

No.SW/OSC/DMN/2019-20/214

Dated: 02/12/2019

**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 is inviting sealed tenders 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.

1. The Sealed tenders are invited from eligible service providers / Agency with the terms and conditions as detailed below:-
  - a) The contract period shall be up to March-2020 from the date of commencement and further renewal for time to time subject to satisfaction of work performance with mutual understanding in same rate.
  - b) The Agency / unarmed Security Guards shall maintain the movement of each & every person visit at the premises.
  - c) The Photo Identity proof have to obtain from the visitors
  - d) The Agency / Unarmed Security Guards shall ensure and vigil around the office of the **One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman** for any Illegal movement and complete security of the Equipments, Machineries, etc.
2. Other Terms and Conditions:
  - 1) The Security Guards agency shall maintain the registers and comply with the local administration rules and regulations employing contract works.
  - 2) The Security Guards shall pay all taxes to the government.
  - 3) 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**
  - 4) The agency shall own the full responsibility for payment to its personnel.
  - 5) FDR/Demand Draft should accompany tender application duly completed in all respects for Rs.5,000/- (Rupees Five Thousand 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.
  - 6) Unarmed Security Guards personnel should be in proper uniform and should have identity badge.
  - 7) The agency should provide Unarmed Security Guards personnel as required or advised by the Deputy Collector/ Deputy Secretary (Social Welfare), Daman.
  - 8) The main duties and responsibilities of Unarmed Security Guards shall be as per work description given in above point No.1 and as directed by the Deputy Collector/ Deputy Secretary (Social Welfare), Daman
  - 9) The amount of earnest money paid by the bidder (s) whose tenders are not accepted will be refunded to them as per rules of tender.
  - 10) 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.

- 11) Interested parties may visit during office hours to inspect the **One Stop Centre Daman at Zari Ashramshala Premises, Moti Daman**
- 12) The Tender (s) will be accepted during working hours up to 1:00 P.M. on 12/12/2019. It should be accompany with DD of Rs. 200/- as tender fees and FDR of Rs. 5000/- in favour of **One Stop Centre, Daman** payable at Moti Daman along with other required documents as mentioned in the Terms and Conditions of the Tender Notice.
- 13) 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.
- 14) The bidder (s) should provide addresses of organizations / institutions where they provide Security Guards and certificate for previous customer need to be attached, in any.
- 15) The tenders should have been continuously in the business for a minimum of five preceding year.
- 16) The tender should be addressed to the Deputy Collector / Deputy Secretary, Social Welfare, Daman and on the top of envelop should be written in capital letter (**TENDER FOR UNARMED SECURITY GUARDS' FOR THE ONE STOP CENTRE, DAMAN**)
- 17) The rates quoted should be inclusive of all taxes.
- 18) No extra charge for any item will be paid on the rates quoted.
- 19) The concerned contractor 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
- 20) 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.
- 21) 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.
- 22) The bidder will be liable for making good all the damages /losses arising our 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.
- 23) 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 indemnity 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
- 24) Deployed Security Guard should be physically fit and mentally alert.
- 25) The minimum qualification of the Security Guard is Standard 10 and age of between 21 years to 55 years and having knowledge of Gujarati, Hindi and English Language.
- 26) Additional terms and condition will be incorporated if needed to safeguard the interest of institution
- 27) The Department shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
- 28) No unsolicited correspondence shall be entertained after submission of the offer.
- 29) 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 dully seaside will not consider and it will be reject.
- 30) 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.



- 31) The bidder will have all work force/staff deployed in the office of the One Stop Centre, Daman covered under the suitable insurance scheme.
- 32) The Agency shall have all required licensed / documents which are required to run the Security Agency and also the Agency will have to be attached / submit all the above said required documents.
- 33) **The Deputy Collector / Deputy Secretary, Social Welfare Moti Daman** reserves the right to cancel the contract with one-month notice.
- 34) That:-
- 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.
  - 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
- 35) In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman & Diu.
- 36) 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.

  
(Charmie Parekh)  
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.