

Administration of
Dadra and Nagar Haveli, UT.,
(Department of Value Added Tax)
Silvassa

No.DC(VAT)/Out Sourcing/Peon/1715

Date: 27/07/2018

LIMITED TENDER NOTICE

Tenders are hereby invited from the interested Authorized Agencies for Outsourcing Staff for Multi Tasking Staff/Peons in Value Added Tax Department, Dadra and Nagar Haveli, Silvassa on behalf of the President of India through Limited Tender Notice on the website <http://dnhctd.gov.in> on or before 10/08/2018 up to 17.00 Hrs. by Registered Post/Couriers Service.

Sr. No.	Particulars	No. of Person Required	Estimated Cost Approximately.	EMD (Earnest money Deposit)	Tender Fees (Non-Refundable)	Period
1.	Outsourcing Staff for Multi Tasking Service i.e. Peon in VAT Department, Dadra and Nagar Haveli, Silvassa.	03 (Three)	4,00,000/-	12000/-	500/-	One year

1	Tender Issue Date	28 /07/2018 at 17.00 hrs.
2	Tender receiving Date	10 /08/2018 at 17.00 hrs.
3	Tender Opening Date	10/08/2018 at 17.00 hrs.

Sd/-
Deputy Commissioner (VAT),
Dadra and Nagar Haveli,
Silvassa.
e-mail : dnh.nic.gov.in
Telephone: 0260-2632000

Copy to:-

- (1) All Heads of Office, Dadra and Nagar Haveli, Silvassa for displaying on the Notice Board.
- (2) CPO, Dadra and Nagar Haveli, Silvassa for wide publicity in Newspaper.
- (3) Director, IT, Secretariat, NIC, Silvassa for publishing/listing on the official website of DNH, Administration.

TERMS AND CONDITIONS FOR OUTSOURCING MULTI TASKING STAFF /PEONS UNDER THE DEPUTY COMMISSIONER (VAT). SILVASSA.

Instructions to Bidders :-

1. The rate should be quoted in electronic format only on dnh.nic.gov.in website till the last date and time for submission. Price bid in physical format shall not be accepted in any case. The rate should be valid for a period of One year from the date of tenderization.
2. All Taxes within and / or outside the state shall be payable by the Service provider.
3. The tenderers should send an amount of **₹500/- (Rupees Five hundred only)** as tender fee in form of Demand Draft and drawn on any schedule bank in favour of the **Deputy Commissioner (VAT), Dadra and Nagar Haveli, Silvassa** in the manner laid down in tender notice. Tenders received without Tender will be summarily rejected.

Only tender fees should be submitted in original to be sent to the above mentioned address by R.P.A.D. / Speed Post/Courier 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. The EMD and tender fees should not be forwarded by cash.

4. The Tenders shall be submitted in should super scribing on the envelope as **"Sealed Cover for Outsourcing Staff for Multi Tasking Service/Peons under the Deputy Commissioner (VAT), Silvassa.**
5. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Deputy Commissioner (VAT), 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.
6. No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
7. The successful tenderer will have to pay within 10 days from the date of demand, and amount equal to 5% of the total value of Order, as the amount of security.
8. Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order without any intimation.
9. The rate shall be valid and operative for One Year and no enhancement shall be granted in the rate once approved during this period. Conditional tender shall be rejected summarily.

Key Date :-

1	Tender publishing on	29/07/2018 at 17.00 hrs.
2	Tender download start on	29 /07/2018 at 17.00 hrs.
3	Bid submission start on	29/07/2018 at 17.00 hrs.
4	Bid download end on	10/08/2018 at 17.00 hrs.
5	Bid submission End on	10/08/2018 at 17.00 hrs.
6	Bid opening on	10 /08/2018 at 17.00 hrs.

❖ Conditions of Contract :

1. The bidder should have a License from Labor & Enforcement Officer of respective State/UT.
2. The tenderer shall have to upload supporting documents like List of service executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities etc. with proof.
3. The successful tenderer shall have to engage staff/employees required for the operation Multi Tasking Service/Peon in the Office of the Deputy Commissioner (VAT), Dadra and Nagar Haveli, Silvassa.
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 Deputy Commissioner (VAT), D&NH., Silvassa, 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 agency.
5. The agency at its 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 agency, such losses shall be recovered from the agency.
6. In case of breach of any of the conditions of the agency or if the work of the agency is found unsatisfactory by the Department, such agency shall be terminated by the Departmental authority. **The Deputy Commissioner (VAT), Dadra and Nagar Haveli** shall be the authority for arbitration and the decision of the Deputy Commissioner (VAT) will be final and binding to all.
7. 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 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.

9. The agency shall have to provide Multi Tasking staff/Peons in the Office of the Deputy Commissioner (VAT), Silvassa on all working days of the week.
10. No residential facilities shall be provided by the department. It has to be arranged by the agency.
11. The minimum wage for Multi Tasking staff/ Peons are as mentioned below, to undertake the work by the successful Agency during the course of agreement.

Sr.No.	Particulars	Rate per person
1.	Basic + Special Allowance	
2.	HRA	
3.	Conveyance	
4.	PF Amount (13.61%)	
5.	Work Compensation Policy	
6.	Bonus	
7.	Uniform Allowance	
	Total	
8.	Service charge	
9.	Billing rate per month	
10.	Service Tax	
11.	Swatch Bharat Cess	
12.	Krishi Kalyan Cess	
	Gross Amount Per Person	

12. The agency shall have to provide two set of Uniform at its own cost
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 agency 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 the any articles of the department should not be damaged and shall also not create any hindrance to the Deputy Commissioner (VAT), Silvassa. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of service period.

16. The successful tenderer has to start the works/services as per the tender terms & conditions and specification within one week on receipt of the work order.
17. As per Minimum wage Act the copy of Provident Fund challan paid should be attached with monthly bill submitted to the department.
18. 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 by Department Authority time to time which is suitable to the Department for smooth operation of works shall have to be binding to the agency and for that the Agency shall have to give his willingness in writing.
19. In case of any dispute in terms of interpretations of agreement/agency, the decision of the Deputy Commissioner (VAT), Silvassa in such cases shall be final and binding to all.
20. The priority shall be given to the person (s)/ organization(s) for this work/services who is having experience of at least two years or more for such type of works.
21. 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.
22. 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
23. The agency shall not postpone or close/stop such works in any circumstances/on any pretext. If day to day works is not completed or not found satisfactory, then the DDO/HO will hire labour from open market at available rates and the bill so paid will be charged on the agency.
24. If the Agency fails to execute the works, the DDO/HO will take action as per clause No.24. The Agency shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to **the Deputy Commissioner (VAT), Dadra and Nagar Haveli**, who will hear both the parties and his decision will be final and binding to both the parties.

25. The timing for the employee of the Agency for all the work/service shall start 9.00 to 18.00 hrs. 2 hrs before Office timing and should continue for a minimum of 8 hrs per day. However in case of national festivals, special events, emergency and / or any sort of urgency this period can be extendable as per the directions of concerned DDO/HO.
26. 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 agency. The Administration shall not be responsible for any litigation in this regard.
27. The rates for the works/tender cost for the work/operation/Management/ services offered by the agency shall including cost of labours, uniform kits (As per clause No.29), and all nature of risk factors and all taxes.
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 Deputy Commissioner (VAT), Silvassa..
29. The agreement for providing personnel's shall be valid for One year at the prevailing rates.
30. If the personnel's deployed by the agency are found to be dishonest, unhealthy or non co-operative then the DDO/HO can ask for immediate replacement. This shall be binding to the agency and will do so without any pretext.
31. If, any of the staff are found to be under the influence of drugs or alcohol they shall have to be relived from the duties immediately. In such matter the decision taken by the Director (Education), Silvassa shall be final and binding to all.
32. The Government employees who were either dismissed or removed from the Government job cannot be appointed by the agency for the above said work.
33. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and a copy of the same shall have to be deposited at the Office of the Deputy Commissioner (VAT), Silvassa.
34. The HO/DDO of the concerned 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.
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 Deputy Commissioner (VAT), Silvassa 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 Office 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/building of the above said work whether he inspects it or not.
38. The right to accept or reject the tender without assigning any reason thereof is reserved with the undersigned.
39. 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 Deputy Commissioner (VAT), Silvassa for record.
41. If any Government rate is increased or decreased the same will be borne by the bidder and no additional charges will be paid by the department.
- 42.. 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.
43. No Bid quoting below Minimum Wages as per the Labour Department Notification will be acceptable and such bids quoting rate below Minimum Wage will be rejected.
44. The Wages of the contract will be revised in accordance with minimum wages notification of Labour Department after a period of one year . The tender may be extendable upto 3 years if tenderer is working to the satisfaction of department and after taking necessary approvals.

Sd/-
Deputy Commissioner (VAT)
e-mail : dnhctd.gov.in
Tele : 0260-2632000

The above terms, conditions are
accepted by me.

Signature with Name & Address and Rubber
Stamp of the Agency