be forwarded by cash.
- The Tender Fees (Non Refundable) will be accepted only in form of DD/A/c payee in favor of **The Mission Director of National Health Mission, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

**Earnest Money Deposit ₹.75,000/- :**

- All tenders must be accompanied by the Earnest Money Deposit (EMD) as specified in the schedule; otherwise, the tender will be rejected.
  - 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.
  - 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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- d. 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 C.

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 Guarantee

In favor of *The Mission Director, NHM* from any Scheduled Commercialized Bank authorized by Reserve Bank of India.

- e. **The Earnest Money Deposit (EMD) should remain valid for a duration of twelve months from the date of its issuance.**

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

2. 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.

- f. 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.

- g. 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)**

- a. 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.
  - b. 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 *The Mission Director, NHM*.
  - c. Failure to receive the Security Deposit within the stipulated time will result in automatic cancellation of the supply order without any prior intimation.
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- d. 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.
- e. 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.
- f. 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.
- g. 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 is liable for rejection due to any of the reasons mentioned below:
    - i. Non-Submission of tender within stipulated time online.
    - ii. Submission of tender physically in the Office but not submitted online on <https://www.ddtenders.gov.in>
    - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
    - iv. Non-payment of Earnest Money Deposit (if not exempted).
    - v. Non-Submission of required documents as mentioned in schedule.
    - vi. Conditional/vague offers.
    - vii. Unsatisfactory past performance of the tenderer.
    - viii. Items with major changes/deviations in specifications/ standard/ grade/ packing/ quality offered.
    - ix. Offering an accessory optional even though required to operate the instrument.
    - x. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
    - xi. Tenders not filled up properly.
  - 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 price bid form on <https://www.ddtenders.gov.in>
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- c. Discount offered after price bid opening will not be considered.
  - d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However the tender which is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.
  - e. The In-charge CPB, DNH&DD may seek any clarifications / explanation / documentary evidence related to offer at any stage from tenderers if required.
  - f. The rate should be quoted in the prescribed form given by the department; **the rate should be valid up to three Year from the date of award of Tender.** The contract will be renewed yearly on same rate for 03 years.
  - g. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
  - h. 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.
  - i. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
  - j. Separate agreement will be required to be signed by the successful tender(s) for the purpose of this Rate contract for Printing/Supply/Installation of IEC Materials/items including labour cost. 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.
  - k. The rate(s) quoted should be strictly for free delivery at FOR Govt Hospital Moti Daman/CHC Moti Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
  - l. The department shall not take any responsibility of unloading the goods; the successful bidder has to make arrangements for unloading at the site.
  - m. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt . Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under
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execution by him over the last ten years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

- n. The tendered quantity is tentative and the actual purchase can be 20% Less or More than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.

## **2. TERMS OF WORK EXECUTION :**

- a. Extension of time limit of work order shall be considered by the Tender Inviting Officer. The extension so granted may be without levy of compensation for delay in execution of work the cost of work order 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. Inspection will be carried out in the premises of National Health Mission. In case of goods to be inspected in factory premises, all expenditure to be borne by the Tenderer.

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

### **A. Preliminary & Technical Evaluation:**

1. Tender fee is mandatory documents.
2. Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
3. Scrutiny of Compliance Statement given by the bidder.

- B. Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders.
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#### **4. PAYMENT TERMS :**

- a. 100% of the invoice amount will be paid only after competition of work successfully and submission of Security deposit i.e. 10% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above ₹.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which GST has been charged have not been exempted under the Goods & Service Tax Act or the Rules made there under and the amount charged on account of Service Tax on these service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirement.

Signature of Agency  
With Rubber Stamp

*-sd-*  
**In-charge, CPB**  
**DNH&DD**

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**[To be filled in letter head only]**

**ANNEXURE – A**

**UNDERTAKING :**

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

**The In-Charge,  
Central Procurement Branch,  
Dept. of Health and Family Welfare  
PHC Kachigam  
Kachigam- Somnath Road  
Daman – 396 210**

**Sub: Rate contract for Purchase of Refreshment under *National Health Mission U.T of DNH&DD*  
for the year 2024-25.**

**Ref: Tender Enq #.....**

Sir,

I/We enclose the necessary documents duly signed, as shown in Annexure 'B' (in order in which they are mentioned). I/We have carefully read and understood the terms and conditions stated in the tenders from and I/We shall abide by all these conditions. I/We further endorse that in particular, the terms and conditions of Delivery Period, Payment Terms, Place of delivery etc. are acceptable to me/us and no representation will be made by me/us afterwards for altering the same.

I/We verify the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents for verification on demand. I/We undertake to upload the attested copies of certificates/documents required on the website.

I/We will be cautious to see that the uploaded scan documents are legible and I/we understand that if the documents are not legible, my/our tender will be rejected.

I/We verify that I/We are in possession of the requisite licenses/permits required for the manufacture /supply /sale /distribution of the items and further verify that the said licenses/permits have

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not been revoked/ cancelled by the issuing authorities and are valid as on date. I/We also verify that I/We have not been declared defaulter, blacklisted or debarred by any State or Central Government or Constitutional authority or Financial Institution or Judicial Court or any Government undertakings.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Officer or failure to comply with any contractual requirement laid down by you will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the UT Administration.

Thanking You,

Yours faithfully,

Sign & Stamp of Tender

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**ANNEXURE- B**

**SCHEDULE OF DOCUMENTS ATTACHED**

Sr. No.	Document / Certificate	Uploaded & Enclosed
<b>A.</b>	<b>General Documents :</b>	
01.	PAN No.	Yes / No
02.	GST No.	Yes / No
03.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes / No
04.	Scan copy of Schedule of Documents correctly filled with Stamped and Signed on each page. (Scope of Work)	Yes / No
05.	Food License No.	Yes/No

It is verified that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the representants at above, declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

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  
DNH&DD  
e-mail: cpbdaman106@gmail

*Tender ID:2024 DAMAN\_ \_1 Dated: .08.2024 for Rate contract for Refreshment under National Health Mission U.T of DNH&DD for the year 2024-25.*

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### **Annexure C**

#### **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:

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  
 DNH&DD  
 e-mail: cpbdaman106@gmail

*Tender ID:2024\_DAMAN\_ \_1 Dated: .08.2024 for Rate contract for Refreshment under National Health Mission U.T of DNH&DD for the year 2024-25.*

❖ **Scope of Work :**

**Rate Contract for Refreshment Under National Health Mission, U.T. of DNH & DD, Daman, for F.Y. 2024-25.**

Sr. No.	Name of Refreshment types	Items required	Rate per plate
1	Breakfast	Snacks (Idli with chutney and sambhar/ vada with chutney/ Poha/ Upma/ Samosa with Chutney/ Pavbhaji (any of the above)	Per plate
		Biscuits (3)	
		Tea and coffee	
		Water bottles (500 ml)	
2	Lunch	Two Sabjis, five chapatis, Dal, Rice, Farsan, Salad, Sweet & Water (500 ml)	Per plate
3	High-Tea	Sandwich	Per plate
		Three Biscuits	
		Tea and coffee	
		Water (500 ml)	
4	Snacks Packets	Samosa / Cutlet/ Sandwich	Per packet
		Tetra Packed fruit juice (200 ml)	
		Two cookies	
5	Refreshments	Tea / coffee	Per plate
		Three Biscuits / Three cookies	
		Water bottle (500 ml)	
6	Refreshments (Juice)	Tetra packed fruit juice (200ml)	Per pkt

Signature of Suppliers/Dealers  
 With Rubber Stamp

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