

**GOVERNMENT OF GOA  
DIRECTORATE OF EDUCATION  
PORVORIM – GOA.**

**Tender No: DE/ACCTTS/NB&RC/14-15**

**TERMS AND CONDITIONS FOR THE SUPPLY OF NOTE BOOKS**

1. The E-tender FOR THE SUPPLY OF NOTE BOOKS will be accepted upto 4.00 p.m. on 25/03/2015 as advertised in the tender notice. The tenders received after the due date and time will not be entertained.
2. The tender will be opened online on 27/03/2015 at 11.30 a.m. in the presence of such of the Tenderers or their duly authorized representatives as may be present, in the office of the Director of Education, Porvorim- Goa.
3. Payment towards Cost of the Tender Document, EMD & Tender Processing Fee to be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC
4. The successful tenderers will have to deposit an amount equivalent to 10% of the total value of order placed as Security Deposit, which will be refunded only after effecting the supply of material in full, to the entire satisfaction of Director of Education, Porvorim and strictly as per the terms of supply order.
5. (i) The rates quoted should be exclusive of taxes if any.  
  
(ii) The Sales Tax and other Taxes and duties chargeable if any should be clearly shown separately, failing which, no claim thereof will be considered, subsequently.
6. The rates should remain valid for a period of 90 days from the date of opening of the Tender.
7. Since the quantity of material to be supplied is large and the same is required urgently by the department, the tender could be awarded in suitable lots to different tenderers at the one commonly accepted rate, in case the lowest tenderer is not in a position to adhere to the delivery time schedule, at the discretion of the Director of Education, Porvorim – Goa.

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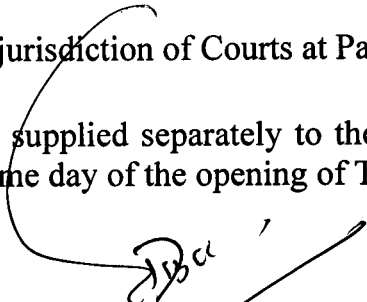
8. In case of failure on the part of the supplier to supply Note Books ordered within the stipulated time, the Director of Education, Porvorim will be at liberty to cancel the order and forfeit the Security Deposit in favor of the Govt. or to levy a penalty @ 01.00% of the tendered amount for everyday delay beyond the aforesaid time limit and accept the delivery of the material.
9. If the Note Books found to be of sub-standard quality and not according to the samples approved by this office, the same will be summarily rejected.
10. Nationality of the tendered should indicated in the Tender.
11. The Tender fee is not refundable and the tender form is not transferable.
12. Violation of any of the terms and conditions shall involve forfeiture of Earnest Money Deposit/ Security Deposit in favour of the Government.
13. (i) The Director of Education , Porvorim reserves the rights to purchase full quantity or part thereof and also to accept or reject any or all Tenders without assigning any reasons.  
  
(ii) In case of part supply or portion of the quantity offered, the tenderer shall supply the same at the rates quoted.
14. Income Tax clearance certificate or returns of the previous financial year should be enclosed with the Tender.
15. The Tenderer/dealer should be registered with the Goa Sales Tax Department of CST and should enclosed a copy of registration certificate, as the case ,may be, to the tender document.
16. (i) The material should be delivered at the ADEI Offices located at Twelve Taluka offices of this Department situated in various parts of the state.  
  
(ii) The quantity to be supplied at each of the above offices will be indicated in the supply order.
17. (i) The tenderer should quote their competitive rates on the prescribed Tender form (forming part of the Tender document) and submit the same alongwith terms and conditions duly accepted.  
  
(ii) The tenderer should give his full name and address and in case of firms, companies or partnership firms, the names of the Directors and partners, as the case may be should be given.

(iii) The Tenderer should submit their tender through e-tendering mode only giving full details with supporting documents as required.

18. Tenderer who do not agree to the above terms and conditions need not submit the tender.

19. The disputes if any shall be subject to the jurisdiction of Courts at Panaji.

20. The samples of each Note Book is to be supplied separately to the office of the Director of Education, Porvorim on the same day of the opening of Technical Bid.

  
**(G. P. Bhat)**  
Director of Education  
Directorate of Education  
Porvorim – Goa.

**I AGREE WITH THE ABOVE TERMS AND CONDITIONS**

Signature of the Tenderer

Date:-

## ANNEXURE – I

Time Schedule for delivery of Material:- Within 30 days from the date of issue of supply order.

**Note Books :- 55000 sets of 2 Nos Note book each of A & B**

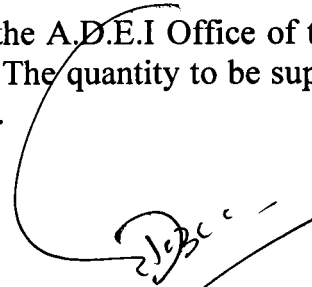
Quantity to be supplied:  
(Strictly as per approved Sample/ Specification)

### Note Books

Sr.No	Description of Items
(A)	Total 100 pages including outside thick covers Note Books of regular size i.e. 15.5 c.m. x 19 c.m. of "A" Grade 54 GSM, Laminated brown cover with label stitched pages with logo of Govt. of Goa superscripting "Distributed by Directorate of Education, Govt. of Goa" "Not for Sale"
(B)	Total 200 pages including outside thick covers Note Books of regular size i.e. 15.5 c.m. x 19 c.m. of "A" Grade 54 GSM, Laminated brown cover with label stitched pages with logo of Govt. of Goa superscripting "Distributed by Directorate of Education, Govt. of Goa" "Not for Sale"

The delay in supply of material shall attract penalty @ 01.00% of the tendered amount for every day delay beyond the aforesaid time limit. **Time is the essence of this contract.**

The material is to be delivered at the A.D.E.I Office of this Department at 12 taluka's in various parts of the state . The quantity to be supplied at then each point will be indicated in the supply order.

  
Director of Education  
Directorate of Education  
Porvorim – Goa.

## TENDER FORM

Name of the Tenderer:- \_\_\_\_\_

Address:- \_\_\_\_\_

Receipt No. and Date: \_\_\_\_\_

### COST OF TENDER FORM Rs. 1500/-

For supply of Note Books

CLOSING DATE & TIME:- 25/03/2015 upto 4.00 P.M

OPENING DATE & TIME:- 27/03/2015 at 11.30 A.M.

### NOTE BOOKS

Sr.No	Description of Items	Rate per piece
(A)	Total 100 pages including outside thick covers Note Books of regular size i.e. 15.5 c.m. x 19 c.m. of "A" Grade 54 GSM, Laminated brown cover with label stitched pages.	
(B)	Total 200 pages including outside thick covers Note Books of regular size i.e. 15.5 c.m. x 19 c.m. of "A" Grade 54 GSM, Laminated brown cover with label stitched pages.	

Sample of Note Books to be supplied separately to the office of the Director of Education, Porvoim – Goa on the day of opening of Technical Bid.

Signature of the Tenderer

Date:-

