

ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.
DAMAN-396210

No. GC./EST/Lib Supporting Staff /2016-17/ 937

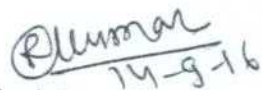
Date: 14.09.2016

LIMITED TENDER NOTICE

Office of the principal, Government college, Daman on behalf of President of India, invites sealed tenders for Providing/ supplying of materials/services listed in the tender form for Providing "Supporting Technical Staff Library" for Government College, Daman.

Tender with detailed Schedule and Terms & Conditions for the above said work may be obtained by **paying Rs. 500** Non refundable from the Office of The Principal, Government College, Daman during working days up to 16.09.2016. The tender notice is also available on www.govtcollegedaman.ac.in which may be downloaded and submitted with Rs. 500/- DD towards cost of tender form payable in favour of The Principal, Government College, Daman.

Tenders forms will be accepted up to 13:00 hours up to 16.09.2016. The Dealers / Firms / Agencies are informed to submit their tenders documents **with EMD of Rs. 7,500** within prescribed time limit personally / by post / by Courier. The Tenders will be opened on the same day i.e. on 16.09.2016 at 15:30 hours in the presence of the Tender Opening Committee / Purchase committee and in the presence of tenders present, if possible in the Office of The Principal.


(Rakesh Kumar)

Principal
Govt. College, Daman.

Copy to:

1. The NIC, Daman, with request to up load on website of Administration of Daman & Diu.
2. Government college , Daman web sight- www.govtcollegedaman.ac.in

ANNEXURE-II

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

Notice No. GC/EST/Lib Supporting Staff/2016-17/937

Dated:- 16.09.2016

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:



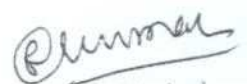
(SEAL) प्राचार्य/Principal
राजकीय महाविद्यालय
Government College
दमन/DAMAN

**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. Rates should be inclusive of all taxes except service Tax.
2. Incomplete bids and bids received after due date and time will be rejected.
3. 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.
4. 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.
5. The Principal Govt. College, Daman reserves the right to reject or accept any without assigning any reasons.
6. The bidders should enclose attested photo copies of provident Fund Certificate.
7. Firm Registration with DMC/Agency service Tax Registration.
8. The bidding Firm with Local/branch office will be preferred.
9. 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.
10. 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.
11. 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.

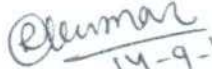

Principal

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. The terms and conditions of this tender shall be part and parcel of the contract executed by the person or institution whose tender accepted.
21. 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.
22. That the person /institution to whom the contract is awarded is bound to pay minimum wages as per rule to its supporting staff.


प्राचार्य/Principal
गणेश महाविद्यालय
Government College

23. The bidder should enclose attested copies of testimonials/ certificates issues by the previous clients.

Signature
& Designation
Of the tender inviting Officer.


(Rakesh Kumar)
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 OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL BE REJECTED.

All the 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.