



Tender Notice No.: 01 of 2018-19
Administration of Daman & Diu (UT),
Department of Fire & Emergency Services,
Fire Force Headquarters, Daman,
Daman – 396 215.
E-Mail ID: sfo-dmn-dd@nic.in
Tel: +91-0260-2244060 / Tel. Fax: +91-0260-2244111



NO.DFES/DMN/e-TENDER-OA CONTR./2018-19/70

DATED: 21-04-2018

SECTION- I
E-TENDER NOTICE
(3rd Call)

The Administration of Daman & Diu, Department of Fire & Emergency Services on behalf of President of India, invites **tender to outsource Manpower-Skilled (Office Assistant) on Contract/Hire Basis** through on-line on <http://www.nprocure.com> from registered service providers. The tender notice also available on www.daman.nic.in

Description of Goods	Qty.	EMD (Rs.)	Tender Fee
Supply of Manpower-Skilled (Office Assistant) on Contract/hire Basis.	05 Nos.	₹ 35,000/-	₹. 1000/-
Schedule for Tendering			
1. Date of Uploading.	21/04/2018		
2. Last date of Downloading of Tender Documents.	04/05/2018 upto 1500 hrs.		
3. Last date of submission of tender Technical as well as Price bid offer.	04/05/2018 upto 1500 hrs.		
4. Scanned Copies of Tender Fee, EMD and Technical Bid with all the relevant documents, should be uploaded on e-tendering portal. (excluding Price Bid).	On or before 04/05/2018 up to 1500 hrs.		
5. Hard Copy submission of Original Tender Fee, EMD and Technical Bid with all the relevant documents. (excluding Price Bid).	On or before 04/05/2018 up to 1500 hrs.		
6. Verification of Tender Fee and EMD	04/05/2018 at 1515 hrs.		
7. Date of opening tender for Technical Bid physical.	04/05/2018 at 1530 hrs.		
8. Date of opening of Price Bid of technically qualified bidders.	Will be informed to the technically qualified bidders in advance.		

IMPORTANT INSTRUCTIONS FOR BIDDERS:

- The interested Bidders shall satisfy tender terms and conditions as stipulated in **Section-II**.
- Tender Fee, EMD and Technical Bid with all the relevant documents as per requirement of the Tender (**Excluding price bid**) must be submitted as hard copy. While submitting the hard copies the bidder should invariably submit his tender in three sealed envelopes with all the relevant documents as per the requirement of the Tender (**Excluding Price Bid**). The three sealed envelopes should be suitably super scribed as follows:
 - Envelope 1: "**Tender Notice No. 01 of 2018-19, Tender Fee**".
 - Envelope 2: "**Tender Notice No. 01 of 2018-19, EMD/Exemption Valid Certificate**"
 - Envelope 3: "**Tender Notice No. 01 of 2018-19, Technical Bid**"
- The three sealed covers should be enclosed in a larger envelope duly sealed and super scribed as "**Tender Notice No. 01 of 2018-19, Tender Opening Date 04/05/2018**" and should be strictly submitted by RPAD/Speed Post/Courier only, before the due date and time.

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4. Bidders are requested to submit **Price bid (Schedule B) online only** and **not to submit the Price bid in physical form**. This is mandatory. If price bid is submitted in physical form, same will not be opened and only on-line submitted price will be considered for evaluation.
5. The tender fee will not be refunded under any circumstances.
6. Tender Fee shall be paid in form of Demand Draft (DD) in favour of **Assistant Director, Fire & Emergency services, Daman** drawn on any Nationalized Bank in Daman.
7. Earnest Money Deposit (EMD) in the form specified in Tender Document only shall be accepted.
8. The offer shall be valid for **180 days** from the date of opening of the Technical Bid.
9. Tenders without EMD or Tender Fee or Exemption Valid Certificate for nonpayment of EMD or Tenders which do not fulfill all or any of the conditions or submitted incomplete in any respect will be rejected.
10. The award of contract shall be made to a qualified Bidder, whose responsive Tender is determined to be the lowest evaluated Tender and who meets appropriate standards of Technical and Financial resources and satisfy the Qualifying Criteria as laid in the Tender Documents.
11. Conditional Tender shall not be accepted.
12. The jurisdiction of any dispute will be Daman.
13. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the goods to be delivered and local conditions and other factor bearing on the execution of contract.
14. Wrong / Fraudulent data submission may lead to disqualification. Please ensure that you furnish correct data.
15. The Competent Authority reserves the rights to reject any OR all tenders without assigning any reasons thereof.

INSTRUCTIONS TO BIDDERS FOR ONLINE TENDER PARTICIPATION:

1. Tender documents can be downloaded free from the website <https://www.nprocure.com>.
2. All bids should be submitted online from the website <https://www.nprocure.com>.
3. All bids should be digitally signed (as per Information Technology Act 2000), for details regarding digital signature certificate and related training involved the below mentioned address should be contacted.
(n)Code solutions (A division of GNFC)
301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 (India)
Tel: +91-79-26857316 / 17 / 18, Fax: +91-79-26857321
www.ncodesolutions.com
4. The bidder can get a copy of instructions to online participation from the website <https://www.nprocure.com>
5. All queries regarding use of digital signature certificate should be addressed to personnel in M/s (n) Code Solutions.
6. All queries on the tender document, technical specifications and clauses of the contract should be addressed to:
DIGP/Director of Fire & Emergency Services,
Police Head Quarter, Dunetha, Nani Daman, Daman - 396 210.
Tel: +91-0260- 2220140 Fax: +91-0260- 2220076
7. Please quote Tender Notice No. and Tender Name in all your correspondence.
8. This notice of tender and subsequent Corrigendum (if any) shall also form a part of Contract Document.

For and on Behalf of Director,
Fire & Emergency Services, Daman & Diu.

Tender Inviting Officer,

Date: 21/04/2018
Place: Daman