

Government of Maharashtra

District Disaster Management Authority District Palghar 401404

MAHARASHTRA

Collector Office

The Office of the **District Disaster Management Authority Collector office Palghar 401404** Maharashtra invites bids from eligible vendors / registered Civil Society Organizations for conducting Disaster Management Training & Capacity building programs. The organizations are requested to submit their bids in accordance with the terms and conditions as given below the vendors / registered Civil Society Organizations are also requested to note the following time schedule.

Time schedule

Tender Time table		
Sr no	Scheduled	Details
*	Name of Office	District Collector Palghar.
1	EMD Details	Rs 42000/-
2	Tender fees	Rs 5000/-
3	Bid start date	21/01/2026
4	Bid End Date & Time	02/02/2026
5	Technical Open Date & Time	03/02/2026
6	Financial Open Date & Time.	Will be Intimated later on

Terms & Conditions

1. EMD And Entry fees in the form of DD.
“District Collector Palghar”
2. Tender documents must be processed online only prescribed Performa on the letter head of the firm duly signed by the Proprietor/Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the tender document.
3. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
4. Payment Terms: Payment will be only after satisfactorily delivery / conducting of training and submission of report along with bills.
5. Bank account details of Vendor / NGO be submitted in prescribed format given annexure- 5.
6. The vendor / NGO should satisfy the following conditions and attach self-attested copy of the same with the quotation
 - a. Firm shall be registered within Maharashtra.
 - b. The valid GSTIN and IT PAN.
7. Buyer reserves the right to increase or decrease quantity and / or amount of work.

8. ITR for Assessment Year 2023-2024,2024-2025.
9. GST return up to Last quarter of 2025.
10. Bidder must submit Turnover certificate for last three year of average 30 Lakhs.
11. Latest Positive Net worth certificate.
12. Latest Bank solvency of Rs 30 Lakhs
13. CVC Certificate.
14. ISO Certificate 9001:2015, ISO 14001:2015
15. Buyer reserves the right to reject any Seller or part or the whole of inviting tender process without assigning any reason. Decision of the buyer will be final in this regard.
16. Bidder must quote the rate for the service to be provided.
17. Hard copy of Technical bid should be submitted prior to the Technical bid opening.
18. Bidder must have to accept and filled Annexure 1-5 and submit with ATC document 2.
19. The supplier must arrange demonstration of training at collector office Palghar, the expenditure incurred for demonstration will be borne by the supplier, acknowledgement of the demonstration of training given must be attached with hard copy of Technical bid and submit to the collector office Palghar before opening of Technical bid. Fails to attached acknowledgement at the time of participation will resulted in disqualification of bidder. Date for Sample/demonstration training, 27/01/2026 Time: -10 am to 1 pm.
20. Hard copy documents of Original EMD & bidder submitted documents must have to submitted at collector office Palghar before the tender end date, fails to submit will be disqualify.
21. Compliance sheet (technical compliance matching/ checklist of documents) should be attached in Annexure-2
22. Buyer will evaluate & monitor training session thoroughly at the time of demonstration, if found any discrepancy and is not satisfied with the quality of training services then buyer have authority to reject the bid without further clarification
23. The bidder must attach list of Master trainers in prescribed format given in annexure-3
24. Experience in conducting the disaster management training & capacity building programs at collector office is mandatory. (Minimum 3 experience Mandatory) The proof of same should be attached in technical bid documents mandatory.
25. Bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt and no incident raised on Gem and suspended previously. Undertaking to this effect with bid on format given in annexure-4 on Rs 500/- Notarized Bond paper.
26. Successful bidder has to supply product/Service in mention place within time limit.
27. All rights to change in distribution of tasks, increasing, decreasing quantity, cancellation of bid/contract remains with the committee. (Buyer)
28. Declaration on Rs 500/- Notarized Bond paper that There is no record of delay in providing training in any government office.
29. Declaration on Rs 500/- Notarized Bond paper all terms and condition accepted.

A. Time schedule for completion

The supply and installation of the equipment with accessories should be completed within stipulated time.

B. Terms of payment

100 percent of the payment shall be released after satisfactory installation and product handling training.

C. Validity period of the bid

The bid shall be valid for 180 days or as per GeM schedule whichever is higher. This office reserves the right to issue a part order or complete order for the supply /work. The office may also issue a repeat order for the items under the same terms and conditions within six months from the completion of initial work order.

D. Last date and time of receipt of bids

As stipulated in the time schedule given at the beginning

E. Technical bid evaluation

The technical bids shall be evaluated by a competent purchase committee of the office.

F. Financial Bid

Financials bids of the successful technical bidders shall be opened after evaluation of the technical bids. The bidder whose bid has been determined as the lowest financial bid shall be considered for award of contract. However, if the lowest bidder fails to execute the work order, this office reserves the right to award the work to the next lowest bidder at the risk and cost of the successful bidder.

G. Work Order

On selection of the successful bidder, work order shall be issued accordingly.

Annexure - 1

To,

Maharashtra,

Dear Sir,

1. I/We..... Submitted the documents in tender for <.....> at <.....> department, Maharashtra against the bid No. <.....> < as per Gem Bid Schedule > for product / service mentioned in the bid <.....> at <.....>, Maharashtra.

Date:

Place:

(Signature of Authorized Person)_____

(Name)_____

Name of Firm/Company/Agency_____

Phone No_____

Email_____

Annexure - 2

Checklist of documents

अ.क्र.	तपशील	जोडले आहे / नाही	पान क्र.
1.	संस्था नोंदणी प्रमाणपत्र,		
2.	ई.एम.डी.		
3.	निविदा शुल्क (ना परतफेड)		
4.	पॅनकार्ड		
5.	जी.एस.टी. नोंदणी क्रमांक		
6.	जी.एस.टी. Return प्रत (last Quarter)		
7.	मागील दोन वर्षाचा ITR Return प्रत		
8.	बोलीदाराने गेल्या तीन वर्षांचे सरासरी ३० लाखांचे उलाढाल प्रमाणपत्र सादर करणे आवश्यक आहे.		
9.	बोलीदाराने नवीनतम सकारात्मक निव्वळ मूल्य प्रमाणपत्र सादर करणे आवश्यक आहे.		
10.	३० लाख रुपयांची नवीनतम बँक सॉल्हन्सी.		
11.	बोलीदाराचा जिल्हा आपत्ती व्यवस्थापन प्राधिकरण येथे प्रशिक्षण आयोजित केल्याचे अनुभव प्रमाणपत्र		
12.	सी व्ही सी प्रमाणपत्र		
13.	आय एस ओ ९००१:२०१५, १४००१:२०१५		
14.	तज्ज व कुशल प्रशिक्षकांची विहित नमुन्यातील यादी (किमान पाच प्रशिक्षक),		
15.	विहित नमुन्यातील स्वंयंघोषणापत्र Annexur-1, Annexur-2, Annexur-3, Annexur-4, Annexur-5.		
16.	निविदाधारकाचे काळ्या यादीत नाव समावेश नसल्याचे घोषणापत्र		

17.	निविदेच्या सर्व अटी व शर्ती मान्य असल्याचे घोषणापत्र		
18.	कोणत्याही कार्यालया मध्ये कामामध्ये विलंब नाही झाल्याचे घोषणापत्र		
19.	तांत्रिक लीफाफ्यातील सर्व कागदपत्रे हार्ड कॉपी जमा केल्याचा पुरावा / पोच.		
20.	डेमो सेशन आयोजित केल्याचे कागदपत्रे हार्ड कॉपी जमा केल्याचा पुरावा / पोच.		

अधिकृत स्वाक्षरी:-

संस्थेची नाव :-

पत्ता:

संपर्क क्र.:

ईमेल

Annexure -3

तज्ज व कुशल प्रशिक्षकांची विहित नमुन्यातील यादी (किमान पाच प्रशिक्षक):

संस्थेचे नाव :

नोंदणी क्रमांक:

अ.क्र.	प्रशिक्षकाचे नाव	शैक्षणिक पात्रता	आपत्ती व्यवस्थापन प्रशिक्षण सत्र आयोजित करण्याचे अनुभव वर्ष
१.			
२.			
३.			
४.			
५.			
६.			
७.			
८.			
९.			
१०.			

अधिकृत स्वाक्षरी:-

संस्थेची नाव :-

पता:

संपर्क क्र.:

ईमेल:

Annexure -4

विहित नमुन्यातील: स्वंयःघोषणापत्र

मी, श्री./ श्रीमती / कुमारी -----

वयः----- रा.----- ता.-----, जिल्हा:-----

----- याद्वारे असे घोषित करतो / करते की, मी ----- सेवाभावी संस्थेचा अध्यक्ष / सचिव / कोषाध्यक्ष असून आमची संस्था मागील ----- वर्षापासून आपत्ती व्यवस्थापन विषयक प्रशिक्षण कार्यक्रम आयोजित करण्याचे काम करीत असून आमच्याकडे आपत्ती व्यवस्थापन विषयक ओळख, आपत्तीची कारणे, आपत्ती सज्जता व त्यापासून सुटका व बचाव करणे, प्रथमोपचार, शोध व बचाव तसेच स्थलांतरण पद्धती, दोरीच्या गाठी, फायर फायरिंग तसेच आपत्ती व्यवस्थापन आराखडे, शाळा सुरक्षा आराखडा, शालेय आपत्ती व्यवस्थापन, रंगीत तालीम इ. विषयी प्रशिक्षण आयोजन करण्यासाठी आवश्यक साधन सामुग्री, आपत्ती व्यवस्थापन विषयी कोर्स मटेरियल, कुशल, तज्ज्ञ व अनुभवी प्रशिक्षक ----- (संख्या) उपलब्ध आहेत.

याद्वारे आम्ही असेही घोषित करतो की, आमच्या संस्थेचे नाव कोणत्याही शासकीय विभागांकडून काळ्या यादीत टाकण्यात आलेले नाही. आमच्या संस्थेत आपत्ती व्यवस्थापन विषयक प्रशिक्षण कार्यक्रम विहित केलेल्या कार्यपद्धतीने व वेळापत्रकानुसार यशस्वीरीत्या पूर्ण करण्याची पूर्ण क्षमता असून कोणत्याही टप्प्यात काही अडचण निर्माण झाल्यास त्यामध्ये मा. जिल्हाधिकारी पालघर यांचे निर्णय अंतिम राहील याची व ते आम्हास मान्य असेल व याबाबत आमची कसलीही हरकत राहणार नाही. तसेच आम्ही याद्वारे असेही हमी देतो कि, आमची संस्था काळ्या यादीत नाही.

उपरोक्त माहिती सत्य व बरोबर असून मी सदरील माहिती वाचून / समजून घेऊन सही करीत आहे.

अधिकृत स्वाक्षरी:-

संस्थेची नाव :-

पत्ता:

संपर्क क्र.:

ईमेल:

Annexure 5
Details of Bank for RTGS/NEFT Payment

1	Name of firm	
2	Postal Address	
3	Pin code	
4	Pan Card No.	
5	E-Mail I.D.	
6	Contact No.	
7	Mobile No.	
8	Name of Bank	
9	Bank Address	
10	Brach name & Code	
11	Bank Account No.	
12	Nature of Account	
13	IFSC Code	
14	MICR Code	

Above information is correct as per our record.

Date :

Seal :

Sign & Stamp Of Bidder