

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
Office of the Mamlatdar, Daman  
e-mail ID: [mdar-dmn-dd@nic.in](mailto:mdar-dmn-dd@nic.in)

No. MAM/DMN/Census-2021/Technical Asstt. & MTS/2020/

Dated: /02/2020

**E-TENDER NOTICE**

On behalf of the President of India, the Mamlatdar, Daman invites online tenders on <https://ddtenders.gov.in/nicgep/app> from the interested Authorized Dealers/Agencies/Firms for the work of Census - 2021.

Sr. No.	Particulars	Number of posts	Period of outsourcing (Maximum)	Estimated Amount (Rs.)	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
1	Technical Assistant	08	18 months	28,80,000/-	1,00,000/-	1,000/-	
2	Multi-Tasking Staff (MTS)	02	18 months	5,04,000/-			

Eligibility Criteria			
Sr. No.	Post	Number of posts	Educational Qualifications/ Eligibility
1	Technical Assistant	08	BCA, MCA, PGDCA, BSC (Computer) also Computer Certificate Course from recognized by the Government Institution alongwith practical skill and knowledge of MS office, email access, net surfing etc.
2	MTS (Multi-Tasking Staff)	02	SSC/ equivalent or Higher

Bid document downloading Start Date	:	12/02/2020	
Bid document downloading End Date	:	18/02/2020	23:59 Hrs.
Last Date & Time for receipt of Bid	:	19/02/2020	23:59 Hrs.
Opening of Technical Bid	:	20/02/2020	15:00 Hrs.
Opening of Price Bid	:	20/02/2020	16:00 Hrs.

Bidders have to submit price Bid in Electronic format only on <https://ddtenders.gov.in/nicgep/app> website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Only tender fees and EMD should be submitted in original to be sent to the above-mentioned address by R.P.A.D. / Speed Post or to be deposited in the tender box kept in the Office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tender received in hard copy will not be accepted.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft / Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of Charge Officer (Census)/Mamlatdar.

The Tender Inviting Authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. The Tender Inviting Authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

In case, bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: [mdar-dmn-dd@nic.in](mailto:mdar-dmn-dd@nic.in). Tel No. 0260-2230861. In case bidder needs any clarification or if training required of participating in online tender, they can contact the NIC, Daman.

(Sagar S. Thakkar)  
Mamlatdar/  
Census Charge Officer,  
Daman

Copy to: -

- (1) All the Heads of Offices, Daman for Wide publicity.
- (2) The Director (IT), Daman with a request to publish the tender notice on official Website of Dadra and Nagar Haveli.
- (3) The Chief Publicity Officer, Daman for wide publicity in Newspapers.
- (4) All reputed Authorized Dealers/Agencies/Firms for information and necessary action.

**TERMS AND CONDITIONS FOR OUTSOURCING OF “TECHNICAL ASSISTANT”  
AND “MULTI-TASKING STAFF (MTS)” FOR THE WORK OF CENSUS - 2021.**

- (1) All Tender Documents can be downloaded free from the Website [www.ddtenders.gov.in](http://www.ddtenders.gov.in) .
- (2) All bids should be submitted online on the website <https://ddtenders.gov.in/nicgep/app> .
- (3) The user can get a copy of instructions for online participation from the website <https://ddtenders.gov.in/nicgep/app> .
- (4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- (5) Digital Signature Certificate is required for participating in the tender.
- (6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below: -

Office of the Mamlatdar, Daman,  
Daman-396220  
(Tel. 0260-2230861)

**Key dates: -**

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://ddtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “**e-tender – Sealed Cover of Bid for Providing of Technical Assistant and Multi-Tasking Staff (MTS) for the work of Census - 2021**”.

Only the **EMD** and **Tender Fees** should be enclosed in the **BID**.

• **Tender Fees (Non-Refundable) - Rs. 1000/-: -**

- (a) The Tender Fees should not be forwarded by cash.
- (b) The Tender Fees (Non-Refundable) will be accepted only in form of DD / Bankers Cheque in favour of “Charge Officer (Census)/Mamlatdar” from any Nationalized or Scheduled Bank of India payable in Daman.
- (c) All tenders must be accompanied by Tender Fees as specified in schedule otherwise tender will be rejected.

- **Earnest Money Deposit – (EMD) - Rs. 1,00,000/-**

- (a) All tender must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- (b) EMD can be paid in either of the form of following: -
  - (i) Fixed Deposit Receipts
  - (ii) Bank Guarantee

In favour of “Charge Officer (Census)/Mamlatdar” from any Nationalized Banks or Scheduled Bank authorized by RBI to undertake Government Business.

- (c) EMD should be valid up to **18 (Eighteen) Months** from the date of its issuance.
- (d) EMD in any other forms will not be accepted.
- (e) EMD /Security Deposit shall be liable to be forfeited in following circumstances.

(i) Tender is rejected due to failure of providing the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.

(ii) In case, the agency does not execute the order placed with him within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for providing the above staff shall terminated with no further liabilities on either party to the contract.

- (f) The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them as may be convenient to the Tender Inviting Officer.
- (g) The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

- **Security Deposit – (SD) :-**

- (a) The successful tenderer will have to pay within 15 days from the date of demand, an amount equal to 10 % of the total value of contract, which may be ordered, as the amount of security deposit in form of Bank Guarantee.
- (b) The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or work order(s) is not adjustable with Security Deposit required by these conditions.
- (c) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension, the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

- **Instructions to Bidders: -**

- (1) The rate should be quoted online in the financial bid in the prescribed form given by the department. The rate should be valid for the period of 18 months from the date of tenderization.
- (2) All Taxes / Duties / Royalties charges payable on the service / transport etc. within and / or outside the State/UT shall be payable by the Service Provider.
- (3) The decision of the Tender Inviting Officer for acceptance / rejection shall be final.
- (4) The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fix Deposit Receipt / Banker’s Cheque or Bank Guarantee from any of the Commercial

Banks in an acceptable form payable at Daman in favour of “Charge Officer (Census)/Mamlatdar”. The EMD should not be forwarded by Cash and **the EMD should be valid for the period of Eighteen months**. Tender received without Earnest Money Deposit and tender fees will be summarily rejected.

- (5) All bills should be in **TRIPLICATE** and should invariably mention the number and date of order.
  - (6) The right to accept or reject without assigning any reasons 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.
  - (7) The tenders and financial bid should be submitted online on [www.ddtenders.gov.in](http://www.ddtenders.gov.in) in two bid system.
  - (8) The Tenders shall be submitted in two bid system, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should super scribing on the envelope as **“e-tender – Sealed Cover of Bid for Providing of Technical Assistant and Multi-Tasking Staff (MTS) for the work of Census - 2021”**.
  - (9) In case, the Service Provider is not able to provide the services of Technical Assistant and Multi-Tasking Staff (MTS) within the given time period, the EMD of the Service Provider will be forfeited to the Government and the contract shall terminated with no further liabilities on either party to the contract.
  - (10) Separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered / offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
  - (11) No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
  - (12) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of Order, as the amount of security.
  - (13) Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- **ACCEPTANCE OF TENDER: -**
    - (a) The tender is liable for rejection due to any of the reasons mentioned below: -
      - (i) Non-Submission of tender within stipulated time online.
      - (ii) Submission of tender physically in the Office but not submitted online on <https://ddtenders.gov.in/nicgep/app>.
      - (iii) Tender is unsigned or not initialed on each page or with unauthenticated corrections.
      - (iv) Non-payment of Tender Fees.
      - (v) Non-payment of Earnest Money Deposit (if not exempted).
      - (vi) Non-submission of required documents as mentioned in schedule.
      - (vii) Conditions / vague offers.

- (viii) Unsatisfactory past performance of the tenderer.
- (ix) Submission of misleading contradictory / false statement or information and fabricated invalid documents.
- (x) Tenders not filled up properly.

(b) Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://ddtenders.gov.in/nicgep/app>.

(c) Discount offered after price bid opening will not be considered.

(d) The total amount quoted by the bidder is fixed as under: -

Technical Assistant	Rs. 20,000/-	Including of all taxes
Multi Tasking Staff (MTS)	Rs. 14000/-	

Also, tender shall be awarded to the agency providing maximum salary to the staff in hand.

Cost of Manpower	Technical Assistant	Multi Tasking Staff - MTS
Salary in Hand of staff		
Admin. Charges		
GST		
Total	Rs.20000/-	Rs.14000/-
<b>The total cost shall not exceed as mentioned</b>		

(e) Tender Inviting Officer may seek any clarifications / explanation / documentary evidence related to offer at any stage from tenderers if required.

• **Conditions of Contract: -**

- (1) The e-Tender Notice is for engaging 08 Technical Assistant and 02 Multi-Tasking Staff (MTS) for the work of Census-2021”.
- (2) The tenderer shall have to upload supporting documents i.e. details & education qualification of persons to be deputed for work.
- (3) The agreement for providing the above mentioned staff shall be for 18 months and the rate quoted should be inclusive of all taxes etc. No extra charges will be paid.
- (4) The selected agency shall have to provide the services with whom agreement is made and this cannot be entrusted to any other agency or sub-agency. If it is found so, their Security Deposit will be forfeited and the agreement will be cancelled.
- (5) The agency shall have to provide Services of the above mentioned staff for the work of Census 2021, on office hours for 06 days of week.
- (6) No residential facilities shall be provided by the govt. It has to be arranged by the Agency.
- (7) The agency shall be responsible for security of the property of the above-mentioned office building in terms of man, machinery, equipment, furniture, trees etc. They will be responsible for the security of the government offices in the above said government campus. The agency shall be responsible for any type of damage to any property of the

above said offices arising because of theft, looting etc. If after the Police complaint, no other is found responsible for such cause, the agency shall be responsible to pay partly all the damages incurred.

- (8) The agency and staff should give full co-operation to the Police in case of inquiry regarding damage caused to the property of the Offices.
- (9) The Agency shall be responsible for the payment of salary / wages and deduction of PF and Insurance premium / bonus etc. of the above mentioned staff as per the provisions under the Wages Act. The Office shall not be responsible for any type of payment to the above mentioned staff.
- (10) The agency shall have to maintain Muster Roll, Payment Sheet, Identity Cards etc. and have to produce before the Tender Inviting Officer or his representatives when it is demanded.
- (11) GST will be applicable as per present rules time to time.
- (12) The right to accept or reject the tender without assigning any reason is reserved with the Tender Inviting Officer.

(Sagar S. Thakkar)  
Mamlatdar/  
Census Charge Officer,  
Daman

The above terms and conditions are accepted and are binding to me / us.

Place: -

Dated-

Signature of tenderer

Name of tenderer with seal of the firm

**ANNEXURE-I**

Sr. No.	Particulars	Uploaded and Enclosed (Yes / No)
The bidders have to attach the following documents		
1	The bidder must have their representative office in the U.T. of D. & N.H. and submit the complete address proof of the same.	Yes / No
2	Details & education qualification of persons to be deputed for work	Yes / No
3	PAN Card No.	Yes / No
4	GST No. (if available)	Yes / No
5	PF number allotted by the Government	Yes / No
6	Terms and Conditions of tender documents duly stamped and signed on each page.	Yes / No
7	ANNEXURE-I duly stamped and signed on each page.	Yes / No

(Sagar S. Thakkar)  
Mamlatdar/  
Census Charge Officer,  
Daman

Signature of Tenderers

With Rubber Stamp



