

ADMINISTRATIN OF DAMAN AND DIU  
DIRECTORATE OF MEDICAL & HEALTH SERVICES,  
COMMUNITY HEALTH CENTER,  
MOTI DAMAN.

No.DMHS/DD/SECURITY GUARD/2010-11/1626 Dated : 17/08/2010.

**TENDER NOTICE**

Sealed tenders from the registered and reputed Security agencies are invited on behalf of President of India by the Director, Medical & Health Services, Community Health Center, Moti Daman for providing "Security Guard (Civilian)" at Government Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman.

The tender form along with terms and conditions can be had on payment of Rs. 200/- (non-refundable) from the Directorate of Medical & Health Services, CHC, Moti Daman during the officer hours upto 31/08/2010 at 11.00 a.m. The tender form along with terms and condition can also be had downloading from the official website [www.daman.nic.in](http://www.daman.nic.in) and can submit the same along with tender fee of Rs.200/- in form of Demand Draft / Fixed Deposit Receipt to be drawn in favour of Director, Medical & Health Services, Daman.

The tender in sealed cover duly superscribed providing "SECURITY GUARD (CIVILIAN)" should reach to this office of the Directorate of Medical & Health Services, CHC, Moti Daman on or before 31/08/2010 upto 11.30 a.m. and the same will be opened on the same day at 12.30 p.m. if possible before the Committee and in the presence of tenderers/representative of tenderers if any. The EMD is Rs. 10,000/- (Rupees Ten Thousand only) in form of Demand Draft / FDR of Nationalized/Schedule Bank in favour of Director, Medical & Health Services, Daman payable at Daman Branch.

The right of accept or reject any tender in part or whole without assigning any reasons is reserved by the tender inviting officer/committee.

(Dr. K.Y. Sultan)  
Director  
Medical & Health Services.  
Daman and Diu.

**U.T. ADMINISTRATION OF DAMAN & DIU  
DIRECTORATE OF MEDICAL AND HEALTH SERVICES,  
DAMAN**

**TERMS AND CONDITIONS FOR PROVIDING SECURITY GUARD (CIVILIAN) TO GOVT.  
HOSPITAL, DAMAN, COMMUNITY HEALTH CENTER, MOTI DAMAN & PRIMARY  
HEALTH CENTER, KACHIGAM, NANI DAMAN.**

**Tender Notice No. DMHS/DD/SECURITY-GUARD/2010-11/1626 DATED : 17/08/2010.**

1. The Government Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman comprises of various blocks such as Male ward, Female Ward, Maternity Ward, Eye ward, OPD Dental, ICCU, Operation theatre, sonography, X-ray, Casualty, General OPD, Trauma Unit, and Administrative Block. etc.
2. The Director, Medical & Health Services, Daman invites sealed tenders from eligible parties to provide Security Guard (Civilian) for ensuring round the clock Security for the entire premises of Govt. Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman on terms and conditions, detailed hereunder.
  - a) The Security Guard (Civilian) shall be required round the clock duty. The duty hours of the each security guard is 8 hours, 3 Security Guards are required at each place i.e. at Govt. Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam Nani Daman. The security guard is aware of Gujarati, Hindi and English language and well educated.
  - b) The security agency shall be responsible to loss or damage caused due to the negligence of the guard
  - c) The contract of the Security Guard is one year from the date of commencement.
  - d) The Security Agency shall maintain the registers and comply with the local administration rules and regulations which employing contract workers.
  - e) The Security Agency shall pay all kind of taxes payable to the Government.
  - f) The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
  - g) The Health Department shall pay the amount of monthly bill by Cheque in the agency's name and not to his personnel. As such the agency shall own the full responsibility for regular payment of wages to the personnel and for compliance of statutory liabilities.
  - h) Tender application duly completed in all respects should accompanied by demand draft /FDR for Rs. 10000/- (Rupees Ten Thousand only) as Earnest Money Deposit in favour of Director of Medical & Health Services, Daman. The EMD submitted other than form mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The Tender application without EMD as above not be entertained at any cost.
  - i) The Security Guard should be in proper uniform and should have name plates.
  - j) The rates should be quoted per Security Guard (Civilian) for 8 hours duty including all taxes.
  - k) The main duties and responsibilities of security guard shall be :- To watch and look after entire Hospital premises, its equipments, machineries, vehicles etc. to check proper locking of all OPD, offices, rooms after office hours, Custody of keys / duplicate keys with proper records, to maintain the register, to look after the all vehicles, its Log Books and movement of vehicles, and over and above further work allotted by the concern Head of office.
  - l) Any Security Guard found drunk while on duty will not be allowed to perform duty in the hospital that day and a fine of Rs. 150/- (Rupees One Hundred Fifty only) per person per incident will be imposed for the same and will be deducted from the bill of the agency.
  - m) If any Security Guard is found without uniform and name plate, then a penalty of Rs. 100/- per person will be imposed and will be deducted from the bill of the contractor.
  - n) The Tenders will be opened by the Committee in presence of Tenderer or their representatives, if any present in the Office of the Tender Inviting Officer.
  - o) The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
  - p) If the Tenderer whose tender is accepted, fails to execute the contract within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

3. (a) The successful Tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of contract amount, that may be order, as the amount of security deposit.  
(b) Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for work without any intimation.  
(c) However in case if the Security Deposit may not have been deposited, the full Security Deposit as may be due from the agency will be recovered from the bill(s).
4. The Director of Medical & Health Services has the power to take necessary action against the guilty found if any, in providing Security Guard and services.
5. The Security Guard Agency should carry out work satisfactorily and if, it is not found work satisfactorily, then contract will be terminated by giving one month notice.

**Signature & Designation of  
Tender Inviting Officer**

**( Dr. K. Y. Sultan)  
Director  
Medical & Health Services  
Daman**

The above terms and conditions are accepted and are binding to me/us.

Place: \_\_\_\_\_ Signature of Tenderer  
Dated: \_\_\_\_\_ Name of Tenderer with seal of the  
firm

NOTE: Please return one copy of these terms & conditions dully sign with seal of firm along with the tender.