

No.SW/OSC/DMN/2019-20/245

Dated: 30 / 12 / 2019

### **Re-Tender Notice**

TERMS AND CONDITIONS FOR ENGAGING OF UNARMED SECURITY GUARD(S) ROUND THE CLOCK (08 HRS IN A DAY IN THREE SHIFTS) AT OFFICE OF THE ONE STOP CENTRE DAMAN, AT ZARI ASHRAMSHALA PREMISES, MOTI DAMAN TO LOOK AFTER THE ENTIRE OFFICE CAMPUS, EQUIPMENTS, MACHINERIES, ETC. -

The Deputy Collector/ Deputy Secretary (Social Welfare), Collectorate, Daman invites sealed tender from eligible agencies to provide Unarmed Security Guard(s) round the clock (08 hrs in a day in three shifts) at office of the One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman to look after the entire campus, equipments, machineries, etc.

The contract period shall be for one year from the date of commencement and further renewal from time to time subject to satisfaction of work performance with mutual understanding at the same rate (maximum up to 02 years).

1. The Sealed tenders are invited from eligible service providers / Agency with the terms and conditions as detailed below:-

#### **Requirement:**

A. The agency has to provide Unarmed Security Guards Round The Clock (08 Hrs in a day in Three Shifts) in proper dress & equipment at any point of time for 24 x 7 Security of **One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman.**

B. Duties / Works of Unarmed Security Guards :

- 1) To protect campus from any trespasser and protection of all assets within the campus.
- 2) To regulate the movement of visitors during office hours.
- 3) To regulate parking of vehicles of all visitors during working hours / opening of office.
- 4) To report immediately any authorized activity or entry into campus during or after office hours.
- 5) He should be sound health, physically fit, agile and of sound mind.
- 6) The Security Guards shall maintain the registers and comply with the local administration rules and regulations employing contract works.
- 7) Unarmed Security Guards personnel should be in proper uniform and should have identity badge.
- 8) The main duties and responsibilities of Unarmed Security Guards shall be as directed by the Deputy Collector/ Deputy Secretary (Social Welfare), Daman
- 9) The minimum eligibility of the Security Guard is education upto 10th Standard, and age of between 21 years to 50 years and preference of having knowledge of Gujarati, Hindi language.



## 2. Other Terms and Conditions:

- 1) The agency will not allow or permit the employees to participate in any trade union activities or agitation in office of the **One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman**
- 2) The agency shall own the full responsibility for payment to its personnel.
- 3) FDR/Demand Draft should accompany tender application duly completed in all respects for Rs.10,800/- (Rupees Ten Thousand & Eight Hundred Only) as Earnest Money deposit in favour of One Stop Centre, Daman. The EMD submitted other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The tender application without EMD as above not to be entertained at any cost.
- 4) The amount of earnest money paid by the bidder (s) whose tenders are not accepted will be refunded to them after the award of the work.
- 5) If the bidder, whose tender is accepted fails to execute the contract within stipulated time the earnest money deposit of such bidder will stand forfeited to the Government.
- 6) Interested parties may visit during office hours to inspect the **One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman**
- 7) The Tender (s) will be accepted during working hours up to 1:00 P.M. on 29/01/2020. It should be accompany with DD of Rs. 200/- as tender fees and EMD of Rs.10,800/- in favour of **One Stop Centre, Daman** payable at Moti Daman. The tender not accompanied with requisite amount of EMD shall be rejected.
- 8) The bidder (s) should be reputed firm with a proven track record providing such type of services in corporate / Private, Government sector institutes. Preference will be given to those who have experience and having enough educational qualification.
- 9) The bidder (s) should provide addresses of organizations / institutions where they provide Security Guards and certificate from previous customer need to be attached, in any.
- 10) The tenderer should have been continuously in the business for a minimum of Two preceding year.
- 11) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as **"Sealed Cover No.1 Technical Bid - FOR UNARMED SECURITY GUARDS' ROUND THE CLOCK (08 HRS IN A DAY IN THREE SHIFTS) FOR THE ONE STOP CENTRE, DAMAN)".** The EMD, Tender Fees & Documents mention in the Terms & Conditions should be enclosed with TECHNICAL BID only as per Annexure -I  
  
The second envelope should contain Financial Bid and super scribing on the envelope as **"Sealed Cover No.2 - Financial Bid for FOR UNARMED SECURITY GUARDS' ROUND THE CLOCK (08 HRS IN A DAY IN THREE SHIFTS) FOR THE ONE STOP CENTRE, DAMAN)"** as per Annexure -II. The last date of submission of bid will be 29/01/2020 upto 01.00 hours. The rates quoted should be inclusive of all taxes.
- 12) No extra charge for any item will be paid on the rates quoted.
- 13) The bidder has to be submit on Rs 100 stamp paper Affidavit Gov. Notary that Agency or he is not black listed by any Govt. Department Firms, Semi-Govt. Department or limited agency.



- 14) The department shall not be liable in any respect for damages or compensation for any injury or for any occupational disease peculiar to the employment to any person engaged through the contract and you should keep the department indemnified thereof.
- 15) In case of failure of providing Security Guard at any time you are fully responsible for all consequential /losses /damages/ additional expense etc. and your service will be terminate immediately and your Security Deposit will be forfeited.
- 16) The bidder will be liable for making good all the damages /losses arising out of theft, breakage, pilferage of any office furniture, equipment, fitting and fixtures whatsoever as may be caused to the Department directly or indirectly by the persons engaged through you.
- 17) The bidder shall exclusively be liable for noncompliance of the provisions of any Acts, Laws, Rules and Regulations having bearing over engagement of security guards directly or indirectly You are hereby undertake to indemnify the Department against all actions, suits, proceedings, claims, losses, damages etc. which may arise under Minimum Wages Act Payment of Wages Act. Workmen's Compensation Act etc. or any other Act or statute herein not specifically mentioned but having direct or indirect application for the persons engaged under this contract
- 18) Additional terms and condition will be incorporated if needed to safeguard the interest of institution
- 19) The Department shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
- 20) No unsolicited correspondence shall be entertained after submission of the offer.
- 21) No separate agreement will be executed by the successful tender(s) for the purpose of the contract. The supply rates tendered/ Offered in response to the concerned Tender Notice shall be considered as acceptance of all terms and conditions for engagement of unarmed Security Guard for all legal Purpose. Without enclosing copy of Terms and Condition duly signed will not consider and it will be reject.
- 22) The bidder will have the Police verification of all the work force/ staff prior to its deployment in the office of the One Stop Centre, Daman for the Unarmed Security Guards.
- 23) The bidder will have all work force/ staff deployed in the office of the One Stop Centre, Daman covered under the suitable insurance scheme.
- 24) The rates quoted should be more than minimum wages prevailing for various kind of manpower.
- 25) **The Deputy Collector / Deputy Secretary, Social Welfare Moti Daman** reserves the right to cancel the contract with one-month notice.
- 26) That:-
  - a. The successful bidder will have to pay within 10 days from the date of demand and amount equal to 10% of the total value of the contract amount as security deposit.
  - b. Non-receipt of the security deposit with the stipulated time limit will result in automatic cancellation of the contract / order for unarmed Security Guard work without any intimation. And EMD will be forfeited



- 27) In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman & Diu.
- 28) 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 and his decision in all matters relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.



**(Ankita Mishra)**  
Deputy Collector /  
Deputy Secretary (SW)  
Daman.

The above terms and conditions are accepted and binding to me/us.

Signature of bidder :

Name of the bidder with seal of the

firm:

Place: Daman

Dated:

Note. Please return one copy of these terms & conditions dully signed with seal of the firm along with the tender documents.



**Annexure -I****TECHNICAL BID**

1.	Name of the Organization / Firm	
2.	Postal Address	
3.	Telephone / Fax / Mobile No. of the Organization / Firm.	
5.	Name of person to be contacted.	
7.	Particulars of Registration No., License obtained from Police Department of Daman and Diu).	
8.	Details of PAN/TAN & GST No. obtained (attested copy of the documents to be attached).	
9.	Experience Certificate of Minimum 02 Years	
10.	Tender fee of Rs.200/-	
11.	EMD of Rs.10,800/-	
12.	Terms and Condition documents duly stamped and signed on each page	
14.	Declaration in the form of Rs.100 Stamp Paper Affidavit Gov Notary that the individual / firm / organization including its partners and share holders was not black listed / prosecuted by any Departments / Statutory Bodies or by any Court of Law, is to be attached	

Place :

Date :

Signature of Tenderer  
Name of Tender with  
Seal of the firm

**Annexure -II**

**FINANCIAL BID**

**RATE TO BE QUOTED INCLUDING WAGES, EPF, EST, SERVICE TAX/GST,  
ADMINISTRATIVE CHARGES ETC.**

Sr. No.	Particulars	Period contract	of Rates to be quoted with all charges taxes, service tax/ GST, etc. per month per person for 8 hours duty in (Rs.) (in figure and in word)
1.	Security Guard	One Year	
TOTAL Rs.			

Place :

Date :

Signature of Tenderer  
Name of Tender with  
Seal of the firm