

**OFFICE OF THE CHIEF EXECUTIVE OFFICER,
DISTRICT PANCHAYAT, DHOLAR
MOTI DAMAN – 396 220**

No.DMN/DP/CEO/SEC.GUARD/2017-18/ 410

Dated :- 08/09 /2017

LIMITED TENDER NOTICE

Sealed Quotations are hereby invited by the undersigned on behalf of Chief Executive Officer, District Panchayat, Daman India for **“Engaging Security Guards preferably Ex-Serviceman for guarding premises of the Chief Executive Officer, District Panchayat, Daman for F.Y. 2017-18”**. Rates should be inclusive of all cost and taxes.


The quotation should be submitted in sealed envelope superscribed as tender for **“Engagement of Security Guards preferably Ex-Serviceman for guarding premises of the District Panchayat, Daman”** by paying Rs.1,000/- as tender fees in form of Demand Draft (Non-Refundable).

The tender documents (notice & terms and conditions) can be obtained from Office of the Chief Executive Officer, District Panchayat, Daman, during all working hours and also can be downloaded from website of www.daman.nic.in with tender fees of Rs.1,000/-

- Last Date of Submission of Quotation/Tender:- 20/09/2017 by 3.00 p.m.
- Opening of Quotation/Tender (If Possible): 21/09/2017 by 11.00 a.m.

The Chief Executive Officer, District Panchayat, Daman reserves the right to reject any or all the quotations so received without assigning any reasons.

No documents or compliance of any terms & conditions shall be entertained after opening of the tender. Enclosures alongwith the Tender shall be treated as final. Rates quoted in the Tender shall be considered as inclusive of all Taxes & no justification after opening of Bids shall be entertained.


Chief Executive Officer,
District Panchayat,
Daman

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TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS

1. The person should be in the age group of 20 to 45 years and educated upto class Xth.
2. The persons should be physically fit and medically certified for good health.
3. The agency should submit the Character and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old and police verification.
4. Preference will be given to ex – servicemen. The Security Agency shall provide the list of Ex – servicemen engaged by them along with the tender. Copy of discharge book should be submitted.
5. The person should be well trained and experienced in security duties at similar places/offices.
6. The agency should be able to provide additional strength of security personnel's at a short notice and should keep a leave reserve ready.
7. The contract will be valid up to 31st March-2018 which may be further extended as per requirement on same terms & conditions for another six months.
8. The contract may be terminated by either party by giving one month's notice.
9. The agency should be a licensee as a security agency registered in Daman & Diu & DNH UT. or any neighboring state i.e. Gujarat or Maharashtra.
10. The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
11. The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Security Agency and should provide all the relevant documents to show compliance as proof every month of as and when demanded by the Chief Executive Officer, District Panchayat, Daman whenever submitting the bill.
12. The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in security.
13. The agency should pay all existing & future local and other taxes, rates and other levies in respect of Security Agency to the Govt. or any local authority, as applicable to him from time to time and no additional reimbursement will be entertained by the Chief Executive Officer, District Panchayat, Daman, in this regard.
14. The agency should indemnify and keep indemnified the Chief Executive Officer, District Panchayat, Daman against any loss, damages, fines, premium, levies, costs, charges and expenses that the Head of Sports may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or contravention or terms & condition of quotation documents.

15. The agency should have office/establishment in U.T. of Daman & Diu or DNH.
16. The agency should have provident fund registration for its employees fund and also have service tax registration and should comply with these rules (as applicable to him) and also submit bill as per Rule 4A of service tax.
17. The agency should be Income Tax payee for minimum 3 years.
18. The tender form along with terms and conditions can be downloaded from the official website <http://daman.nic.in> and can submit the same along with tender fee of **Rs.1000/-** in form of Demand Draft to be drawn in favour of Chief Executive Officer, District Panchayat, Daman.
19. The Security Agency shall have to enclosed EMD of Rs.10,000/- in form of FDR of Nationalized Bank, payable to the Chief Executive Officer, District Panchayat, Daman. The tender without EMD shall be summarily rejected.
20. The successful tenderer/Security Agency shall have to submit 10% of tender amount as a security deposit through Demand Draft at the time of signing the agreement as per rules within 15 days after receipt of tender acceptance order.
21. The tenderer have to submit copy of PSARA License, EPF No., Shop & Establishment Lic. No., IT PAN No., Service Tax No., Labour registration No. and other relevant licenses.
22. The Security Agency should be registered with the Office of the I.G.P. Daman & Diu and DNH under the Daman & Diu Private Security Agencies Rules, 2009 (Particularly UT. Administration of Daman & Diu).
23. The Security Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of Chief Executive Officer, District Panchayat, Daman if such theft / damage is found to be taken place due to negligence of Security Guard on duty, and in such case the amount of damage / theft shall be recovered from the Bill / security deposit of Security Agency and the agency will not challenge the same in any Court regarding this recovery.
24. The rate should be inclusive of all taxes/GST.
25. The Security Agency should pay minimum wages to the employees as notified by U.T. Administration of Daman & Diu from time to time.
26. In case of any default on the part of Agency the Chief Executive Officer, District Panchayat, Daman shall withheld the bill payment and deduct the amount as deemed fit as penalty of such default which will not be challenged by the Agency in any Court.

Chief Executive Officer,
District Panchayat,
Daman

I / we hereby accept these terms and conditions mentioned in quotation notice.

(Seal & Signature of Vendor)

Copy to:

1. The NIC, Daman with request to upload in website.
2. The Field publicity Officer,
3. Notice Board for Publicity.

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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.)	
	Mode of electronic transfer available	
	RTGS NIFD any other	
	IFSC Code	
	MICR Code	

SIGNATURE OF THE TENDERER _____
With Seal &
Name: _____

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ENGAGEMENT OF SECURITY GUARDS FOR DISTRICT PANCHAYAT, MOTI DAMAN

FINANCIAL/PRICE BID

Particular	Rate per day per Security Guards for 8 hours duty	Rate per day per Security Guards for 12 hours duty
Security Guards Ex – Serviceman	₹.	₹.
Security Guards Civilian	₹.	₹.

Place :-
Dated :-

Signature of Tenderer & status
Name of Tenderer with seal of the firm