

**UT. ADMINISTRATION OF DAMAN & DIU,  
DIRECTORATE OF EDUCATION,  
SECRETARIAT, DAMAN,  
“TEL. NO. 0260-2255126, 2230486”,  
E-mail Id : [secy-edu-dd@nic.in](mailto:secy-edu-dd@nic.in), [daman.education@gmail.com](mailto:daman.education@gmail.com)**

**No.A-35021/3/2019-DIR OF EDU/**

**Dated:- 24/09/2019.**

**E-TENDER (ONLINE) INVITATION NOTICE**

**(Tender Notice No.01/Security Service/2019-20)**

On behalf of the President of India, the Directorate of Education, UT of Daman and Diu hereby invites E-Tenders with two bid systems for “Engaging Security Guards (Civilian) for guarding premises of Government Schools of Daman district”. 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 “Assistant Director of Education, Daman” as scan documents on web site.

<b>Sr. No.</b>	<b>Description of items</b>	<b>Estimated cost</b>	<b>EMD (in the form of FDR)</b>	<b>Tender Fees ( DD - non-refundable)</b>
1.	“Engaging Security Guards (Civilian) for guarding premises of Government Schools at Daman district”	<b>Rs.76,63,800.00</b>	<b>Rs.1,92,000.00</b>	<b>Rs.5,000.00</b>
Last Date and time for download of tender documents: <b>15/10/2019 upto 11:00 hrs</b>				
Date and time of closing of bid (i.e. last date of submission of bid online): <b>15/10/2019 upto 16:00 hrs.</b>				
Date and time for submission of detail proposal in hard copy: <b>16/10/2019 upto 11:00 hrs.</b>				
Date of Pre-Bid Meeting: if possible on <b>07/10/2019 at 15:00 hrs.</b>				
Technical bid opening: if possible on <b>16/10/2019 at 15:00 hrs.</b>				
Financial Bid opening: if possible on <b>18/10/2019 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>15/10/2019</b> . Tender notice can also be seen & download on above website. <b>Bidders have to submit price bid in electronic format only on <a href="http://www.ddtenders.gov.in">www.ddtenders.gov.in</a> till the last date and time of submission. Price bid in physical format shall not be accepted in any case.</b>				
Submission of tender fees in the form of DD and EMD in the form of FDR in favour of “Assistant Director of Education, Daman” and other mandatory supporting documents i.e. copy of valid license and PSARA license issued of local competent authority, EPF No., copy of GST registration and copy of PAN/TAN of income tax, Labour Registration No., Minimum turnover Rs.30.00 lakhs, Bank Solvency of Rs.10.00 lakhs, Income Tax payee for minimum 3 years, etc. and terms & condition duly signed in hard copy to the undersigned by RPAD/Speed post or by hand on or before <b>15/10/2019 upto 17:00 hrs.</b> However, tender inviting authority shall not be responsible for any postal delay and also mandatory supporting documents to be scanned and uploaded online within a stipulated time period.				
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:secy-edu-dd@nic.in">secy-edu-dd@nic.in</a> before <b>11/10/2019 upto 16:00 hrs.</b>				
In case bidder faces any difficulty or issue for participating in online tender they can contact on Help Desk number 0120-4001002, 0120-4200462, 0120-4001005 and 0120-6277787 or email <a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a>				

Sd/-  
Assistant Director of Education,  
Daman.

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**E - TENDER NOTICE**

**\*\* Terms and Conditions for Engagement of Security Guards (Civilian) for guarding premises of Government Schools of Daman district.**

E-tender (online) is hereby invited from the registered and reputed Securities Agencies of Security Guards by the Directorate of Education, Daman for **“Engagement of Security Guards (Civilian) for guarding premises of Government Schools of Daman district”** as per Schedule–B attached herewith 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 issued by Local Competent Authority, 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 Government Schools of Daman district.
2. Hard copy of the technical bid should be in a sealed envelope subscribed as **“Engagement of Security Guards (Civilian) for guarding premises of Government Schools of Daman district”** and addressed to the Office of the Director of Education, Secretariat, 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 “Director of Education, Daman” as scan documents on web site.

4. The Tender documents & other details will be available on <https://www.ddtenders.gov.in> upto **15/10/2019**. Tender can also be seen & download from the aforesaid site.
5. The Security Guard (Civilian) shall be required round the clock in some school premises and on respective time in some schools premises respectively. The School Premises wise details in enclosed herewith at Annexure-A. **The duty hours of each Security Guard shall be 8 (eight) hours only for 53 Security Guard** which are required at various Government School Premises of Daman. The Security Guard should be aware of Gujarati, Hindi and English language.
6. The Security Guard should be in the age group of 25 to 45 years and shall be educated of minimum qualification of Class 10<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 for a period of 01 (one) year from the date of commencement and further renewal for the period of 01 (one) year on same rate but not extending 3 (three) years subject to satisfaction of work performance.**
10. The contract may be terminated by Directorate of Education, Daman 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 Directorate of Education, Daman may dismiss or remove any person or persons, employed by the service provider, who may be incompetent or misconducts 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 the provision of various Labour Law/**Minimum Wages Act** (As notified by U.T. 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 **30.00 lakhs**
18. In case of any theft or loss of property due to negligence or carelessness of your personnel, a 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 which will be deposited by the service provider.
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. 10.00 lakhs.
22. The agency should be Income Tax payee for minimum 3 (three) years.
23. The service provider shall be contactable at all the 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 **Rs.1,92,000/-** (Rupees One Lakhs and Ninety Two Thousand Only) in form of FDR of Nationalized Bank/ Schedule Bank, payable to the Assistant Director of Education, 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 **“Assistant Director of Education, 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, 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 damages/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 Government Schools Premises of Daman district. .
35. The Director of Education 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 Rs.1,000/- per day per person will be imposed and will be deleted from the bill of agency.
39. Subject to Daman Jurisdiction.

Sd/-  
Assistant Director of Education,  
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.

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**SCHEDULE – B**

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

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<b>Particular</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
Civilian	53	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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**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 of EMD	
8. Name of the Bank, City	
9. Tender Fee Receipt No. & Date / (Demand Draft)	
10. Service Tax <u>OR</u> 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 Daman & Diu issued by competent authority valid upto-----	
16. Declaration in the form of Affidavit that the individual/ organization including its partners and share holders was not lack listed/ prosecuted by any Department /Statutory Bodies or by any Court of Law, is it to attached.	
17. PF number allotted by the government	
18. License form Labor & Enforcement Officer, Daman	

I/we certify that, I/We had read, understood and accepts 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

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E-mail Id : [secy-edu-dd@nic.in](mailto:secy-edu-dd@nic.in), [daman.education@gmail.com](mailto:daman.education@gmail.com)**

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**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)

**ANNEXURE –II**

<b>School Premises No.</b>	<b>Name of School Premises</b>	<b>Requirement of Security Guard</b>	<b>Remarks (if any)</b>
1.	GHS – Patlara	2	Round the clock. Night Watchman already available
2.	GMS – Ambawadi	3	Round the clock
3.	GMS – Bharwadfalia	3	Round the clock
4.	GMS – Bhamti	3	Round the clock
5.	GHSS – Zari	2	Round the clock. Night Watchman already available
6.	GPS – Naila Pardi	3	Round the clock
7.	GHS – Pariyari	3	Round the clock
8.	GPS – Jampore Varliwad	3	Round the clock
9.	GMS – Thana Pardi	3	Round the clock
10.	GHS–Damanwada	3	Round the clock
11.	GMS– Bhensroad	1	During School Hours i.e. 07:00 A.M. to 03:00 P.M.
12.	GHS – Dunetha	1	-Do-
13.	GHS – Varkund	1	-Do-
14.	GHSS – Kachigam	1	-Do-
15.	GMS – Ringanwada	1	-Do-
16.	GHSS – Dabhel	1	-Do-
17.	GHS – Marwad	3	Round the clock
18.	GMS – Devka Taiwad	1	During School Hours i.e. 07:00 A.M. to 03:00 P.M.
19.	GHS – Devka Colony	1	-Do-
20.	GHS – Kadaiya	1	-Do-
21.	GPS – Bhimpore	1	-Do-
22.	GHSS – Bhimpore	1	-Do-
23.	GMS (A/S) – Bhimpore	3	Round the clock
24.	GMS – Moti Vankad	1	During School Hours i.e. 07:00 A.M. to 03:00 P.M.
25.	GMS – Dalwada	3	Round the clock
26.	GHSS – Moti Daman	1	During School Hours i.e. 07:00 A.M. to 03:00 P.M.
27.	GHS – Nani Daman	1	-Do-
28.	GPS – Khariwadi	1	-Do-
29.	GMS Model School	1	-Do-
<b>Total number of Security Guard required</b>		<b>53</b>	

**Note: Rates quoted should be in gross and inclusive of all taxes**

Signature of tenderers  
with rubber stamp