

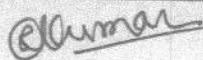
**ADMINISTRATION OF UT OF DAMAN & DIU**  
**OFFICE OF THE PRINCIPAL,**  
**GOVERNMENT COLLEGE, DAMAN.**  
**KUNTA ROAD, NANI-DAMAN 396210.**

Notice No. GC/EST/Lib Supporting Staff/2016-17/154

Date: 20.07.2016

**E – TENDER NOTICE**

The Principal, Government college, Daman on behalf of President of India, invites Tender for providing supporting staff for Library at Govt. College, Daman. Tender notice also available on <a href="http://www.nic.daman.in">www.nic.daman.in</a>	
*Online downloading of Tender documents	20.07.2016
*Online submission of tenders	10.08.2016 12:00hrs
*Online opening of Tech Bids	12.08.2016 12:00hrs
Physical Submission of Technical bid by RPAD / Speed post / Tender Box in Office of the Principal, Govt. College, Daman..	11.08.2016 12:00hrs
On line opening of price bid	12.08.2016 13:00hrs
EMD	Rs. 7,500/-
Tender fee	Rs. 500=00 non refundable
*Bidders have to submit their PRICE bid in electronic format only on <a href="http://daman.nprocure.com">http://daman.nprocure.com</a> till the last date & time for submission. PRICE bid in Physical format shall not be accepted in any case.	
The inviting authority reserves the rights to accept or reject any tender without assigning any reason. Tender opening can be postponed depending on the decision of the Tender committee.	
In case bidder needs clarification / training for participating in online tender, they can contact the following office :  (n) Code SOLUTIONS N, A Division of GNFC Ltd., 301-GNFC INFOTOWER, S-G ROAD, BODAKDEV, AHMEDABAD -380054-Phone -079-26857316/17/18 E-mail : <a href="mailto:nprocure@gnfc.net">nprocure@gnfc.net</a> Fax: 91-79-26857321 website : <a href="http://www.nprocure.com">www.nprocure.com</a>	

  
(Rakesh Kumar)  
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.

**ADMINISTRATION OF UT OF DAMAN & DIU**  
**OFFICE OF THE PRINCIPAL,**  
**GOVERNMENT COLLEGE, DAMAN.**

TENDER FORM FOR PROVIDING SUPPORTING STAFF AT GOVT. COLLEGE LIBRARY, DAMAN.

Notice No. GC/EST/Lib Supporting Staff/2016-17/154

Dated:-20.07.2016

ANNEXURE - I

**TECHNICAL BID**

1. Name of Agency / Firm	
2. Address of Agency / Firm	
3. E – mail.	
4. Tel. / Fax No. of Head office	
5. Date of Establishment.	
6. Local/branch office address, if any, with Land line no.	
7. Date of Registration with competent authority.	
8. Registration Validity date.	
9. E.M.D. Demand draft & Date with Name of Bank. City.	
10. Tender fee Receipt No. & Date.	
11. Name of at least 02 Reputed clients in Local area with minimum 3 year experience:	
12. Certificates from clients, if any	
13. Service Tax No. or VAT No.	
14. PAN No.	
15. Provident Fund Registration No.	
16. Last three Years I.T. returns.	
17. Copy of Labour Registration	
18. Bank Account No. / Bank Name & Location.	
19. No. of Employees on the roll of Agency / Firm.	

**Note :** Kindly Enclosed 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)

*Plummer*

Full Name of the Firm \_\_\_\_\_

Address \_\_\_\_\_

DATE :

(SEAL)



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

**Terms & Conditions for Supporting Staff for Library  
At Govt. College, Daman**

The Principal, Govt. College, Daman invites sealed form eligible parties to provide Skilled supporting staff for Library as per specifications in Annexure A on terms and condition detailed hereunder:

1. Tender is invited in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' should contain full information as required in Annexure-I (Technical Bid) provided herewith.

The 'Financial Bid' will include full information as required in Annexure -II (Financial bid).

2. Technical bid along with the financial bid should be submitted in the Tender box in two separate envelops each written as "Technical Bid" & "Financial Bid" It should contain full information as required in Annexure - I & II ("Technical Bid" & "Financial Bid") provided herewith.
3. The financial bid will be opened after technical bid is qualified.
4. Rates should be inclusive of all taxes except service Tax.
5. Incomplete bids and bids received after due date and time will be rejected.
6. The bidder should enclose **Demand Draft for Rs. 7,500/-** (Rupees Seven thousand Five hundred only) 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 adjust the present Bid.
7. 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 housekeeping work without any intimation.
8. The Principal Govt. College, Daman reserves the right to reject or accept any without assigning any reasons.
9. The bidders should enclose attested photo copies of provident Fund Certificate.
10. Firm or Agency's last three years income tax return i.e.
11. Firm/Agency service Tax Registration / VAT Registration / CST Registration.
12. The bidding Firm with Local/branch office will be preferred.
13. Bidder should submit at least 2 (two) local reputed clients of last 02 years.

*B. Kumar*

14. The supporting staff service contract period is for a period of 12 months from the date of commencement and further renewable for a period of not exceeding 12 months subject to satisfactory work performance and same rates.
15. 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.
16. The person or institution who intends to offer the bid there in after to protect or to render supporting staff for protection of the property will be referred to as "Agency" Or "Contractor" for entering into contract to Institute etc.
17. The working hours of the supporting staff will be from 9 am to 1 pm and 2 pm to 6 pm hourly basis with 1 hour lunch break .
18. The contractor will have to ensure satisfactory standards of its employee competence, conduct, and integrity. Neglect of duties, undesirable act, misbehavior and consumption of alcohol while on duty etc., shall not be condoned.
19. The staff engaged by the person or institution to whom the contract is given shall be deemed to 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 institution.
20. 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 labors are eligible to benefits of Provident Fund, ESI, etc., and the contractor has to ensure the same.
21. Other than the attendance register, the presence of the supporting staff will be ascertained by Bio-matrix system of attendance as and when in place. In case the person deployed by the contractor, is found absent, the Institute shall treat such person as absent from duty and deduct the proportionate wage amount of such person from the bill and also impose fine, as deemed fit.
22. The institute also reserves the right of imposing fine up to Rs. 1000/- (rupees one thousands 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.
23. The contractor shall be absolutely responsible and liable for any all personal injuries or death and / or property damage or losses suffered due to negligence of the contractor's personnel in their performance of the services required under the contract.
24. The actual cost on account of loss or damage to the institute's property because of negligence of the contractor personnel will be deducted from the bills after conducting proper enquiry.
25. The terms and conditions of this tender shall be part and parcel of the contract executed by the person or institution whose tender accepted.
26. The person or institution to whom the contract is given bound to abide by the institution on security matters issued by the Institute from time to time.

*Alkumar*



**TENDER DOCUMENT FOR  
PROVIDING SUPPORTING STAFF  
AT GOVT. COLLEGE, DAMAN.**

Notice No. GC/EST/Lib Supporting Staff/2016-17/IS 4

Dated:- 20.07.2016

**FINANCIAL BID**

**Rates for supporting staff for Library at  
Govt. College, Daman.**

Sr. No.	Particulars Name of Supporting Staffs	No of staff required	Eligibility/ Qualification.	Salary per each staff per month
1.	Skilled library attendant (To handle the On line library portal, book issue system, entry in computer, Procurement procedure Indexation, Entering Accession, Prepare library cards, Bills and accounts, Reading room supervision).	02	Degree /diploma in computer science	

NOTE: Tender of the lowest Grand Total bidder will be accepted for providing Skilled attendant supporting staff at Library Govt. College, Daman.

(Signature of the Owner/Proprietor)

Full Name of the firm \_\_\_\_\_  
Address \_\_\_\_\_

DATE:

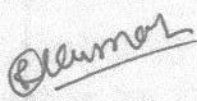
Place: Daman  
Dated:

(SEAL)

*Rammar*

**List of copies to be submitted with the Technical Bid for providing  
Supporting Staffs for Library 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. OR VAT No.
5. List of at least Local 02 clients with service satisfaction / experience certificate for at least 03 years.
6. Copy of PAN no.
7. Copy of Last 03 year's I.T. return.
8. Copy of term & conditions signed by Authorized person with stamp.

  
(Rakesh Kumar)  
Principal,  
Govt. College, Daman.