

Administration of
Dadra and Nagar Haveli, UT.,
(Directorate of Education)
Silvassa – 396 230

No.EDN/DNH/HP-Batteries/2019/8338

Date:11/10/2019

E-TENDER (ONLINE) INVITATION NOTICE
(Tender ID No.2019_UTDNH_4301_1)

Tenders are hereby invited **along with samples** from the interested Manufacturers/Authorized Dealers/Suppliers by the Director of Education, Dadra and Nagar Haveli, Silvassa on behalf of the President of India for the Procurement of Laptop Batteries for the Directorate of Education, Daman & Diu and Dadra & Nagar Haveli through online tender on the website <http://dnhtenders.gov.in> on or before **25/10/2019 up to 15.00Hrs.**

Sr. No.	Name of item (As per specification in Annexure-I enclosed herewith)	Quantity required in No.	EMD (Rs.)	Tender fees non - refundable (Rs.)	Time limit
1	Procurement and installation of Batteries for Laptop-specification attached at Annexure-'C'	As per Annexure-'C'	39,000	2,000/-	15 days

Tender publishing on	11/10/2019 at 16.30 hrs.
Tender download from	11/10/2019 at 16.30 hrs.
Tender download till	25/10/2019 at 15.00 hrs.
Pre-Bid Meeting	15/10/2019 at 11.00 hrs.
Bid submission start from	11/10/2019 at 16.30 hrs.
Bid submission closing on	25/10/2019 at 15.00 hrs.
Bid opening on	25/10/2019 at 16.00 hrs.
The online Technical Bid received without scanned copies of tender Fees, EMD and Mandatory documents shall not be considered for evaluation. List of Mandatory documents are specified in the terms and conditions.	
Bidders have to submit price bid in Electronic Format only on website till the last date and time for submission. Price bid in Physical format shall NOT be accepted in any case. The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reason thereof	
The tender form along with all details including schedule and terms and conditions can be down loaded from the website http://dnhtenders.gov.in	

Sd/-
(Nilesh Gurav)
Director (Education)
e-mail :doe-dnh@nic.in
(0260-2642006)

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.

**TERMS & CONDITIONS FOR THE PROCUREMENT AND INSTALLATION OF
LAPTOP BATERIES UNDER THE DIRECTORATE OF EDUCATION, DAMAN &
DIU AND DADRA AND NAGAR HAVELI
(TENDER ID NO.2019_UTDNH_4301_1)**

ANNEXURE "A"

The following shall be the terms and conditions / Instructions to Bidders:

- 1) Successful bidder has to deliver all the bid Items within 15 days of the purchase order.
- 2) The rate should be quoted in the prescribed Annexure "C"; the rate should be valid upto One Year from the date of release of tender.
- 3) All/Taxes/Duties/Royalties Charges payable on the sales/transport etc.within and/or outside the UT shall be payable by the supplier. Therefore, the cost quoted in the tender should be an all inclusive cost without any add ons
- 4) The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item.
- 5) 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 and binding on all.
- 6) The bidder should enclose an amount of Rs.2000/- as Tender fee in form of Demand Draft and an amount of Rs.39,000/- as Earnest Money Deposit in form of Fixed Deposit Receipt/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Nationalised/scheduled commercial Banks payable at Silvassa in favour of '**Director (Education) DADRA & NAGAR HAVELI U.T. SILVASSA**' along with tender. The Tender fee and EMD should not be forward by Cash. Tender received without Tender fee and Earnest Money Deposit will be summarily rejected.
- 7) (a) The successful bidder shall pay / deposit within 10 days from the date of intimation of award of contract an amount equal to 10% of the total value of articles, which may be ordered, as the amount of performance security deposit.
(b) Non receipt of Security Deposit within stipulated time may result in cancellation of the order.
(c) The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No.07 above.
- 8) All bills should be in TRIPLICATE and should invariably mention the number and date of supply order.
- 9) Each bill in which Tax is charged must contain the following certificates on the body of the bill: "CERTIFIED that the goods on which Tax has been charged have not been exempted under the GST Act or the Rules made there under and the amount charged on account of Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".
- 10) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any, present in the Office of the Tender Inviting Officer.
- 11) 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.
- 12) In case, the supplier does not execute the supply order placed with him as per the given schedule, the EMD of the supplier will be forfeited and the contract or the supply shall terminated with no further liabilities on either party to the contract.
- 13) No separate agreement will be required to be signed by the success fultender (s) for the purpose of this contract for supply. 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.

- 14) The tender will be accepted during working hours upto 25/10/2019 at 15.00 hours and will open on the same day if possible in the office of the Directorate of Education, Dadra and Nagar Haveli, PWD Campus, Building No. 5, 1st Floor, Dadra and Nagar Haveli, Silvassa in the presence of the Tender Opening Committee and tenderer(s) or their representative(s) if present.
- 15) **Demonstration of the product / Laptop battery with existing laptop against Technical Committee in Pre-Bid Meeting.**

Conditions of Contract:

- 1) The rate(s) quoted should be strictly for free delivery and installation of battery at respective location in Dadra and Nagar Haveli, Daman and Diu as per supply order and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- 2) Orders once placed should be delivered within the given time period and item should be door delivered.
- 3) No extra charge for packing, forwarding and insurance, installation/ commissioning at site etc. will be paid on the rates quoted.
- 4) The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture. **The rate quoted by the bidder must be inclusive of all taxes.**
- 5) Rates quoted for items other than the required specification/make/manufacture will not be considered.
- 6) The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them at the earliest but not later than 30 days from the date of award of contract to the successful bidder. The amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon only on satisfactory completion of the supply order. Railway Receipt or other transport document should be drawn in the favour of Officer Inviting tender.
- 7) 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 own cost and risk. Intimation of non-acceptance of any materials 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 own cost and risk..However, if no response is received within 15 days from the date of such communication, the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- 8) In case of failure to replace the supplied/ delivered but rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the suppliers Security Deposit/Earnest Money or payment due of any bill(s) to the extent required.
- 9) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
- 10) 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 order up to 5% of 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.
- 11) 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.

- 12) 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 to claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which 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 originally contemplated.
- 13) The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
- 14) The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption from payment of Earnest Money Deposit, certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- 15) The items as mentioned in the list are the approximate estimates invited and actual purchase may be more or less. Accordingly the successful tenderer has no right to claim for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- 16) Supplier may insure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damages or pilferage of goods during transit.
- 17) The tenderer should attaché certified True copies of GST Registration Certificate, a copy of Pan Number, proof of fulfilling the norms of IS/ISO/WHO/GMP specification if any, with is/their tender. It may please be noted that the tender received without document referred above shall not be considered.
- 18) The rates quoted in the price bid shall be inclusive of all charges on account of loading, unloading, transportation and installation of the laptop batteries in entire UTs of Daman & Diu and Dadra and Nagar Haveli. The details of the Location for distribution and installation shall be provided at the time of placing of work order.**
- 19) The manufacturing units who are placed in Silvassa are exempted for Earnest Money Deposit.
- 20) The tender fee must be enclosed in demand draft in favour of 'Director (Education), Dadra and Nagar Haveli U.T. payable at Silvassa with the tender documents.

The above terms and conditions are accepted and are binding to me/us.

Signature & Stamp of Supplier with Rubber Stamp,

Sd/-

Place:

(Nilesh Gurav)

Dated:

Director (Education)

NOTE: Please return One Copy of these terms and conditions duly signed with seal of firm along with the tender as proof of acceptance of the terms and conditions.

ANNEXURE 'B'

Sr. No.	Description	Answer
01	Has the agency registered with GST Department and documents proof to this effect attached?	Yes/No
02	Has the agency enclosed Permanent Income Tax No. with the tender?	Yes/No
03	Has the agency deposited tender document. Fees of Rs.2000/- and EMD of Rs. 39,000/-	Yes/No
04	Has the agency quoted rates inclusive of all taxes and levies as per Schedule?	Yes/No
05	Has the agency attached the documentary proof of having exemption from Bid Security Deposit, in case of the agency exempted being register with DGSD/NISC?	Yes/No
06	Has the agency accepted all the terms and condition of the tender documents and has attached an undertaking in this regard?	Yes/No

Signature & Stamp of Supplier

Sd/-
(Nilesh Gurav)
Director (Education)

[ANNEXURE 'C']

SCHEDULE FOR THE PURCHASE OF LAPTOP BATERRIES

To

Director (Education),
Dadra & Nagar Haveli U.T.

I/We the, undersigned _____ of
M/s. _____ hereby offer my/our rates asunder. I/We agree with the terms
and conditions attached with this tender and promise to supply of the **'Installation and supply of
Laptop Batteries'** at UT of Daman & Diu and Dadra and Nagar Haveli as per specification given
below.

LAPTOP BATTERY

Sr. No.	ITEM	Unit	Rate	Amount
1	Laptop Model number HP 241 G1 Notebook PC - (Specification) HP – LA06DF Type: Rechargeable Li- Ion Minimum 4200 mAh Capacity: 47+ Wh Voltage: 10.8 Vdc Warranty : 1 year	444		
Total Units		444		

Note: The Rates quoted should be inclusive of all applicable taxes and should have at least one
year of OEM warranty.

Payment Terms: Payment will be made 1 month after successful delivery and installation. No
advance payment will be made to the successful bidder.

Signature & Stamp of Supplier

Sd/-
(Nilesh Gurav)
Director (Education)