


ADE/Diu/MTS/EST/2014-15/ 50)
U.T. Administration of Daman & Diu,
Directorate of Education,
Collectorate-Diu.
Dated;30/10/2014.

TENDER NOTICE

On behalf of the President of India, the Education Officer/ADE, Collectorate-Diu hereby invites sealed tender for "**Providing manpower for the work of Multi Tasking Staff (Peon, Sweeper, Watchman & Driver)**" Consultant/Service provider firm for providing manpower/multitasking staff through service contract registered under Service Provider Act/Rules within Daman & Diu District or Government of Gujarat for the following Schools and Office from the eligible agencies.

Sr.No.	Name of School & Office	Location	No. of MTS Peon	No. of MTS Sweeper	No. of MTS Watchman	No. of MTS Driver
01	Govt. High School, (G), Ghoghla	Ghoghla	one	one	one	-
02	Govt. High School, (G), Vanakbara	Vanakbara	one	one	one	-
03	Govt. High School, Dagachi	Dagach	one	one	one	-
04	Govt. High School, Saudwadi	Saudwadi	one	one	one	-
05	Govt. High School, Nagoa	Nagoa	one	one	one	-
06	Education Office, Collectorate	Diu	-	-	-	one

The Tender documents & other will be available on website www.diu.gov.in up to 10/11/2014.


(C.B. Patel),
Education Officer/ ADE, Diu

**U. T. Administration of Daman & Diu,
Office of the Collectorate,
Education Section,
Diu-362520**

E-mail:edn_diu@yahoo.com Telephone: 02875-252199


No.EDN/MTS/EST/2013-14/

Dated: 30 / 10 /2014

TENDER DOCUMENTS

Sub:” Inviting Bid for engaging service Provide Firm for providing Manpower (Multi Tasking Staff)”

Sr. No.	Categories of Man Power/Multi task Staff	Required Number of Man Power	Responsibilities/Duties	Duty Timing	Remark
01	Peon (Xth Passed)	05	<ul style="list-style-type: none"> • General duties as Peon (in High School/Higher Secondary School, office & premises) • All the complaints to be attended earliest. • As per direction of Principal/HM 	School hours or decided by the Principal/HM of the School	
02	Sweeper (female)	05	<ul style="list-style-type: none"> • Sweeping & Cleaning of entire area of High School/Higher Secondary School, office & Class rooms etc. and surrounding area of the school. • Cleaning & washing of Toilets and urinals using deodorants, detergents and disinfectants once a day. • Gardening & watering to the plants • All the complaints to be attended earliest. • As per the direction of the HM 	School hours or decided by the Principal/HM of the School	
03	Watchman	05	<ul style="list-style-type: none"> • Security of entire premises of the High School/Higher Secondary School, office & premises • All the complaints to be attended earliest. • As per the direction of the Principal/HM of the School 	Round the Clock/Night (7:30 PM to 7:00AM)	
04	Driver	1	<ul style="list-style-type: none"> • Mentally alert and aware all times • As per the direction of the Education Officer 	Round the Clock when required/During Office Hours	



TERMS AND CONDITIONS FOR SERVICE PROVIDER/CONTRACTOR

1. (I) Area of Building for peon, sweeper & watchman:- The following High Schools/Higher secondary Schools of the Diu District :-

- a) Govt. High School (G), Ghoghla
- b) Govt. High School (G), Vanakbara
- c) Govt. High School, Dagachi
- d) Govt. High School, saudwadi
- e) Govt. High School, Nagoa

Parties are advised to see the location and area of the Building /Premises

(II) Education office, Collectorate, Diu :For Driver

2. Address/Location of the Building:- All above High/ Higher secondary Schools of Diu District with their premises. As mentioned at point 1

MANPOWER/MULTI TASK STAFF (FOR Govt. High School/Higher Secondary schools & Education Office)

3. (a) The Bidder shall quote unit rate shall comprise of monthly remuneration, EPF, ESI & other statutory costs and service charges in the format of quotation only.

(b) The service tax and any other such tax liable to be paid by the agency shall be quoted rate including all taxes.

(c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory. Provisions, only such change will be accepted and not any additional liability i.e. % age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc. in the regard.

(d) The Bidder shall deposit **Rs 12,000/- of the estimated value of total works** in DD/Pay order drawn in favor of "EDUCATION OFFICER, COLLECTORATE, DIU" payable at Diu as earnest money along with the Bid/Tender. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish performance MTS in the form of Bank Guarantee/DD for an amount of Rs 2% of value of contract valid for fourteen months from the date of award of the contract. The performance security shall be submitted within 10 days from the date of Notification of award. The earnest money shall be returned only after the performance MTS is submitted by the contracting Agency.

(f) Telex or facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period not less than 06 months after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- a) The remuneration shall be disbursed through cheque at Office of the Education, Collectorate, Diu premises in the presence of Accountant, E.O., Diu, or its constituent.
- b) The contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Govt. High/Higher Secondary Schools, Diu, Office/Premises as per the monthly remuneration quoted without any deduction.
- c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the H.M., Govt. High/Higher Secondary Schools, Diu, Office/premises supported with the following documents:
 - (i) Details of disbursement made to the staff furnishing Cheque details for each payment,
 - (ii) Proof of payment of statutory obligation such as EPF/ ESI,/Service Tax and any other applicable tax.

(iii) Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

- d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period contract.
- e) The Contracting Agency shall comply with all statutory Obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- f) It is mandatory for the Contracting Agency to submit the **attested copy of license obtained from the Govt. Of Gujarat** for running the business of **private security agencies operating in the Diu District**, failing which the bid will be treated as disqualified/non responsive.
- g) The normal office hours of Govt. High/Higher Secondary Schools,, Diu, is from 7:30 A.M.to 12:45 PM six days from Monday to Saturday for sr. No.01 to 02. However, the Contracting Agency will provide the services round the clock all the days in a month for sr.No.03 and for driver should provide duty during office hours and directed by undersigned according to the duty timing shown at pre-pages/above. Education Office, Collectorate, Diu also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provide, by the Indenting Agency as per the rate quoted.
- h) In case of absence on any working day, the monthly remuneration will be regulated as per the Attendance record per day.
- i) The Candidates/ Manpower provided by the Contracting Agency shall be accepted only after scrutiny by committee of the Education Office, Collectorate, Diu. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by Department, Diu. In case, none is found suitable then additional bio-data shall be made available by the Contracting agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence / unsuitability for Govt.High/Higher secondary schools /education Office shall be made within 24 hours.
- j) The contracting Agency will be required to sign a contract with the Education Officer, Education Office, Collectorate, Diu as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- k) In case of any loss, theft/ sabotage caused by/attributionable to the personnel deployed, the Education Officer, Collectorate, Diu reserves the right to claim and recover damages from Contracting Agency.
- l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- m) The Contracting Agency will deploy the trained Peon/Sweeper/professional security guards/security supervisor, preferably ex-servicemen, who are below the age of 50 years as well as physical fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the Peon/Sweeper/ security guards/security supervisors are free from AIDS or any other infectious disease before deployment for work.
- n) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- o) The material will be provided by the college authorities for sweeping & cleaning.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids/Tender determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:



- (i) The bid will be treated as non-responsive if following documents are not attached:-
- Attested copy of license obtained from the Govt. Of Gujarat, for running the business of private security agencies operating in the Diu district.
 - Brief profile of the company and evidence. To establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - Attested copy of proof of EPF/ESI/ Service tax Registration.
 - The evaluation will be done for all the items put together. Indenting Officer will award the contract to the lowest evaluated responsive bidder.

8. Award of Contract:

- The Indenter will award the contract to the bidder whose Bid /Tender has been determined to be substantially responsive and who has offered the lowest price as para 7.
- The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- Notwithstanding the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

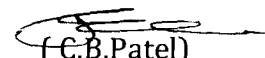
9. REMUNARATION FOR MANPOWER/MULTI TASK STAFF (FOR GOVT. HIGH/HIGHER SECONDARY SCHOOLS)

Sr.No.	Categories of Man Power/Multi task Staff	Rates without Materials per Day for each MTS
01	Peon	Per day in Rs
02	Sweeper	Per day in Rs
03	Watchman(Round the clock Night daily)	Per month rates in Rs
04	Driver(Round the clock when required/during office hours)	Per month rates in Rs

9. Last date and time of receipt of Bids:

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids /Tender for providing Man Power/Multi Task staff in **GOVT. HIGH/HIGHER SECONDARY SCHOOLS/EDUCATION OFFICE, DIU DISTRICT** on service charge basis" latest by 10.00 AM of 10-11-2014 An earnest money of Rs12000/-of estimated value of total works is to be deposited along with tender document.

To,


 (C.B.Patel)
 Education Officer/ADE
 Collectorate, Diu.