

**Online Tender Notice No. 2021\_DHTE\_5592 of 2021-22**

**U.T. Administration of  
Dadra & Nagar Haveli and Daman & Diu  
Department of Higher and Technical Education,  
Office of the Principal,  
Govt. Industrial Training Institute,  
Amli, Silvassa**

No. ITI/STR/Security Guards/2015-I/298

Date: 15/09/2021

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

Govt. ITI, Silvassa, on behalf of President of India, invites online tender on <http://dnhtenders.gov.in/> from the Authorized Human Resource Service Providers for Rate contract for Outsourcing of Security Guards Services for Govt. ITI, Silvassa under Department of Higher & Technical Education, Dadra & Nagar Haveli and Daman & Diu.

Sr. No.	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non- Refundable)	e-Tender ID No.
1.	Outsourcing of 04 Security Guards Service in Govt. ITI, Silvassa	Rs. 6,95,856/-	Bid Security declaration for Rs. 17,400/-	Rs. 1000/-	<b>2021_DHTE_5592</b>

Bid document downloading Start Date : **17.09.2021.**  
Bid document downloading End Date : **30.09.2021, 12.00 Hrs.**  
Last Date & Time for receipt of Bid : **30.09.2021, 14.00 Hrs.**  
Preliminary Stage Bid Opening Date : **04.10.2021, 15.00 Hrs.**  
Technical Stage Bid Opening Date : **04.10.2021, 15.30 Hrs.**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <http://dnhtenders.gov.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.

Bid submission should be done along with tender Fees and EMD in original 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. The Tenders documents can be downloaded from <http://dnhtenders.gov.in/> and <https://dnh.gov.in/>.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft /Bankers Cheque of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted as Bid Security Declaration.
4. The offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

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: [cppp-nic\[at\]nic\[dot\]in](mailto:cppp-nic[at]nic[dot]in), Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: <http://dnhtenders.gov.in/>.

Sd/-  
Principal,  
Govt. Industrial Training Institute,  
AmlI, Silvassa  
Email ID : [iti1976.silvassa@gmail.com](mailto:iti1976.silvassa@gmail.com)

**Copy to :-**

- 1) The Chief Publicity Officer, Silvassa for wide publicity in Newspaper.
- 2) The Director (IT), DNH with a request to publish in Website.
- 3) Guard File

**Terms and Conditions for the “Rate Contract of Outsourcing of Staff under Facility Management for Engagement of Security Guards in Govt. Industrial Training Institute, Silvassa.”**

❖ **Instructions to Bidders:**

- 1) All Tender Documents instruction can be downloaded free from the website <https://dnhtenders.gov.in/nicgep/app>
- 2) All/Taxes/GST/Duties/Royalties Charges payable on the sales/transport etc. Within and/or outside the state shall be payable by the Service provider.
- 3) 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 Three Years from the date of tenderization.**
- 4) The tenders and financial bid should be submitted online on <http://dnhtenders.gov.in> in two bid system.
- 5) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to Principal, Govt. ITI, Silvassa.
- 6) The Bidder has to give compliance for each quoted Facility and any false/misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

The Tenders shall be submitted in two-bid system, wherein the Technical bid and Financial Bid is to be filled online on <https://dnhtenders.gov.in/nicgep/app> and the EMD and Tender Fee has to be submitted in the office of the Principal, Govt. ITI along with a covering letter.

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

❖ **Tender Fees (Non-Refundable) Rs.1000/-:**

- a. The Tender Fees (Non-Refundable) will be accepted only in form of Demand Draft/Bankers Cheque in favor of **Principal, Govt. Industrial Training Institute, Silvassa** from any Nationalized or Scheduled Bank of India payable in Silvassa.

❖ **Earnest Money Deposit as Bid Security Deposit for Rs.17400/-**

- a. **EMD shall be given as Bid Security Declaration in affidavit in favor of Principal, Govt. Industrial Training Institute, Silvassa for Rs.17400/-.** The Bidders shall sign a Bid security declaration that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline specified by the department, they will be suspended for the period of 1 year from being eligible to submit Bids for contracts with the Department of **Govt. Industrial Training Institute, Silvassa.**
- b. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D/ Equivalent Offices should be attached to their tenders.
- d. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- e. Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.

**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/nicgep/app>
  - 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.
  - xi. The documents attached by the bidder online if found not readable will not be considered for bid evaluation.
  
- b. 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.
  
- c. **The rate quoted should be inclusive of all taxes and no extra charges will be paid and should be valid up to Three Year from the date of tenderization.**
  
- d. All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.

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.

❖ **Terms & Conditions of Contract:**

1. The e-Tender Notice is for engaging **04 Security Guards** for Govt. Industrial Training Institute, Silvassa.
2. The agency will be engaged for providing **Security Service** shall be valid for three years subject to work performance review in every year
3. The agency should have a License from Labor & Enforcement Officer, DNH & DD.
4. The agency shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof.
5. The agency shall have to engage staff required for the operation of the facility management/services in sufficient number required. The agency have to provide services for protection of all the property of the institute for twenty four hours for all days of week in the form of three shifts in normal course, no person guard should placed for two continuous shifts.
6. In case of any accident with staff/employee of agency/bidders during the course of execution of the work, and/or the damage done by the agency or his staff to the property of the ITI, The department shall not be responsible for any kind of accident with staff engaged. The cost of damage of property shall be recovered from the agency.
7. The agency 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 terms & conditions of the labour license/act on the part of the agency, such losses shall be recovered from the agency.
8. The agency and staff should give full cooperation to the Police in case of any inquiry regarding damage caused to the property of the institute.
9. The staff of Govt. Industrial Training Institute, Silvassa including the superior authority of the administration shall oversee the operation of works carried out by the agency shall be bound to obey all the instructions of the superior authority.
10. In case of breach of any of the terms & conditions of the contract by the agency or if the work of the agency is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. The Higher & Technical Education Department shall be the authority for arbitration and the decision of the Secretary (Higher & Technical Education) will be final and binding to all

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11. The agency/party shall have to provide required uniform, Boots, gumboots hand gloves, raincoat etc. to the **Security Guards** at its own expenses. The agency will be responsible to take care of the tools and equipment's issued to the Security Guards from the office of the Principal, ITI for cleaning and maintenance purpose.
12. The Agency shall have to maintain muster roll, payment sheet, identity card etc. and have to produce before the Principal, Head of Office for inspection when it is demanded.
13. **Agency has to give 24 hours service in 03 shifts (including night shift).**
14. 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.
15. For any injury/accident to the on duty **Security Guards** the agency shall be responsible for legal obligation. This Institute shall not be responsible for payment of any compensation.
16. The agency has to start the works/operation as per the tender terms & conditions and specification within 15 days on receipt of the work order.
17. As per Minimum Wage Act the copy of Provident Fund challan paid to the engaged staff should be attached with monthly bill submitted to the department.
18. The agency must have their representative office in the U.T. of DNH & DD and submit the complete address proof of the same.
19. The agency shall have to obey strictly the provision of Minimum Wage Act. The responsibilities on violation of these acts shall be of the agency. The administration shall not be responsible for any litigation in this regard.
20. If any Guards are found drunk or involved in other activities like Gambling etc. they shall have to be relieved from the duties. In such matter decision taken by the Principal, Govt. I.T.I, Silvassa shall be final.
21. The agency shall have to provide the services of strong and healthy trained guards (Ex-service man/NCC/Home Guards) with sound physical condition, in age group of 20 to 45 years. Their name, passport size photograph, address, identity cards etc. have to be provided to the principal, Govt. Industrial Training Institute, Silvassa for records purpose. Attendance will be maintained twice i.e. morning and evening by the office staff of ITI.
22. 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 security purpose.

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23. GST will be applicable as per rules from time to time.

24. The indicative wage rate is as under for reference :-

<b>Sr. no.</b>	<b>Wages Rate per Employee</b>	<b>Rate/Month</b>
1	Basic + Special Allowance	
2	HRA	
3	Conveyance	
4	PF Amount (13.61%)	
5	Work Compensation Policy (1.12%)	
6	Bonus (8.33%)	
7	Uniform Allowance	
8	Total	
9	Service charge	
10	Billing rate per month per person	
11	<b>Gross Amount Per 04 Person per month</b>	
	<b>Total for one year</b>	

**Principal,**  
Govt. Industrial Training Institute,  
Dadra and Nagar Haveli,  
Silvassa.



**ANNEXURE - I**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Uploaded and Enclosed (Yes/No)</b>
<b>The bidders have to attach the following documents</b>		
1)	License from Labor & Enforcement Officer, Dadra Nagar Haveli & DD.	Yes/No
2)	The bidder must have their representative office in the DNH&DD 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.	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

**Principal,**  
**Govt. Industrial Training Institute,**  
**Silvassa, D&NH**  
e-mail : [iti1976.silvassa@gmail.com](mailto:iti1976.silvassa@gmail.com)  
(0260-2964725)

**ANNEXURE – II**

<b>Outsourcing of Security Guards in Principal, Govt. Industrial Training Institute, Silvassa.</b>				
<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>	<b>No. of Staff</b>
1.	<b>Security Guards</b>	<b>Semi-Skilled</b>	Rs.10446/-	4

**Note:** Minimum salary per month proposed above is excluding all taxes & HRA, Conveyance, PF Amount, Work Compensation Policy, Bonus, Uniform Allowance & 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>Sr. no.</b>	<b>Wages Rate per Employee</b>	<b>Rate/Month</b>
1	Basic + Special Allowance	
2	HRA	
3	Conveyance	
4	PF Amount (13.61%)	
5	Work Compensation Policy (1.12%)	
6	Bonus (8.33%)	
7	Uniform Allowance	
8	Total	
9	Service charge	
10	Billing rate per month per person	
11	<b>Gross Amount Per 04 Person per month</b>	
	<b>Total for one year</b>	

**Note:- PF & Bonus to be calculated based on “Basic + Special Allowance”**

Signature & Rubber  
Stamp of the Agency

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Silvassa, D&NH  
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**ANNEXURE - III**

**Schedule of Requirement of Manpower under Govt. ITI, Silvassa**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Staff Reqd.</b>	
1	Security Guards	Govt. ITI, Silvassa	04
<b>Total Staff Required....</b>			<b>04</b>

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

Signature & Rubber  
Stamp of the Agency

**Principal,  
Govt. Industrial Training Institute  
Silvassa, D&NH  
e-mail : [iti1976.silvassa@gmail.com](mailto:iti1976.silvassa@gmail.com)  
(0260-2964725)**