

ADMINISTRATION OF UT OF DAMAN & DIU

OFFICE OF THE PRINCIPAL,

GOVERNMENT COLLEGE, DAMAN.

KUNTA ROAD, NANI-DAMAN 396210.

Notice No. GC/EST/Security/2017-18//26

Date: 08.06.2017

E – TENDER NOTICE

The Principal, Government college, Daman on behalf of President of India, invites Tender for providing round the clock Security services, security guards at Govt. College, Daman. Tender notice also available on www.nic.daman.in	
*Online downloading of Tender documents	08.06.2017
*Online submission of tenders	28.06.2017 12 :00hrs
*Online opening of Tech Bids	29.06.2017 12 :00hrs
Physical Submission of Technical bid by RPAD / Speed post /Tender Box in Office of the Principal, Govt. College, Daman..	29.06.2017 12 :00hrs
On line opening of price bid	29.06.2017 13 :00hrs
EMD	Rs. 25,000
Tender fee	Rs. 500=00 non refundable
*Bidders have to submit their PRICE bid in electronic format only on http://daman.nprocure.com till the last date & time for submission. PRICE bid in Physical format shall not be accepted in any case.	
The inviting authority reserves the rights to accept or reject any tender without assigning any reason. Tender opening can be postponed depending on the decision of the Tender committee.	
In case bidder needs clarification / training for participating in online tender, they can contact the following office : (n) Code SOLUTIONS N, A Division of GNFC Ltd., 301-GNFC INFOTOWER, S-G ROAD, BODAKDEV, AHMEDABAD -380054-Phone -079-26857316/17/18 E-mail : nprocure@gnfc.net Fax: 91-79-26857321 website : www.nprocure.com	

(Shri Vaibhav Rikhari, DANIC

Principal,

Govt. College, Daman.

Copy to:-

- ✓ 1. The NIC, Daman, with request to put-up on website of Administration of Daman & Diu.
2. The Filed Publicity officer, Daman with a request to publish in news papers specified in the office letter.

ADMINISTRATION OF UT OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.

E - TENDER FORM FOR PROVIDING SECURITY SERVICE AT GOVT. COLLEGE, DAMAN.

No. GC/EST/Security/2017-18/

Dated:- .06.2017

ANNEXURE - I

TECHNICAL BID

1. Name of Agency / Firm	
2. Address of Agency / Firm	
3. E – mail.	
4. Tel. / Fax No. of Head office	
5. Date of Establishment.	
6. Local/branch office address, if any, with Land line no.	
7. Date of Registration with competent authority.	
8. Registration Validity date.	
9. E.M.D. Demand draft & Date with Name of Bank. City.	
10. Tender fee Receipt No. & Date.	
11. Name of at least <u>02</u> Reputed clients in <u>Local area</u> with minimum 3 year experience:	
12. Certificates from clients, if any	
13. Service Tax No. or VAT No.	
14. PAN No.	
15. Provident Fund Registration No.	
16. Last three Years I.T. returns.	
17. Copy of Labour Registration	
18. Bank Account No. / Bank Name & Location.	
19. No. of Employees on the roll of Agency / Firm.	

Note : Kindly Enclose copies of all the above documents with Technical Bid.

I / We certify that I / We read understood and accept the contents of the broad terms and conditions incorporated in the Tender form and 'Note' below and submit this Tender for consideration. I / we certify that the above statements are true.

(Signature of the Owner / Proprietor)

Full Name of the Firm _____

Address _____

U.T. ADMINISTRATION OF DAMAN & DIU, GOVERNMENT COLLEGE, DAMAN.

Terms & Conditions for providing Security Service/Guards at Govt. College, Daman

1. Tender is invited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in Annexure-I (Technical Bid) provided herewith.

The 'Financial Bid' will include full information as required in Annexure -II (Financial bid).
2. Technical bid should be submitted in the Tender box in separate envelopes written as "Technical Bid" It should contain full information as required in Annexure - I ("Technical Bid") provided herewith.
3. The financial bid will be opened after technical bid is qualified.
4. Rates should be inclusive of all taxes.
5. Incomplete bids and bids received after due date and time will be rejected.
6. The bidder should enclose Demand Draft for 25,000/- (Rupees Twenty Five Thousand only) towards EMD drawn on any commercial bank to the bid document towards EMD. The EMD will not carry any interest whatsoever. EMD furnished for previous bids/tenders will not be adjust the present Bid.
7. That-
 - (i). The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the annual total value of the contract amount as security deposit in the form of F.D. in favour of the Principal, Govt. College, Daman.
 - (ii). Non -receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract / order for housekeeping work without any intimation.
8. The Principal Govt. College, Daman reserves the right to reject or accept any without assigning any reasons.
9. The bidders should enclose attested photo copies of provident Fund Certificate.
10. Firm or Agency's last three years income tax return i.e.
11. Firm/Agency service Tax Registration / VAT Registration / CST Registration.
12. Over writing in the Financial Bid shall be liable for rejection.
13. The bidding Firm with Local/branch office will be preferred.
14. Bidder should submit at least 2 (two) local reputed clients of last 02 years.
15. The security service period is for a period of 12 months from the date of commencement and further renewable Annually for a period of not exceeding 24 months subject to satisfactory work performance and same rates and terms & conditions.
16. The payment will be made to the contractor every month on monthly basis in the


17. The person or institution who intends to offer the bid thereafter to protect or to render security services for protection of the property will be referred to as "Agency" Or "Contractor" for entering into contract to Institute etc.
18. The Contractor should render security services round the clock security service **on 8 hourly basis** in respect of the Institute's property and premises in Govt. College campus i.e. at the main Gate / campus / boys and girls hostel area etc.
19. The additional security personnel may also be required to be made available for short spells at a short prior notice for important programmes if any.
20. The Security Guards (Male & Female) deployed should be trained, within the age group of **25 years to 40 years** and should preferably be trained in self defense.
21. The security Guards so provided should be **Semi-skilled** able to read and write and able to maintain the attendance register or the movement register. However the Principal, Government College, Daman reserves the right to relax the condition in special circumstances.
22. The duty points to be fixed will be at the sole discretion of the Institute.
23. The contractor should provide uniform and other paraphernalia such as torch, umbrella etc. as may be considered necessary for the guard for the Institute.
24. The person or Institution shall not claim any amount more than the fixed amount by way of contract by the competent authority.
25. The contractor will have to ensure satisfactory standards of its employee competence, conduct, cleanness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall not be condoned.
26. The Security Agency shall not transfer or assign sub-contract to any other party.
27. The staff engaged by the person or institution to whom the contract is given shall be deemed to be the servants or employees of the person or institution to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the institution.
28. The Institute shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the contractor. Contractor shall pay the minimum wages plus Provident Fund, ESIC, Bonus etc. and submit the monthly remittance/Deposit Receipt to the office of the Principal, Govt. College, Daman along with the bill.
29. Other than the attendance register, The presence of the security guards will be ascertained by **Bio-matrix system of attendance** as and when in place. In case the person deployed by the contractor, is found absent, the Institute shall treat such person as absent from duty and deduct the proportionate wage amount of such person from the bill and also impose fine, as deemed fit.
30. The institute also reserves the right of imposing fine up to Rs. 1000/- (rupees one thousands only) in the event of such a default. In case of three defaults of "absence" of personnel the contract will be liable to be terminated at the discretion of the Head of office.
31. The contractor shall be absolutely responsible and liable for any all personal injuries or death and / or property damage or losses suffered due to negligence of the contractor's personnel in their performance of the services required under the contract.
32. The actual cost on account of loss or damage to the institute's property because of

33. The terms and conditions of this tender shall be part and parcel of the contract executed by the person or institution whose tender accepted.

34. The person or institution to whom the contract is given bound to abide by the institution on security matters issued by the Institute from time to time.

35. The bidder should enclose attested copies of testimonials/ certificates issued by the previous clients.

Signature
& Designation
of the tender inviting Officer.


(Shri Vaibhav Rikhari, DANICS)
Principal
Govt. College, Daman.

NOTE: Pl. return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

IF A FIRM FILING TENDER DOES NOT FULFIL ALL OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL BE REJECTED.

All the terms & conditions are accepted and are binding to me/us.

Place :

(Signature of the owner/ Partner/Contractor)

Date :

Name of the bidder with seal of the firm.