

Online Tender Notice No. \_\_\_\_\_ of 2022-23

**U.T. Administration of  
Dadra & Nagar Haveli and Daman & Diu  
Department of Health and Family Welfare  
Daman**

No.CPB/DNH&DD/Office Staff/2022-23/386

Date: 03/10/2022

**Short Re-tender Notice**

The Department of Health & Family Welfare, DNH & DD on behalf of President of India, invites on line tender on <https://ddtenders.gov.in/nicgep/app> from the Authorized Agencies for Rate Contract for Outsourcing of Office Staff for CHC-Moti Daman, PHC-Dabhel and PHC-Bhimpore under Department of Health & Family Welfare, DNH & DD.

Sr. No.	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non- Refundable)	e-Tender ID No.
1.	Rate Contract for Outsourcing of Office Staff	Rs.41,50,198.73/-	Rs. 1,03,755/-	Rs. 1000/-	

Bid document downloading Start Date : **03.10.2022.**  
Bid document downloading End Date : **24.10.2022, 12.00 Hrs.**  
Last Date & Time for receipt of Bid : **24.10.2022, 14.00 Hrs.**  
Preliminary Stage Bid Opening Date : **24.10.2022, 15.00 Hrs.**  
Technical Stage Bid Opening Date : **24.10.2022, 15.30 Hrs.**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://ddtenders.gov.in/nicgep/app> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from [www.ddtenders.gov.in](http://www.ddtenders.gov.in) and [www.daman.nic.in](http://www.daman.nic.in).

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft /Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of Fixed Deposit Receipt / Bank Guarantee .
4. The Sealed Tender should be properly covered subscribing the name of items on envelope.
5. The offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

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: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232  
Website:[www.ddtenders.gov.in](http://www.ddtenders.gov.in).

In-charge,  
Central Procurement Branch  
E-mail Id: [cpbdnhdd@gmail.com](mailto:cpbdnhdd@gmail.com)

**Copy to :-**

- 1) The SIO,NIC Department, Daman with a request to publish in Website.
- 2) Accounts Section, CPB, Daman for information.

**U.T. ADMINISTRATION OF  
DADRA & NAGAR HAVELI AND DAMAN & DIU  
DEPARTMENT OF HEALTH AND FAMILY WELFARE**

**Terms and Conditions for the “Rate Contract for Outsourcing of Office Staff for CHC-Moti Daman, PHC-Dabhel and PHC-Bhimpore under Department of Health & Family Welfare, DNH & DD.”**

❖ **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://ddtenders.gov.in/nicgep/app>
- 2) All bids should be submitted online on the website <https://ddtenders.gov.in/nicgep/app>
- 3) The user can get a copy of instructions to online participation from the website <https://ddtenders.gov.in/nicgep/app>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) 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:  
**Central Procurement Branch,  
C.H.C Building, Ist Floor, Room No. 106,  
Fort Area,  
Moti Daman - 396 220.  
Tel : 0260 – 2230240.**
- 7) All documents scanned/attached should be legible/readable. A hard copy of the same may be send which the department will be used if required. Uploading the required documents in <https://ddtenders.gov.in/nicgep/app> is essential.
- 8) The Bidder has to give compliance for each quoted product and any false/misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

**Keydates:**

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Financial Bid is to be filled online on <https://ddtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “**e-Tender - Sealed Cover of Bid for Rate Contract for Outsourcing of Office Staff for CHC-Moti Daman, PHC-Dabhel and PHC-Bhimpore under Department of Health & Family Welfare, DNH & DD.**”

The EMD and Tender Fees should be enclosed with BID only.

❖ **Tender Fees (Non Refundable) Rs.1,000/- :**

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non Refundable) will be accepted only in form of Demand Draft /Bankers Cheque in favor of **Director Medical &Health Services, DNH & DD** 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 Rs. 1,03,755/-:**

- 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 U. T of DNH & DD 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) As per Rule 170 of GFR – Micro and Small Enterprises (MSEs) as defined in MSE procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of EMD. Bidders claiming exemption of EMD under this Rule (170 of GFR) are however required to submit a signed bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and the fail to sign the contract, or to submit a performance security before the deadline defined in the request for the Bids documents, they will be suspended for a period 12 Months from being eligible to submit the bids for contract with the Department of Health & Family Welfare, Dadra & Nagar Haveli & Daman & Diu.

- d) Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D/ Equivalent Offices should be attached to their tenders.
- e) EMD can be paid in either of the form of following:
  - i. Fixed Deposit Receipts
  - ii. Bank Guarantee

In favor of **Director, Medical & Health Services, DNH & DD** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- f) EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- g) EMD in any other forms will not be accepted.
- h) 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 contractor does not execute the supply order placed with him within stipulated time, the EMD of the contractor 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.
- i) Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- j) In case of failure to supply the security guards, as per conditions and within the stipulated time, the same will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government for such irresponsibility shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.
- k) The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

❖ **Security Deposit: (SD)**

- a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 3% of the total value of articles, which may be ordered, as the amount of security deposit.

- b) Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c) However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the contractor will be recovered from the bill(s) for such articles.
- d) The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- e) In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the contractor Security Deposit or payment due of any bill(s) to the extent required.
- f) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the contractor is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

❖ **Conditions of Contract :**

**1. ACCEPTANCE OF TENDER:**

- a. The tender is liable for rejection due to any of the reasons mentioned below:
  - i. Non-Submission of tender within stipulated time online.
  - ii. Submission of tender physically in the Office but not submitted online on <https://ddtenders.gov.in/nicgep/app>
  - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
  - iv. Non-payment of Tender Fees.
  - v. Non-payment of Earnest Money Deposit (if not exempted)
  - vi. Non-Submission of required documents as mentioned in schedule
  - vii. Conditional/ Vague offers.
  - viii. Unsatisfactory past performance of the tenderer.
  - ix. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
  - x. Tenders not filled up properly.
  - xi. The documents attached by the bidder online if found not readable will not be considered for bid evaluation.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://ddtenders.gov.in/nicgep/app>

- c. Discount offered after price bid opening will not be considered.
- d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However the tender who is found technically acceptable as well as lowest in terms of evaluated rates only is considered for placing the order.
- e. The Central Procurement Branch may seek any clarifications/explanation/documentary evidence related to offer at any stage from tenderers if required.
- f. **The rate quoted should be inclusive of all taxes and no extra charges will be paid and should be valid up to One Year from the date of tenderization.**
- g. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- h. The decision of the Tender Inviting officer for acceptance/rejection shall be final.
- i. 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.
- j. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. 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.
- k. Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, should not have ever been blacklisted in tender / supplies by any state/Central Govt . Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last ten years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

## **2. Bid Evaluation Methodology :**

- A. **Preliminary Evaluation:** Tender Fee and EMD Submission.

**B. Technical Evaluation:**

- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
- Scrutiny of Compliance Statement given by the bidder.

**C. Financial Evaluation: Lowest quoted offered by Technically Qualified Bidders**

❖ **Conditions of Contract :**

1. The e-Tender Notice is for engaging **04 No. Lower Division Clerk, 05 Nos. Driver and 14 Nos. Multi Tasking Staff** for Department of Health and Family Welfare, Daman.
2. **The agreement for providing Office Staff shall be for the period of One Year and may be extended up to 3 years if required and as per work Performance.**
3. **The rates shall be revised as per the UT Administration's circular/order from time to time as per Declaration of Special allowance under Minimum Wages of U.T.**
4. The bidder should have a License from Labor & Enforcement Officer, Daman & Diu.
5. 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.
6. The successful tenderer shall have to engage staff/employees required for the operation of the facility management/services in sufficient number required for this job.
7. In case of any accident with staff/employee of contractors/bidders during the Course of execution of the agreement/work, and/or the damage done by the Contractor or his staff to the property of the Hospital, the responsibilities. The department shall not be responsible for any kind of accident with labors engaged for this job. The cost of damage of property shall be recovered from the contractor/agency.



8. The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the employees as per the law in force. In case of any loss to the Department authority due to the breach of any conditions of the labour license/act on the part of the contractors, such losses shall be recovered from the contractors. If required the same can be recovered by the concerned authority from the contractors as a recovery of land revenue.
9. The agency and staff should give full cooperation to the Police in case of any inquiry regarding damage caused to the property of the institute.
10. 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.
11. The staff of Medical & Public Health, Daman. Including the superior authority of the Administration shall oversee the operation of works carried out by the contractors and contractors shall be bound to obey all the instructions of the superior authority.
12. In case of breach of any of the conditions of the contract by the contractor or if the work of the contractor is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. The Secretary (Health), Daman & Diu shall be the authority for arbitration and the decision of the Secretary (Health) will be final and binding to all.
13. 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.

<b>Staff required</b>			
<b>Sr. No.</b>	<b>Particulars</b>	<b>Education qualification required</b>	<b>Minimum rates of wages payable per day as per Circular dated 01.06.2022</b>
1	Lower Division Clerk	12 <sup>th</sup> passed or equivalent from recognized board or university and typing speed 35 wpm in English and knowledge in computers	9549.80 (367.30 X 26 days)

2	Driver	SSC with 1 year experience working as a driver in a recognized organization should have valid driving license for 4 wheelers and should have knowledge of rectifying minor repair of the vehicles.	9341.80 (359.30 X 26 days)
3	Multi-Tasking Staff	SSC with 1 year experience working as a MTS staff in an organization	9133.80 (351.30 X 26 days)

**Note:**

1. Minimum salary per month is proposed above is excluding all taxes & Service charges and statutory payments. The tenderers shall 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 and the Basic salary shall not be less than the amount specified by Labour Department under Minimum Wages Act.
2. The bidders shall also quote Provident Fund (PF) as per the order of Hon'ble Supreme Court.
3. Workman Compensation Policy contribution is to be given as per Rules.

## Breakup Chart

Lower Division Clerk	Driver	Multi-Tasking Staff
Basic + Special Allowance (367.30 X 26)	Basic + Special Allowance (359.30 X 26)	Basic + Special Allowance (351.30 X 26)
PF Amount (13%)	PF Amount (13%)	PF Amount (13%)
Work Compensation Policy	Work Compensation Policy	Work Compensation Policy
Bonus (8.33%)	Bonus (8.33%)	Bonus (8.33%)
Insurance AB PM-JAY	Insurance AB PM-JAY	Insurance AB PM-JAY
<b>Total</b>	<b>Total</b>	<b>Total</b>
Service Charge	Service Charge	Service Charge
<b>Billing rate per Month</b>	<b>Billing rate per Month</b>	<b>Billing rate per Month</b>
UTGST 9%	UTGST 9%	UTGST 9%
CGST 9%	CGST 9%	CGST 9%
<b>Gross Amount Per Person</b>	<b>Gross Amount Per Person</b>	<b>Gross Amount Per Person</b>

14. Once the order is given to the agency for outsourcing of staff, the agency cannot refuse the offer otherwise deposit will be forfeited.
15. In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the Department authority reserves the right to get such works/s/operation executed through any other sources at the risk and cost of the defaulted contractor. The SD of the defaulted contractor shall be forfeited.

16. Any additional payment which has to be paid to execute the work under such circumstance for such circumstances for such works/operation the said amount shall be recovered form the pending bills/deposit/any other works of the default contractors and/or shall be as on arrears of land revenue.
17. If the employee of the bidder is found to execute any offensive work/activities not covered in the contract agreement/conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the contractor.
18. The employee of the bidder shall have to take all care during the course of works/operation so that the any articles of the department cannot be damaged and shall also not create any hindrance to the hospital authorities. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of operation/ services period.
19. The successful tenderer has to start the works/operation as per the tender terms & conditions and specification within 15 days on receipt of the work order.
20. As per Minimum Wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
21. The Firm must have their representative office in the U.T. of DNH & DD and submit the complete address proof of the same.
22. Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Daman.
  - a. The contractor shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with condition/s shall be summarily rejected.
  - b. If any change in the administrative procedure/rules by Department Authority time to time which is suitable to the Department for smooth operation of works shall have be binding to the contractor/s and for that the contractor shall have to give his willingness in writing.

23. In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Secretary (Health) in such cases shall be final and binding to all.
24. The priority shall be given to the person (s)/organization(s) for this work/operation who are having experience of at least two years or more for such type of works.
25. The successful tenderer shall have to take all care to avoid any accident during the course of work/operation for which all required precautions/steps are to be taken upon works site at the cost of the contractor himself. It shall be the duty of the contractor to handle such cases at his/their own cost and pay the damages/compensation payable if the Court or any other competent authorities may decide/order. The Department authority shall not be responsible for such cases/incidents or for payment of any damages/compensation which may occur on such incidents.
26. The contractors shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of the Memorandum and Article of Association in case of registered company.
27. The works/operation assigned is a part of essential service of General/Public Health, hence the contractor shall not postpone or close/stop such works in any circumstances/on any pretext. If such day to day works is not found satisfactory, then the penalty at the following rate shall be charged from the running bill or as per the condition of the contract.
28. If the contractor fails to execute the works, the tender inviting authority will impose penalty appropriately. The contractor shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to the Secretary (Health), DNH & DD Who will hear both the parties and his decision will be final and binding to both the parties.
29. The contractor shall have to undertake all works during all festivals like Holi, Makar Sankranti, Navratri, Ganesh Visharjen, Tajia, Chandani Padwa, Diwali, Christmas even in vacation period also invariably failing which double penalty shall be charged from the contractors for not undertaking the work on such days. However the Contractor will be given an opportunity.

30. The penalty shall not be charged in case the work is closed due to curfew, flood and flood like situation, cyclone, riots and during any natural calamities, but the Contractor shall carry out all the work with extra time and staff if needed, during post calamity.
31. The timing for the employee of the contractor for all the work/operation/service shall be as follows: they will have to perform shift duties if needful or they will do general duties. However in case of examination, seminar, exhibition, annual day, national festivals, special events, emergency and/or any sort of urgency this period can be extendable with the prior permission of the Department authority.
32. The contractor shall have to obey strictly the provision of Minimum Wage Act Child Labour Act any other relevant Act/Rules. The responsibilities on violation of these acts shall be of the contractors. The Administration shall not be responsible for any litigation in this regard.
33. The rates for the works/tender cost for the work/operation/Management/services offered by the contractors shall include all taxes and the cost of all tools and plants, kits, cleaning materials and its kits, cost of all nature of risk factors, medicine including cost of labors and materials directed by the officer incharge.
34. The contractor shall provide at his own risk and cost all required uniforms, Boots, gumboots hand gloves, raincoat etc to the laborers engaged on management of sweeping work. The contractor shall have to get such uniforms approved in advance from the hospital authority.
35. The concerned agency shall have to obtain the information regarding number of personnel's to be deployed for the below said work from the Director, Medical & Health Services, Daman however, tentative requirement if staff is mentioned.
36. The personnel's deployed by the agency found not obeying, dishonest, unhealthy, non co – operative in such cases the instructions of the Director, Medical & Health Services, Daman immediate replacement or transferred shall be binding to the agency and will do so without any pretext.
37. If any personnel's are found in drinking position or other unsocial activities like gambling etc. they shall have to be relieved from the duties immediately in such

- matter decision taken by the Director, Medical & Health Services, Daman shall be final and binding to all.
38. The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
39. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Director, Medical & Health Services, Daman when it is demanded.
40. At the time of changing the shift personnel's shall have to sign the register of handed over, taken over charge with detail entry therein.
41. The Director, Medical and Health Services, DNH & DD shall release bill of the agency every month on successful and satisfaction performance of the duties by the agency as well as by the personnel's deployed by the agency for the above said work.
42. The satisfaction duties performance certificate shall have to be obtained by the agency from the concerned authority/institution, failing which the agency shall not be entitled for the payment of such period. In such case, the Director, Medical & Public Health shall not be responsible for any pending payment of personnel's provided by the agency for such period.
43. Tenderer are advised to inspect and examine the site/area/premises/campus of hospital for the above said work and satisfy themselves before submitting their tender and obtain all necessary information as to risks, contingencies, accommodation, sanitation facilities which may influence or affect their tender.
44. A tenderer shall deem to have full knowledge of the site/area/campus/buildings of the above said work whether he inspects it or no extra charges consequent on any misunderstanding or otherwise shall be allowed.
45. The right to accept or reject the tender without assigning any reason thereof is reserved with the undersigned.

46. No residential facilities shall be provided by the hospital to the agency. The staying/tentage arrangement shall have to be managed by the Agency itself at this own risk and cost for all the personnel's deployed for the purpose for the above said work.
47. The agency shall have to provide the services of healthy personnel's with sound physical condition, in age around of 18 to 45 Years. Their names, passport size photographs, nationality, address, identity cards, fingerprints, police verification etc. have to be provided to the Director, Medical & Health Services, Daman for records.
48. GST will be applicable as per present rules time to time.
49. The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium / bonus etc. as per the provision under the minimum wages Act. The department shall not be responsible for any type of payment to the staff.
50. Each bill in which GST is charged must contain the following certificates on the body of the bill: "CERTIFIED" that the service on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these service is not more than what is payable under the provisions of relevant Act or Rules made there under".

❖ **PAYMENT TERMS :**

- a. **100% of the invoice amount will be paid only after completion of work successfully and submission of Security deposit i.e. 3% of the tender value.**
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue stamp of proper value will not be accepted for payment'

- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: “**CERTIFIED**” that the service on which GST has been charged have not been exempted under the Central GST or the Rules made there under and the amount charged on account of GST on these service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f. The rates should be quoted only for the work specified in the list of requirement.
- g. No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- h. Rates quoted for others than the required will not be considered.

Signature of Agency  
With Rubber Stamp

Sd/-  
In-charge,  
Central Procurement Branch  
E-mail Id: cpbdnhdd@gmail.com



**ANNEXURE - A**

**UNDERTAKING :**

From: M/s.....

No.....

.....  
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To  
**The In-Charge,  
Central Procurement Branch,  
C.H.C Building, 1st Floor, Room No. 106,  
Fort Area,  
Moti Daman - 396 220.  
Tel : 0260 – 2230240.**

**Sub:** Rate Contract of Outsourcing Non-Teaching Staff.

**Ref:** Tender Enq #.....

Sir,

I/We enclose the necessary documents duly signed, as shown in Annexure ‘B’ (in order in which they are mentioned). I/We have carefully read and understood the terms and conditions stated in the tenders from and I/We shall abide by all these conditions. I/We further endorse that in particular, the terms and conditions of Delivery Period, Payment Terms, Place of Delivery etc are acceptable to me/us and no representation will be made by me/us afterwards for altering the same.

I/We verify the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents for verification on demand. I/We undertake to upload the attested copies of certificates/documents required on the website.

I/We will be cautious to see that the uploaded scan documents are legible and I/we understand that if the documents are not legible, my/our tender will be rejected.

I/We verify that I/We are in possession of the requisite licenses/permits required for the manufacture /supply /sale /distribution of the items and further verify that the said licenses/permits have not been revoked/ cancelled by the issuing authorities and

are valid as on date. I/We also verify that I/We have not been declared defaulter, blacklisted or debarred by any State or Central Government or Constitutional authority or Financial Institution or Judicial Court or any Government undertakings.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Officer or failure to comply with any contractual requirement laid down by you will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the UT Administration.

Thanking You,

Yours faithfully,

Sign & Stamp of Tenderer.

**ANNEXURE - B**

**SCHEDULE OF DOCUMENTS ATTACHED**

Sr. No.	Document/Certificate	Uploaded & Enclosed
01.	PAN No.	Yes / No
02.	GST Registration.	Yes / No
03.	License from Labor & Enforcement Officer, U.T of D&NH and DD	Yes / No
04.	The bidder must have their representative office in the U.T. of D&NH and DD and submit the complete address proof of the same	Yes / No
05.	The tenderer shall have to upload supporting documents like List of work executed in various Hospitals, Govt, Semi Govt. organizations, School, College, University, Municipalities with proof.	Yes / No
06.	P.F Number allotted by the Government .	Yes / No
07.	GST payment statements.	Yes / No
08.	CA Certified Average Annual Turnover of Rs. 20.75 Lacs in last 03 Financial Years	Yes / No
09.	Verification, Undertaking, Checklist and Documents as per Annexure-A.	Yes / No
10.	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes / No
11.	Fresh Affidavit on Stamp Paper for this Tender - As per clause mentioned at Terms & Conditions of Contract - Acceptance of Tender at point - (k)	Yes / No
12.	Scan copy of Annexure - B of the Tender Documents duly Stamped and Signed.	Yes / No
13.	An Undertaking duly signed by a responsible person of the firm that the firm is not black listed anywhere	Yes / No
14.	EMD (Rs.1,03,755/-) or MSME registration.	Yes/No

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the represents at Sr. No. 09, 10, 11 & 12 declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate/permission/document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

**ANNEXURE - C**

**Schedule of Requirement, Specifications and Allied Technical Details:**

**Rate Contract for Outsourcing of Office Staff for Department of Health and Family  
Welfare, DNH&DD**

<b>Sr. No</b>	<b>Particulars</b>	<b>No. of Staff Required</b>
1.	Lower Division Clerk	4 Nos.
2.	Driver	5 Nos.
3.	Multi-Tasking Staff	14 Nos.

Signature of Supplier  
With Rubber Stamp

**Sd/-**  
In-charge,  
Central Procurement Branch  
Email ID: cpbdnhdd@gmail.com