

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/AMC-GROUND/2019-20/318

Dated: 16/03/2020

E- TENDER NOTICE

On behalf of the President of India, Head of Sports, Daman is hereby invites E-Tender for “**Maintenance of the Swami Vivekanand Sports Complex, Nani Daman (Cricket Playground + Garden area + Pitch + Complex etc.)**” at Sports Department, Daman through on-line on <http://www.ddtenders.gov.in> from the Manufacturer/ Authorized dealer.

Sr. No.	Description of items	Estimated cost	EMD (in the form of FDR)	Tender Fees (DD - non-refundable)
1	“ Maintenance of the Swami Vivekanand Sports Complex Nani Daman (Cricket Playground + Garden area + Pitch + Complex etc.) ”.	Rs. 12,20,000/-	Rs. 30,500/-	Rs.1,000.00
Last Date and time for download of tender documents: 07/04/2020 upto 11.00 hrs				
Date and time of closing of bid (i.e. last date of submission of bid online): 07/04/2020 upto 16.00 hrs.				
Date and time for submission of detail proposal in hard copy: 07/04/2020 upto 18.00 hrs.				
Technical bid opening: if possible on 08/04/2020 at 11.00 hrs.				
Financial Bid opening: if possible on 10/04/2020 at 11.00 hrs.				
The tender document & other details will be available on https://www.ddtenders.gov.in upto 07/04/2020 . Tender notice can also be seen at web site www.daman.nic.in Bidders have to submit price bid in electronic format only on www.ddtenders.gov.in till the last date and time for submission. Price bid in physical format shall not be accepted in any case.				
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 07/04/2020 upto 18.00 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 and binding.				
Bidder shall have to post their queries on e-mail address: sports-dmn-dd@nic.in & ddsports_dmn@yahoo.in or on before 02/04/2020 upto 16.00 hrs.				
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 support-gepnic-dd@nic.in				

Sd/-
Head of Sports,
Daman.

- **GENERAL TERMS AND CONDITIONS FOR ELIGIBILITY CRITERIA:**

The bidder or specialized firms/registered contractors in Horticulture and Housekeeping should comply the following eligibility criteria. Bidder shall submit documentary proof of eligibility criteria, failing which the tender will be summarily rejected.

- a) Should have satisfactorily completed either three similar works each costing not less than 40% of the estimated cost put to tender or two similar works each costing not less than 60% of the estimated cost put to tender or one similar work costing not less than 80% of the estimated cost, during the last 5 years.
- b) Tenderer should submit the copy of work order with work Completion Certification of similar work maintenance of Horticulture **work in Sports Ground/ Cricket Stadium in support of work experience** and Maintenance of **Housekeeping Works, Cleaning of Drainage System, Cleaning of Toilet Block, Cleaning of Joggers track, Maintenance of Boring System (Motor System) for watering and Electricity works.**
- c) Tenderer should enclose certified copy of registration certificate under Employee Provident Fund Act and also latest proof of the same (Challan to be attached).
- d) Latest copy of license from Labour Commissioner to employee contract Labour under contract Act.
- e) The tenderer would be required to provide certified copy of Income Tax PAN Card.
- f) Tenderer should submit certified copy of service tax registration certification.
- g) Bid should be complete and covering the entire scope of job and should confirm to the General and Special conditions indicated in the bid documents. Incomplete and non conforming bids will be rejected out rightly.

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**** Terms & Conditions of “Maintenance of the Swami Vivekanand Sports Complex, Nani Daman (Cricket Playground + Garden area + Pitch + Complex etc.)”.**

1. The Tenderer shall quote their rates online.
2. The intending bidder must read the terms and conditions as specified in Annexure-I, carefully. He should only submit his bid if he considers himself eligible and he is in Possession of the document required.
3. Information and Instruction for bidders posted on website shall form part of bid document.
4. Unless otherwise specified in the Scheduled of Quantities, the rates of all the items of the work shall be considered as inclusive all charges like Transportation, Royalty and other Taxes etc.
5. The Tender documents & other details will be available on <https://www.ddtenders.gov.in> upto **07/04/2020**. Tender documents can also be seen at web site www.daman.nic.in
6. Tenderer has to furnish earnest money of **Rs.30,500/-** deposit @ 2.5% - of the estimate amount of Rs.12,20,000/- in the form of Demand Draft/Bank Guarantee/Fixed Deposit Receipt in favour of Head of Sports, Daman.
7. The rate(s) quoted should be strictly for free delivery at Daman. No extra charge for packaging, forwarding and insurance, transportation etc. will be paid.
8. Conditional tender in any form, will not be accepted.
9. The tender shall not be considered without earnest money in the form mentioned above.
10. The rate accepted shall be operative for a period of one (01) year from the date of the acceptance of rate. The bidder whose rates are approved, will be bound to supply material on approved rate for a period of one year.
11. **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.**
12. The tendered should sign each page of the tender Enquiry as token of accepting the terms and condition mentioned there in.

13. Successful tenderers shall have to deposit a "Security Deposit" equivalent to 5% in the form of Demand Draft in favour of Head of Sports, Daman. The "Security Deposit" shall be forfeited in case the contractor refuses or fail to execute the order after the acceptance of his tender has been conveyed to him. The Security Deposit will be refunded in accordance with the terms and conditions drawn in this regard.
14. The Sports Department, Daman will be at liberty to accept the tender for the entire quantity or the part thereof at the rates submitted by the bidder or at reduced rate during the negotiations if any.
15. The Malies, Labours, pitch curator etc. to be provided by the Agencies should have experience in the work as specified and shall be examined by Officer-in-charge for their skill in relevant field, before they are placed in the job.
16. The contractors are required to collect the supply order/work order within a day's time from the office of the undersigned after acceptance the bid.
17. The undersigned reserves the right to accept or reject the tenders.
18. The Contractor shall take instructions from the Head of Sports regarding supply and stacking of materials at site.
19. The Electric/Water connection will be provided by the Sports Department to the contractor.
20. The contractor shall be responsible for to keep maintain the Electricity Works/Lights and Boring System (Motor System) for watering.
21. The workers with good conduct records only would be allowed to work.
22. It must be noted that this is just an enquiry and does not amount to any commitment on the part of Sports Department, Daman to order any or all products offered. The decision of Sports Department, Daman in this regard would be final and be entirely, at its discretion.
23. Payment will be made on quarterly basis on the receipt of bill. No advance payment will be made.
24. The Contractor shall have to pay the minimum wages to the labour as per prevailing of Government time and it shall be binding on the contractor who shall have to the increase rates from the retrospective effect to the labour and nothing will be paid on this account by the department.
25. No compensation shall be payable to the Contractor for any damage caused by natural calamity (Rains, Storms, earthquakes and other calamity) during the execution of work.
26. In case, if it is observed that the maintenance is not proper and to the required standard during the period of contract, payment will be deducted for Sub-standard work & agency may be debarred to undertake the works of Garden Section in future.

27. The rejected & substandard material should be removed from the site of work immediately, the department shall not be responsible for per damage/loss of rejected material. If the same will not be removed within five days then necessary levy shall be imposed as prevailing rules.
28. The contractor shall be responsible for to keep the working site clean and free from plastic bags/glass etc.
29. The Tender Enquiry documents are neither transferable under any circumstances.
30. In case of successful tenderer, who decline to accept the contract order, the EMD will be forfeited and the concerned agency will be blacklisted.
31. Delayed tenders, post tenders offers received after closing of tenders will summarily be rejected. No responsibility will be accepted for delays in postal transit.
32. Bidder shall have to submit the name of Bank, Name of branch with the address, A/c No., IFSC Code and MICR No.
33. All bills should be in DUPLICATE and should invariable mention the number and date of supply order.
34. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not accepted for payment.
35. Each bill in which GST is charged must contain the following certificate on the body of the bill.

“CERTIFICATE that the goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the amount charged on account of GST on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under.”
36. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the Jurisdiction.

I accept all the terms and conditional laid down above.

(Signature of the Bidder)

Name of Work: "Maintenance of the Swami Vivekanand Sports Complex, Nani Daman (Cricket Playground + Garden area + Pitch + Complex etc.)".

Swami Vivekanand Sports Complex, Nani Daman:

Cricket Ground & Pitch (Leather Ball) maintenance Work including garden maintenance & Jogging Path housekeeping (with materials and all required tools & tackles) (**Garden Area:** 9246 Sq. Mtr., **Pitch:** 32 x 20 Mtr., **Cricket Playground:** 1402 Sq. Mtr., **Complex (Seating Area):** 504 Sq. Mtr.)

SCOPE OF WORK :

1. Basic cleaning & watering, lawn moving, Rolling the pitch and maintenance work including maintenance of our irrigation system and outfield maintenance and garden tree plants, border plant, flowering plants maintenance with all required materials like fertilizer, pesticide etc.
2. Cleaning of drainage system
3. Leveling of ground
4. Cleaning of Toilet Block, Housekeeping Works
5. Seating arrangement
6. Cleaning of Joggers track
7. Maintenance of Cricket Pitches, Concrete Pitches
8. Maintenance of Boring System (Motor System) for watering
9. Maintenance of Electricity works/Lights

SCHEDULE OF QUANTITY

Below Format only for Reference Prices to be quoted on-line Only

(Mention of Price other then On-line will be rejected)

Sr. No.	Particular	Qty	Unit	Rate	Amount
1.	Pitch Curator	01	Per day		
2.	Groundman/Mali/Labour	08	Per day		

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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	
	Bank Branch Address (Full address & telephone no.)	
	A/C Number	
	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)