

UT. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE HEAD OF SPORTS SECTION,
DAMAN SPORTS CLUB,
MOTI DAMAN – 396 220.

No.DMN/DSC/S.GUARD/2019-20/193

Dated: 13/12/2019

SHORT TENDER NOTICE

On behalf of the President of India, Head of Sports, Daman hereby invites tender for **“Engaging Security Guards (Civilian) for guarding premises of Daman Sports Club, Daman”**. Rates quoted in the tender shall be considered as inclusive of all taxes & no justification after opening of bids shall be entertained.

Sr. No.	Description of items	Estimated cost	EMD (in the form of FDR)	Tender Fees (DD - non-refundable)
1	“Engaging Security Guards (Civilian) for guarding premises of Daman Sports Club, Daman”	Rs.4,50,000.00	Rs.11,250.00	Rs.500.00
Date and time for submission of detail proposal in hard copy: 28/12/2019 upto 15.00 hrs.				
Tender opening: if possible on 30/12/2019 at 16:00 hrs.				
The Tender Notice, Document & Other details will be available on web site <u>www.daman.nic.in</u> and Notice Board of Head of Sports Department, Moti Daman.				
Submission of tender fees in the form of DD, EMD in the form of DD and other supporting documents i.e. copy of valid license from competent authority, copy of GST registration and copy of PAN/TAN of income tax etc. and terms and condition duly signed in hard copy to the undersigned by RPAD/Speed post by hand on or before 28/12/2019 upto 15:00 hrs. , however, tender inviting authority shall not be responsible for any postal delay.				
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.				
Bidder shall have to post their queries on e-mail address: <u>sports-dmn-dd@nic.in</u> , <u>ddsports_dmn@yahoo.in</u> on or before 25/12/2019 upto 16.00 hrs.				

Sd/-
Head of Sports,
Daman.

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TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS

1. The person should be in the age group of 25 to 45 years and educated upto class Xth.
2. The persons should be physically fit and medically certified for good health.
3. The agency should submit the Character and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old and police verification.
4. Preference will be given to ex – servicemen. The Security Agency shall provide the list of Ex – servicemen engaged by them along with the tender. Copy of discharge book should be submitted.
5. The person should be well trained and experienced in security duties at similar places/offices.
6. The agency should be able to provide additional strength of security personnel's at a short notice and should keep a leave reserve ready.
7. The validity of the contract will be for a period of one year which may be further extended as per requirement on same terms & conditions for another one year.
8. The contract may be terminated by either party by giving one month's notice.
9. The agency should be a licensee as a security agency registered in Daman & Diu & DNH UT. or any neighboring state i.e Gujarat or Maharashtra.
10. The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
11. The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Security Agency and should provide all the relevant documents to show compliance as proof every month of as and when demanded by the Head of Sports, Daman whenever submitting the bill.
12. The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in security.
13. The agency should pay all existing & future local and other taxes, rates and other levies in respect of Security Agency to the Govt. or any local authority, as applicable to him from time to time and no additional reimbursement will be entertained by the Head of Sport, Daman in this regard.

14. The agency should indemnify and keep indemnified the Head of Sports against any loss, damages, fines, premium, levies, costs, charges and expenses that the Head of Sports may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or contravention or terms & condition of tender documents.
15. The agency should have minimum turnover of 10.00 lakhs.
16. The agency should have office/establishment in UT. of Daman & Diu or DNH.
17. The agency should have provident fund registration for its employees fund and also have service tax registration and should comply with these rules (as applicable to him) and also submit bill as per Rule 4A of service tax.
18. The agency should provide bank solvency of Rs. 5.00 lakhs.
19. **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.**
20. The agency should be Income Tax payee for minimum 3 years.
21. The Security Agency shall have to enclosed EMD of Rs.11,250/- in form of FDR of Nationalized Bank, payable to the Head of Sports, Daman. The tender without EMD shall be summarily rejected.
22. The successful tenderer/Security Agency shall have to submit 10% of tender amount as a security deposit through Demand Draft at the time of signing the agreement as per rules within 15 days after receipt of tender acceptance order.
23. The tenderer have to submit copy of PSARA License, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., Labour registration No. and other relevant licenses.
24. The Security Agency should be registered with the Office of the I.G.P. Daman & Diu and DNH under the Daman & Diu Private Security Agencies Rules, 2009 (Particularly UT. Administration of Daman & Diu).
25. The Security Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of Head of Sports, Daman if such theft / damage is found to be taken place due to negligence of Security Guard on duty, and in such case the amount of damage / theft shall be recovered from the Bill / security deposit of Security Agency and the agency will not challenge the same in any Court regarding this recovery.
26. The rate should be inclusive of all taxes/VAT. Taxes may be indicated separately.
27. The Security Agency should pay minimum wages to the employees as notified by U.T. Administration of Daman & Diu from time to time.

28. In case of any default on the part of Agency the Head of Sports shall withheld the bill payment and deduct the amount as deemed fit as penalty of such default which will not be challenged by the Agency in any Court.

Sd/-
Head of Sports,
Daman.

I / we hereby accept these terms and conditions mentioned in tender notice.

(Seal & Signature of Vendor)

Copy to:

1. The NIC, Daman with request to upload in website.
2. Notice Board for Publicity.

SCHEDULE – B

Particular	Qty	Unit	Rate	Amount
Security Guards (Civilian)	03	per day		

QUOTE Rate for 01 Security Guard for a duty of 08 hours per day only.

Including all incentive etc. applicable as per rules.

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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	
	A/C. No.	
	Bank Branch Address (Full address & telephone no.)	
	Mode of electronic transfer available	
	RTGS NIFD any other	
	IFSC Code	
	MICR Code	

SIGNATURE OF THE TENDERER _____
With Seal &
Name: _____