

**ADMINISTRATION OF
DADRA & NAGAR HAVELI, U.T.
SOCIETY FOR PROMOTION OF TOURISM ART AND CULTURE
TOURISM DEPARTMENT
SILVASSA**

NO. DNH/TOUR/SPOTAC/ADVT/PMVISIT/2018/82/163

DATE: 29/10/2019

SHORT TERM TENDER NOTICE

The Member Secretary, (SPOTAC)/Deputy Director (Tourism), Tourism Department, Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from any interested agencies/supplier/manufacturer as per the detail below:

Sr. No.	Particulars	Tender fees	Estimated Cost	Work Period	EMD
1.	<i>Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH</i>	Rs. 1,000/-	4,90,000/-	05 days	Rs. 12,500/-

Tender document for *Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH* will be available in the office of the Member Secretary, (SPOTAC)/Deputy Director (Tourism), Tourism Department, Silvassa on all working days from **30/10/2019 to 04/11/2019** at the cost of **Rs. 1,000/-** only. The tender is also available on Website www.dnh.nic.in which can be downloaded and rate can be offered by interested agencies/supplier/manufacturer, but such tender document must also contain the Tender Fees in the form of Demand Draft in the name of *Member Secretary (SPOTAC)*.

The complete tender form along with EMD in the form of FDR/Demand Draft of any Nationalized Bank only in favour of **Member Secretary (SPOTAC)**, Dadra & Nagar Haveli, Silvassa should be properly covered sealed and superscribed "*Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH*" on envelop and deliver it in person or post/courier so as to reach in the office of the Member Secretary (SPOTAC)/ Deputy Director (Tourism), on or before **15.00 hours on 04/11/2019**.

The tender will be opened on the same day in presence of the Tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

**SD/-
MEMBER SECRETARY (SPOTAC)
TOURISM DEPARTMENT
DADRA AND NAGAR HAVELI, SILVASSA**

SCOPE OF WORK

- Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & Dadra & Nagar Haveli having 80 pages along with covers, should have Varnishing & Aqua Coding, Binding, packing of the booklet as per the details in the Tender document.
- Delivery of the 500 hard copies of Booklet in English Language as per given specifications should be delivered as per the instruction given by the tender inviting authority.
- The size of the book will be 300 x 335 MM with hard-binding. Paper specification will be as follows: Inside pages: 160 GSM Mont Blanc & for Cover: 300 GSM Art Paper.
- The successful bidder will have to print at least 10 copies of the “1000 Days of Transformational Governance Booklets” for getting the approval of the authority for printing the balance booklets.
- The printed sample booklets which the bidder submits to the department should match each and every aspect of the original copy of the booklets in quality of paper, cover, size, color, fonts, style, binding, picture quality, printed matter etc.
- The Open CDR file of the “1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & Dadra & Nagar Haveli” will be submitted by the department to the successful bidder.

GENERAL TERMS AND CONDITION:

1. The rate(s) quoted should be strictly for DNH and operative for supply orders issued by the department.
2. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the tenderer and will be deducted from the bill by the department.
3. Local VAT as applicable has to be paid by the tenderer. However, Form-D will be issued as per the provision of Sales Tax Regulation applicable in the UT.
4. Except C.S.T. all other Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
5. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 6. The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification/ mark/ manufactures.**

7. Rates quoted for items other than the specification mark/manufactures will not be considered. However, indigenous manufactures may quote their own makes providing specific/mark/manufacturers.
8. Where specifications/ mark/manufacture are not specified by this office the rates should be quoted only for the standard quality showing the specification in tender.
9. The decision of the Tender Inviting Officer for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
10. The tenderer should enclose E.M.D. of **Rs. 12,500/-** with tender as Earnest Money Deposit by drawing a Demand Draft of any scheduled Bank at Silvassa in favour of the Officer Inviting Tenders. Tenders received without Earnest Money will be summarily rejected.
11. The amount of Earnest Money paid by the Tenderer (s) in form of E.MD and whose tenders are not accepted, the Cheque or Demand Draft will be refunded to them by the Tender Inviting Officer.
12. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.
13. The Head of Office will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
14. The work of ***Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH*** should be as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
15. In case of failure to replace the accepted and rejected work from tenderer made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the tenderer from security deposit/ earnest money or payment due of any bill (s) to the extend required.

16. In case of failure to do the work of *Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH* ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required 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 Govt. on account of such purchases shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable. The tenderer shall have no any right to dispute with such procedure.
17. If any time after the order the *Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH* the tender Inviting Officer shall for any reason what so ever not required the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involved any curtailment of the supply original contemplated.
18. The Earnest Money/ Security Deposit(s) paid by the Tender earlier against any tender(s) or supply order(s) is/are not adjustable with EMD or Security Deposit required by these conditions.
19. All bill should be in DUPLICATE and should invariably be mention the number and date of supply order.
20. Each bill in which Sales Tax is charged must contain the following certificates on the body of the bill. 'CERTIFIED' that the goods on which Sales Tax has been charged have not been exempted under the C.S.T. Act or the Rules made there under and the amount charges on account of the S.T. on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under.
21. If possible the tenders will be opened in presence of Tenderer or their representative if any present in the office of the Tender Inviting Officer.
22. The right to accept or reject without assignment any reason any 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.
25. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. However, it any firm desire to consider exempted from payment

of Earnest Money Deposit certified copies of its Registration with DGS&D should be attached with their tender.

26. If the tenderer whose tender/quotation is accepted fails to execute the work order within stipulated time the EMD of such tender will stand forfeited to the Govt. and the for the supply shall stand terminated with no further liabilities on either party to the contract.
27. No. Separate agreement will be required to be signed by the successful tenderer(s) for the work of the contract for supply. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.
28. The tender is also available on Website www.dnh.gov.in which can be downloaded and rate can be offered by interested agencies/supplier/manufacturer.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier

Date: /11/2019

SD/-
Tender Inviting Officer,

NOTE: Please return the copy of the conditions duly signed along with your Tender/quotation.

ANNEXURE - I

Name of Work: *Printing of 1000 Days of Transformational Governance
Booklets for the UT of Daman, Diu & DNH*

Sr. No.	Particulars	Qty.	Rate	Amount
1.	<i>Printing of 1000 Days of Transformational Governance Booklets for the UT of Daman, Diu & DNH</i>	500 Nos.		
Total:				

Stamp and signature of tenderer