

GOVERNMENT OF GOA
DIRECTORATE OF EDUCATION
PORVORIM, GOA.
TENDER NOTICE

(E-PROCUREMENT MODE ONLY)

No. DE/Acctts/Notebooks/22-23/214

Date: 18/5/2022

The Directorate of Education, herein-after referred to as DOE on behalf of Government of Goa will receive tenders as follows:


Sr. No	Name of Work	Quantity	Earnest Money	Cost of Tender Document	Tender Processing Fee
1	THE SUPPLY OF NOTE BOOKS	60000 sets	Rs.84,000/-	Rs.2,000/-	Rs.1,500/-

1. Last date for online submission of duly filled Tender documents is on 30/05/2022 up to 05.00 pm.
2. The Technical Bid will be opened online on 01/06/2022 at 11.30 am in the office of Director of Education.

The dates mentioned above shall be treated as the next working day if any of the dates falls on holiday.

REQUEST OF TENDER FORMS:

Eligible suppliers i.e. who meet the minimum qualification criteria may request for the tender documents through the e-procurement (eprocure.goa.gov.in).


Director of Education
Directorate of Education
Porvorim, Goa

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

Tender No: DE/ACCTTS/NB&RC/2022-23/215 dtd 18/5/22.

TERMS AND CONDITIONS FOR THE SUPPLY OF NOTE BOOKS

1. The E-tender for **THE SUPPLY OF NOTE BOOKS** will be accepted upto **5.00 p.m.** on **31/05/2022** as advertised in the tender notice. The tenders received after the due date and time will not be entertained.
2. The Technical Bid will be opened online in the *Office of Directorate of Education, Porvorim-Goa* on 01/06/2022 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 **Tender Document Fee(TDF), e-Procurement Processing Fee(TPF) & Earnest Money Deposit (EMD)** to be paid online through e-payment mode via

a) National Electronic Funds Transfer (NEFT)/Real Time Gross Settlement (RTGS)/Axis Bank Over the Counter(OTC). Tenderer is required to download pre-printed Challan towards credit of ITG available on eprocure.goa.gov.in website and make its payment through any of their Banks.

b) Internet Payment Gateway (Debit/Credit Card of type VISA, MASTERCARD or RuPay)

c) Net Banking Payment can be made through the Internet Banking of any Bank.

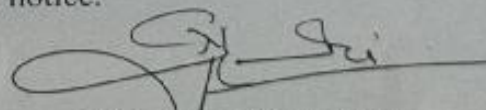
Note:- Any payment made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least **two bank working days** in advance before the due date and upload the scanned copy of challans in the e-Tender website as a token of payment.

4. The successful tenderer 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. The EMD paid by the successful bidder shall be adjusted against the Security Deposit. However the EMD deposited by all bidders (excluding successful bidder) shall be refunded immediately after the acceptance of lowest offer.
6. (i) The rates quoted should be exclusive of taxes if any.
(ii) The GST and other Taxes and duties chargeable if any should be clearly indicated separately, failing which, no claim thereof will be considered subsequently.

7. The rates should remain valid for a period of **180 days** from the date of opening of the Tender.
8. 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, the tender could be awarded in suitable lots to different tenderers at one commonly accepted rate.
9. In case of failure on the part of the supplier to supply Note Books ordered within the stipulated time, the Director of Education, Porvorim shall 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.
10. If the Note Books are found to be of sub-standard quality and not according to the samples approved by this office, the same will be summarily rejected. The samples provided by the tenderers will be evaluated by a committee constituted by the Director of Education. The decision of the committee regarding the quality of the samples supplied will be final.
11. Nationality of the tenderer shall be indicated in the tender.
12. The Tender document fee and the tender processing fee is not refundable and the tender form is not transferable.
13. Violation of any of the terms and conditions shall involve forfeiture of Earnest Money Deposit/ Security Deposit in favour of the Government.
14. (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.
15. The bidder shall quote the lowest rates on Financial Bid Form/ Documents only. In case the rate of notebook is found to be printed/exhibited on sample note book, the Technical bid of such bidder will be rejected.
16. In case of SSI/MSME Units claiming exemption for payment of EMD, Tender Document Fees etc, necessary certificates may be uploaded online.
17. The bidders shall upload online the below mentioned documents for Technical Bid:
 - a) **The certificate of Incorporation of Company/Firm/Unit**
 - b) **The certificate of Registration with the Department of Commercial Taxes, (Govt. of Goa) Panaji, Goa**
 - c) **Valid GST Registration Certificate**
 - d) **PAN Card Copy**
 - e) **ITR Return acknowledgements for last three financial years.**
 - f) **The details of Paper Mill from whom paper will be purchased for supply of notebooks. (The details may be furnished on bidder company's/Units letter head)**

18. (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 furnished.
- (iii) The tenderers shall submit their bids through e-procurement mode only giving full details with supporting documents as required.
19. The disputes if any shall be subject to the jurisdiction of Courts at Panaji.
20. The samples of each Note Book as per Annexure I subject to condition 20, 21, 22 & 23 below) is to be supplied separately to the office of the Director of Education, Porvorim on the same day of the opening of Technical Bid.
21. As the cost of printing of logo of Govt of Goa superscripting "Distributed by the Directorate of Education, Govt of Goa" and "Not for Sale" on higher side the same shall not be mandatory for submitting sample of Notebook for Technical Bid. However, the said condition shall be fulfilled by the successful bidder during actual supply of notebooks.
22. Maximum one number of page (containing front & back side) properly stuck to inner side of outer front & back cover will be counted as part of outer cover while measuring minimum 350 GSM as specified in Annexure I.
23. As there are different shades of brown cover, the condition of brown outer cover will be relaxed if the bidder fulfils all other specified conditions.
24. Tenderer who do not agree to the above terms and conditions need not submit the tender.
25. In case of SSI/MSME Units claiming exemption for payment of EMD, Tender Documents Fees etc, necessary certificates may be uploaded online.
26. The conditional bids will not be accepted.
27. The sample of Notebooks (as per specification) shall be displayed in Accounts Section of the Directorate. The intending bidders may visit this Directorate on all working days after the date of tender notice.


Director of Education
Directorate of Education
Porvorim - Goa.

I AGREE WITH THE ABOVE TERMS AND CONDITIONS

Date:-

Signature of the Tenderer

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ANNEXURE - I

Note Books :- 60000 sets of 2 Nos Note book each of A & B

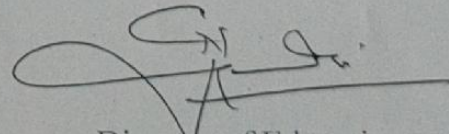
Quantity to be supplied:

(Strictly as per approved Sample/ Specification)

Note Books

Sr.No	Description of Items
(A)	<p>Note Book Total 100 pages:-</p> <ul style="list-style-type: none">a) single line notebook with line spacing of 0.7cmb) with hard outside cover of minimum thickness of 350 GSMc) regular size notebook i.e. 19 c.m. (length) x 15.5 c.m.(breadth) (excluding area of folding of cover)d) of "A" Grade 54 GSM paper with laminated brown cover(without using cloth material) with thread stitched pages with logo of Govt. of Goa superscripting " Distributed by Directorate of Education, Govt. of Goa" " Not for Sale" on the notebook cover.
(B)	<p>Note Book Total 200 pages:-</p> <ul style="list-style-type: none">a) single line notebook with line spacing of 0.7cm to 0.8cmb) with hard outside cover of minimum thickness of 350 GSMc) regular size notebook i.e. 19 c.m (length) x 15.5 c.m.(breadth)(excluding area of folding of cover)d) of "A" Grade 54 GSM paper with laminated brown cover(without using cloth material) with thread stitched pages with logo of Govt. of Goa superscripting " Distributed by Directorate of Education, Govt. of Goa" " Not for Sale" on the notebook cover.

The material is to be delivered at the A.D.E.I Offices of this Department at talukas as per quantity specified by the Department at the time of delivery.



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