

ADMINISTRATIN OF DAMAN AND DIU
DIRECTORATE OF MEDICAL & HEALTH SERVICES,
COMMUNITY HEALTH CENTER,
MOTI DAMAN.

No.DMHS/DD/SECURITY GUARD/2011-12/2409 Dated : 02/09/2011.

TENDER NOTICE

Sealed tenders from the registered and reputed Security agencies (having Police Licence of UT Administration of Daman and Diu, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., Labour Registration No. and other relevant licence) are invited on behalf of President of India by the Director, Medical & Health Services, Community Health Center, Moti Daman for providing "Security Guard (Civilian)" at Government Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman.

The tender form along with terms and conditions can be had on payment of Rs. 500/- (non-refundable) from the Directorate of Medical & Health Services, CHC, Moti Daman during the officer hours upto 24/09/2011 at 11.00 a.m. The tender form along with terms and condition can also be had downloading from the official website www.daman.nic.in and can submit the same along with tender fee of Rs.500/- in form of Demand Draft / Fixed Deposit Receipt to be drawn in favour of Director, Medical & Health Services, Daman.

The tender in sealed cover duly superscribed providing "SECURITY GUARD (CIVILIAN)" should reach to this office of the Directorate of Medical & Health Services, CHC, Moti Daman on or before 24/09/2011 upto 1.00 p.m. and the same will be opened on the same day at 3.30 p.m., if possible before the Committee and in the presence of tenderers/representative of tenderers if any. The EMD is Rs. 17,600/- (Rupees Seventeen Thousand Six hundred only) in form of Demand Draft / FDR of Nationalized/Schedule Bank in favour of Director, Medical & Health Services, Daman payable at Daman Branch.

The right of accept or reject any tender in part or whole without assigning any reasons is reserved by the tender inviting officer/committee.

(Dr. K.Y. Sultan)
Director
Medical & Health Services.
Daman and Diu.

ELIGIBILITY PARAMETERS.

1.	Name of the Organization / Firm	
2.	Postal Address	
3.	Telephone / Fax / Mobile No. of the Organization / Firm.	
4.	Status of the Organization/Firm (whether Private or Public Sector undertaking or Sole Proprietor or Partnership or co-operative society etc.) The tender should attach a resolution passed by the Executive Body authorizing the specific officer / partner for signing the documents.	
5.	Name of person to be contacted.	
6.	Whether the tenders possessed the requisite experience providing security guard in Health Institute, as well as Private Sector/Industries etc., if yes, give details separate sheet be attached, if needed along with performance certificate (enclose attested photocopy during last 5 years)	
7.	Particulars of Registration No., Licence obtained from Police Department of Daman and Diu, Labour & Shop & Establishment Licence of the State/UT (attested copy of the document to be attached).	
8.	Details of PAN/TAN No. obtained (attested copy of the documents to be attached).	
9.	The details of Service Tax No. allotted to organization/firm. (Copy of document to be attached).	
10.	Details of Registration with the authorities in EPF/PPF Departments.(attested copy of the document to be attached).	
11.	Financial resources, assets in terms of tender's property. (Moveable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be attached)	
12.	Details of earnest money.	
13.	Declaration in the form of Affidavit that the individual / firm / organization including its partners and share holders was not black listed / prosecuted by any Departments / Statutory Bodies or by any Court of Law, is to be attached.	

Place :

Signature of Tenderer

Date :

Name of Tender with
Seal of the firm

LUMP SUM RATE TO BE QUOTED INCLUDING WAGES, EPF, EST, SERVICE TAX, ADMINISTRATIVE CHARGES ETC.

Sr. No.	Particulars	Period of contract	Rates to be quoted with all charges/taxes etc. per month per person for 8 hours duty in (Rs.) (in figure and in word)
1.	Security Guard	One Year	

Place :

Date :

Signature of Tenderer
Name of Tender with
Seal of the firm

**ADMINISTRATIN OF DAMAN AND DIU
DIRECTORATE OF MEDICAL & HEALTH SERVICES,
COMMUNITY HEALTH CENTER,
MOTI DAMAN.**

**TERMS AND CONDITIONS FOR PROVIDING SECURTY GUARD
(CIVILIAN) TO GOVT. HOSPITAL, DAMAN, COMMUNITY HEALTH
CENTER, MOTI DAMAN & PRIMARY HEALTH CENTER, KACHIGAM,
NANI DAMAN.**

Tender Notice No. DMHS/DD/SECURITY-GUARD/2011-12/2409
DATED : 02/09/2011.

1. The Government Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman comprises of various blocks such as Male ward, Female Ward, Maternity Ward, Eye ward, OPD Dental, ICCU, Operation theatre, sonography, X-ray, Casualty, General OPD, Trauma Unit, and Administrative Block. etc.
2. The Director, Medical & Health Services, Daman invites sealed tenders from registered and reputed Securities Agencies **(having Police Licence of UT Administration of Daman and Diu, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., Labour Registration No. and other relevant licences)** to provide Security Guard (Civilian) for ensuring round the clock Security for the entire premises of Govt. Hospital, Daman, Community Health Center, Moti Daman and Primary Health Center, Kachigam, Nani Daman on the following terms and conditions.
3. The Security Guard (Civilian) shall be required round the clock duty. The duty hours of the each security guard is 8 hours, 7 Security Guard are required at Government Hospital, Daman, 3 Security Guards are required at Community Health Center, Moti Daman 3 Security Guard are required at Primary Health Center, Kachigam Nani Daman. The security guard is aware of Gujarati, Hindi and English language and well educated.
4. The security agency shall be responsible to loss or damage caused due to the negligence of the guard
5. The service providers' person 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.
6. **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.**

7. The person 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.

8. The persons 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 Health Department may dismiss or remove any person or persons, employed by the service provider, who may be incompetent or his misconduct and service provider shall forthwith comply with such requirement.

9. All the persons 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 such as PF, ESI etc. available to the employees under Labour / Minimum Wages Act.

10. The Security Guard should be in proper uniform and should have name plates and the Photo Identity Cards.

11. 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.

12. The service provider shall not assign, transfer, pledge or sub-contract the performance of services without the prior written consent of this office.

13. In case of any theft or loss or 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.

14. The service provider will submit the bill in triplicate in the first week of the following month for payment.

15. 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.

16. 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.

17. 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 Director, Medical & Health Services, 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).

18. 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.

19. Income Tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross amount) of the agency.

20. All payment made by the Department shall be after deduction of tax at sources wherever applicable as per the provisions of Income Tax Act.

21. The agency will have to deposit earnest money of Rs. 17,600/- with the tender in favour of Director, Medical & Health Services in shape of Demand Draft or FDR of any Nationalized or Scheduled Bank payable at Daman Branch.

22. The agency will be responsible for obtaining a licence / renewing the licence as the case may be, from the Licencing Authority under the Contract Labour (Regulation and Abolition) Act, 1970 and the department shall not be responsible for any damage / losses on this account.

23. In case the service provider discontinues the contract before the expiry of the period his security shall be forfeited.

24. 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 claim for damage or compensation payable in consequence of any accident or injury sustained by the working or there 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.

25. 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.

26. The main duties and responsibilities of security guard shall be : To watch and look after entire Hospital premises, its equipments, machineries, vehicles etc, to check proper locking of all OPD, Offices, rooms after office hours, custody of keys / duplicate keys with proper records, to maintain the register, to look after the all vehicles, its log books and movement of vehicles and over and above further work allotted by the concern Head of office.

27. The Director of Medical & Health Services has the power to take necessary action against the guilty found if any, in providing security guard and services.

28. 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.

29. Subject to Daman Jurisdiction.

(Dr. K. Y. Sultan)
Director
Medical & Health
Services.

Place :

Signature of Tenderer

Date :

Name of Tender with
Seal of the firm

NOTE : Please return one copy of this terms and conditions duly sign with seal of firm along with tender.