

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
DISTRICT PANCHAYAT, AGRICULTURE SECTION,
DHOLAR, MOTI DAMAN- DAMAN. 396220.**

E-Tender (On-line) Invitation

E – Tender Notice No. DP/DMN/H.FARM/2019-20/36 Dated: 20/12/2019

E –Tender Notice for Providing Skilled & Unskilled Casual Labour for maintenance of Govt.
Horticulture / Agriculture Farm Daman

E-TENDER

The Chief Executive Officer, District Panchayat, Daman on behalf of President of India, invites e-Tender in two (2) Bids (1) TECHNICAL Bid and (2) FINANCIAL Bid for providing Agriculture Casual Labours (Skilled & Unskilled) for maintenance of Govt. Horticulture Demonstration Farm at Fort Area and office work at District Panchayat, Moti Daman through On-line on website <http://ddtenders.gov.in> from eligible firm /contractor /agency/ suppliers. Tender notice also available on official website www.daman.nic.in.

Date of on-line downloading of Tender documents	20/12/2019 to 30/12/2019 upto 17:00 Hrs.
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Date of on-line submission of Tenders	Upto 30/12/2019 till 18:00 Hrs. only
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Date of on-line Opening of TECHNICAL Bid	31/12/2019 at 11:00 Hrs. (if possible)
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Date of on-line Opening of FINANCIAL Bid	03/01/2020 at 11:00 Hrs. (if possible)
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* Bidders have to submit their TECHNICAL Bid & FINANCIAL Bid in electronic format only on website <http://ddtenders.gov.in> till the last date & time for submission. TECHNICAL Bid & FINANCIAL Bid in Physical format shall not be accepted in any case.

Physical submission of Tender Fees in the form of Demand Draft and EMD in the form of FDR drawn in the favor of Chief Executive Officer, District Panchayat, Daman on any Nationalized /Scheduled Bank payable at SBI, Moti Daman shall be submitted physically by RPAD / Speed post OR to put in Tender Box kept in Office of the Chief Executive Officer, District Panchayat, Daman, upto dated 30/12/2019 at 15.00 Hrs. However, Tender inviting authority will not be responsible in case of Postal delay.

The inviting authority reserves the rights to accept or reject any tender without assigning any reason. Opening of Tender can be postponed depending on the decision of the Tender committee. Refer for details of various works as per **Annexure -A** and personal inspection is advised.

(Ashish Mohan)

Chief Executive officer
District Panchayat, Daman.

Copy to:

1. The NIC, Daman, with a request to put-up on official website of Administration of Daman & Diu.
2. The Field Publicity Officer, Daman with a request to publish in news papers as per new guideline.

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FINANCIAL BID

(Only to be filled-up online through website <http://ddtenders.gov.in>.)

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E – Tender Notice No. DP/DMN/H.FARM/2019-20/36

Dated: 20/12/2019

E –Tender Notice for Providing Skilled & Unskilled Casual Labour.

Sr. No.	Particulars of Casual Labour required	Rate □□.
1.	Skilled Casual Labour : Rate per day per person for 8 Hrs. of duty including all charges (i.e. minimum wages, EPF/GPF, Insurance, Service Tax, GST and all other charges etc.) as per rules applicable in UT of Daman & Diu.	
2.	Un Skilled Casual Labour : Rate per day per person for 8 Hrs. of duty including all charges (i.e. minimum wages, EPF/GPF, Insurance, Service Tax, GST and all other charges etc.) as per rules applicable in UT of Daman & Diu.	

NOTE:

- **RATES SHOULD BE QUOTED INCLUDING ALL CHARGES FOR PER DAY /PER PERSON DUTY OF 08 HRS. ONLY. WRONGLY QUOTED / UPLOADED RATES WILL BE REJECTED WITHOUT ANY CLAIMS / ARGUMENTS LATER.**
- **THE RATE FOR BOTH THE ITEMS SHOULD BE QUOTED BY THE ELIGIBLE FIRM/CONTRACTOR/ AGENCY/SUPPLIERS.**
- **DO NOT FILL-UP AND SUBMIT THIS FORM IN PHYSICAL.**

(Ashish Mohan)
Chief Executive officer
District Panchayat, Daman.

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TECHNICAL BID

1. Name of the firm / contractor /agency/ suppliers.	
2. Address of firm / contractor / agency/ suppliers.	
3. E-mail (Id).	
4. Tel. / Fax No.	
5. Mobile No.	
6. Registered Branch /Head Office's Address of Daman District.	
7. Date of Establishment.	
8. Registration No. of firm/ contractor /agency/ suppliers from Competent authority with date.	
9. Registration validity date.	
10. Tender Fee: Demand draft No. & Date with Name of the Bank, City.	
11. E.M.D.: FDR No. & Date with Name of the Bank, City.	
12. Service Tax Registration No. & date of validity.	
13. GST No.	
14. PAN Card No.	
15. Name of proprietor	
16. Aadhar card No. of proprietor.	
17. Employee Provident Fund Registration No.	
18. Last 02 years I.T. return. (i.e. A.Y. 2018-19 & 2019-20)	
19. Bank Account No. Name of the Bank, Account Holder, Bank IFSC Code, Bank Location / Address	
20. A latter of non black Listed of firm / contractor /agency/ suppliers	

(Ashish Mohan)
Chief Executive officer
District Panchayat, Daman.

I / We certify that I / We read, understood and accept the contents of the broad terms and conditions incorporated in the Tender Form 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 _____

Seal of the Firm

Date:

Note: Kindly upload all above documents in Technical Bid including this Technical Bid form duly filled in with Signature & Seal of renderer.

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E-Tender (On-line) Invitation

Ref: E – Tender Notice No. DP/DMN/H.FARM/2019-20/36 Dated: 20/12/2019

E –Tender Notice for Providing Skilled & Unskilled Casual Labour.

Terms & Conditions:

1. E-Tenders are invited for “Providing Agriculture Casual Laborer’s (skilled & unskilled) for maintenance of Govt. Horticulture Demonstration Farm at Fort Area and office work of District Panchayat, Moti Daman”.
2. **Bids to be submitted ON-LINE:** *TECHNICAL & FINANCIAL Bid will only be submitted in electronic format through <http://ddtenders.gov.in>. DONOT UPLOAD UNNECESSARY DOCUMENTS.*
3. **PHYSICAL SUBMISSION :** The bidder should enclose Tender Fees Of Rs.500/- (Rupees Five Hundred only) non refundable in form of DD and EMD Of Rs.46,000/- (Rupees Forty Six Thousand only) in the form of FDR drawn in the favour of the Chief Executive Officer, District Panchayat, Daman of any Nationalized /Scheduled Bank payable at SBI, Moti Daman. The EMD will not carry any interest whatsoever. Tender Fee & EMD will not be accepted after last date & time. The Tender Fees & EMD shall be submitted physically by RPAD / Speed post OR to put in Tender Box kept in Office of the Chief Executive Officer, District Panchayat, Daman till the last date & time for submission. However Tender inviting authority will not be responsible in case of Postal delay.
4. That-
The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the total value of the contract amount as Performance Guarantee in the form of FDR drawn in the favour of the Chief Executive Officer, District Panchayat, Daman for any Nationalized /Scheduled Bank. Non-receipt of the Performance Guarantee within the stipulated time limit will result in automatic cancellation of the contract / order for providing Skilled & Unskilled labour’s Service without any intimation.
5. The EMD submitted other than mentioned above will not be accepted. Tender received without EMD will be summarily be rejected. The tender without EMD as above will not be entertained at any cost.
6. The Chief Executive Officer, District Panchayat, Daman reserves the right to reject or accept any bid without assigning any reasons.
7. The bidders should upload attested Photo copies of Order/Notification etc. wherever required alongwith mandatory documents (as mentioned in Technical Bid) such as Service Tax & GST Registration certificate and Income Tax Returns filed by them for the last two financial years alongwith copy of PAN Card as per rules applicable.
8. The Branch / Head office of the agency should be in Daman District only. The agency should submit the proof of Branch / Head office established in Daman. Any of the correspondence may be done on this office address only. The agency should provide name of contact person, contact land line, mobile no., e-mail Id, etc. to contact in the service matter.

9. Bidder should submit experience certificates of 02 clients for providing service in corporate /government sector institutes for last two years (i.e.from 2013-14 to 2018-19).
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 as applicable by the Government from time to time.
11. The bidder(s) should be from reputed firm with a proven track record providing agriculture skilled –unskilled casual labour for ensuring all type agriculture works/ services, cleaning, house keeping services in corporate / government sector institutes. Preference will be given to those who have experience in “Service providing sector”.
12. The rate should not be less than minimum wages as prescribed by the competent authority of UT of Daman & Diu.
13. The rates quoted for Skilled & Unskilled Casual Labour should be inclusive of all taxes per day per person for 8 Hrs. of duty including all charges (i.e. minimum wages, EPF/GPF, Insurance, Service Tax, GST, Bonus and all other charges etc.) subject to condition that the rate of minimum wages to be increased from time to time as per rate revised by the UT of Daman & Diu.
14. No extra charge for any items will be paid on the rates quoted.
15. No unsolicited correspondence shall be entertained after submission of the offer.
16. No separate agreement will be required to be signed by the successful bidder for the purpose of this contract for providing agriculture skilled –unskilled casual labour services.
17. Rates tendered / offered in response to the concerned tender / notice shall be considered as acceptance of all above terms and conditions for supply of service for all legal purpose.
18. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman.
19. The bidder(s) will have all the staff/employed by him in the Govt. Horticulture Demonstration Farm at Fort area and District Panchayat office Moti Daman covered under the suitable insurance scheme.
20. The employees previously working on skilled-unskilled casual daily-wages at Govt. Horticulture Demonstration Farm at Fort area and District Panchayat office Daman shall be considered / given preference in this contract under control of your Agency.
21. The competent authority of District Panchayat Daman reserves the right to cancel the contract with one-month notice.
22. The Bill above Rs.5000/- should be pre-receipted on revenue stamp at proper value and bill will be submitted in two copies.

23. The Tender offers received which do not confirm with the Terms & Conditions of this office will be summarily be rejected.
24. The Agency will have to maintain attendance of its employees duly counter signed by the authorized person of District Panchayat/Farm in Morning & Evening sessions.
25. Absence of any skilled-unskilled labour their payment will be deducted when any of them remains absent as per the rates quoted in the tender.
26. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the authorised person of Agriculture Section, District Panchayat, Daman
27. The contractor will have to ensure satisfactory standards of its employee's competence, conduct, works and integrity. Negligence of duties, undesirable act, misbehavior and consumption of alcohol or banned items while on duty etc., will not be acceptable.
28. The person or institution shall not transfer or assign sub-contract to any other party.
29. 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 casual Labour (skilled / unskilled) are eligible to benefits of EPF/GPF etc., and the contractor has to ensure the same.
30. 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.
31. The contractor shall be absolutely responsible and liable for any and all personal injuries or death and/or property damage or losses suffered while performing their duties or due to negligence of the contractors personnel in their performance of the services required under the contract.
32. 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.
33. To provide agriculture skilled – unskilled casual labour for ensuring all type agriculture works have been mention in **Annexure-A**.
34. The main duties and responsibilities of agriculture skilled –unskilled casual labour shall be as per work description given in **Annexure-A**.
35. The provided agriculture skilled –unskilled casual labour is for a period of one year from the date of commencement and further renewal for the period not exceeding 3 year subject to satisfaction of work performance and the same rates and same teams & conditions after approval of competent authority.
36. For provided agriculture skilled –unskilled casual labour agency shall maintain the registers and comply with the local Administration Rules and Regulation employing contract /out sours workers.

37. The agency shall pay all the taxes to the Government as per rules.
38. The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
39. The District Panchayat shall pay the amount of monthly bill through RTGS in the agency's Bank Account and not to its personnel. As such the agency shall own the full responsible for make payment timely to its personnel.
40. The agency should provide adequate number of skilled –unskilled casual labour required or advised by the Agriculture Section, District Panchayat authorities.
41. The amount of earnest money paid by the bidder(s) whose tenders are not accepted will be refunded to them within a week after issue of work order to eligible L-1 firm /contractor /agency/ suppliers.
42. The purchase committee in the presence of the bidders will open the tenders or their representatives, if any, present in the office of the tender inviting officer on the same day as far as possible.
43. The right to accept or reject without assigning any reason, any or all tenders in part or whole is reserved with the tender inviting officer / District Panchayat authorities and his decisions(s) in all matters relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.
44. If the bidder whose tender is accepted fails to execute the contract within stipulated time the EMD of such bidder will stand forfeited to the government.
45. Interested parties may visit during office hours to inspect the Govt. Horticulture Demonstration Farm at Fort area and District Panchayat office Moti Daman”premises.
46. The agencies providing skilled & unskilled casual labour should ensure that they have to follow the Labour laws/ Rules applicable as under:
 - (i) The Minimum Wages Act, 1948.
 - (ii) The Payment of Bonus Act, 1965.
 - (iii) The Payment of Gratuity Act, 1972.
 - (iv) The Payment of Wages Act, 1936.
 - (v) The Employees' Compensation Act, 1923.
 - (vi) The Employees' provident Funds & Misc. Provisions Act. 1952.
 - (vii) The Employees' State Insurance Act, 1948.
 - (viii) The Employees' Compensation Act, 1983.
 - (ix) The GST and Service Tax Act.
 - (x) Any other Labour Laws/ Rules applicable in UT of Daman & Diu.

Signature& Designation
Of the tender inviting Officer.

(Ashish Mohan)
Chief Executive office
District Panchayat, 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 INCOMPLETE TENDER OR DOES NOT FULFIL ALL OR ANY OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE, THE TENDER OF THE FIRM WILL BE NOT ELIGIBLE.

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

Place : (Signature of the Owner / Partner / Contractor)
Name of the Bidder with seal of the firm.
Date :

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**ANNEXURE-A
(Description of Work)**

Timing:

- 1. FARM: Horticulture Farm :8:00 a.m. to12.30 p.m. and 2.00 p.m. to 5.30:00 p.m.**
- 2. OFFICE: Agriculture D.P. : 9:30 a.m.to1.30 p.m. and 2.00 p.m. to 6.00:00 p.m.**

Sr. No.	Place of Works	No. of skilled Casual Labour	No. of unskilled Casual Labour
1	Horticulture Farm:		
	(i) Farm Supervisor / Multi Tasking Staff	01	---
	(ii) Unskilled Casual Labour	--	11
2	Agriculture Office Dist. Panchayat:		
	(i) Office Clerk cum - Data Entry Operator	01	---
	TOTAL	02	11

Details of Works: District Panchayat, Daman comprises of various Agriculture Scheme works such as maintenance of Govt. Horticulture Demonstration Farm and Office works such as:

(A) Skilled Casual Labour:

- (1) Regular maintenance of all agriculture inputs /nursery/green-poly house/ garden / demonstration plot/project/ irrigation system etc. including stocks.
- (2) Supervision of all type labour works, cleanness, distribution of Agriculture inputs, visit to farmers fields with extension activity.
- (3) All type of computer works and any others works assigned by Z.A.O/H.O/D.D.O/E.O.(Agri) etc.

(B) Unskilled Casual Labour :

- (1) Agriculture works such as sowing, transplanting, watering, weeding, cleaning, grass cutting, digging, weeding, spraining, white wash etc.
- (2) Harvesting of fruit (mango, chickoo, coconut, jack fruit, banana, papaya, awla, etc.) flowers / vegetable including all type agriculture/horticulture crops etc.
- (3) Loading unloading of coudung, compost, fertilizers, manure, seeds, pesticide, tools, implements, equipments, machinery, lives, roots, plants (horticulture/ floriculture/vegetable/ medicinal crop etc.)
- (4) Cleaning works of godown, garage, road, well, office, all crops, farm field and entire allied work of Agriculture/Horticulture Farm and all building, dusting of all furniture's and fixtures mentioned any others works assigned by Z.A.O/ H.O/ D.D.O/ E.O. (Agri)/ Agri. Asstt./Regular field staff etc.

(Ashish Mohan)
Chief Executive officer
District Panchayat, Daman.