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Administration of
Dadra and Nagar Haveli, UT.,
Department of Primary Education
Silvassa – 396 230

No.2-2/10-EDN/Purchase of Photoframes/1947

Date : 6 /11/2019

LIMITED TENDER NOTICE

The Tenders are hereby invited **along with samples** from the interested Manufacturers/Authorized Dealers / Suppliers by the Asstt.Accounts Officer/H.O. (Pry.Edn.), Dadra and Nagar Haveli, Silvassa on behalf of the President of India for the Procurement of photoframes for the students studying in Government Primary/Upper Primary and Government Secondary/Higher Schools running under the control of the Administration of Dadra and Nagar Haveli through limited tender on or before **15 /11/2019 up to 17.00 Hrs.**

Sr. No.	Name of item (As per specification in Annexure-I enclosed herewith)	Quantity required in No.	EMD ()	Tender fees non refundable ()	Time limit
1	Photoframe as per the schedule of supply and specification attached at Annexure-I.	As per Annexure-I	8910/-	1,000/-	One month

TERMS & CONDITIONS FOR THE PROCUREMENT OF PHOTOFRAME FOR THE STUDENTS STUDYING IN GOVERNEMENT PRIMARY/UPPER PRIMARY AND GOVERNEMENT SECONDARY AND HIGHER SECONDARY SCHOOLS UNDER THE ADMINISTRATION OF DADARA AND NAGAR HAVELI.

- 1) The bidder should be a Interested Manufacturer/authorized dealer distributor or supplier of Photoframe. If the tenderer is authorized distributor/dealer of manufacturer, he should furnish Authorization letter certificate from the manufacturer as per format prescribed in Annexure "A" .Authorization letter not submitted as per format will be rejected.
- 2) The bidder has to submit all the mandatory documents duly signed and stamped by the bidder compulsorily. The Mandatory documents are as under;
 - a. The copy of Tender Fees in DD form and EMD in FDR form must be submitted online as well as in physical form.
 - b. The copy of GST Registration Certificate.
 - c. The copy of Pan Card on Company Letter head duly stamped and signed.
 - d. The Bidder should have experience of supply of similar item to Govt. /semi Govt.organization in the last three 3 years.
 - e. The Bidder should submit sample in the Department of Primary Education, D & N.H., Silvassa.
 - f. The Bidder who will be technically qualified in documents will be qualified for opening Commercial bid.
 - g. The Bidder should upload undertaking that the terms and conditions mentioned in the tender are acceptable.
 - h. The Bidders should submit undertaking that they are not blacklisted by any organization previously.
 - i. Sr.no. 2 (a to h) including scanned copy of tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.

- j. Physical submission of tender fees in form of Demand Draft and EMD in form of FDR in hard copy shall be submitted to the tender inviting authority by RPAD / Speed post / Courier. However, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before 15/11/2019 at 17:00 Hrs. in the office of the undersigned.
- k. The price bid shall be opened of those firms / agencies who are qualified in technical bid.
- l. The bidder should furnish tender fee in form of Demand Draft and Earnest Money Deposit in form of FDR drawn in any scheduled bank in favour of **The Chief Executive Officer (DP), Dadra and Nagar Haveli payable at Silvassa** in the manner laid down in tender notice. Tenders received without Tender Fees & Earnest Money Deposit will be summarily rejected. The EMD will be refunded to the unsuccessful tenders immediately after the tender is been finalized and on receipt of application from them.
- m. The rate(s) quoted in the price bid by the Bidder shall be inclusive of all Taxes and charges imposed by the Govt. of India from time to time. The rates quoted by the Bidder shall be valid for a period of 12 months from the date of issue of order.
- n. **The rates quoted in the price bid shall be inclusive of GST as well as duty imposed by Govt. of India from time to time and on account of loading, unloading, installation and transportation at every classroom of all schools situated in entire UTs of Dadra Nagar Haveli.**
- o. **If successful bidder fails to install/supply the required material in stipulated time, 0.5% per week penalty will be imposed on whole quantity ordered.**
- p. The Bidder has to quote single rate/unit rate as per specification specified in Annexure-I, otherwise Tender will be rejected.
- q. No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
- r. 10 % security deposit on order value will be deposited by the successful bidder.
- s. The Earnest Money(s) Security Deposit(s) paid by the Bidder (s) earlier against any tender (s) or Supply order(s) is / are not adjustable with Earnest Money or Security Deposit required by these conditions/tenders.
- t. The successful bidder has to supply the goods strictly as per specification /sample and within prescribed time limit. If the material supplied not found as per the specification / sample/inferior in quality, the entire supply order is liable for cancellation and EMD / SD paid will be forfeited to government and said agency shall be blacklisted.
- u. No separate agreement will be required to be signed by the successful bidder(s) for the purchase of the Contract for supply. Rates tender offered in response to the concerned tender shall be considered as acceptance of all above terms &

- v. Extension of time limit for supplier may be considered by the Tender Inviting Officer up to 50% of the original stipulated time for supplies and beyond that by the Competent Authority to accord expenditure sanction or enter into contract with reference to the amount involved in the contract. However, extension of time limit will be considered in very exceptional circumstances and at the discretion of time limit will be considered in very exceptional circumstances and at the discretion of the above authorities and supplier cannot claim it as a matter of right. The extension so granted, may be with levy of compensation for delay in execution of supply order up to 10% of the cost of the delayed quantity. competent to grant extension of time limit, provided such request is made in time depending upon the circumstances and such decision in the matter will be final.
- w. Only on satisfactory completion of supply of goods, bills of the supplier to be admitted for payment, the amount of Security Deposit / Earnest Money Deposit will be refunded after expiry of guarantee /warranty period if any, or such date / period as may be mutually agreed upon. The guarantee / Warranty period will be form the date of supply of full quantity of the goods.
- x. All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order and submitted to the respective department as instructed by the tender inviting Authority.
- y. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) or all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

All disputes subject to Dadra and Nagar Haveli jurisdiction only.

THE ABOVE CONDITIONS ARE ACCEPTED & ARE BINDING TO ME / US.

Tender Inviting Officer.

**Signature of the Supplier with
Rubber Stamp with date.**

Asstt.Accounts Officer/H.O.
Primary Education
Dadra Nagar Haveli
e-mail : pryedu.dnh@gmail.com
(0260-2632303)

Copy to:

1. The All Heads of Officers, Dadra and Nagar Haveli, Silvassa for displaying on the Notice Board.
2. The Director (IT), Secretariat NIC, Silvassa for publishing/listing on the official website of DNH Administration.

Administration of
Dadra and Nagar Haveli, UT.,
Department of Primary Education
Silvassa – 396 230

Annexure –I

SCHEDULE OF SUPPLY AND SPECIFICATION FOR PHOTOFRAME


Sr. No	Item	Quantity Required	Unit	Rate per Unit (In word & Figure)
1	Purchase of Polycarbonate 10mm sheet with UV Printing backside sheet with Heavy-duty Plastic Fiber Frame	1188	One photoframe	
	Total	1188		

Descriptions of Photoframe

Specifications:

Polycarbonate 10mm sheet with UV Printing backside sheet with Heavy-duty Plastic Fiber Frame, Size 19" X 15"

(4 Photo-Frames i.e of Saraswati, Father of Nation, President of India & Prime Minister)


Asstt.Accounts Officer/H.O.
Primary Education
Dadra Nagar Haveli
e-mail :pryedu.dnh@gmail.com
(0260-2632303)

(tender Notice No. 2019-20)

To,

Sub: Tender for supply of Photoframe - 2019-20 – Reg..

Ref:- Tender ID No. _____ due on _____

Dear Sir,

we, _____ who are an established and reputed manufacture of _____ having factory / factories at _____ hereby certify that M/s. _____ (name & address of the distributor / dealer / agent) is our authorized distributor / dealer / agent & we authorize them to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender document for the above goods. We hereby agree to manufacture _____ as per the tender specification and supply the same to M/s. _____

No other companies other than M/s _____ is authorized by us to represent us in the above referred tender.

FULL SIGNATURE
WITH FULL NAME & RUBBER STAMP OF
MANUFACTURER'S / AUTHORISED
SUPPLIERS.

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Annexure – B

Undertaking

(tender Notice No. _____ 2019-20)

To,

Sub: Tender for supply of Photoframe - 2019-20 – Reg..

Ref:- Tender ID No. _____ due on _____

Dear Sir,

We have read and understood all the terms and conditions mentioned in your above referred Tender and we have no doubts whatsoever regarding the same.

We undertake that all the terms & conditions mentioned in your above referred tender are acceptable and binding on us.

TENDER'S FULL SIGNATURE

WITH FULL NAME & RUBBER

Annexure-C

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UNDERTAKING

(Tender Notice No. _____)

To,

Sub: Tender for supply of Photframe - 2019-20 – Reg..

Ref:- Tender ID No. _____ due on _____

Dear Sir,

I/We _____ (Full Name in the Capital Letter starting with surname) the Proprietor / Managing Partner / Managing Director / Holder of the Business / Authorized Distributors for the Establishment / Firm / registered Company named herein below do here offer to supply the _____ as mentioned in the tender & in accordance with the specifications therein.

TENDER'S FULL SIGNATURE

WITH FULL NAME & RUBBER