

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

No.DOE/DNH/Centr.Procu.Stationery/32/2018-19/1854

Date : 19/02/2019

**E-TENDER (ONLINE) INVITATION NOTICE**

**(Tender ID No.2019\_UTDNH\_3898\_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 School Stationery Item for the students studying in Government Primary/Upper Primary and Government Secondary/Higher Schools running under the control of the Administration of Daman & Diu and Dadra and Nagar Haveli through online tender on the website <http://dnhtenders.gov.in> on or before **12/03/2019 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	School Stationery Item as per the schedule of supply and specification attached at Annexure-I.	As per Annexure-I	6,66,078/-	5,000/-	Two months

Tender publishing on	20/02/2019 at 16.00 hrs.
Tender download from	20/02/2019 at 16.00 hrs.
Tender download till	12/03/2019 at 17.00 hrs.
Date of Pre-bid Meeting	28/02/2019 at 11.45 hrs.
Start date for submission of Clarification	20/02/2019 at 16.00 hrs.
Last date for submission of Clarification	27/02/2019 at 15.00 hrs.
Bid submission start from	05/03/2019 at 10.00 hrs.
Bid submission till	12/03/2019 at 17.00 hrs.
Bid opening on	13/03/2019 at 11.45 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 <a href="http://dnhtenders.gov.in">http://dnhtenders.gov.in</a>	

**Sd/-**  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto: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 OF SCHOOL STATIONERY ITEM FOR THE STUDENTS STUDYING IN GOVERNEMENT PRIMARY/UPPER PRIMARY AND GOVERNEMENT SECONDARY AND HIGHER SECONDARY SCHOOLS UNDER THE ADMINISTRATION OF DAMAN & DIU AND DADRA AND NAGAR HAVELI.**

**(TENDER ID NO.2019\_UTDNH\_3898\_1)**

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- 1) The bidder should be a Interested Manufacturer/authorized dealer distributor or supplier of School stationery Item. 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 upload the scanned copies of all the mandatory documents duly signed and stamped by the bidder compulsorily online only while submission of bid. Only the documents submitted online will be considered for evaluation. 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 Bidder should have average annual turnover as equivalent to estimated cost for last three financial years. Upload copy of Income tax paid for the last two years along with copy of Turnover Certificate certified by registered Chartered Account.
  - c. The Bidder should upload the valid shop & Establishment Certificate.
  - d. The copy of GST Registration Certificate.
  - e. The copy of Pan Card on Company Letter head duly stamped and signed.
  - f. Bank Solvency Certificate of Rs. 1.50 crore.
  - g. The Bidder should have experience of supply of similar item to Govt. organization for 3 years. The copy of satisfactory completion certificate must be uploaded.
  - h. The Bidder should submit sample in the Department of Directorate of Education, D & N.H., Silvassa and take acknowledge on the challan and uploaded the same in online Tender.
  - i. The Bidder should have submitted 3 set of samples which will be tested from NABL accredited laboratory.
  - j. The Bidder who will be technically qualified in documents as well as in test report only will be qualified for opening Commercial bid.
  - k. The Bidder should upload undertaking that the terms and conditions mentioned in the tender are acceptable.
  - l. The Bidders should submit undertaking that they are not blacklisted by any organization previously.
- 3) Sr.no. 2 (a to l) including scanned copy of tender Fee and EMD are mandatory documents to be uploaded online for qualifying for the further process.
- 4) **The post delivery testing of School Stationery will be done. Based on recommendation(s) of testing result, if the sample(s) does not meet(s) the requirement of tender specification with respect of the test carried out by testing agency, payment will not be released and EMD / SD deposited with tender will be forfeited immediately and the firm will be blacklisted, with approval of the Competent Authority.**
- 5) **The procurement of School Stationery is being done for the year 2019-20, hence the manufacturing of School Stationery should be of the year 2019.**

Signature of the Supplier with  
Full address & Rubber stamp.

- 6) **The successful bidder fails to execute the supply of ordered material in stipulated time as prescribed in the tender notice, the penalty of 0.5% per week of the delivered price of the delayed material will be imposed.**
- 7) 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 12/03/2019 at 17:00 Hrs. in the office of the undersigned.
- 8) Bidder has to submit price bid in Electronic Format only on <http://dnhtenders.gov.in> 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.
- 9) The bidder should furnish tender fee in form of Demand Draft Earnest Money Deposit in form of FDR drawn on any scheduled bank in favour of the **Director of Education, 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.
- 10) 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.
- 11) **The rates quoted in the price bid shall be inclusive of all charges on account of loading, unloading and transportation at all schools situated in entire UTs of Daman & Diu and Dadra Nagar Haveli.**
- 12) The Bidder has to quote single rate as per specification specified in Annexure-I, otherwise Tender will be rejected.
- 13) No extra charges for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 14) 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.
- 15) 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.
- 16) 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 & conditions for supply for all legal purpose.

Signature of the Supplier with  
Full address & Rubber stamp.

- 17) 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.
- 18) 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.
- 19) No advance payment will be made.
- 20) All bills should be in TRIPLICATE and shall invariably mention the number and date of supply order.
- 21) 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.
- 22) All Contracts will be given to the overall lowest Bidder not item wise due to technology reasons.

**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.**

**Sd/-**  
(Saloni Rai)  
Director (Education)  
e-mail : doe-dnh@nic.in  
Telephone: 0260-2642006

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

**Annexure –I**

**(TENDER ID NO.2019\_UTDNH\_3898\_1)**

**SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY  
ITEM**

<b>Sr. No</b>	<b>Item</b>	<b>Quantity Required</b>	<b>Unit</b>	<b>Rate per Unit (In word &amp; Figure)</b>
1	Drawing book 21 X29.7 cm 100 gsm (Std 4 to 10) 40 pages	49090	Nos.	
2	Drawing book with picture (Std 1 to 3) 40 pages	22937	Nos.	
3	Sharpner ( Std 1 to 12)	79889	Piece	
4	Erazer ( Std1 to 12) X 3 Nos.	239667	Piece	
5	Pencil Box ( 10 Pcs in Box ) (Std 1 to 12)	79889	Box	
6	Foot Rule Steel Standard Quality ( Std1 to 4)	30178	Piece	
7	Foot Rule Steel Standard Quality ( Std 5 to 12)	49711	Piece	
8	Sketch pen ( Std 3 to 8)	42326	Set	
9	Wax Colour ( Std1 and 2)	15130	Set	
10	Water Bottle ( Std1 to 8)	57456	Piece	
11	Slate Plastic frame ( Std 1 and 2)	15130	piece	
12	Slate Pen ( Std 1 and 2)	15130	Box	
13	Compass box with Geometric Utencils ( Std 3 to 12)	64759	Piece	
14	Compass box ( Std1 and 2)	15130	Piece	
15	Graph book ( Std 6 to 12)	41298	Nos	
16	Water Colour ( Std 8 to 10)	18720	Nos	
17	Paint Brush ( Std 8 to 10)	18720	Nos.	
18	Atlas ( Std 6 to 10)	33436	Nos.	
19	Ball Pen ( Std 6 to 12) X 6 nos.	247788	Nos.	

**Sd/-**  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
(0260-2642006)

**SCHEDULE OF SUPPLY AND SPECIFICATION FOR SCHOOL STATIONERY  
ITEM**

Sr.No.	Item	Specification
1.	Sharpener	Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length -25mm (min) Width-15mm (min) Height-10mm (min)
2.	Eraser	Eraser should be made of non-toxic plasticized PVC rubber material and should be natural white in colour. The dimensions of eraser shall be Length- 25mm (min) Width-12mm (min) Height-9mm (min)
3.	Pencil Box	Writing Pencil Box:- The Writing Pencil Box Consisting of 10 NOs of Pencils, 1 Sharpener and 1 Eraser, super dark premium bonded lead HB pencils. The pencils shall be non toxic.
4.	Foot Rule	The Scale should be made of high quality general purpose clear Ploystyrene. It should have 3mm blank space at both ends beyond markings. The lines and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. Te dimensions of scale shall be Length – 156 mm – min. Breadth – 25 mm - min
5.	Foot Rule	The Scale should be made of high quality general purpose clear Ploystyrene. It should have 3mm blank space at both ends beyond markings. The line and numbers showing 'mm' and 'inch' on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-306 mm – min. Breadth – 29 mm – min Weight – 20 gms -min
6.	Sketch Pen	12 sketch pen set of good quality like Camlin, Faber Castel, luxury and etc.
7.	Wax Colour	12 Wax colour set of good quality like Camlin, Faber Castel, Luxury and etc.
8.	Water Bottle	(i) Design and pattern of the water bottles must be as per indicative stores sample. (ii) Shape shall be cylindrical with maximum diameter of 60 mm at centre for proper grip and which should fit within the side pouch of the school bag. The water bottle shall have opening with minimum 1 ½ turn threads. The main lid shall be screwed to fit tight to bottle. The main lid shall have at least 20 mm dia. Opening for drinking water. The opening shall be shut close with second lid which shall be part of main lid. The second lid shall be fixed on hinge to main lid. (iii) Material used for making water bottle must be made odourless, hygienic & of FDA approved transparent polyethylene (terephthalate) minimum 0.65 mm thick with hinge type lid. (iv) Water bottle to have easy grip and leak-proof sealing cap for easy handling. (v) Caps of water bottle should be of Pink, Red, Yellow and Violet colours. (vi) Water bottles to conform to EN71 standards in all other aspects.

9.	Slate Plastic frame	The writing slate shall be of size 200mm x 250mm. the slate shall be 3mm thick. The slate shall have grids on one side and ruling on another side. The slate shall have fine finishing, smooth surface for easy to write. The slate shall be bounded with deluxe tin frame.
10.	Slate Pencil	The writing slate pencil shall be of standard quality and writable on slate
11.	Compass box with Geometric Utensils	<p><b>(i) <u>Geometry Compass Box:-</u></b> The Geometry Box should be made of 0.22 mm thick (minimum) tin free Mild steel (Press Metal Sheet). The corners should be curved so that there are no sharp edges. The sheet metal should have Zinc plating for resistance against rust. The art work etc. shall be as per manufacturer's design. The box should have two lock. The box Length shall be 180mm (<math>\pm 5</math>mm), Breadth shall be 75mm (<math>\pm 5</math>mm) and Height shall be 18 mm (<math>\pm 2</math>mm). The Box should be printed with wordings Department logo, and also the Name of the Manufacturer. The overall appearance of geometry compass box shall exude quality of construction &amp; superlative finish of art work/paint work on the outside of box. Box should have compartments for separating and protecting the components from damages. The Geometry Compass Box shall consist of following sets of instruments that will be used by children for drawing Geometric constructions, writing &amp; marking etc.</p>
		<p><b>(ii) <u>Scale :-</u></b> The scale should be made of high quality general purpose clear Polystyrene. It should have 3 mm blank spaces at both ends beyond markings. The lines and numbers showing "mm" "inch" on scale shall be printed with special printing ink for taking accurate measurements. The dimensions of scale shall be Length-156mm and Breadth – 25 mm (min) Weight – 8 gm (min)</p>
		<p><b>(iii) <u>Protractor :-</u></b> The protractor should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on protractor shall be printed with special printing ink for taking accurate measurements. It should have semicircular shape with angles from 00 to 1800 marked in clockwise &amp; anticlockwise directions. The dimensions of protractor shall be Base-98mm (min) and Height-55mm (min) weight-5 gm (min)</p>
		<p><b>(iv) <u>Compass :-</u></b> Compass should be made of high quality M.S. and it should have rust resistant coating. Pencil holder and the ring should be made of A B S (Acetate, Butane and 28 styrene) for proper grip. Compass should have needle cap for protection. The dimensions of compass should be Length-85mm (min) Length of holder from pivot-60mm.</p>
		<p><b>(v) <u>Divider ;-</u></b> Divider should be made high quality M.S. and it should have rust resistant coating Divider should have needle cap for protection. The dimensions of divider should be Length-110mm (min) Length from pivot-60mm (min)</p>
		<p><b>(vi) <u>Set-square-Two types :</u></b> The set squares should be made of high quality general purpose clear polystyrene. The lines and numbers showing angles on set squares shall be printed with special printing ink for taking accurate measurements. The dimensions of set squares shall be 300-600 set square Base-73mm (min) and Height-125mm (min) Weight- 5 gms (min) 450 set square Base -95mm (min) and Height-95mm (min) Weight – 5 gms (min) Base is adjacent to 900 angle.</p>

		<p><b>(vii) Pencil :</b> Wooden HB Pencil should have hexagonal cross section &amp; it should have high quality graphite lead point. The colour coating on pencil should be non-toxic.</p> <p><b>(viii) Sharpener:</b> Body of the sharpener should be made of high quality polystyrene and the blade should be made of high speed carbon sheet with rust resistant coating. The blade shall be screwed to the body with metal screw. The dimensions of sharpener shall be Length-25mm (min) Width-15mm (min) Height-10mm (min)</p> <p><b>(ix) Eraser :</b> Eraser should be made of non-toxic PVC rubber material and should be natural white in colour. The dimensions of eraser shall be length-25mm (min) Width-12mm (min) Height-9mm (mm)</p>
<b>The Geometry Compass Box shal conform to EN71 (Part 1,2 &amp;3)</b>		
12.	Compass Box	Good quality of Plastic Compass Box
13.	Water Colour (15M1)	The Water colours shall be set shall be set of 12 shades viz – Super White, Tempra Black, Tempra red, Tempra Green, Lamon Yellow, Burnt Sienna, Prussian Blue, Light Green, Yellow Ochre, Chrome Yellow, Medium Hue, Cobalt Blue Hue, Crimson. The colours shall be filled in glass bottle with air tight plastic lid to close the bottle when not in use. The colours shall be easy to mix, flow easily and dry quickly when applied on paper.
14.	Paint Brush	The overall total length of brush shall be: Size 1 155mm The brushes shall be round in shape. The bristles shall be firmly fixed to brush and shall be of best synthetic hair. The handle shall be elegant light weight wooden handle for perfect grip. The ferrule shall be anti rust.
15.	Atlas	Good quality of colour School Atlas for the students.
16.	Ball Pen	Good quality of Ball Pen.
17.	Drawing Book	Long Note book , 21 X 29.7 ,40 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
18.	Drawing Book with pictures	Long Note book , 21 X 29.7 ,40 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining
19.	Graph Book	Small Note book , 21 X 29.7 ,50 pages , Page GSM- 90, Cover GSM- 280, Binding – Centre Pining

**Sd/-**  
 (Saloni Rai)  
 Director (Education)  
 e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
 (0260-2642006)

**Annexure- A**

**(tender Notice No. \_\_\_\_\_ 2019-20)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for supply of School Stationery Item- 2019-20 – Reg..

Ref:- e-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.

**Annexure – B**

Undertaking

**(tender Notice No. \_\_\_\_\_ 2019-20)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for supply of School Stationery Item- 2019-20 – Reg..

Ref:- e-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**

UNDERTAKING

(Tender Notice No. \_\_\_\_\_)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender for supply of School Stationery Item 2019-20 – Reg..

Ref:- e-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