

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

TENDER NOTICE

No.DE/Accts/II/Stat/1/Misc/2015-16/2829

Date: 06 / 01 /2016

**TENDER FOR SUPPLY OF THE STATIONERY ITEMS AT THE DIRECTORATE OF
EDUCATION, PORVORIM - GOA**

Sealed tenders are invited from suppliers for **supply of various Stationery Items.**

The details and Terms and Conditions of the Tender may be seen on the Departmental Website ‘ www.education.goa.gov.in/’ as well as on Notice Board.

The Tender Form can be obtained from Cashier, Directorate of Education, Porvorim against the payment of Rs. 500/- each (non refundable) on any working day from **11.01.2016 to 15.01.2016** between 10.00 to 16.00 hrs.

The last date for submission of tender is **19.01.2016 upto 3.00 p.m..** The tenders will be opened on the same day at 3.30 p.m. in the presence of the tenderers or their authorized representatives, if any.

Sd / -
(**G. P. Bhat**)
Director of Education
Porvorim – Goa

Date: 06 /01/2016

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

Tender No: DE/Accts/II/Stat/1/Misc/2015-16/

TERMS AND CONDITIONS FOR THE SUPPLY OF STATIONERY ITEMS

1. The tender for **THE SUPPLY OF STATIONERY ITEMS** will be accepted upto 3.00 pm. on 19 /01 / 2016 as advertised in the tender notice. The tenders received after the due date and time will not be entertained.
2. The tenders will be opened on 19.01.2016 at 3.30/- 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. An Earnest Money Deposit of Rs. 9000/- in the form of Demand Draft drawn on State Bank of India or any Schedule /Nationalized Bank in favour of the Director of Education payable at Panaji is required to be enclosed. The same should be valid for a period of three months.
4. Tenders which are not accompanied with Earnest Money Deposit will not be considered.
5. 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.
6. (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.
7. The rates should remain valid for a period of three months from the date of issue of supply order.
8. 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.
9. The material shall have to be delivered in good packings of convenient sizes.
The material damaged in transit or the open delivery shall not be accepted.
The damaged material, if found any, shall have to be replaced by the Tenderer at his own cost within 15 days from the date of receipt of intimation thereof, failing which the cost of damaged material shall be deducted from the Tenderer's bill. The Tenderer shall make his own arrangement to lift the rejected material from the godown within 15 days, after which no claim shall be entertained to lift the same. In no case the Government will make arrangement to send back the rejected material to the Tenderer.

10. The supplied material if does not confirm to the respective specifications in the supply Order and to the samples approved by Government shall be rejected. Similarly if it is not of fresh stock, shall also be rejected. Therefore, the Tenderer may submit some of the samples of the material from the actual stock that will be dispatched by him and get it approved from the Director, Directorate of Education so as to avoid its rejection after completing the supply. The decision of the Director, Directorate of Education, Porvorim, whether the stores delivered conform or not to the respective specifications/samples, shall be final.

11. In case the Tenderer fails to deliver the ordered stores within the prescribed time limit, the Director, Directorate of Education, Porvorim reserves the right to cancel the relevant supply order and forfeit the Security Deposit of the Tenderer in favour of Government. Similarly, he reserves the right to short-close the supply order in case of part supply after imposing penalty thereon at 1% of the total cost of stores remained to be supplied for each day of delay after the due date, up to maximum limit of his security deposit or such an amount shorter than his security deposit as the Director, Directorate of Education, may decide and the Tenderer is bound to pay the same to the Government as liquidated damages within the specified time limit failing which his security deposit in full shall be forfeited to the Government without further reference. In case the Tenderer needs an extension to the delivery period indicated in the supply order, he may apply for the same in writing within the specified delivery period. If reasonable grounds are shown for need of extension of delivery period, the Director, Directorate of Education may grant the same up to a suitable period in writing and without such written authority from the Director, Director of Education, the Tenderer shall not be entitled to claim exemption from the liquidated damages payable by him under this clause. The decision of the Director, Directorate of Education shall be final in this matter.

12. The Tenderer shall effect the supply of the stores as per Schedule given by the Director of Education and arrange delivery of the same duly packed within a period of (30) days from the date of issue of supply order, without any additional charges for supply and to stack in the Directorate of Education at Porvorim-Goa, keeping the rates, of the stores (stationery items) mentioned in the said schedule valid for a period of three months. The Tenderer shall also effect the supply of additional stores on receipt of the order at the same rate, if any placed by the Director, Directorate of Education, Porvorim, during the validity of the rates within the delivery period as stipulated above.

13. If the delay in supply of stores is long and not feasible then the supply order issued to him shall be terminated without any notice being given.

14. In case the supplier commits breach of any of the terms and conditions of these presents, then without prejudice to any other remedies open to the Government, the full amount of the security deposit shall be forfeited into the Govt. Treasury.

15. The payment of the stores delivered shall be made after its inspection by the Directorate of Education and only if the supply is found satisfactory as per the requirement for which pre-receipted bill shall have to be submitted by the Tenderer. No part payment shall be made i.e. no payment shall be made until the Tenderer completes the supply of the total item ordered.

16. Any dispute or difference whatsoever arising between the parties out of or relating to the conclusion meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration and award made in pursuance thereof shall be binding on the parties.

17. Any dispute under this Agreement shall be subject to the jurisdiction of courts at Panaji.

E.M.D.

18. **E.M.D. of Rs. 9000/-** in the form of Demand Draft/drawn on any Nationalized Bank payable at Panaji, drawn in favour of Director of Education, Porvorim

Penalty

19. If Tenderer fails to sign the agreement and deposit the security amount the E.M.D. amount will be forfeited in favour of the Government. In case Tenderer fails to supply the paper within the stipulated time. i.e. within 30 days on issue of supply order then he shall be liable to pay a fine of **1% per day** of the cost, or order which will be recovered from the Security Deposit.

Agreement

20. The successful tenderer shall have to execute an Agreement with the Government towards the supply of stationery within 15 days from the date of issue of intimation for acceptance of his tender.

Security

21. The successful Tenderer shall have to furnish security deposit equivalent to 10% of the value of the order by way of Demand Draft or Bank Guarantee valid till June 2016 (with six months claim lodging period) drawn in favour of the Director, Directorate of Education, Porvorim. The security deposit of the Tenderer shall be released after satisfactory completion of supply order. In case of any breach of the terms and conditions of this contract and the supply is not duly completed with the specified time limit, then the security deposit shall be forfeited to Government towards liquidated damages and compensations for the said breach.

Mode of payment

22. (i) The payment shall be made after satisfactory supply of stationery items and on receipt of bills in triplicate.

(ii) No advance payment or negotiation of documents through Bank will be accepted. Goods will not be insured by the Government. However, the supplier may do so at his own cost if desired.

23. The Tender fee is not refundable and the tender form is not transferable.

24. The Tenderer/dealer should be registered with the Goa Sales Tax Department of CST and enclose a copy of registration certificate, as the case, may be, alongwith the tender documents.

25. The tenderer should give his full name and address and in case of firms, companies or partnership firms, the name of the Directors and partners, as the case may be should be given.
26. Tenderer who do not agree to the above terms and conditions need not submit the tender.

(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

Sr.No.	Descrip on/Name	Unit	Quan ty
1	Paper Clips 26 mm. Metal Body	Boxes	1000 bxs.
2	File Lever Arch 14X11 (Box le) with steel clip.	Nos.	750 Nos.
3	Sutali	Kg.	200 Kg.
4	Register 400 pages 60 GSM	Nos	200 Nos.
5	Punching Machine (Medium size) - Brand - Kores	Nos.	500 Nos.
6	Staple pins (Big) - size 24X6	Boxes	1000 Bxs.
7	Scissor - 10 "	Nos.	225 Nos.
8	Wri ng Pad (Small) – 58 GSM	Nos.	500 Nos.
9	Chalk (cloured)- 100 s cks in each box – standared brand	boxes	500 bxs.
10	Dusters 4"X2" with 8mm. felt.	Nos.	300 Nos.
11	Xerox/copier papers for computer- size 42X29.7 cms. (A3) 75 GSM - per ream of 500 sheets	Reams	300 rms.
12	Register 200 pages - 60 GSM	Nos.	1500 Nos.
13	File Board- 2 pound strawboard - size – 10"X14" with ½ " round lace	Nos.	7000 Nos.
14	Eraz Ex pen – brand - Kores	Nos.	500 Nos.
15	Stamp Pad - 70mmX111 mm. brand - Kores	Nos.	1000 Nos.

Note: Sample of stationery items mentioned above to be supplied separately to the office of Directorate of Education, Porvorim on the day of opening tender.

ANNEXURE - II

BIDDING SCHEDULE (FINANCIAL BID)

Name of the Tenderer:

Address:

FOR SUPPLY OF STATIONERY

Sr. No.	Description of Items	Unit	Quantity	Rate	Amount
1	Paper Clips 26 mm. Metal Body	Boxes	1000 bxs.		
2	File Lever Arch 14X11 (Boxle) with steel clip.	Nos.	750 Nos.		
3	Sutali	Kg.	200 Kg.		
4	Register 400 pages 60 GSM	Nos	200 os.		
5	Punching Machine (Medium size) - Brand - Kores	Nos.	500 Nos.		
6	Staple pins (Big) - size 24X6	Boxes	1000 Bxs.		
7	Scissor - 10 "	Nos.	225 Nos.		
8	Writing Pad (Small) – 58 GSM	Nos.	500 Nos.		
9	Chalk (coloured)- 100 sticks in each box – standard brand	boxes	500 bxs.		
10	Dusters 4"X2" with 8mm. felt.	Nos.	300 Nos.		
11	Xerox/copier papers for computer- size 42X29.7 cms. (A3) 75 GSM - per ream of 500 sheets	Reams	300 rms.		
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14	Eraz Ex pen – brand - Kores	Nos.	500 Nos.		
15	Stamp Pad - 70mmX111 mm. brand - Kores	Nos.	1000 Nos.		

Date:

Place

Signature of Tenderer