

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

No.DOE/DNH/Security Service/10/2017-18/ 3359

Date:17/05/2018

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

The Director of Education, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites on line tender on <http://dnhtenders.gov.in> from the Authorized Security Service Providers for rate contract of Security Services for Directorate of Education, Silvassa.

Sr. No.	Particulars	Estimated Amount	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
01.	Providing of <b>Security Services</b> (As per list of Govt. Secondary, Higher Secondary Schools and Directorate at Annexure-II enclosed herewith)	₹.1,54,24,848/-	₹.3,86,000/-	₹.3,000/-	2018_UTDNH_2613_1

**Bid document downloading Start Date** : 17/05/2018, 17:00 Hrs.  
**Bid document downloading End Date** : 29/05/2018, 12:00 Hrs.  
**Last Date & Time for receipt of Bid** : 29/05/2018, 14:00 Hrs.  
**Preliminary Stage Bid Opening Date** : 29/05/2018, 15:00 Hrs.  
**Technical Stage Bid Opening Date** : 29/05/2018, 15:30 Hrs.

Bidders have to submit price bid in Electronic format only on <http://dnhtenders.gov.in> 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 and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD of any Nationalized or Scheduled Bank of India payable in Silvassa.
3. The EMD will be accepted in form of FDR from any Commercial Banks in an acceptable form payable at Silvassa in favor of under signed.

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

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

**Copy to :-**

- 1) P/A to Secretary (Education), Dadra & Nagar Haveli, Silvassa for information.
- 2) All Heads of Office, Dadra & Nagar Haveli, Silvassa for information & n.a.
- 3) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 4) I.T. Department, D&NH, Silvassa with a request to publish in Website.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,  
OFFICE OF THE DIRECTORATE OF EDUCATION,  
SILVASSA

**Terms and Conditions** for the “**Security Services**” for Directorate of Education, Silvassa.

- 1) All Tender Documents can be downloaded free from the website [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in).
- 2) All bids should be submitted online on the website <https://dnhtenders.gov.in>
- 3) 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.
- 4) 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.
- 5) 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:

**Director (Education),  
PWD Complex, Building no.5,  
U.T. of Dadra & Nagar Haveli,  
SILVASSA - 396 230  
(Tel: 0260-2642006)**

**Key dates :**

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://dnhtenders.gov.in> 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 Providing of Security Services**”.

The **EMD** and **Tender Fees** should be enclosed in the **BID** only.

**Tender Fees (Non Refundable) :**

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees **₹.3,000/-** (Non Refundable) will be accepted only in form of DD in favor of **Director of Education, Dadra and Nagar Haveli, Silvassa** from any Nationalized or Scheduled Bank of India payable in Silvassa.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

### **Earnest Money Deposit: (EMD)**

a. All tenders must be accompanied by EMD an amount of ₹.3,86,000/- and as specified in schedule otherwise tender will be rejected.

b. EMD can be paid in either of the form of Fixed Deposit Receipts

In favor of **Director of Education, Dadra and Nagar Haveli, Silvassa** from any Nationalized Banks including Public Sector Bank/Private Sector Bank authorized by RBI to undertake Government Business.

c. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.

d. EMD in any other forms will not be accepted.

e. 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 agency does not execute the order placed with him within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for providing of Security Services shall terminated with no further liabilities on either party to the contract.

f. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them.

g. 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 10% of the total value of EMD, 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. 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.

d. 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 supplier 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.

### **❖ 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 Two Years from the date of tenderization.**

2) All/Taxes/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/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of **Director of Education, Dadra and Nagar Haveli, Silvassa**. 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 Security Services for Directorate of Education"**.
- 7) 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.
- 8) The tenders and Financial bid should be submitted online on [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in) in two bid system.
- 9) 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 terminated with no further liabilities on either party to the contract.
- 10) 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.

#### **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://dnhtenders.gov.in>
  - 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.
- 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://dnhtenders.gov.in>
- 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 Director of Education may seek any clarifications/ explanation/ documentary evidence related to offer at any stage from tenderers if required.

❖ **Conditions of Contract :**

- 1) The agency shall pay the salary to the labour though E-payment and not in cash. Also, copy of the payment made to each guard shall be submitted alongwith the bill.
- 2) The agreement for providing security services shall be for Two Years and the rate quoted should be inclusive of all taxes etc. no extra charges will be paid and the rate should be valid upto Two Year from the date of tenderization. The rate hike in the 2<sup>nd</sup> year shall be equivalent to hike in minimum wage rate.
- 3) Only the Government recognized Security Agency or Security Agency having labour contract license 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.
- 4) 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.
- 5) The agency shall have to provide security to all the staff working in the schools/Office and the also to the School Properties for all days of week in the form of shifts. In the normal course, no guards should be placed for two continuous shifts. All security guards presence and placement should be ensured by the service provider on daily basis.
- 6) No residential facilities shall be provided by the department. It has to be arranged by the agency.
- 7) The agency shall be responsible for security of the property of the Schools and Office in terms of man, machinery, equipment, furniture, trees etc. They will also be responsible for the security of the schools/Office building.

The agency shall be responsible for any type of damage to any property of the schools/office arised 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.

- 8) 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 Directorate of Education, Silvassa for records.
- 9) The agency and staff should give full cooperation to the Police in case of inquiry regarding damage caused to the property of the institute.
- 10) A) 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 ( Directorate of Education, Silvassa ).

<b>Staff Required for Directorate of Education, Silvassa</b>			
Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand
1..	Security Guards	HSC with 1 year experience working as a Security Guards in a recognized organization.	9,500/-

**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.**

<b>Breakup Chart</b>
Wages rate per Employee
Basic + Special Allowance
HRA
Conveyance
Other Liabilities
PF Amount (13.61%)
Work Compensation Policy
Bonus
Uniform Allowance
<b>TOTAL</b>
Service Charge
Billing rate per Month
GST
Swachh Bharat Cess
Krishi Kalyan Cess
<b>Gross Amount Per Person</b>

- 11)The agency shall have to provide Uniform, Stick/Lathis/whistle and torch to the guards at its own cost.
- 12)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 Directorate of Education shall not be responsible for any type of payment to the Guards.
- 13)If the Guard found not obeying the instructions of the Directorate of Education, Silvassa or his representatives, they shall have to be transferred immediately by the agency.
- 14)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 Directorate of Education, Silvassa shall be final.
- 15)The Government employees who were either dismissed or removed from the Government job cannot be appointed as Guard in the schools/office.
- 16)The agency shall have to maintain muster roll, payment sheet, identity cards etc. and have to produce before the Directorate of Education, Silvassa or his representatives when it is demanded.

- 17) 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 Directorate of Education, Silvassa
- 18) For any injury/accident to the Guards on duty the agency shall be responsible for legal obligation. This hospital shall not be responsible.
- 19) On selection of agency for providing Security Services the concerned agency shall have to deposit an amount of 10% of total annual income worked out, as Security Deposit Bank Guarantee. The period of such deposit will be 15 months and for the extension of contract i.e. second year it will be 30 months.
- 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 102 security guards every day throughout the contract period. In the event of Non Compliance of the proper services, the service provider will be imposed with penalty.
- 22) If any Tax rate is increased or decreased the same will be borne by the bidder and no additional charges will be paid by the department.
- 23) No rates below minimum wage rates will be accepted.
- 24) Turnover shall be 1.5 crores in any of last three years.
- 25) 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/-  
Director (Education)  
DNH, Silvassa  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
Telephone: 0260-2642006

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)
<b>The bidders have to attach the following documents</b>		
1)	License from Labor & Enforcement Officer, preferably 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 & Nagar Haveli.	Yes/No
8)	GST Tax payment statements.	Yes/No
9)	Terms and Condition of tender documents duly stamped and signed on each page.	Yes/No
10)	ANNEXURE- I & II duly stamped and signed on each page.	Yes/No

**Sd/-**

Director(Education)  
DNH, Silvassa  
e-mail : [doe-dnh@nic.in](mailto:doe-dnh@nic.in)  
Telephone: 0260-2642006

Signature of tenderers  
with rubber stamp



**ANNEXURE-II**  
**Tentative Statement of deployment of Security Staff**

Sr. No.	Name of Department	No. of Inst.	No. of Buildings	No. of Security Guards	Total No. of Guards
1.	Directorate of Education	1	1	02 (1 day + 1 night)	02
2	<b>Higher Secondary Schools</b>				
	i. Silvassa Tokarkhada (EM)	1	1	2 guard x 3 shift of 8 hours	6
	ii. Silvassa Tokarkhada(H + M + GM)	3	2	4 guard x 3 shift of 8 hours	12
	iii. Dapada	1	1	2 guard x 3 shift of 8 hours	6
	iv. Naroli	1	2	2 guard x 3 shift of 8 hours	6
	v. Dudhani	1	3	1 guard x 3 shift of 8 hours	3
	vi. Dadra	1	2	1 guard x 3 shift of 8 hours	3
	vii. Kharadpada	1	1	2 guard x 3 shift of 8 hours	6
	viii. Dokmardi	1	1	1 guard x 3 shift of 8 hours	3
	ix. Rakholi	1	3	2 guard x 3 shift of 8 hours	6
	x. Khanvel (GM/MM)	1	3	2 guard x 3 shift of 8 hours	6
	xi. Galonda	1	1	1 guard x 3 shift of 8 hours	3
	xii. Surangi	1	2	1 guard x 3 shift of 8 hours	3
	xiii. Amboli	1	1	02 (1 days + 1 night)	2
	xiv. Randha	1	1	1 guard x 3 shift of 8 hours	3
	xv. Kherdi	1	1	1 guard x 3 shift of 8 hours	3
	xvi. Masat	1	1	1 guard x 3 shift of 8 hours	3
	xvii. Morkhal	1	1	1 guard x 3 shift of 8 hours	3
	xviii. Sili	1	1	1 guard x 3 shift of 8 hours	3
	xix. Falandi	1	1	1 guard x 3 shift of 8 hours	3
	xx. Sindoni	1	1	1 guard x 3 shift of 8 hours	3
	xxi. Mandoni	1	1	1 guard x 3 shift of 8 hours	3
	xxii. Bedpa	1	1	1 guard x 3 shift of 8 hours	3
	xxiii. Silvassa (Z)	1	3	2 guard x 3 shift of 8 hours	6
3.	Central Library	1	1	02 (1 days + 1 night)	2
Total					102

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

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

Signature with Name & Address and  
Rubber stamp of the Agency.