

संघ प्रदेश दादरा नगर हवेली एवं दमण एवं दीव प्रशासन / U.T. Administration of Dadra Nagar
Haveli & Daman & Diu

चिकित्सा अधीक्षक का कार्यालय / Office of the Medical Superintendent
सरकारी अस्पताल, दमण / Government Hospital, Daman

फ़ोन नंबर : ०२६०-२२५४२६६/७५७४८२९८०१

PH.No.0260-2254266/7574829801

नो.जीएचडी/दमन/सिक्यूरिटी गार्ड/२०२०-२१/१७२३

दिनांक : ०९/०९/२०२०

पुनःई-निविदा (ON LINE NOTICE)

भारत के राष्ट्रपति की ओर से चिकित्सा अधीक्षक, सरकारी अस्पताल दमन, सिक्यूरिटी गार्ड (आउट सौर्सिंग) की खरीद के लिए दर अनुबंध के लिए फिर से निविदा आमंत्रित करता है। www.ddtenders.gov.in पर ऑनलाइन। निर्माता / प्रमाणित व्यापारियों / आपूर्तिकर्ताओं के पास वैध लाइसेंस है। निविदा सूचना www.daman.nic.in पर भी उपलब्ध है



चिकित्सा अधीक्षक
सरकारी अस्पताल, दमन



संघ प्रदेश दादरा नगर हवेली एवं दमण एवं दीव प्रशासन
U. T. Administration of Dadra Nagar Haveli and Daman & Daman,
चिकित्सा अधीक्षक का कार्यालय / O/o. The Medical Superintendent,
सरकारी अस्पताल, मरवड, दमण / Government Hospital, Marwad, Daman.
PH.NO.0260-2254266
EMAIL ID: ghddmn@gmail.com

No.GHD/DMN/Security Guard/2020-21/1723

Dated: 09.09.2020

E-TENDER (ON LINE NOTICE)

The Medical Superintendent, Government Hospital, Daman on behalf of President of India, invites tender regarding for outsourcing 8 Security Guards at Government Hospital Daman. Online on from manufacture / authorized Dealers / Suppliers having valid license. The tender notice also available on www.daman.nic.in and www.ddtenders.gov.in .

(Dr. Sanjay Verma)
I/c. Medical Superintendent
Government Hospital, Daman

On Line Tender Notice No .of 2020-21

Administration of Daman&Diu, U.T.,
Office of the Medical Superintendent,
Government Hospital, Daman.
“Tel.No.0260-2254266”
email ID :ghddmn@gmail.com

No. GHD/DMN/Security Guard/2020-21/1723

Daman.
Date:09/09/2020

e-Tender (Online) Invitation Notice

The Medical Superintendent, Government Hospital, Daman on behalf of President of India, invites on line tender on www.daman.nic.in from the Authorized Security Service Providers for Govt. Hospital, Daman.

Sr. No.	Particulars	Estimated Amount	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
01.	Providing of 08 Security Services for Govt. Hospital, Daman.	Rs.11,74,428/-	Rs.35,233/-	Rs.2,000/-	

Bid document downloading Start Date	: 09.09.2020
Bid document downloading End Date	: 29.09.2020, 12:00 Hrs.
Last Date & Time for receipt of Bid	: 29.09.2020, 14.00 Hrs.
Preliminary Stage Bid Opening Date	: 29.09.2020, 15.00 Hrs.
Technical Stage Bid Opening Date	: 29.09.2020, 15.30 Hrs.

Bidders have to submit price bid in Electronic format only on www.nprocure.com website till the last date and time for submission. Price Bid in Physical format shall not be accepted in any case.

Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post. However, Tender Inviting Authority shall not be responsible for any postal delay. Tender received in hard copy will not be accepted.

1. The EMD will be accepted in form of FDR or Bank Guarantee from any Nationalized banks in an acceptable form payable at Daman in favor of **the Medical Superintendent, Government Hospital, Daman.**
2. The EMD and tender fees should not be forwarded by cash.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: "(n) Code Solution – A division, GNFC Ltd.", 403, GNFC Info Tower, Bodakdev, Ahmedabad-380054, Gujarat (India). www.ddtender.gov.in & www.daman.nic.in Website

Sd/-

Medical Superintendent

Government Hospital, Daman,

Tel. No. 0260 – 2254266

e-mail ID – ghddmn@gmail.com

Copy to :-

1. The District Information Office, NIC, Daman with a request to publish on website.
2. The Director, Medical & Health Services, Moti Daman for information please.
3. Office / Guard file.

Administration of Daman&Diu, U.T.,
Office of the Medical Superintendent,
Government Hospital, Daman.
"Tel.No.0260-2254266"
email ID :ghddmn@gmail.com

Terms and Conditions for the "08 Security Services for Govt. Hospital, Daman.

❖ **Instructions to Bidders :**

1. The rate should be quoted online in the financial bid in the prescribed form given by the department; **the rate should be valid for the period of One Year from the date of tenderization.**
2. All/Taxes/GST/Duties/Royalties Charges payable on the sales/transport etc. Within and/or outside the state shall be payable by the Service provider.
3. The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
4. The Tenderer should enclose along with tender the Earnest Money Deposit in form of Fix Deposit Receipt or Bank Guarantee from any of the Nationalized Banks in an acceptable form payable at Daman in favour of **Medical Superintendent, Government Hospital, Daman.** The EMD should not be forwarded by Cash and **the EMD should be valid for the period of One Year.** Tender received without Earnest Money Deposit and tender fees will be summarily rejected.
5. All bills should be in **TRIPLICATE** and should invariably mention the number and date of order.
6. The Tenders shall be submitted in two bid system, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should super scribing on the envelope as **"Sealed Cover for Providing of 08 Security Services for Government Hospital, Daman.**
7. For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

**The Medical Superintendent,
Government Hospital, Daman,
U.T. of Daman& Diu - 396 210
Tel: 0260-2254266**
8. The right to accept or reject without assigning any reasons or all tenders in part or whole is

reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

4. The tenders and financial bid should be submitted online on www.ddtenders.gov.in in two bid system.
5. In case, the Service provider is not able to provide the Security services within one week, the EMD of the Service provider will be forfeited to the Government and the contract shall be terminated with no further liabilities on either party to the contract.
11. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and Conditions for supply for all legal purpose.

Bid document downloading Start Date	: 09.09.2020
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Tender Fees (Non Refundable) Rs. 2,000/- :

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees as specified in schedule otherwise tender will be rejected. The tender fees will be accepted only in form of DD in favor of **the Medical Superintendent, Government Hospital, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

Earnest Money Deposit (EMD) Rs.35,233/- :

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of it should be attached to their tenders.
- d. EMD can be paid in either of the form of following:

- i. Fixed Deposit Receipts
- ii. Bank Guarantee

In favor of **Medical Superintendent, Government Hospital, Daman** from any Nationalized Banks including Public Sector Bank/Private Sector Bank authorized by RBI to undertake Government Business.

- e. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- f. EMD in any other forms will not be accepted.
- g. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
 - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.

❖ **Conditions of Contract :**

1. The e-Tender Notice is for engaging **08 Security Guards** at Govt. Hospital, Daman.
2. The agreement for providing security services shall be for the period of One Year.
3. **The contract will be valid for the period of three years. The rate should be as per the Minimum Wages Act from the date of acceptance of tender** and it should be inclusive of all taxes.
4. Only the Government recognized Security Agency or Security Agency having labour contract license of Daman & Diu under the provision of Labour Laws and any other Law shall be eligible for getting this work along with rates and attach the documents as per ANNEXURE – I.
5. The selected agency shall have to provide the services with whom agreement is made and this cannot be entrusted to any other agency or sub-agency. If it is found so, their Security Deposit will be forfeited and the agreement will be cancelled.
6. The agency shall have to provide security to all the staff working in the hospital, patients and their relatives twenty four hours for all days of week in the form of shifts. In the normal course, no guards should be placed for two continuous shifts. The guards will see to it that the rush in the OPD is taken care off in a disciplined manner. They will maintain the indoor services as regards to the security in all shifts and during visiting hours etc. All

security guards presence and placement should be ensured by the service provider on daily basis.

7. No residential facilities shall be provided by the Hospital. It has to be arranged by the agency.
8. The agency shall be responsible for security of the property of the hospital in terms of man, machinery, equipment, furniture, trees etc. They will also be responsible for the security of the hospital building and other buildings in the hospital campus. The agency shall be responsible for any type of damage to any property of the hospital arising because of theft, looting etc. If after the Police complaint, no other is found responsible for such cause the agency shall be responsible to pay partly all the damages.
9. The Agency shall have to provide the services of strong and healthy trained Guards preferably Ex-Military guards with sound physical condition, in age group of 25 to 40 years, height 5'6". Their names passport size photographs address, identity cards, fingerprints, gun license etc. have to be provided to the Medical Superintendent, Government Hospital, Daman for records.
10. The agency and staff should give full cooperation to the Police in case of inquiry regarding damage caused to the property of the institute.
11. The below mentioned posts should have the minimum education as mentioned below & the minimum salary to be given to each individual as mentioned below to undertake the work by the successful contractor during the course of agreement (For Government Hospital, Daman)

Staff Required for Government Hospital, Daman			
Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand
1.	Security guards	SSC with 1 year experience working as a security guards in a recognized organization.	8,437/-

Note: Minimum salary per month is proposed above is excluding all taxes & Service charges. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned.

Break-up Chart

Breakup Chart	Rate
Wages rate per Employee	
Basic + Special Allowance	
PF Amount (13%)	
Work Compensation Policy	
Bonus (8.33%)	
TOTAL	
Service Charge 1 %	
Billing rate per Month	
UTGST 9%	
CGST 9%	
Gross Amount Per Person	

- 12) The agency shall have to provide Uniform, Stick/Lathis/whistle and torch to the guards at its own cost.
- 13) The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium/bonus etc. of Guards as per the provisions under the Wages Act. The hospital shall not be responsible for any type of payment to the Guards.
- 14) If the Guard found not obeying the instructions of the Medical Superintendent, Government Hospital, Daman or his representatives, they shall have to be transferred immediately by the agency.
- 15) If any Guards are found drunken or involved in other antisocial activities like gambling etc. they shall have to be relieved from the duties immediately and in such matter decision taken by the Medical Superintendent, Government Hospital, Daman shall be final.
- 16) The Government employees who were either dismissed or removed from the Government job cannot be appointed as Guard in the Hospital.
- 17) The agency shall have to maintain muster roll, payment sheet, identity cards etc. and have to produce before the Medical Superintendent, Government Hospital, Daman or his representatives when it is demanded.

- 18) At the time of changing the shift the Guards shall have to sign the register of hand over, take over charge. They shall also make note of any untoward incident occurring during their duty time and shall bring the same to the notice of the Medical Superintendent, Government Hospital, Daman.
- 19) For any injury/accident to the Guards on duty the agency shall be responsible for legal obligation. This hospital shall not be responsible.
- 20) Once the order is given to the agency for providing services of guards, the agency cannot refuse the offer otherwise deposit will be forfeited.
- 21) It is a responsibility of service provider to depute 08 guards everyday throughout the contract period. In the event of Non Compliance of the proper services, the service provider will be imposed with penalty.
- 22) All the persons engaged by the service provider should be healthy, physically fit and free from communicable diseases. The agency should quote the consolidated lump sum rates per month including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under LABOUR / MINIMUM WAGES ACT.
- 23) GST will be applicable as per presently Rules Time to Time.
- 24) The right to accept or reject the tender without assigning any reason is reserved with the Tender Inviting Officer.

Signature & Designation of
Tender Inviting Officer...

Sd/-
Medical Superintendent
Government Hospital, Daman,
Tel. No. 0260 – 2254266
e-mail ID – ghddmn@gmail.com

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

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

ANNEXURE –I

Sr. No.	Particulars	Uploaded and Enclosed (Yes/No)
The bidders have to attach the following documents		
1)	License from Labor & Enforcement Officer, Daman	Yes/No
2)	The bidder must have their representative office in the U.T. of Daman & Diu and submit the complete address proof of the same	Yes/No
3)	The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof.	Yes/No
4)	PAN Card No.	Yes/No
5)	GST Registration No.	Yes/No
6)	PF number allotted by the government.	Yes/No
7)	Police registration from Daman & Diu.	Yes/No
8)	Service tax payment statements.	Yes/No
9)	Terms and Condition documents duly stamped and signed on each pages.	Yes/No
10)	ANNEXURE- I & II duly stamped and signed on each pages	Yes/No
11)	Declaration in the form of Affidavit 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.	Yes/No

Signature of tenderers
with rubber stamp

Sd/-
Medical Superintendent
Government Hospital, Daman,
Tel. No. 0260 – 2254266
e-mail ID – ghddmn@gmail.com

ANNEXURE –II

Sr. No.	Particulars	No. of Guards Required
A. For Govt. Hospital, Daman		
1.	Security Guards	08 Nos.

Note: Rates quoted should be in gross and inclusive of all taxes

Sd/-

Medical Superintendent

Government Hospital, Daman,

Tel. No. 0260 – 2254266

e-mail ID – ghddmn@gmail.com

Signature of tenderers
with rubber stamp