

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, dt. 31.12.2018

No.16219/DSE/JAO/2016-17

**NOTICE INVITING E-TENDER FOR THE SUPPLY OF MEMENTO SILVER
COINS WITH DEPARTMENT LOGO**

e- Tenders are invited on behalf of the President of India by the Director, Directorate of School Education, Puducherry, for the purchase of 1548 nos. of Silver Coins as per the **specifications detailed in this tender notice.**

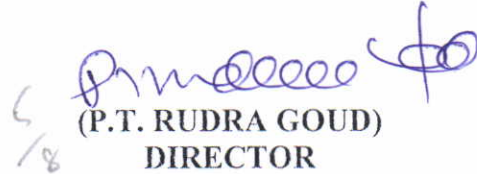
1. The Tenderers having experience in dealing with silver during the last five years need to apply.
2. They shall hold valid dealership certificate and GST registration certificate with the Government. Their annual turnover must not be less than Rs.80 lakhs for the last 3 years.
3. The Tender details and Terms and Conditions can be downloaded at free of cost from e-portal of the Government of Puducherry at www.pudutenders.gov.in.
4. Bidders should submit their tender online at the Government website www.pudutenders.gov.in with proof of payment of Tender Fee Rs.525/- (inclusive of tax)-Non-refundable and EMD for Rs.50,000/- (Refundable) paid as separate Demand Drafts drawn in favour of the Drawing and Disbursing Officer, Directorate of School Education, Puducherry payable at Puducherry.
5. The Tender Fee and EMD in the form of Demand Draft in original shall be submitted personally or by speed post in sealed envelope superscribed as "Tender Fee and EMD for supply of Silver Coins" should reach "The Director, Directorate of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Puducherry-605 005." on or before **24.01.2019** at 5.00 P.M. Tender Fee and EMD received after the said date and time will not be entertained and will be summarily rejected. The Office is not responsible for any postal delay.
6. The Technical Tender and other documents will be evaluated online only on receipt of Tender Fee and EMD in the form of Demand Drafts with sample silver coin as specified in the tender document, along with a copy of purity certificate obtained from one of the BIS (Bureau of Indian Standard) recognized Assaying and Hallmarking centres, in a separate sealed covers superscribed as i) Tender Fee and EMD for supply of Silver Coins ii) Sample Silver Coins of the specification detailed in this tender notice along with purity certificate of BIS recognized Assaying and Hallmarking centre which will be received upto 5.00 P.M. on **24.01.2019** as per the tender time table (on overleaf) at the Directorate of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Puducherry-605 005.

TENDER TIME TABLE

Sl. No.	Subject	Date and time
1.	Bid submission start date	07.01.2019
2.	Date of pre-bid meeting for the bidders	11.01.2019 at 10.00 AM
3.	Last date for submission of sample at the department	24.01.2019
4.	Last date for submission of Tender Fee and EMD at the department and sample silver coin with purity certificate	24.01.2019
5.	Last date for submission of Tender online	24.01.2019 (upto 5.00 P.M.)
6.	Date of opening of technical bid online By the Committee	25.01.2019 at 10.00 AM
7.	Date of opening of financial bid online by the Committee.	Will be intimated after finalization of evaluation of Technical Bid

{ if these days happen to be a holiday the next working day will be the date for item Nos.1to 6}

7. Tenderers are requested to stick on to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner. Tenderers are requested to read the instructions help for contractor, information about Digital Signature Certificate, resources required and bidder's manual kit at the home page of the website <http://pudutenders.gov.in> before submission of tender through online. Training on submission of e-tender is also provided in the e-procurement cell, Chief Secretariat, Puducherry-1. Help desk No.0413-2220225.


(P.T. RUDRA GOUD)

DIRECTOR
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY

Phone No. : 0413- 2207201
Fax No. : 0413-2205930
Help desk@eprocurement: 0413-2220225

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**



**TENDER CONDITIONS FOR SUPPLY OF MEMENTO SILVER COINS WITH
DEPARTMENT LOGO**



GENERAL:-

1. The rate is fixed i.e., Rs.1,000/-per silver coin. But the finalization of the financial bid will be based on the highest weight that the tenderer could be able to offer for the Coin at the above said rate.
2. The rate of Rs.1,000/- fixed per coin should be inclusive of all duties, taxes, loading & unloading, packing, forwarding, insurance and it should be F.O.R. Puducherry.
3. If the Government introduces any fresh taxes or increase the present rate of tax, no change in the rates can be claimed.
4. Damages and breakages if any found in transit, the supplier should arrange for suitable replacement. Otherwise, the cost will be worked out proportionately with reference to the number of breakages/damages and will be deducted from the total bill.
5. The Bidding schedule of the e-tender should be as per the Bill of Quantity (BOQ) form. Otherwise the tender will be rejected.
6. The weight quoted should be valid for a period of Three months from the date of opening the financial bid and the Rates once accepted shall be final. The Director of School Education, Puducherry shall have the right to forfeit 50% of the EMD, if any tenderer withdraws his quotation before the said period and forfeit the whole amount of the EMD, if the tenderer whose tender is accepted fails to commence the supply in prescribed time.
7. The e-tender shall be digitally signed at the time of uploading by the bidder or a person or persons duly authorized to bind the bidder to the contract. The authorization shall be indicated by a scanned copy of written Power of attorney accompanying the e-Bid. All the pages/documents of the e-bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.
8. Individuals who are serving in Government/Government undertakings/Local Bodies or associated with the Government/Government undertakings/Local bodies are not eligible to participate in the tender either as an individual or as part of an association of individuals or on behalf of a firm or company.
9. Canvassing in connection with the tender is strictly prohibited and the bids submitted by the tenderers who resort to canvassing will be rejected.
10. The bill of cost for the supply should be sent to the consignee immediately after delivery of goods.

11. The Tender shall be submitted only if the Tenderer is agreeable to all terms and conditions of this Tender, which includes the Description and Specifications of the item mentioned therein.
12. For the supply of Silver coins, the Tenders are invited **in two-bid system**.
 - (i) The tenderer shall submit a Tender online for supply of 1548 nos. of Silver Coins in two parts viz., **technical bid and financial bid**.
 - (ii) **The Technical bid** is to be submitted online in a Tender Form in format shown in **Annexure-I**, along with all the **Tender documents for Technical Bid** as mentioned in **para 17** below in this tender notice in the same order to be uploaded in PDF Format during submission of e-tender only, except that of the quotation.
 - (iii) **The financial bid** is to be submitted online and shall contain only the soft copy of the quotation in BOQ form available in “e – Tender” Portal.
 - (iv) Copies of tender documents submitted online, should be clear and legible, otherwise it will not be considered. If required certificates are in the language other than English, attested copy of English Version should be furnished for verification and record.
13. The online technical bid will be opened and evaluated on the day fixed for opening Tenders. If all documents are accepted, then only the financial bid (BOQ) will be opened. Incomplete documents if any in the technical bid will result in the automatic rejection of the entire Tender and the financial bid will not be opened.
14. Tenders will be processed through online mode only, hence hardcopy submission by hand/post will not be accepted.
15. The Tenderers shall quote the rate in grams in the financial bid (BOQ) online only.
16. Irrespective of the **terms and conditions** that may have been specified by the Tenderer, only the **terms and conditions** specified in this tender notice by the Department **shall be binding on the Tenderer and the Tendering authority**.

17. TENDER DOCUMENTS FOR TECHNICAL BID:-

- 1) The Scanned copy of the Demand Drafts towards the cost of Tender Fee for Rs.525/- and scanned copy of the Demand Draft towards the Earnest Money Deposit for Rs.50,000/-both drawn in favour of the Drawing and Disbursing Officer, Directorate of School Education, Puducherry.
- 2) Copy of the Registration Certificate issued by the Registrar of Companies/Firms, under Companies Act, 1956.
- 3) Copy of valid GST Registration Certificate.
- 4) Copies of Clearance Certificate for payment of GST and Income Tax.
- 5) The Bidder should have a minimum average annual turnover of Rs. 80 lakhs for the last 3 years (FY 2015-16, 2016-17,2017-18). Copies of Audited Financial Statement (Balance sheet

and Profit and Loss Account) for the previous three Financial years i.e. FY 2015-16, 2016-17, 2017-18 and copy of certificate from the Statutory Auditors.

- 6) An undertaking to the effect that the bidder has not been involved in any dispute and litigation concerning any malpractice while dealing with any such business as in this tender or any kind in the last 5 years.
- 7) A copy of the purity certificate obtained from one of the BIS recognized Assaying and Hallmarking centres.
- 8) Declaration Form (Annexure-IV) duly signed by the Authorized Signatory.

Note:-

- a) The Originals of the Photocopy of documents wherever placed shall be brought when called for by the committee for verification failing which, the tenderer will be treated as non-responsive and the tender is liable for rejection.
- b) The copy of the documents once submitted will not be returned to the tenderer.

18. TENDER DOCUMENTS FOR FINANCIAL BID :-

- (i) Tender offer form (BOQ) - As the rate of Rs.1,000/- fixed per coin is inclusive of all duties, taxes, loading & unloading, packing, forwarding, insurance and it should be F.O.R. Puducherry, the net weight of one silver coin shall be entered by the tenderer in the prescribed excel sheet.

19. SPECIFICATION AND REQUIRMENT OF ITEM :-

The Silver coins (1548 nos.) will be as per the specification detailed below:-

- i. Each Silver coin should have the Government Emblem at the centre and the Government of Puducherry at the top and the Directorate of School Education at the bottom on front side as shown in the **Annexure-II**.
- ii. 916 Nos. of silver coin will have the Emblem of Open Book at the centre and Award of Excellence at the top and SSLC/HSC/ Intermediate - 2016-17 at the bottom on the Back Side as shown in Annexure-II and 632 nos. of Silver Coins will have the Emblem of Open Book at the Centre and Award of Excellence at the top and SSLC/HSC/Intermediate- 2017-18 at the bottom side as shown in Annexure - III
- iii. The diameter of the silver coin will not be less than 3 cms.
- iv. The purity / fineness of silver coin will be 92.5 % .
- v. Each silver coin should be packed gracefully and tightly in the packing of good quality transparent material of non-breakable nature, exhibiting clearly both sides of silver coin. Further, the same packing material needs to be submitted along with the sample of the silver coin as per the scheduled date and time meant for the submission of the same.

20. SUBMISSION OF SAMPLES:-

Samples of silver coins should be submitted at this Directorate on the date mentioned in the tender time-table and if the rate is offered for the item without submitting the sample along with Purity Test Report of BIS recognized Assaying and Hallmarking Centre, the same will be rejected. Samples shall be returned to the unsuccessful bidder after the finalization of the tender and to the successful bidder after execution of the work.

21. TENDER OPENING:-

The e-tenders that are received through the e-tender portal on or before 24.01.2019 upto 5.00 P.M., shall be opened as per the tender time-table in the Directorate of School Education, Puducherry. If the specified due date happens to be a holiday, the tender offers shall be received until the specified time on the next working day and will be opened at the specified time on that working day.

The opening of bids received in the e-portal shall be carried out in the presence of the Director, Directorate of School Education, Puducherry or by his representative. The status of the tender opening can be viewed in the e-portal after final evaluation process is completed by the Directorate of School Education, Puducherry. During the process of opening and evaluation of the bid, the details of name, Tender Fee, EMD, price and other details that are considered essential for a tender shall, at the discretion of the Directorate of School Education, Puducherry be announced and recorded.

22. REJECTION OF TENDERS:-

The Tender offers are liable to be summarily rejected if,

- a. Tenders are received after the due date and time.
- b. The Tender Fee/EMD requirements are not complied with as specified.
- c. Failure to submit sample silver coin by the last date of closing of tender, along with Purity certificate of BIS recognized Assaying and Hallmarking Centre
- d. Tender Specification and Terms and conditions are not followed.
- e. The Tender offer is submitted by a person or firm already black listed/debarred either by the Directorate of School Education, Puducherry or by any other Government Department or Government Undertaking or Local Bodies of any state /Union Territory.

Further, in the event of the documents furnished with the tender form are found to be fake or the documents contain false information/particulars; the EMD paid by the bidder shall be forfeited in addition to blacklisting such bidder(s) from participating in future tender/contracts in the Directorate of School Education, Puducherry.

It is also informed that mere submission of any tender offer in respect of this tender specification shall neither constitute any agreement nor compulsion on the part of the Directorate of School Education, Puducherry to consider the said tender offer. The bidder shall have no cause or action or claim, against the reason which shall be communicated to such bidder in writing. The Directorate of School Education, Puducherry shall always be at liberty to reject or accept any tender offer or offers at its sole discretion and any such action shall not be called into question.

Any failure to comply with the specification / condition of this tender is liable to be rejected and technical / financial bid will not be opened.

23. FINAL EVALUATION OF TENDER OFFER:-

The bids shall thereafter be subjected to detailed scrutiny and evaluation. In case, any clarification or data /information/document are required by the Directorate of School Education, Puducherry, the bidder shall be called for to furnish the same. The bidder shall normally comply with the requirements within the specified time frame. In case, the bidder fails to respond to the clarifications or fails to provide any data/information/documents sought for by the Directorate of School Education, Puducherry during the course of scrutiny of the tender offer, the tender offer is liable to be rejected.

24. REFUND OF EARNEST MONEY DEPOSIT:-

The EMD will be refunded to unsuccessful tenderer immediately after the finalization of the tender and on receipt of application from them along with advance stamp receipt for the amount.

25. AGREEMENT:-

- I. The successful tenderer shall be required to execute an agreement stipulating all the conditions mentioned herein within 7 days from the date of communication of the approval by the Director of School Education, after furnishing the required amount of Security Deposit/Performance Security.
- II. Failure to sign the agreement within the specified period shall tantamount to withdrawal of the approval and will lead to forfeiture of amount of EMD. The Director of School Education is free to take further necessary action for entering into agreement with other tenderers and the excess amount that the Director of School Education has to incur in effecting supply of item will be recovered from the defaulting tenderer.

26. SECURITY DEPOSIT (PERFORMANCE SECURITY):-

- i. Before signing the agreement of contract to supply, the tenderer shall remit Security Deposit equal to 5% of the Value of items to be supplied after adjusting the EMD amount remitted. Security Deposit shall be furnished in the form of Demand Draft drawn in favour of "The Drawing & Disbursing Officer, Directorate of School Education, Puducherry" payable at Puducherry or by furnishing Bank Guarantee in the specified proforma.
- ii. No interest shall be payable on Security Deposit.
- iii. The Security Deposit will be refunded only after faithful and complete discharge of all the Terms and Conditions of the contract by the contractor and to the fullest satisfaction of the Director of School Education.

27. OTHER CONDITIONS:-


- i) The Director of School Education, Puducherry reserves the right to place supply order with more than one firm, in case of tie in quoting the net weight of the coin.
- ii) The Director of School Education, Puducherry also reserves the right to reduce or enhance the quantity of supply of silver coins.
- iii) Upon signing the agreement of the contract of supply with the Director of School Education, the firm shall supply the items for which the contract is signed. Supply of materials with substandard quality will be summarily rejected.
- iv) The Director of School Education is vested with powers to cancel or revoke the contract without assigning any reason thereof, if the contractor fails to effect the supply in conformity with the contracted terms and conditions.
- v) In case of non-supply or failure of supply as per the terms and conditions by the firm the Director of School Education shall be entitled to appoint a new firm to effect the supply and excess amount that the Director of School Education has to incur shall be recovered from such defaulting supplier.
- vi) The decision of the Director of School Education, Puducherry in all matters relating to this tender shall be final and conclusive.
- vii) Any dispute or difference whatsoever arising between the parties shall be settled by the Secretary to Government (Education), Puducherry as a sole arbitrator and the award made in pursuance thereof shall be binding the parties.
- viii) Any dispute or difference whatsoever arising between the parties out of relating to the construction, meaning, scope, operation or effect of the contract/agreement or the validity or the breach thereof shall be subject to the jurisdiction of courts at Puducherry alone.

28. DELIVERY SCHEDULE:-

- i) The items should be delivered in a single lot within two weeks of placement of the supply order. Penalty of Rs.5000/-will be imposed for any delay in the delivery of the ordered quantity of items irrespective of the quantity of the item delivered beyond the stipulated time in the supply order.
- ii) The Contractor should take back the rejected quantity of the item within seven days from the date of communication informing such rejection. If the contractor fails to replace the rejected lot of item within the specified period, the same will be disposed off by the Director of School Education, Puducherry by Public auction and no payment for the rejected and auctioned item will be made to the bidder.

29. TERMS OF PAYMENT:-

- i) No advance will be paid for effecting the supply.
- ii) Payment will be made only after the satisfactory result of the checking of the purity of the silver used in the coin through the testing lab. One coin will be tested for its purity and to ensure that other specifications are in order. For this purpose, the tenderer has to supply one coin additionally without the cost and material after testing will be returned to him. The testing charges for checking the purity of silver will be deducted from the due payment to be made to the bidder.
- iii) The Tenderer shall produce the Bill in triplicate along with an advance stamped receipt for the amount immediately after the execution of the supply order in full only for arranging payment.


b/d (P.T. RUDRA GOUD)

**DIRECTOR
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY**

ANNEXURE-I
TENDER FORM FOR SUPPLY OF SILVER COINS

Sl.No.	Required information for Technical Bid	Page no. in which the document is enclosed
01.	Name of the Organization/company (in block letters)	
02.	Full address along with telephone number of the contact person, e-mail address, Fax No.	
03.	Year of incorporation	
04.	Constitution (Enclose proof) (whether PSUs/Company/Firm/Proprietorship)	
05.	Name(s) of the Directors/Partners/Proprietor with their full address, telephone number, e-mail address and Fax number	
06.	Details of Registration No. allotted by the Registrar of Companies / Firms, under Companies Act, 1956 (enclose Xerox copies)	
07.	Copies of valid Dealership Certificate and GST Registration Certificate	
08.	Copies of Audited Financial Statement (Balance sheet and Profit and Loss Account) for the previous three Financial years i.e. FY 2015-16, 2016-17, 2017-18 and copy of certificate from the Statutory Auditors.	
09.	Copy of ITRs for the financial year FY 2015-16, 2016-17,2017-18	
10.	Total annual turnover in last three years (year wise as at Sl No. 09) (Enclose copy of Statutory Auditor's Certificate)	
11.	Latest Clearance Certificates for Income Tax (with TAN/PAN number), GST (enclose Xerox copies)	
12.	List of pending disputes. Litigation (if any) and a declaration that the bidding firm has not been black listed/debarred in the last 5 years.	
13.	A certificate to the effect that none of the Directors/Partners/Proprietor has been convicted of any offence involving in moral turpitude	
14.	Declaration form (Annexure-III) duly signed by Authorized Signatory	
15.	Copy of Demand Drafts for Rs.525/- towards Tender Fee and Rs.50,000/- towards EMD	

Note:- Self-attested copies of all the related documents as applicable must be enclosed with the Technical Bid and must be uploaded online in the e-tender portal..

I/We certify that I/We have read, understood and accepted the contents of the broad terms and conditions incorporated in the Tender Form and submit this Tender for consideration.
I/We certify that the above statements are true.

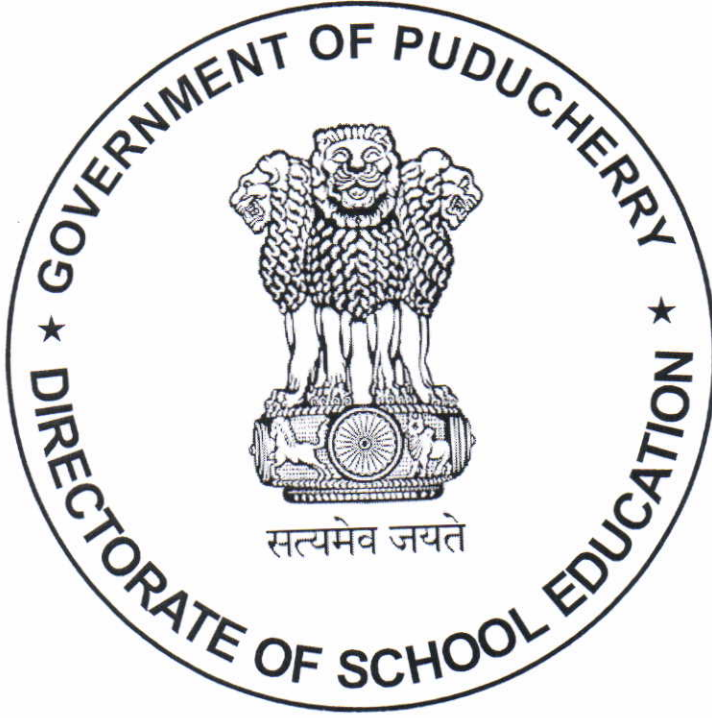
(Signature of the authorized signatory)

Full Name:

Address:

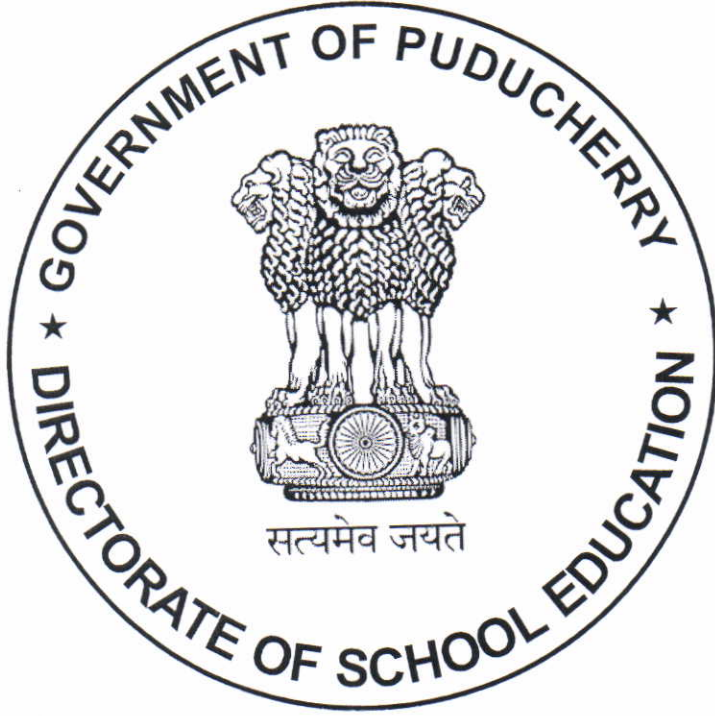
(Seal)

ANNEXURE - II



No. of Coins required - 916 Nos.

ANNEXURE - III



No. of Coins required - 632 Nos.

**ANNEXURE-IV
DECLARATION**

A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating tenderers. Otherwise the tender will be rejected.

“I/We.....the
(Name of the firm (Proprietor)

Undersigned hereby solemnly declare that the terms and conditions of tender schedule for supply of silver coins is accepted and that in the event of selection of my/our Quoted weight offered for the silver coin, the agreement in the prescribed proforma will be executed.”

SIGNATURE OF THE TENDERER