

**On Line Tender Notice No. 19 of 2019-20**

Administration of  
Dadra & Nagar Haveli, U.T.,  
Office of the Directorate of  
Medical & Public Health Department  
Tel No.(0260) 2642940, 2640619  
e-mail Id svbch.sil@gmail.com

No. DMHS/GMC/EST/2019/410/9982

Silvassa

Date:23 /10/2019

**e-Tender Notice**

Tender for Facility Management Services to be provided for Staff for Youth Hostel (Girls) and Transit Hostel (Boy) for NAMO Medical Education & Research Institute under Medical and Public Health Department, Silvassa.

In the name of President of India, the Director, Medical and Health Services, Dadra & Nagar Haveli, Silvassa. Invites on line tender on <https://dnhtenders.gov.in/nicgep/app> 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 under Facility Management for Youth Hostel (Girls) and Transit Hostel (Boy) for NAMO Medical Education & Research Institute under Medical and Public Health Department	`.25.92 Lacs	`.65,000/-	`.1000/-	2019_UTDNH_4325_1

**Bid document downloading Start Date:** 24.10.2019  
**Bid document downloading End Date :** 13.11.2019, 12:00 Hrs.  
**Last Date & Time for receipt of Bid :** 13.11.2019, 14.00 Hrs.  
**Preliminary Stage Bid Opening Date :** 13.11.2019, 15.00 Hrs.  
**Technical Stage Bid Opening Date :** 13.11.2019, 15.30 Hrs.

Bidders have to submit price bid in Electronic format only on <https://dnhtenders.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.**

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 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/Demand Draft 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.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Tender can be downloaded from <https://dnhtenders.gov.in/nicgep/app> , [www.dnh.nic.in](http://www.dnh.nic.in) and [www.vbch.dnh.nic.in](http://www.vbch.dnh.nic.in) website.

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: [cphp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878077972 and +91-7878007973, Tel No. 1800 3070 2232 Website: [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in) .

**Sd/-**

**Director**

Medical & Health Services,  
Tel. No. (0260)2642940, 2640615  
e-mail ID – [svbch.sil@gmail.com](mailto:svbch.sil@gmail.com)

Copy to :-

- 1) All Heads of Office, Dadra & Nagar Haveli, Silvassa for information
- 2) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 3) Director General, Indian Trade Journal, Kolkata for publication on Newspaper
- 4) I.T., Dadra & Nagar Haveli, Silvassa with a request to publish in Website.
- 5) Website In-charge, Shri VBCH, Silvassa to publish in Website.

**TERMS AND CONDITIONS FOR OUTSOURCING OF STAFF UNDER THE FACILITY MANAGEMENT SERVICES FOR YOUTH HOSTEL (GIRLS) AND TRANSIT HOSTEL (BOY) FOR NAMO MEDICAL EDUCATION & RESEARCH INSTITUTE UNDER MEDICAL AND PUBLIC HEALTH DEPARTMENT, SILVASSA.**

❖ **Instructions to Bidders :**

- 1) The rate should be quoted in the prescribed form given by the department; **The rate will be valid for the period of one year, extendable for two more years, based on performance mutual consent from the date of acceptance of tender.**
- 2) All/Taxes/Duties/Royalties Charges payable on the Services, 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) Bid security also known as Earnest Money Deposit (EMD) ` **.65,000/-** in form of call deposit receipt or Fixed Deposit Receipt/Demand Draft or Bank Guarantee from any of the Commercial Banks in as acceptable form payable at Silvassa in favour of **Director, Medical & Health Services, 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 and Financial bid should be submitted online on [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in) in two bid system.
- 6) 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 under Facility Management Services Youth Hostel (Girls) and Transit Hostel (Boy) for NAMO Medical Education & Research Institute under Medical and Public Health Department, Silvassa.**
- 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 Director  
Medical & Health Services  
Shri VinobaBhave Civil Hospital Campus,  
U.T. of Dadra & Nagar Haveli, Silvassa - 396 230  
Tel: 0260-2642940, 2640615, 2630102, Fax: 0260-2642961**

- 8) The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Director, Medical & Health Services, 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.
- 9) No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
- 10) 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 Order, as the amount of security.
- 11) Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

**Key Date :-**

<b>Bid document downloading Start Date:</b>	<b>24.10.2019</b>
<b>Bid document downloading End Date :</b>	<b>13.11.2019, 12:00 Hrs.</b>
<b>Last Date &amp; Time for receipt of Bid :</b>	<b>13.11.2019, 14.00 Hrs.</b>
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<b>Technical Stage Bid Opening Date :</b>	<b>13.11.2019, 15.30 Hrs.</b>

**❖ Conditions of Contract :**

- 1) The bidder should have a License from Labor & Enforcement Officer, Dadra and Nagar Haveli, Silvassa.
- 2) 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.
- 3) 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.
- 4) 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.
- 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 contractors, such losses shall be recovered from the contractors. If

**e-tender ID No. 2019\_UTDNH\_4325\_1 Outsourcing of Staff under Facility Management Services for Youth Hostel (Girls) and Transit Hostel (Boy) for NAMO Medical Education & Research Institute under Medical and Public Health Department, D&NH for the Year 2019-20**

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required the same can be recovered by the hospital authority from the contractors as a recovery of land revenue.

- 6) The staff of Medical & Public Health, Silvassa. 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.
- 7) 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), Dadra & Nagar Haveli** shall be the authority for arbitration and the decision of the Secretary (Health) will be final and binding to all.
- 8) 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>Sr. No.</b>	<b>Particulars</b>	<b>Education qualification required</b>	<b>Minimum salary to be paid per person per month in hand</b>
1.	Clerk- Cum- Warden	Graduate with 03 years experience of working as warden in a recognized organization	16,600.00
2.	Security Guard	SSC with 02 years experience in the field of local language	8,000.00

**Note: Minimum salary per month 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 as per the breakup chart given.**

<b>Breakup Chart</b>
Wages rate per Employee
Basic Salary should as per Labor Rules i.e. not less than ` .284/- per day)
PF Amount
Work Compensation Policy
Bonus
<b>TOTAL</b>
Service Charge
Billing rate per Month
UTGST 9%
CGST 9%
<b>Gross Amount Per Person</b>

- 9) 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. 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 from the pending bills/deposit/any other works of the default contractors and/or shall be as on arrears of land revenue.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) As per Minimum Wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
- 14) 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.
- 15) Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra & Nagar Haveli (U.T.)
  - (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.

- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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.
- 20) 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.
- 21) 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), Dadra and Nagar Haveli**. Who will hear both the parties and his decision will be final and binding to both the parties.
- 22) The contractor shall have to undertake all works during all festivals like Holi, MakarSankranti, Navratri, Ganesh Visharjen, Tajia, ChandaniPadwa, 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 to be heard as per the procedure mentioned in Clause No.(19) above.

- 23)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.
- 24)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.
- 25)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.
- 26)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.
- 27)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.
- 28)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, Silvassahowever, tentative requirement if staff is mentioned in the Clause No.39 attached herewith.
- 29)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, Silvassa immediate replacement or transferred shall be binding to the agency and will do so without any pretext.
- 30)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, Silvassa shall be final and binding to all.

- 31)The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
- 32)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, Silvassa when it is demanded.
- 33)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.
- 34)The Director, Medical & Health Services, Silvassa 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.
- 35)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.
- 36)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.
- 37)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.
- 38)The right to accept or reject the tender without assigning any reason thereof is reserved with the undersigned.
- 39)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.

- 40)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, Silvassa for records.
- 41)GST will be applicable as per present rules time to time.
- 42)The agency and staff should give full Co-operation of Police in case of inquiry regarding damage caused to the property of the institute.
- 43)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.
- 44)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".

Signature & Rubber Stamp  
of the Agency

*Sd/-*  
**Director**  
Medical & Health Services,  
Tel. No. (0260)2642940, 2640615  
e-mail ID – [svbch.sil@gmail.com](mailto:svbch.sil@gmail.com)

The above terms, conditions and specification are accepted by me.

## 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, 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, Hospitals, College, University, Municipalities with proof. in last 3 years.	Yes/No
4)	PAN Card No.	Yes/No
5)	GST Registration No.	Yes/No
6)	PF number allotted by the government.	Yes/No
7)	Copy of Police Clearance Certificate	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& III duly stamped and signed on each pages.	Yes/No

Signature & Rubber Stamp of the Agency

*Sd/-*  
**Director**  
Medical & Health Services,  
Tel. No. (0260)2642940, 2640615  
e-mail ID – [svbch.sil@gmail.com](mailto:svbch.sil@gmail.com)

**ANNEXURE – II**

Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand	No. of staff
1	Clerk- Cum- Warden	Graduate with 03 years experience of working as warden in a recognized organization	16,600.00	06
2	Security Guard	SSC with 02 years experience in the field of local language	8,000.00	06

**Note: Minimum salary per month 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 as per the breakup chart given.**

<b>Breakup Chart</b>
Wages rate per Employee
Basic Salary should as per Labor Rules i.e. not less than ` .284/- per day)
PF Amount
Work Compensation Policy
Bonus
<b>TOTAL</b>
Service Charge
Billing rate per Month
UTGST 9%
CGST 9%
<b>Gross Amount Per Person</b>

Signature & Rubber Stamp of the Agency

*Sd/-*  
**Director**  
Medical & Health Services,  
Tel. No. (0260)2642940, 2640615  
e-mail ID – svbch.sil@gmail.com

### **ANNEXURE-III**

**Schedule of Requirement of Staff under Facility Management Services for Youth Hostel (Girls) and Transit Hostel (Boy) for NAMO Medical Education & Research Institute under Medical and Public Health Department,**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Staff Reqd.</b>
01	Clerk- Cum- Warden	06
02	Security Guard	06
	<b>Total Staff Required....</b>	<b>12</b>

**Note :-1) Rate quoted should be in Gross (i.e. Inclusive of all Taxes).**

Signature & Rubber Stamp  
of the Agency

*Sd/-*  
**Director**  
Medical & Health Services,  
Tel. No. (0260)2642940, 2640615  
e-mail ID – svbch.sil@gmail.com

**Break-up-Chart :Kindly fill the breakup chart and upload the same online in the financial bid.**

**Break-up Chart**

<b>Breakup Chart</b>	<b>Rate</b>
Wages rate per Employee	
Basic Salary should as per Labor Rules i.e. not less than ` .284/- per day)	
PF Amount	
Work Compensation Policy	
Bonus	
<b>TOTAL</b>	
Service Charge	
Billing rate per Month	
UTGST 9%	
CGST 9%	
<b>Gross Amount Per Person</b>	

Signature & Rubber Stamp  
of the Agency

*Sd/-*  
**Director**  
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