

**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR
MOTI DAMAN – 396 220**

No.DMN/DP/CEO/SEC.GUARD/2019-20/1n9

Dated :- 09/07/2019

“E- TENDER NOTICE”

On behalf of the President of India, Chief Executive Officer, District Panchayat, Daman hereby invited E-Tenders with two bid systems for “Engaging Security Guards for guarding premises of Chief Executive Officer, District Panchayat, Daman” and Tenderers have to submit the documents along-with an EMD and tender fees in the form of DD/FDR of any Nationalized Bank / Schedule Bank in favour of “Chief Executive Officer, District Panchayat, Moti Daman” as scan documents on web site.

Sr. No.	Description of items	Estimated cost	EMD (in the form of FDR)	Tender Fees (DD - non-refundable)
1.	Skilled Security Guard : Rate per day per person for 8 Hrs./12 Hrs. of duty including all charges (i.e. minimum wages EPF/GPF, Service Tax, GST and all other charges etc. as per rules applicable in UT of Daman & Diu.	₹.7,20,000/-	₹.20,000/-	₹.1,000.00
Last Date and time for download of tender documents:- 22/7/2019 upto 11.00 hrs.				
Date and time of closing of bid (i.e. last date of submission of bid online):- 22/7 /2019 up to 16.00 hrs.				
Date and time for submission of detail proposal in hard copy: -22/ 7/2019 upto 18.00 hrs.				
Technical bid opening: if possible on 23/7/2019 at 14.00 hrs.				
Financial Bid opening: if possible on 23/7/2019 at 16.00 hrs.				
The tender document & other details will be available on the Tender notice can also be seen & download at web site www.dd.tenders.gov.in . Bidders have to submit price bid in electronic format only on www.dd.tenders.gov.in . till the last date and time for submission. Price bid in physical format shall not be accepted in any case.				
Submission of tender fees in the form of DD, EMD in the form of DD and other mandatory supporting documents i.e. copy of valid license and PSARA license issued by Administration of Daman & Diu., Fire safety certificate, EPF No., copy of GST/ST registration and copy of PAN/TAN of income tax, Labour Registration No., Minimum turnover Rs.15.00 laks, Bank Solvency of Rs.5.00 lakhs, Income Tax payee for minimum 3 years etc. and terms and condition duly signed in hard copy to the undersigned by RPAD/Speed post or by hand on or before 22/7/2019 up to 11.00 hrs., however, tender inviting authority shall not be responsible for any postal delay and also mandatory supporting documents to be scanned / uploaded on n-procure site.				
The Department reserves the right to reject any or all tenders without assigning any reason and selection shall be at the absolute discretion of the Department and Department's decision in this respect shall be final and binding.				
Bidder shall have to post their queries on e-mail address: ceodp-dmn-dd@nic.in on before 22/7/2019 upto 11.00 hrs.				

Chief Executive Officer,
District Panchayat, Daman.

**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR
MOTI DAMAN – 396 220**

E - TENDER NOTICE

**** Terms and Conditions for Engagement of Security Guards for guarding premises of Chief Executive Officer, District Panchayat at Daman.**

No.DMN/DP/CEO/SEC.GUARD/2019-20/150

Dated:- 09/07/2019

E-tender (online) is hereby invited from the registered and reputed Securities Agencies of Security Guards by the District Panchayat, Daman for **“Engagement of Security Guards for guarding premises of Chief Executive Officer, District Panchayat at Daman”** as per Schedule – B attached with the following terms & conditions :-

1. E-Tender (Two Bid Systems) is invited from the registered and reputed Securities Agencies of Security Guards (Documentary evidence should be submitted with the technical bids – PSARA License issued by Administration of Daman & Diu, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., Labour Registration No. and other relevant licenses) for the guarding premises of Chief Executive Officer, District Panchayat, Daman.
2. Every contractor whose employs or who has employed on any day of preceding twelve months twenty or more workmen should produce License under the Contract Labour (Regulation and Abolition) Act, 1970.
3. Hard copy of the technical bid should be in a sealed envelope subscribed as **“Engagement of Security Guards for guarding premises of Chief Executive Officer, District Panchayat, Daman”** and addressed to the Office of the Chief Executive Officer, District Panchayat, Dholar, Moti Daman – 396 220.
4. Payment of wages to the Security Guards in accordance with the Minimum Wages Act, 1948.
5. Mode of Payment of wages should be through the bank accounts of the security guard or any other electronic form.
6. Tenderers have to submit the documents along-with an EMD and tender fees in the form of DD/FDR of any Nationalized Bank / Schedule Bank in favour of “Chief Executive Officer, District Panchayat, Moti Daman” as scan documents on web site.
7. The Tender documents & other details will be available on the Tender can also be seen & download at web site www.dd.tenders.gov.in.

8. The Security Guard shall be required round the clock duty. **The duty hours of the each security guard is 8/12 hours**, 4 Security Guard are required i.e. 02 Nos. Security Guard at District Panchayat Campus and 02 Nos. Security Guard at Horticulture Farm, Moti Daman. The Security Guard is aware of Gujarati, Hindi and English language.
9. The Security Guard should be in the age group of 25 to 45 years and educated up to class Xth.
10. The Security agency shall be responsible to loss or damage caused due to the negligence of the guard. He should also having the knowledge of fire safety.
11. The service providers' Security Guard shall not claim any benefit / compensation / absorption / regularization of service with office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
12. **The period of contract is initially period of one year from the date of commencement and further renewal for the period of one year but not extending 3 years subject to satisfaction of work performance and same rates.**
13. The contract may be terminated by Chief Executive Officer, District Panchayat, Daman by giving one month's notice.
14. The Security Guard deployed shall not claim any Master-Servant relationship against this office. The service provider for providing services as mentioned herein, shall be the employees of the service provider only and not of the department.
15. The Security Guard supplied by the agency should not have any adverse Police records / criminal cases against them. The agency should make adequate enquiries and certify about the character and antecedents of the persons whom they are recommending. **The Chief Executive Officer, District Panchayat, Daman may dismiss or remove any person or persons, employed by the service provider, who may be incompetent or this misconduct and service provider shall forthwith comply with such requirement.**
16. All the Security Guard engaged by the service provider should be healthy, physically fit and free from communicable diseases. The agency should quote the consolidated lump sum rates per month including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under Labour / **Minimum Wages Act** (As notified by UT. Administration of Daman & Diu from time to time).


17. The Agency should provide Skilled Security Guard as specified in the tender documents for the period of One year subject to following conditions with Labour laws /Rules applicable :

1.	The agency / contractor has to follow the terms and condition of the tender as well as furnished by him.
2.	The agency / contractor should provide healthy casual workers with regular health check-up.
3.	The agency / contractor has to furnish the register / documents maintained for deductions made from the payment of labours at the end of the month for verification.
4.	The agency/contractor has to follows all the terms and condition of the terms and conditions of the tender strictly as well as following Labour Laws & Rules :
	(i) The Minimum Wages Act, 1948.
	(ii) The Payment of Bonus Act, 1965
	(iii) The Payment of Gratuity Act, 1972.
	(iv) The Payment of Wages Act, 1936.
	(v) The Employees' Compensation Act, 1923.
	(vi) The Employees' Provident Funds & Misc. Provisions Act, 1952.
	(vii) The Employees' State Insurance Act, 1983.
	(viii) The Employees' Compensation Act, 1983.
	(ix) The GST and Service Tax Act.
	And any other Labour Laws / Rules applicable in UT of Daman & Diu.

18. The Security Guard should be in proper uniform and should have name plates and the Photo Identify Cards.
19. The deployed personnel should be polite, positive and efficient, while discharging his duties and their actions should promote goodwill and enhance the image of office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
20. The service provider shall not assign, transfer, pledge or sub-contract the performance of services without the prior written consent of this office.
21. The agency should have minimum turnover of 15.00 lakhs.
22. In case of any theft or loss or property due to negligence or carelessness of your personnel, firm, will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the security deposit to be deposited by you.
23. The service provider will submit the bill in triplicate in the first week of the following month for payment.
24. The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
25. The agency should be Income Tax payee for minimum 3 years.
26. The Annual Returns should be submitted to the Labour Department, Daman in the prescribed formats under the various labour laws like Minimum Wage Act, 1948, the Employees Compensation Act, 1923, the Payment of Wages Act, 1936, the Bonous Act, 1965 etc.

27. The service provider shall be contactable at all times and messages sent from the office to the service provider shall be acknowledged immediately on receipt on the same day.
28. The Security Agency shall have to enclosed EMD of ₹.20,000/- in from of EMD/FDR of Nationalized Bank / Schedule Bank, payable to the Chief Executive Officer, District Panchayat, Daman. The tender without EMD shall be summarily rejected.
29. The successful bidder should furnish a Security Deposit /FDR of Nationalized Bank of one year validity in favour of **"Chief Executive Officer, District Panchayat, Daman"**. This office will not pay any interest on the earnest money / security deposit against the contract in its custody. Non receipt of security deposit within stipulated time limit will result in automatic cancellation of the order for work without any intimation. 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).
30. The agency will be responsible for the payment of statutory liabilities such as PF and other charges etc. if any, in respect of persons deputed in the department and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill. The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
31. Income Tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross amount) of the agency.
32. All payment made by the department shall be after deduction of tax at sources wherever applicable as per the provisions of Income Tax Act.
33. The rate should be exclusive of all taxes/GST. Taxes may be indicated separately.
34. The agency will be responsible for obtaining a license / renewing the license as the case may be, from the Licensing Authority under the Contract Labour (Regulation and Abolition) Act, 1970 and the department shall not be responsible for any damage / losses on this account.
35. In case the service provider discontinues the contract before the expiry of the period his security shall be forfeited.
36. The service provider shall at all times indemnify and keep indemnified the department against any claim on account of disability / death of any of its personnel caused while providing the services within / outside the site or other premises of the department which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other Statutory modifications hereof or otherwise for or in respect of any accident or injury sustained by the working or their personnel of the service provider or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the service provider or not, who provided or provides the service at the site or any other premises of the department shall be as provided hereinbefore.
37. The service provider shall at all times indemnify and keep indemnified the department against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the department's premises or before and after that.
38. The main duties and responsibilities of security trained guard shall be: To watch and look after Chief Executive Officer, District Panchayat, Daman premises.

39. The Chief Executive Officer, District Panchayat, Daman has the power to take necessary action against the guilty fond if any, in providing security guard and services.
40. The agency has to sign at the bottom of the each and every page of the hard copy with the rubber stamp and date.
41. 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.
42. If any security trained guard found without uniform, name plate and he comes in drunk manner in duties hours then the agencies will be penalized ₹.1,000/- per day per person will be imposed and will be deleted from the bill of agency.
43. Subject to Daman Jurisdiction.



Chief Executive Officer,
District Panchayat, Daman

**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR
MOTI DAMAN – 396 220.**

**** Engagement of Security Guards for guarding premises of Chief Executive Officer,
District Panchayat, Daman.**

No.DMN/DP/CEO/SEC.GUARD/2019-20/

Dated:- / /2019

TECHNICAL BID

1. Name of the Tenderer	
2. Address of the Tenderer	
3. E-mail	
4. Tel. Nos. / Mob. Nos.	
5. Name of the Proprietor	
6. Year of Establishment	
7. FDR No. & Date (EMD)	
8. Name of the Bank, City	
9. Tender Fee Receipt No. & Date / (Demand Draft)	
10. Service Tax <u>OR</u> VAT No. Reg. Certificate	
11. PAN No. & TAN No.	
12. Copy of minimum turnover of Rs.15.00 lakhs	
13. Copy of last three years I.T. return	
14. Copy of License / PSARA License issued by Administration of Daman & Diu.	

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

Dated: _____

(SEAL)

Address

THE ABOVE CONDITIONS ARE ACCEPTED AND ARE BINDING TO ME/US

(Signature of Supplier / Tenderer)
Date & Rubber Stamp.

NOTE: - Please return one copy of these conditions duly signed along with your tender/quotations.

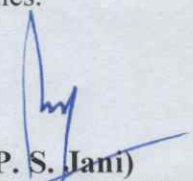
SCHEDULE – B

Below Format only for Reference Prices to be quoted on-line ONLY
(Mention of Price other then On-line will be rejected)

Particular	Rate per day per head for 8 hours duty	Rate per day per head for 12 hours duty
Skilled Security Guard :	₹.	₹.
Rate per day per person for 8 Hrs./12 Hrs. of duty including all charges (i.e. minimum wages EPF/GPF, Service Tax, GST and all other charges etc. as per rules applicable in UT of Daman & Diu.	₹.	₹.
	Total...	Total...
	₹.	₹.

Quote Rate for 01 Security Guard for a duty of 08 hours & 12 hours per day only.

Including all incentive etc. applicable as per rules.


(P. S. Jani)
Chief Executive Officer,
District Panchayat, Daman

**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR
MOTI DAMAN – 396 220.**

**** Engagement of Security Guards for guarding premises of Chief Executive Officer,
District Panchayat, Daman.**

No.DMN/DP/CEO/SEC.GUARD/2019-20/

Dated:- / /2019

AUTHORIZATION LETTER FOR RELEASE OF PAYMENT

Payee Particulars	Name of Payee as in Bank Account.	
	Address :-	
	Telephone / Fax No. with STD Code	
Bank details	Name of the Bank	
	Bank Branch Address (Full address & telephone no.)	
	Mode of electronic transfer available	
	RTGS NIFD any other	
	IFSC Code	
	MICR Code	

SIGNATURE OF THE BIDDER _____

With Seal

Name :- _____

Account number has been verified by me _____
Manager (Bank branch maintain the account).