

ADMINISTRATION OF UT OF DAMAN & DIU

OFFICE OF THE PRINCIPAL, GOVERNMENT COLLEGE, DAMAN.

Adv. No. GC./EST/Tender-Security/2011-12/

Dated: / /

RETENDER NOTICE

The Principal, Government college, Daman on behalf of President of India, reinvites sealed tenders for providing round the clock Security Service / Guard at Govt. College, Daman.

The blank Tender with detailed Schedule and Terms & Conditions for the above said work may be obtained from the Office of the Principal, Govt. College, Daman during all working days from 26/12/2011 to 04/01/2012, **13:00 hours** on payment of tender fee of Rs. 500/- (non-refundable). The Dealers / Firms / Agencies are informed to submit their Tenders documents completed in all respects latest by 04/01/2012 till 13 hours in person by post / Courier to the undersigned. The Tender will be opened on the same day i.e. on 04/01/2012 at 15:00 p.m. in presence of present tenders, if possible in the Office of the Principal, Govt. College, Daman. The offer received without documents shall not be entertained. Tender notice is also available on www.nic.daman.in.

(Dr. S. S. Jha.)
I/c. Principal,
Govt. College, Daman.

Copy to:

1. The NIC, Daman, with request to put-up on website of Administration of Daman & Diu.
2. The Field Publicity Officer, Daman with a request to publish in news papers specified in the office letter.

**TENDER DOCUMENT FOR
PROVIDING SECURITY GUARDS
AT GOVT. COLLEGE, DAMAN.**

RETENDER NOTICE No. GC./EST/Security/2011-12/ , DATED: / /

TECHNICAL BID

1. Name of the Agency / Firm	
2. Address of Agency / Firm	
3. E-mail.	
4. Tel. / Fax No. of Head Office	
5. * LAN line no. of Local office within 15-20 Kms. of this office.	
6. Date of Establishment.	
7. Date of Registration with Competent authority.	
8. Registration validity date.	
9. E.M.D. Demand draft & Date with Name of the Bank. City.	
10. Tender Fee Receipt No. & Date.	
11. Name of at least <u>03 Reputed Clients in Local area</u> with minimum 3 years experience:	
12. Certificates from clients.	
13. Service Tax No. <u>OR</u> VAT No.	
14. PAN No.	
15. Provident Fund Registration No.	
16. Last three years I.T. return.	
17. Copy of Labour Registration	
18. Bank Account No. / Bank Name & Location.	
19. No. of Employees in the roll of Agency / Firm.	

Note: Kindly Enclose copies of all the above documents with Technical Bid.

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 _____

Address _____

DATE:

(SEAL)

TENDER DOCUMENT FOR
PROVIDING SECURITY GUARDS
AT GOVT. COLLEGE, DAMAN.

RETENDER NOTICE No. : GC./EST/Security/2011-12/

DATED: / /

FINANCIAL BID

Rates for Providing Security Guard at
Govt. College, Daman.

(Amount in ₹.)				
Sr. No.	Particulars	Rate per Nos. Inclusive all taxes	Req. Qty.	Grand Total
1.	Security guard in uniform, unarmed 12 Hrs duty 8 am to 8 pm. And 8pm to 8 am.		6	

- NOTE:
- 1. Tender of the lowest Grand Total bidder will be accepted for providing Security Guard at Govt. College, Daman.
 - 2. Rates should be quoted in 12 hrs. Duty only and not on hourly basis.

We require round the clock security service (duly uniformed] and therefore security guard will attend during the day time (i.e. 8:00 a.m. to 8 p.m.) and 1 security guards will attend in the night shift (i.e. 8:00 p.m. to 8:00 a.m.)

(Signature of the Owner / Proprietor)

Full Name of the Firm _____

Address _____

DATE: (SEAL)

Place: Daman.
Dated:

**U.T. ADMINISTRATION OF DAMAN & DIU,
GOVERNMENT COLLEGE, DAMAN.**

**Terms & Conditions for Providing Security Guard
at Govt. College, Daman.**

TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES

1. Tender is reinvited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' will be made and put in the **first envelope** containing the title 'Technical Bid'. It should contain full information as required in Annexure – I (Technical Bid] provided herewith.

The 'Financial Bid' will be made and put in the second **envelope** containing the title 'Financial Bid'. It should include full information as required in Annexure – II (Financial Bid].

Both bids should be put in the third envelope (all the envelopes should be SEALED) which should be prominently super-scribed as “ TENDERS FOR PROVIDING SECURITY SERVICES ” and addressed to “The Principal, Govt. College, Daman - 396210” and submitted on or before 22th Dec.' 2011 till 01.00 PM.

The tenders will preferably, be opened on the same date at 3.00 PM on 22.12.2011.

2. Rates should be inclusive of all taxes.
3. Incomplete bids and bids received after due date and time will be rejected.
4. The bidder should enclose Demand Draft for **11,000/-** (Rupees Six thousand only) in favour of Principal, Govt. college, Daman towards EMD drawn on any commercial bank to the bid document towards EMD. The EMD will not carry any interest whatsoever. EMD furnished for previous bids/tenders will not be adjusted against the present Bid.
5. That-
 - i. The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the annual total value of the contract amount as security deposit in the form of F.D. in favour of the Principal, Govt. College, Daman.
 - ii. Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract / order for house keeping work without any intimation.
6. The bids should be submitted in sealed cover and the cover should be marked “Tender for providing security services”. The bids should be submitted in the Tender box in the **Office of the Principal, Govt. College, Daman** before the date and time fixed in the bid documents. The tender documents should be dropped in the tender box. No bid shall be accepted after the date and time fixed in the bid document.
7. The Principal, Govt. College, Daman reserves the right to reject or accept any bid without assigning any reasons.
8. The bidders should enclose attested Photo copies of Provident Fund Certificate.
9. Firm or Agency's last three years Income Tax return i.e. 2008-09, 2009-10 & 2010-11.
10. Firm/Agency Service Tax Registration / VAT Registration / CST Registration.
11. Over writing in the Financial Bid shall be liable for rejection.
12. **Local / Branch office of the bidding Firm within 15-20 kilometers of this office is necessarily required.**
13. **Bidder should submit atleast 03 (three) local reputed clients of last 02 years atleast within 15-20 Kms of this office.**

14. The payment will be made to the contractor every month on monthly basis in the following month based on satisfactory services and after deducting the statutory taxes if any levied by the Government from time to time.
15. The person or institution who intends to offer the bid thereafter referred to as "Agency" or "Contractor" for entering into contract to protect or to render security services for protection of the property of Institute etc., must have a minimum experience of running a security agency, i.e. minimum 3 years of experience of providing security guards etc., to reputed company (ies).
16. The Contractor should render security services round the clock (i.e. 08:00 AM to 08:00 PM & 08:00 PM to 08:00 AM) in respect of the Institute's property and premises in Govt. College campus i.e. at the Main Gate/ Campus area etc.
17. The Institute requires the Guards as trained security guards and additional security personnel are also required to be made available for short spells for important programmes if any with prior notice.
18. The Security Guards should be trained.
19. The duty points to be fixed will be at the sole discretion of the Institute.
20. The contractor should provide uniform and other paraphernalia such as torch, umbrella etc. as may be considered necessary for the guards for the Institute.
21. The person or institution shall not claim any amount more than the amount fixed by way of contract by the competent authority.
22. The contractor will have to ensure satisfactory standards of its employee's competence, conduct, cleanliness and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall not be condoned.
23. The person or institution shall not transfer or assign sub-contract to any other party.
24. The staff engaged by the person or institution to whom the contract is given shall be deemed to be the servants or employees of the person or institution to whom the contract is given and such staff shall not be considered or deemed to be the employees and servants of the Institute.
25. The Institute shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the contractor. Contract labours are eligible to benefits of Provident Fund, ESI, etc., and the contractor has to ensure the same.
26. In case, the person so deployed by the contractor, is found absent, the Institute shall have the right to treat such person as 'absent from duty and deduct the proportionate amount of such person from the bill and also impose fine, as deemed fit.
27. The Institute also reserves the right of imposing fine upto Rs.1,000/- (rupees one thousand only) in the event of such a default. In case of three defaults of "absence" of personnel the contract will liable to be terminated at the discrete of the Head of office.
28. The contractor shall be absolutely responsible and liable for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the contractors personnel in their performance of the services required under the contract.
29. The actual cost on account of loss or damage to the Institute's property because of negligence of the contractor's personnel will be deducted from the bills after conducting proper enquiry.
30. The terms and conditions of this tender shall be part and parcel of the contract executed by the person or institution whose tender is accepted.
31. The person or institution to whom the contract is given is bound to abide by the instructions on security matters issued by the Institute from time to time.

32. In case, the contractor or his workers are allowed to work in the premises of the Institute, the contractor will have no right or lien upon the premises and the contractor and his workers will move out of the premises at the instance of the Institute on expiry of contract.
33. That the person/institution to whom the contract will be given is bound to pay minimum wage as per rule to its security guards.
34. The bidder should enclose attested copies of testimonials/certificates issued by the previous clients.

Signature
& Designation
Of the tender inviting Officer.

(Dr. S. S. Jha.)
I/c. Principal,
Govt. College, Daman.

NOTE: Pl. return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

IF A FIRM FILING TENDER DOES NOT FULFIL ALL OR ANY OF THE
ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE
FIRM WILL BE REJECTED.

All the above Terms & Conditions are accepted and are binding to me / us.

Place : (Signature of the Owner / Partner /Contractor)

Date : Name of the Bidder with seal of the firm.

**List of Copies to be submitted with the Technical Bid for Providing
Security Guard Services at Govt. College, Daman.**

1.	Copy of Registration Certificate with appropriate authority Labour registration from competent authority.
2.	Copy of Verification / Permission from Local authority i.e. Police department.
3.	Copy of Labour Provident Fund Registration No.
4.	Copy of Service Tax Registration No. <u>OR</u> VAT No.
5.	List of atleast Local 03 clients with service satisfaction / experience certificate for atleast 03 years within the 15-20 Kms of this office.
6.	Copy of Tender Fee receipt.
7.	Copy of PAN no.
8.	Copy of Last 03 year's I.T. return.
9.	Copy of Terms & Conditions Signed by Authorised person with stamp.

(Dr. S. S. Jha.)
I/c. Principal,
Govt. College, Daman.