

U.T. ADMINISTRATION OF DAMAN & DIU.
PORT OFFICE, MARINE DEPARTMENT,
MOTI – DAMAN, 396 220.

No.PO/DMN/Security Guard/170/2012-13/236

Dated: 30/08/2012

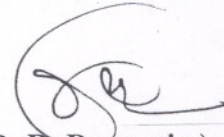
TENDER NOTICE

Sealed Tenders are invited on behalf of President of India by the Mamlatdar and H.O. of Port Office, U.T. Administration of Daman & Diu, Daman for engaging 02 Nos. of armed Security Guards round the clock (12 hrs. x 02 shifts) at Damanganga Lighthouse, Moti Daman to look after and security of the entire campus, equipments, machineries, etc. from reputed services providers for a period of one year.

The Tender form alongwith terms and conditions and details of particulars can be had on payment of Rs.200/- (Non refundable) from the office of the Port Officer, Daman during the working hours up to 12-09-2012 . The Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousands only) in form of FDR of any Scheduled Bank, in favor of the Mamlatdar (H.O.), Port office, Daman is to be submitted along with Rates and terms and conditions duly signed by the tenderer .

The complete tender documents with all enclosures and earnest money may be submitted in a sealed envelop “ **Tender for Armed Security Guards services for Port Office, Daman**”. The tender should reach to the office of the Port Officer, Daman on or before 14-09-2012 up to 01.00 p.m. and same will be opened on the same day at 4.00 p.m. in Port Office, Daman, if possible, in the presence of tenders or their authorized representative, if any. The details of the tender notice can also be downloaded from the official website www.daman.nic.in.

The undersigned, reserves the right to accept or reject any tender in part or whole or all tenders without assigning any reason.



(D. R. Damania)
Mamlatdar (H.O.),
Port Office, Daman.

U.T. ADMINISTRATION OF DAMAN & DIU.
PORT OFFICE, MARINE DEPARTMENT,
DAMAN.

No.PO/DMN/Security Guard/170/12-13/ 237

Dated: 30/08/2012

TERMS AND CONDITIONS FOR ENGAGING 02 NOS. OF ARMED SECURITY GUARDS ROUND THE CLOCK (12 HRS. X 02 SHIFTS) AT DAMANGANGA LIGHTHOUSE TO LOOK AFTER THE ENTIRE CAMPUS, EQUIPMENTS, MACHINERIES, etc.

The Mamlatdar and H. O. of Port Office, Daman inviting sealed tenders from eligible agencies to provide engaging 02 Nos. of Armed Security Guards round the clock (12 hrs. x 02 shifts) at Damanganga Lighthouse to look after the entire campus. equipments, machineries, etc., Moti Daman.

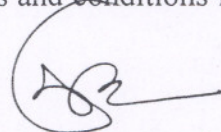
1. The Port Office, Daman has identify "Damanganga" Lighthouse of Port Office, Daman as highly sensitive for active Coast Surveillance.
2. The Sealed tenders are invited from eligible service providers / Agency with the terms and conditions as detailed below:-
 - a) The contract period shall be for one year from the date of commencement and further renewal for time to time subject to satisfaction of work performance with mutual understanding in same rate (maximum up to 03 years).
 - b) The Agency / Armed Security Guards shall maintain the movement of each & every person visit at Lighthouse dully signed.
 - c) The Photo Identity proof have to obtain from the visitors.
 - d) The Agency / Armed Security Guards shall ensure and vigil around the Lighthouse Campus for any illegal movement and complete security of the Equipments, Machineries, etc.
3. Other Terms and Conditions:
 1. The Security Guards agency shall maintain the registers and comply with the local administration rules and regulations employing contract works.
 - 2: The Security Guards shall pay all taxes to the government..
 3. The agency will not allow or permit the employees to participate in any trade union activities or agitation in Port Office or Lighthouse Campus.
 4. The department shall pay the amount of monthly bill by cheque in the agency's name and not to its personnel. As such the agency shall own the full responsibility for payment to its personnel.
 5. FDR should accompany tender application duly completed in all respects for Rs.10.000/- (Rupees Ten Thousand only) as Earnest Money deposit in favour of the Mamlatdar (H.O.), Port office, Daman. The EMD submitted other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The tender application without EMD as above not to be entertained at any cost.
 6. Armed Security Guards personnel should be in proper uniform and should have identity badge.
16. The tender should be addressed to the Port Office, Daman U.T. Administration of Daman & Diu and on the top of envelope written "TENDER FOR ARMED SECURITY GUARDS FOR LIGHTHOUSE OF PORT OFFICE, DAMAN."
17. The rates quoted should be inclusive of all taxes.
18. No extra charge for any item will be paid on the rates quoted.
19. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.

"Certified that the goods / services on which VAT / Sales Tax / Service Tax has been charged have not been exempted under the Central VAT / Sales tax / Service Tax Act or the Rules made there under and the amount charges on account of VAT / Sales tax / service Tax on these goods is not more than what is payable under the provisions of the relevant Act / Rules made there under".
20. Additional terms and condition will be incorporated if needed to safeguard the interest of institution.
21. The Institution shall be responsible for any delay / loss or non-receipt of tender by post / courier service.
22. No unsolicited correspondence shall be entertained after submission of the offer.
23. No separate agreement will be required to be signed by the successful bidder for the purpose of this contract for providing Armed Security Guards.
24. Rates tendered / Offered in response to the

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7. The agency should provide adequate number of Armed Security Guards personnel as required or advised by the Port officer.
8. The main duties and responsibilities of Armed Security Guards shall be as per work description given in above point No.2 and as directed by the Port Office, Daman.
9. The amount of earnest money paid by the bidder (s) whose tenders are not accepted will be refunded to them as per rules of tender.
10. If the bidder whose tender is accepted fails to execute the contract within stipulated time the earnest money deposit of such bidder will stand forfeited to the government.
11. Interested parties may visit during office hours to inspect the Lighthouse Campus, Equipments, Machineries, etc, at Moti Daman.
12. The Tender (s) will be accepted during working hours up to 1.00 p.m. on **14-09-2012**.
13. The bidder (s) should be a reputed firm with a proven track record providing such type of services in corporate / Private / Government sector institutes. Preference will be given to those who have experience and having enough educational qualification.
14. The bidder (s) should provide addresses of organizations / institutions where they provide Security Guards and certificate form previous customer need to be attached, if any.
15. The tenders should have been continuously in the business for a minimum of five preceding year.
16. The tender should be addressed to the Port Officer, Daman U.T. Administration of Daman & Diu and on the top of envelop should be written in capital letter "TENDER FOR ARMED SECURITY GUARDS" FOR LIGHTHOUSE OF PORT OFFICE, DAMAN.
17. The rates quoted should be inclusive of all taxes.
18. No extra charge for any item will be paid on the rates quoted.
19. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.
"Certified that the goods / services on which VAT / Sales Tax / Service Tax has been charged have not been exempted under the Central VAT / Sales tax / Service Tax Act or the Rules made there under and the amount charges on account of VAT / Sales tax / service Tax on these goods is not more than what is payable under the provisions of the relevant Act / Rules made there under".
20. Additional terms and condition will be incorporated if needed to safeguard the interest of institution.
21. The Institution shall be responsible for any delay / loss or non-receipt of tender by post / courier service.
22. No unsolicited correspondence shall be entertained after submission of the offer.
23. No separate agreement will be required to be signed by the successful bidder for the purpose of this contract for providing Armed Security Guards.
24. Rates tendered / Offered in response to the concerned tender / notice shall be considered as acceptance of all above terms and conditions for supply of service for all legal purpose.

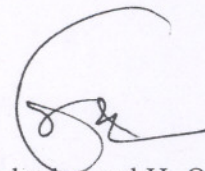


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25. The bidder will have the **Police verification** of all the work force / staff prior to its deployment in the Port office for the Armed Security Guards.
26. The bidder will have all the work force / staff deployed in the Port office covered under the suitable insurance scheme.
27. The Mamlatdar and H.O. of Port Office, Daman reserves the right to cancel the contract with one-month notice.
28. That:-
 1. The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10 % of the total value of the contract amount as security deposit.
 2. Non-receipt of the security deposit with the stipulated time limit will result in automatic cancellation of the contract / order for Armed Security Guard work without any intimation.
29. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman & Diu.
30. The right to accept or reject without assigning any reason, any or all tenders in part or whole is reserved with the tender inviting officer and his decision (s) in all matters relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.

Signature & Designation.
of tender inviting officer:



Mamlatdar and H. O.
Port Office, Daman

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

Place: Daman
Dated:

Signature of bidder:
Name of the bidder with seal of the firm:

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