

No.M.401/FIN(249)/2016-17/30/1292/JSF/v.17

Silvassa .Date: 24/10/2017

**e-Tender Notice**

**Name of Work:- Engagement of 2 Programmer/Technical Support Engineer in  
Finance Department, Dadra and Nagar Haveli, Silvassa.**

Joint Secretary (Finance), Finance Department, Dadra and Nagar Haveli, on behalf of President of India, invites online tender on <https://dnhtenders.gov.in/nicgep/app> from the Authorized Agencies for providing following personnels.

Sr. No	Particulars	Estimated Cost	EMD (Earnest Money Deposit)	Tender Fee. (Non-Refundable)
1	Programmer/Technical Support Engineer	₹.7.20 Lacs	₹36,000/-	₹500/-

<b>Bid document downloading Start Date</b>	<b>:</b>	<b>24.10.2017</b>
<b>Bid document downloading End Date</b>	<b>:</b>	<b>31.10.2017, 12:00 Hrs.</b>
<b>Last Date &amp; Time for receipt of Bid</b>	<b>:</b>	<b>31.10.2017, 13.00 Hrs.</b>
<b>Preliminary Stage Bid Opening Date</b>	<b>:</b>	<b>31.10.2017, 13.00 Hrs.</b>
<b>Technical Stage Bid Opening Date</b>	<b>:</b>	<b>31.10.2017, 13.15 Hrs.</b>

Bidders have to submit their bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission. **Bids only in Physical format shall not be accepted in any case.**

The Tender fees and EMD should be submitted in original by R.P.A.D./Speed Post to the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders received only in hard copy will not be accepted.

1. The EMD and tender fees should not be forwarded by cash .
2. Tender fees will be accepted only in form of Demand Draft. A/c Payee Cheque of any Nationalized at Scheduled Bank of India payable at Silvassa in favour of Joint Secretary (Finance), Finance Division.
3. The EMD will be accepted in form of FDR from any commercial banks in an acceptable form payable at Silvassa in favor of the Joint Secretary (Finance), Finance Department, D&NH, Silvassa and the EMD should be valid for the period of One Year.

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 [www.dnhtenders.nic.in](http://www.dnhtenders.nic.in), [www.dnh.nic.in](http://www.dnh.nic.in) website.

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



(Ashok Mishra)

Joint Secretary (Finance)

e-mail ID – [dsfinancednh@gmail.com](mailto:dsfinancednh@gmail.com)

Copy to :-

- 1) All Heads of Office, Dadra & Nagar Haveli, Silvassa for information
- 2) The Chief Publicity Officer, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 3) The I.T., Dadra & Nagar Haveli, Silvassa with a request to publish on Website.
- 4) Notice Board.

**TERMS AND CONDITIONS FOR OUTSOURCING OF PROGRAMMER/TECHNICAL SUPPORT ENGINEER FOR JOINT SECRETARY(FINANCE), FINANCE DEPARTMENT, DADRA AND NAGAR HAVELI, 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 Year from the date of tenderization & the contract will be for the period of One Year.**
- 2) The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
- 3) Bid security also known as Earnest Deposit Receipt from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of **Joint Secretary (Finance), Finance Department, Dadra and Nagar Haveli, Silvassa** required for the outsourcing work should invariably be enclosed along with the tender documents. The tender received without EMD & Tender Fees will be summarily rejected.
- 4) The Technical and Financial bid should be submitted online on [www.dnhtenders.gov.in](http://www.dnhtenders.gov.in).
- 5) The Tenders shall be submitted wherein the EMD, Tender Fee and supporting/required documents has also to be submitted in **Tender Box** in sealed envelopes superscribing **“Tender for Outsourcing of Programmer/Technical Support Engineer ”. Separate cover is to be made for Technical & Financial Bid.**
- 6) The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Tender Inviting Authority 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 within 10 days from the date of issue of order, an amount equal to 10% of the total value of Order, as the amount of security deposit.
- 9) Non receipt of the Security Deposit within stipulated time will automatically result in cancellation of the order without any intimation.
- 10) The rate shall be **valid for the period of one year from the date of** tenderization & no enhancement shall be granted in the rate once approved during this period. Conditional tender shall be rejected summarily

**Key Date :-**

<b>Bid document downloading Start Date</b>	<b>:</b>	<b>24.10.2017</b>
<b>Bid document downloading End Date</b>	<b>:</b>	<b>31.10.2017, 12:00 Hrs.</b>
<b>Last Date &amp; Time for receipt of Bid</b>	<b>:</b>	<b>31.10.2017, 13.00 Hrs.</b>
<b>Preliminary Stage Bid Opening Date</b>	<b>:</b>	<b>31.10.2017, 13.00 Hrs.</b>
<b>Technical Stage Bid Opening Date</b>	<b>:</b>	<b>31.10.2017, 13.15 Hrs.</b>

**❖ Conditions of Contract :**

- 1) The bidder should have a valid License from Labour & 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, etc. with proof.
- 3) The Tenderer should uploaded scanned copies of (1) Earnest Money Deposit(EMD), (2) Tender Fee (3) Pan Card (4) Valid License from Labour Department,DNH (5)GST Registration Number(6) Complete Postal and e-mail address of their office (7) EPF and ESIC registration documents.
- 4) The successful tenderer shall have to engage staff/employees required for the Programmer/Technical Support Engineer in sufficient number having proper Educational Qualification required for this job.
- 5) 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 office, the responsibilities of the Contractor/bidder shall be fixed. The department shall not be responsible for any kind of accident with employees engaged for this job. The cost of damage of property shall be recovered from the contractor/agency.
- 6) The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the employees as per the laws 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.
- 7) The Officers/Officials of Joint Secretary (Finance), Finance Department, D&NH, 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.
- 8) 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 Joint Secretary (Finance), Dadra & Nagar Haveli** shall be the authority for arbitration and the decision of the Joint Secretary (Finance) will be final and binding to all.
- 9) Only the Government recognized Agency or Agency having labour contract license under the provision of Labour Laws and any other Law shall be eligible for getting this work.

10) Bidders should attach the documents as per ANNEXURE – I.

11) 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, Security Deposit will be forfeited and the agreement will be cancelled.

12) No residential & transport facilities shall be provided by the department to the agency. The staying/tentage arrangement alongwith transportation shall have to be managed by the Agency itself at their own risk and cost for all the personnels deployed for the purpose of the above said work.

13) The personnels provided for the below mentioned post should have the minimum education as detailed 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.

Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand	No. of staff
1.	Programmer/ Technical Support Engineer	<b>Master Degree in Computer Application with atleast one year experience.</b>	₹ 20,000/-	2

**Note:** Minimum salary per month proposed above is excluding all taxes & 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 post mentioned as per the breakup chart given.

Breakup Chart
Basic Pay
HRA
Conveyance
Other Allowance
PF Amount (in %) as applicable.
Bonus
<b>TOTAL</b>
Tax Applicable
<b>Gross Amount Per Person</b>

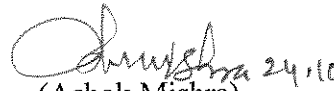
- 14) In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the Department authority reserves the right to get such works/operation executed through any other sources at the risk and cost of the defaulted contractor. The SD of the defaulted contractor shall be forfeited.
- 15) 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.
- 16) 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 office staff. **The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of operation/ services period.**
- 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 successful tenderer should have to submit the EPF Challan deposited to bank to the undersigned then only the payment for the next consecutive month will be done.
- 19) 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.
- 20) 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 from time to time which is suitable to the Department for smooth operation of works shall have be binding to the contractor and for that the contractor shall have to give his willingness in writing.
- 21) In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Joint Secretary (Finance), DNH in such cases shall be final and binding to all.
- 22) The priority shall be given to the person (s)/organization(s) for this work/operation who are having experience of at least One years or more for such type of works.
- 23) 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.

- 24) 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.
- 25) If day to day works of the employees of the Contractor is not found satisfactory, then the penalty at rate of 5% of contract value shall be charged from the running bill or as per the condition of the contract.
- 26) 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 **Finance Secretary, Dadra and Nagar Haveli**, who will hear both the parties and his decision, will be final and binding to both the parties.
- 27) The contractor shall have to undertake all works during all festivals like Holi, Makar Sankranti, Navratri, Ganesh Visharjen, Muharram, Chandani Padwa, Diwali, Christmas & Public holidays also invariably failing which double penalty shall be charged from the contractors for not undertaking the work on such days.
- 28) 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.
- 29) The working day hours would be normally from 9.30a.m. to 6.00p.m.(including 30 minutes (1.30 to 2.00 hours) lunch break) from Monday to Friday. However, in exigencies of work, they may be required to work late and the personnel may be called on Saturday, Sunday and other Gazetted Holidays, if required.
- 30) 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.
- 31) The rates for the works/tender cost for the work/operation/Management/ services offered by the contractors shall include all taxes.
- 32)The personnel's deployed by the agency found not obeying, dishonest, unhealthy, non co – operative in such cases the instructions of the Joint Secretary (Finance), D&NH, Silvassa to immediate replace the employees shall be binding to the agency and the agency will do so without any pretext.
- 33) 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 Joint Secretary(Finance), D&NH, Silvassa shall be final and binding to all.
- 34)The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
- 35) The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Joint Secretary (Finance), D&NH, Silvassa when it is demanded.

- 36)The Joint Secretary(Finance), D&NH, 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.
- 37) In case the successful tenderer/bidder stop the work/operation either partly or fully during the agreement period, the Department Authority reserves the right to get such works/operations executed through any other sources at the risk and cost of the defaulted Contractor/Service Provider. The EMDS of the defaulted Contractor/Service Provider shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstances, for such works/operation the said amount shall be recovered from the pending bills/deposit/ any other works of the defaulted Contractors/Service Providers.
- 38)The agency shall have to provide the services of healthy personnel's with sound physical condition, in age around of **25 to 35 Years**. Their names, passport size photographs, nationality, address, identity cards, fingerprints, Aadhaar Card, police verification etc. have to be provided to the Joint Secretary (Fin.) for records.
- 39)The agency and staff should give full Co-operation of Police in case of inquiry regarding damage caused to the property of the institute.
- 40)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.
- 41)Any change in the rates of taxes or other charges by the Government of India, the same shall be borne by the bidder itself. No extra amount, over & above approved rates shall be paid by the department in this regards.

All the above terms & conditions are accepted by me.

Signature & Rubber Stamp of the Agency

  
(Ashok Mishra)  
Joint Secretary (Finance)




## 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, corporate with proof.	Yes/No
4)	PAN Card No.	Yes/No
5)	GST No.	Yes/No
6)	PF and ESIC registration details .	Yes/No
7)	Terms and Condition documents duly stamped and signed	Yes/No
8)	<b>Bank Account No. &amp; IFSC Code for Payment</b>	
9)	<b>EMD</b>	Yes/No
10)	<b>Tender Fees</b>	Yes/No
11)	<b>ANNEXURE- I &amp; II duly stamped and signed</b>	Yes/No

\*

Signature & Rubber Stamp of the Agency

  
(Ashok Mishra) 24.10  
Joint Secretary (Finance)


## ANNEXURE – II

Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand	No. of staff
1.	Programmer/Technical Support Engineer	Master Degree in Computer Application with atleast one year experience.	<u>20,000/-</u>	2

**Note:** Minimum salary per month proposed above is excluding all taxes & Charges. The tenderer/Bidders 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

Breakup Chart
Basic Pay
HRA
Conveyance
Other Allowance.
PF Amount ( %)as applicable
Bonus
<b>TOTAL</b>
Tax Applicable
<b>Gross Amount Per Person</b>

Signature & Rubber Stamp of the Agency

  
(Ashok Mishra) 24.10  
Joint Secretary (Finance)