

संघ प्रदेश दमण एव दीव प्रशासन,
U.T. Administration of Daman & Diu,
पत्तन अधिकारी का कार्यालय,
Office of the Port Officer,
समुद्रीय विभाग/ Marine Department
मोटी - दमण / Moti-Daman.

संख्या:ब.का./दमन/सिक्युरिती गार्ड/170/2017-18/१६

दिनांक :- 21/07/2017.

डायरी संख्या :- 150/PO/DMN/2017/830428

सिमित निवादा सुचना
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 unarmed Security Guard round the clock (12 hrs in night duty) 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 from 24/07/2017. The Earnest Money Deposit of Rs.5,000/- (Rupees Five 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 tender fees and earnest money may be submitted in a sealed envelop " **Tender for Unarmed Security Guards services for Port Office, Daman**". The tender should reach to the office of the Port Officer, Daman on or before 10-08-2017 up to 01.00 p.m. and same will be opened on the same day at 4.00 p.m. in the Office of the Mamlatdar, 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.

(एस. एस. ठक्कर)

मामलतदार एवम बंदर्गाह कार्यालयध्यक्ष,
दमन

प्रति लिपि :

- ✓ 1. The B.O, NIC, Damanrequested to upload on Daman & Diu NIC website for wide publicity.
2. Notice Board.

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

Tender Notice No.PO/DMN/Security Guard/170/17-18/98

Dated: 21/07/2017

**TERMS AND CONDITIONS FOR ENGAGING OF UNARMED SECURITY GUARD(S)
ROUND THE CLOCK (12 HRS IN NIGHT Duty) AT DAMANGANGA LIGHTHOUSE TO
LOOK AFTER THE ENTIRE CAMPUS, EQUIPMENTS, MACHINERIES, RADAR, etc.**

The Mamlatdar and H. O. of Port Office, Daman inviting sealed tenders from eligible agencies to provide Unarmed Security Guard(s) round the clock (12 hrs in Night from 8.00 P.M. to 8.00 A.M.) at Damanganga Lighthouse at Moti Daman to look after the entire campus, equipments, machineries, radar, etc., .

1. 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 / unarmed Security Guards shall maintain the movement of each & every person visit at Lighthouse duly 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.

2. 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 agency shall own the full responsibility for payment to its personnel.
5. FDR should accompany tender application duly completed in all respects for Rs.5,000/- (Rupees Five 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. Unarmed Security Guards personnel should be in proper uniform and should have identity badge.
7. The agency should provide adequate number of Unarmed Security Guards personnel as required or advised by the Port officer.
8. The main duties and responsibilities of Unarmed Security Guards shall be as per work description given in above point No.1 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 10/08/2017. It should be accompany with DD of Rs. 200/- as tender fees and FDR of Rs. 5000/- in favour of Mamlatadar and H.O., Port, Daman alongwith other required documents as mentioned in the Terms and Conditions of the Tender Notice.

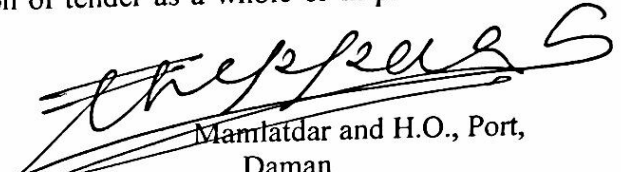
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13. The bidder (s) should be a reputed firm with a proven track record providing such type of services in corporate / Private / Government sector institutes. Preference will be given to those who have experience and having enough educational qualification.
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 UNARMED 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. The concerned Contractor has to submit on Rs. 100 stamp paper Affidavit with Gov. Notary that Agency or he is not black listed by any Govt. Departments, Firms, Semi-Govt. Departments or Limited Agencies.
20. The department shall not be liable in any respect for damages or compensation for any injury or for any occupational disease peculiar to the employment to any person engaged through the contract and you should keep the department indemnified thereof.
21. In case of failure of providing Security Guard at any time you are fully responsible for all consequential /losses /damages/ additional expense etc and your service will be terminate immediately and your Security Deposit will be forfeited.
22. You will be liable for making good all the damages /losses arising our of theft, breakage, pilferage of any office furniture, equipment, fitting and fixtures whatsoever as may be caused to the Department directly or indirectly by the persons engaged through you.
23. You shall exclusively be liable for non compliance of the provisions of any Acts, Laws, Rules and Regulations having bearing over engagement of security guards directly or indirectly. You are hereby undertake to indemnity the Department against all actions, suits, proceedings, claims, losses, damages etc. which may arise under Minimum Wages Act. Payment of Wages Act. Workmen's Compensation Act etc. or any other Act or statute herein not specifically mentioned but having direct or indirect application for the persons engaged under this contract.
24. Deployed Security Guard should be physically fit and mentally alert.
25. The minimum qualification of the Security Guard is Standard 10th and age of between 21 years to 55 years and having knowledge of Gujarati, Hindi and English Language.
26. Additional terms and condition will be incorporated if needed to safeguard the interest of institution.
27. The Institution shall be responsible for any delay / loss or non-receipt of tender by post / courier service.
28. No unsolicited correspondence shall be entertained after submission of the offer.
29. No seprate agreement will be executed by the successful tenderer(s) for the purpose of the contract. The supply rates tendred/Offered in respose to the concerned Tender Notice shall be considered as acceptance of all terms and conditions for engagement of unarmed Security Guard for all legal purpose. Without enclosing copy of Terms and Conditions dully signed and sealed will not considered and it will be rejected.
30. 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.
31. The bidder will have all the work force / staff deployed in the Port office covered under the suitable insurance scheme.
32. The Mamlatdar and H.O. of Port Office, Daman reserves the right to cancel the contract with one-month notice.



33. 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 unrm Security Guard work without any intimation. And EMD will be forfeited
34. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman & Diu.
35. 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.


Mamlatdar and H.O., Port,
Daman

Signature & Designation.
of tender inviting officer:

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

Signature of bidder:

Name of the bidder with seal of the firm:

Place: Daman

Dated:

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