



U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu,
Deptt. of Fire & Emergency services,
Fire Force Headquarters, Somnath,
Daman - 396 215.

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No. A-20/7/2019/189/ADFO/2021

Dated: 16/07/2021.

E-Tender (Online) Invitation Notice

Online Tender (e-Tender) invites bids from reputed agencies for supply of outsourcing the service for Office Management on contract/hire basis to be provided in the Department of Fire & Emergency Services, Dadra & Nagar Haveli and Daman & Diu, Daman.

Sr. No	Particulars	Estimated Cost per annum	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	E-Tender ID No.
1	Data Entry Operator	Rs. 8,50,000/-	Rs. 25,500/-	Rs. 1000/-	2021_DAMAN_
Schedule for Tendering					
1.	Date of Uploading.	19/07/2021			
2.	Last date of Downloading of Tender Documents.	09/08/2021 up to 1500 hrs.			
3.	Last date of submission of tender Technical as well as Price bid offer.	09/08/2021 up to 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 09/08/2021 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 09/08/2021 up to 1500 hrs.			
6.	Verification of Tender Fee and EMD	09/08/2021 at 1515 hrs.			
7.	Date of opening tender for Technical Bid physical.	09/08/2021 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:

1. The interested Bidders shall satisfy tender terms and conditions as stipulated in **Section-I**.
2. Tender Fee, EMD/Exemption Certificate (valid) as per requirement of the Tender (**Excluding price bid**) and technical bids with all relevant mandatory documents duly scanned should be uploaded on the e-tendering portal.
3. 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.: 02 of 2021-22, Tender Fee"**.
 - Envelope 2: **"Tender Notice No.: 02 of 2021-22, EMD/Exemption Valid Certificate"**
 - Envelope 3: **"Tender Notice No.: 02 of 2021-22, Technical Bid"**
4. The three sealed covers should be enclosed in a larger envelope duly sealed and super scribed as **"Tender Notice No.: 02 of 2021-22, Tender Opening Date 09/08/2021"** and should be strictly submitted by RPAD/Speed Post/Courier/Hand only, before the due date and time. Otherwise the offer will not be considered and no any further communication in the matter shall be entertained.
5. Bidders are requested to submit **Price bid (Section-II) 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.
6. The tender fee will not be refunded under any circumstances.
7. Earnest Money Deposit (EMD) in the form specified in Tender Document only shall be accepted.
8. If any documents are missing on required at the time of verification of the physical documents the same shall be submitted by the bidder within 15 days from the date of intimation.
9. The offer shall be valid for **two years** from the date of opening of the Technical Bid.
10. Tenders without EMD or Tender Fee or Exemption Valid Certificate for non-payment of EMD or Tenders which do not fulfil all or any of the conditions or submitted incomplete in any respect will be rejected.
11. 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.
12. Conditional Tender shall not be accepted.
13. The jurisdiction of any dispute will be with Courts situated in Daman.
14. 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.
15. Wrong / Fraudulent data submission may lead to disqualification. The bidder shall ensure that the data furnished is correct.

16. The Tender inviting authority/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://ddtendres.gov.in>.
2. All bids should be submitted online from the website <https://ddtendres.gov.in>.
3. All bids should be digitally signed (as per Information Technology Act 2000), for details regarding.
4. The bidder can get a copy of instructions to online participation from the website <https://ddtendres.gov.in>
5. All queries regarding use of digital signature certificate can be clarified from help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and E-Mail: support-eproc@nic.in
6. All queries on the tender document, technical specifications and clauses of the contract should be addressed to:

O/o DIGP/Director of Fire & Emergency Services,
Dadra & Nagar Haveli and Daman & Diu,
Police Head Quarter, Dunetha, Nani Daman, Daman – 396 210.
Tel: +91-0260- 2220140 Fax: +91-0260- 2220076.
e-Mail : sfo-dmn-dd@nic.in.

7. Please quote Tender Notice No. and Tender Name in all your correspondence.
8. Bidders are requested to provide a single point of contact during tender process with his contact number and email id.

This notice of tender and subsequent Corrigendum (if any) shall also form a part of Contract Document and in case of any inconsistency between the tender document and contract agreement the terms of this tender documents shall be override the contradicting clause.

For and on Behalf of Director,
Fire & Emergency Services,
DNH and Daman & Diu/ Tender Inviting Officer.

Assistant Director,
Fire & Emergency Services,
DNH and Daman & Diu,
Daman.

Date: 16/07/2021.
Place: Daman.

