

UT. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE HEAD OF SPORTS SECTION,  
SPORTS DEPARTMENT, DAMAN,  
NEAR FOOTBALL GROUND,  
MOTI DAMAN – 396 220.

No.DMN/SPORTS/S. GUARD/2019-20/34

Dated: 15/07/2019

**"E- TENDER NOTICE"**

On behalf of the President of India, Head of Sports, Daman hereby invited E-Tenders with two bid systems for "Engaging Security Guards (Civilian) for guarding premises of Sports Department at Daman". 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 "Head of Sports, 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.	"Engaging Security Guards (Civilian) for guarding premises of Sports Department at Daman"	₹.10,50,000.00	₹.26,250.00	₹.1,000.00
Last Date and time for download of tender documents: <b>25/07/2019 upto 11:00 hrs</b>				
Date and time of closing of bid (i.e. last date of submission of bid online): <b>25/07/2019 upto 16:00 hrs.</b>				
Date and time for submission of detail proposal in hard copy: <b>25/07/2019 upto 18:00 hrs.</b>				
Technical bid opening: if possible on <b>26/07/2019 at 11:00-hrs.</b>				
Financial Bid opening: if possible on <b>29/07/2019 at 16:00 hrs.</b>				
The tender document & other details will be available on <a href="https://www.ddtenders.gov.in">https://www.ddtenders.gov.in</a> upto <b>25/07/2019</b> . Tender notice can also be seen & download at web site <a href="http://www.daman.nic.in">www.daman.nic.in</a> <b>Bidders have to submit price bid in electronic format only on <a href="http://www.ddtenders.gov.in">www.ddtenders.gov.in</a> in till the last date and time for submission. Price bid in physical format shall not be accepted in any case.</b>				
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 from competent authority, EPF No., copy of GST 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 <b>25/07/2019 upto 18:00 hrs.</b> , 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: <a href="mailto:sports-dmn-dd@nic.in">sports-dmn-dd@nic.in</a> & <a href="mailto:ddsports_dmn@yahoo.in">ddsports_dmn@yahoo.in</a> or on before <b>22/07/2019 upto 16:00 hrs.</b>				
In case bidder needs any difficulty or issue for participating in online tender they can contact on Help Desk number 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787 or email <a href="mailto:support-gepnice-dd@nic.in">support-gepnice-dd@nic.in</a>				

Sd/-  
Head of Sports,  
Daman.

UT. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE HEAD OF SPORTS SECTION,  
SPORTS DEPARTMENT, DAMAN,  
NEAR FOOTBALL GROUND,  
MOTI DAMAN – 396 220.

**E - TENDER NOTICE**

**\*\* Terms and Conditions for Engagement of Security Guards (Civilian) for guarding premises of Sports Department at Daman.**

Notice No.DMN/SPORTS/S. GUARD/2019-20/34

Dated: 15/07/2019

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

1. E-Tender (Two Bid Systems) are invited from the registered and reputed Securities Agencies of Security Guards (Documentary evidence should be submitted with the technical bids – PSARA License, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., GST No., Labour Registration No. and other relevant licenses) for the guarding premises of Sports Department, Daman.
2. Hard copy of the technical bid should be in a sealed envelope subscribed as **“Engagement of Security Guards (Civilian) for guarding premises of Sports Department at Daman”** and addressed to the Office of the Head of Sports, Sports Department, Near Football Ground, Moti Daman – 396 220.
3. 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 “Head of Sports, Moti Daman” as scan documents on web site.
4. The Tender documents & other details will be available on <https://www.ddtenders.gov.in> upto **25/07/2019**. Tender can also be seen & download at web site [www.daman.nic.in](http://www.daman.nic.in).
5. The Security Guard (Civilian) shall be required round the clock duty. **The duty hours of the each security guard is 8 hours**, 05 Security Guard are required at Swami Vivekanand Sports Complex, Nani Daman, 01 Security Guard is required at



Basketball Court behind Secretariat, Moti Daman, 01 Security Guard is required at Bal Bhavan Building (for Store, Badminton Hall, Office), Moti Daman. The Security Guard is aware of Gujarati, Hindi and English language.

6. The Security Guard should be in the age group of 25 to 45 years and educated upto class X<sup>th</sup>.
7. The Security agency shall be responsible to loss or damage caused due to the negligence of the guard.
8. 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.
9. **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.**
10. The contract may be terminated by Sports Department by giving one month's notice.
11. 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.
12. 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 Head of Sports 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.**
13. 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 like PF, ESI, Bonus, Leave etc. under provision of the various Labour Law/ **Minimum Wages Act** (As notified by UT. Administration of Daman & Diu from time to time).

14. The Security Guard should be in proper uniform and should have name plates and the Photo Identify Cards.
15. 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.
16. The service provider shall not assign, transfer, pledge or sub-contract the performance of services without the prior written consent of this office.
17. The agency should have minimum turnover of 15.00 lakhs
18. In case of any theft or loss of 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.
19. The service provider will submit the bill in triplicate in the first week of the following month for payment.
20. 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.
21. The agency should provide bank solvency of Rs. 5.00 lakhs.
22. The agency should be Income Tax payee for minimum 3 years.
23. 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.
24. The Security Agency shall have to enclosed EMD of ₹.26,250/- in from of FDR of Nationalized Bank / Schedule Bank, payable to the Head of Sports, Daman. The tender without EMD shall be summarily rejected.
25. The successful bidder should furnish a Security Deposit equivalent to 10% of contract amount in form of FDR of Nationalized Bank of one year validity in favour of **"Head of Sports, 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).

26. 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.
27. Income Tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross amount) of the agency.
28. All payment made by the department shall be after deduction of tax at sources wherever applicable as per the provisions of Income Tax Act.
29. The rate should be exclusive of all taxes/GST. Taxes may be indicated separately
30. 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.
31. In case the service provider discontinues the contract before the expiry of the period his security shall be forfeited.
32. 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.



33. 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.
34. The main duties and responsibilities of security trained guard shall be : To watch and look after Sports Department, Daman premises.
35. The Head of Sports has the power to take necessary action against the guilty fond if any, in providing security guard and services.
36. The agency has to sign at the bottom of the each and every page of the hard copy with the rubber stamp and date.
37. 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.
38. 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.
39. Subject to Daman Jurisdiction.

Sd/-  
Head of Sports,  
Daman.

**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)**

<b>Particular</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
Civilian	07	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.

UT. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE HEAD OF SPORTS SECTION,  
SPORTS DEPARTMENT, DAMAN,  
NEAR FOOTBALL GROUND,  
MOTI DAMAN – 396 220.

**↔ Engagement of Security Guards (Civillan) for guarding premises of Sports Department at Daman.**

Notice No.DMN/SPORTS/S. GUARD/2019-20/34

Dated: 15/07/2019

**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 OR GST No. Reg. Certificate	
11. PAN No. & TAN No.	
12. Copy of minimum turnover of Rs.15.00 lakhs	
13. Copy of Bank Solvency of Rs.5.00 lakhs	
14. Copy of last three years I.T. return	
15. Copy of License / PSARA License of the particular issued by competent authority valid upto	

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

Date: \_\_\_\_\_  
\_\_\_\_\_

(SEAL)

Address

\_\_\_\_\_  
\_\_\_\_\_



UT. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE HEAD OF SPORTS SECTION,  
SPORTS DEPARTMENT, DAMAN,  
NEAR FOOTBALL GROUND,  
MOTI DAMAN – 396 220.

**\*\* Engagement of Security Guards (Civillan) for guarding premises of Sports Department at Daman.**

Notice No.DMN/SPORTS/S. GUARD/2019-20/34

Dated: 15/07/2019

**AUTHORIZATION LETTER FOR RELEASE OF PAYMENT**

<b>Payee Particulars</b>	Name of Payee as in Bank Account	
	Address :	
	Telephone / Fax No. with STD Code	
<b>Bank details</b>	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 BIDDER** \_\_\_\_\_  
**With Seal**  
**Name:** \_\_\_\_\_

**Account number has been verified by me**

\_\_\_\_\_  
Manager (Bank branch maintain the account)