

Administration of  
Dadra and Nagar Haveli, UT.,  
Directorate of Education,  
Silvassa

No.DOE/DNH/HOUSEKEEPING/4/2018-19/8838

Date: 30 /10/2018

**e-Tender (Online) Invitation Notice**

Tender for Outsourcing of Staff for Housekeeping in Govt. High School and Higher Secondary School to be provided for Directorate of Education, Dadra and Nagar Haveli, Silvassa. On behalf of president of India. The Director, Directorate of Education Department, Dadra and Nagar Haveli, Silvassa. Invites on line tender on <http://dnhtenders.gov.in> from the Authorized Agencies for providing facility Management for following staff.

Sr. No.	Particulars	Estimated Cost	EMD (Earnest money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
1.	Outsourcing of Staff for Housekeeping in Govt. High School and Higher Secondary School Directorate of Education	₹.77.59 lakh	₹.1,94,000/-	₹.2000/-	

**Bid document downloading start Date : 30.10.2018**  
**Bid document downloading End Date : 15.11.2018 at 12:00 Hrs.**  
**Last Date & Time for receipt of Bid : 15.11.2018 at 14:00 Hrs.**  
**Technical Stage Bid Opening Date : 15.11.2018 at 15:00 Hrs.**  
**Commercial Stage Bid Opening Date : 16.11.2018 at 11:00 Hrs.**

Bidders have to submit technical and price bid in Electronic format only on <http://dnhtenders.govt.in> website till the last date and time for submission. **Technical Bid and 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 Directorate of Education, Building no.5, PWD Complex, Dadra and Nagar Haveli, Silvassa-326230 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. Tender received in hard copy will not be accepted.

1. The EMD will be accepted in form of FDR/A/c payee Demand Draft / Bankers cheque or Bank Guarantee from any commercial Banks in an acceptable form payable at Silvassa in favor of the undersigned and the EMD should be valid for the period of One Year.
2. The EMD and tender fees should not be forwarded by cash.

Sd/-  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
Telephone: 0260-20642006

Copy to:-

- (1) All Heads of Office, Dadra and Nagar Haveli, Silvassa for information.
- (2) CPO, Dadra and Nagar Haveli, Silvassa for wide publicity in Newspaper.
- (3) Director, I.T., Darda and Nagar Haveli, Silvassa with a request to publish in website.

**TERMS AND CONDITIONS FOR OUTSOURCING STAFF FOR HOUSE KEEPING  
IN GOVT. HIGH SCHOOLS AND HIGHER SECONDARY SCHOOLS UNDER THE  
DIRECTORATE OF EDUCATION, SILVASSA.**

Instructions to Bidders :-

1. The rate should be quoted in the prescribed form given by the department; the rate should be valid for the period of One years from the date of tenderization and the contract will be valid for the period of three years. The rate hike shall be equivalent to the rate hike as per Minimum Wages Act, 1948 which is declared from time to time by the Labour Department from the 2<sup>nd</sup> year onwards.
2. All Taxes 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. Bid security also known as Earnest Money Deposit (EMD) ₹.1,94,000/- in form of call deposit receipt or Fixed Deposit Receipt/ Account Payee Demand Draft/banker's Cheque or Bank Guarantee from any of the Commercial Banks as acceptable form payable at Silvassa in favour of **Director (Education), Silvassa** required for the works should invariably be enclosed along with the tender documents. The tender received without EMD will be summarily rejected.
5. The Tenders shall be submitted in two bid system for both, 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 Outsourcing of Staff for Housekeeping in Govt. High School and Higher Secondary School under Directorate of Education, Silvassa.**"
6. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Director (Education), Silvassa and his decision on all matters relating to acceptance or rejection of the tender in whole or in part will be final and binding to all.
7. No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
8. The successful tenderer will have to pay Security Deposit within 10 days from the date of demand, and amount equal to 10% of the total value of Order, as the amount of security.
9. Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order without any intimation.

**Key Date :-**

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❖ Conditions of Contract :

1. The bidder should have a Licence from Labor & Enforcement Officer, Dadra and Nagar Haveli, Silvassa.
2. The tenderer shall have to upload supporting documents like List of service executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof.
3. The successful tenderer shall have to engage staff/employees required for the operation of the Outsourcing of Staff for Housekeeping in Govt. High School and Higher Secondary School /service in sufficient number required for this job as per annexure-II.
4. In case of any accident with staff/employee of agency/bidders during the Course of execution of the agreement/work, and/or the damage done by the agency or his staff to the property of the Directorate of Education, 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.
5. 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 agencies, such losses shall be recovered from the agencies. If required the same can be recovered by the authority from the agencies as a recovery of land revenue.
6. In case of breach of any of the conditions of the agency or if the work of the agencies is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. **The Secretary (Education), Dadra and Nagar Haveli** shall be the authority for arbitration and the decision of the Secretary (Education) will be final and binding to all.
7. Only the Government recognized Agency or Agency having labour contract licence 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.
8. 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.
9. The agency shall have to provide Housekeeping staff to Govt. High School and Govt. Higher Secondary School and Directorate of Education for all days subject to minimum Labour Act issued by Labour Department from time to time.
10. The agency shall be responsible for complete cleaning of the School/office premises including washrooms/ class rooms/ tables/ computer system etc.

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11. The minimum education for Housekeeping staff is as mentioned below, to undertake the work by the successful Agency during the course of agreement.

Sr. No.	Name of Post	Education qualification Requirement	Minimum Salary to be paid per person per month in hand	No. of Staff
1.	Safai Karmchari	S.S.C. with 1 year experience working in the field (Age 18 to 45 years)	9500/-	49

Note: Minimum salary per month proposed above is excluding all taxes & service charges and Uniform allowances. 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 as per breakup chart given.

<b>Wages rate per Employee</b>
Wages Rate per Employee
Basic + Special Allowance
HRA
Conveyance
PF Amount
Work Compensation Policy
Bonus
Uniform Allowance
Total
Service charge
Billing rate per month
<b>Gross Amount Per Person</b>

12. The BOQ uploaded should be as per the above breakup chart only. The breakup chart should also be submitted separately with the other documents of financial bid.
13. In case the successful tenderer stop the work either partly or fully during the agreement period, the Department authority reserves the right to get such works/services executed through any other sources at the risk and cost of the defaulted Agency. The SD of the defaulted Agency shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstance for such circumstances for such works/services the said amount shall be recovered form the pending bills/deposit/any other works of the default agencies and /or shall be as on arrears of land revenue.
14. 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 agency..
15. The employee of the bidder shall have to take all care during the course of works/services so that any articles of the department cannot be damaged and shall also not create any hindrance to the Govt. Secondary / Higher Secondary Schools/ Department. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of services period.

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16. The successful tenderer has to start the works/services as per the tender terms & conditions and as per specification in work order issued by the department.
17. As per Minimum wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
18. The firm must have their representative office in the U.T. of Dadra and Nagar Haveli and submit the complete address proof of the same.
19. Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra and Nagar Haveli (UT).
  - (a) The Agency shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with conditions shall be summarily rejected.
  - (b) If any change in the administrative procedure/rules made by Authority from time to time which is suitable to the Department for smooth operation of works, the agency shall have to find by the charges and Agency shall have to give his willingness in writing.
20. In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Secretary (Education) in such cases shall be final and binding to all.
21. The priority shall be given to the person (s)/ organization(s) for this work/services who are having experience of at least two years or more for such type of works.
22. The successful tenderer shall have to take all care to avoid any accident during the course of work/services for which all required precautions/steps are to be taken upon works site at the cost of the agency himself. It shall be the duty of the Agency 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.
23. The Agency 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.
24. The agency shall have to obey strictly the provision of Minimum wage Act Child Labour Act any other relevant Act/Rules. The responsibility on violation of these acts shall be of the agency. The Administration shall not be responsible for any litigation in this regards.
25. If the Agency fails to execute the works, the DDO/HO will impose penalty appropriately. The Agency shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to **the Secretary (Education), Dadra and Nagar Haveli**. Who will hear both the parties and his decision will be final and binding to both the parties.
26. The Agency shall have to undertake all works during all festivals like Holi, Makar Sankranti, Navratri, Ganesh Visharjen, Tajia, Chandni 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.

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27. 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.
28. The timing for the employee of the Agency for all the work/service shall start 2 hrs before school timing and should continue for the entire school session and for a minimum of 8 hrs per day. 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 as per the directions of concerned DDO/HO.
29. The Agency 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.
30. The rates for the works/tender cost for the work/operation/Management/ services offered by the agency shall include PF, Bonus all taxes etc. and the cost of medicine/first aid will be borne by agency.
31. The Agency 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 Agency shall have to get such uniforms approved in advance from the authority.
32. 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 (Education) Silvassa however, tentative requirement of staff is mentioned in Annexure-II attached herewith..
33. The personnel's deployed by the agency found not obeying, dishonest, unhealthy, non co-operative in such cases the instructions of the Director (Education), Silvassa immediate replacement or transferred shall be binding to the agency and will do so without any pretext.
34. 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 (Education), Silvassa shall be final and binding to all.
35. The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
36. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Directorate of Education, Silvassa when it is demanded.
37. The Director (Education), Silvassa shall release bill of the agency every month on successful and satisfaction performance of the duties by the personnel's deployed by the agency for the above said work.
38. 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 (Education) shall not be responsible for any pending payment of personnel's provided by the agency for such period.

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39. Tenderer are advised to inspect and examine the site/area/premises/campus of schools 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.
40. A tenderer is deemed to have full knowledge of the site/area/ campus/ building of the above said work whether he inspects it or no extra charges consequent on any misunderstand or otherwise shall be allowed.
41. No residential facilities shall be provided by the School to 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.
42. 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 (Education), Silvassa for records.
43. The agency and staff should give full Co-operation of Police in case of inquiry regarding damage caused to the property of the institute.
44. 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 direct payment to the staff.

Sd/-  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
Tele : 0260-2642006

The above terms, conditions and specification are accepted by me

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Stamp of the Agency

## ANNEXURE – I

Sr. No.	Particulars	Uploaded and Enclosed (yes/No)
<b>The bidders have to attach the following documents</b>		
1.	Licence from Labor & Enforcement Officer, D&NH, Silvassa	Yes/No
2.	The bidder must have their representative office in the U.T. of D&NH, 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 No.	Yes/No
6.	PF Number allotted by the Government	Yes/No
7.	Police Registration from Dadra and Nagar Haveli.	Yes/No
8.	GST payment statements.	Yes/No
9.	Terms and Condition documents of tender duly stamped and signed	Yes/No
10.	ANNEXURE-I & II duly stamped and signed	Yes/No
11.	Average Annual Turnover of ₹.50.00 Lacs in last three financial years.	Yes/No
12.	Last three years Income Tax return	Yes/No

Signature & Rubber Stamp of the Agency.

Sd/-  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
Tele : 0260-2642006

## ANNEXURE – II



Enrolment and Facilities in Government Secondary and Higher Secondary Schools

<b>Sr. No.</b>	<b>Name of Department</b>	<b>No. of Sweeper / Safai Karmachari required</b>
1.	Directorate of Education	1
2.	Silvassa Tokarkhada (EM)	3
3.	Silvassa Tokarkhada(GM)	2
4.	Silvassa Tokarkhada(HM)	2
5.	Silvassa Tokarkhada(MM)	2
6.	Dapada	2
7.	Naroli	3
8.	Dudhani	2
9.	Dadra	2
10.	Kharadpada	1
11.	Dokmardi	1
12.	Rakholi	3
13.	Khanvel (GM/MM)	5
14.	Galonda	3
15.	Surangi	2
16.	Amboli	2
17.	Randha	2
18.	Kherdi	1
19.	Masat	1
20.	Morkhal	1
21.	Sili	1
22.	Falandi	1
23.	Sindoni	1
24.	Mandoni	2
25.	Bedpa	1
26.	Silvassa (Z)	2
<b>Total</b>		<b>49</b>

Note :- Rates quoted should be in Gross (i.e. Inclusive of all Taxes).

Signature & Rubber Stamp  
of the Agency

Sd/-  
(Saloni Rai)  
Director (Education)  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
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