

U.T.ADMINISTRATION OF DADRA AND NAGAR HAVELI AND DAMAN&DIU
OFFICE OF THE MAMLATDAR / CENSUS CHARGE OFFICER, RURAL DIU.

File No.BDO/DIU/CEN-2021/4/2019-2020/ 277

Dated: 18 /02/2020.

e-Tender Notice (2nd Call)

On behalf of the President of India, the Mamlatdar, Diu & Census Charge Officer, Rural, Diu hereby invites Tenders for the below mentioned works from eligible agencies/contractors.

Sr. No.	Name of Project	Estimate Cost	EMD (Earnest Money Deposit)	Tender Fees (Non Refundable)
1	Outsourcing the service of 08 (eight) Technical Assistant & 2-MTS for Census 2021.	Rs.33,84,000/- for 18 months till July' 2021	Rs.85,000/-	Rs. 1000/-

*On line downloading of tender documents	27/02/2020, 12.00 hrs.
*Last date & time for Upload of Price Bids	27/02/2020, 16.00hrs.
*Last date & Time for Receipt of Technical Bid	02/03/2020, 12.00hrs
*Technical Stage Bid Opening Date	02/03/2020, 15.00hrs
*On line opening of Price Bid	On 03/03/2020, 15.00 hrs. (if Possible)

Tender is available during office hours from 18/02/2020 to 27/02/2020 on payment of Rs. 1000/- as tender fees (Non Refundable). Bid Security (EMD) of Rs.85,000/- in the form of DD /FDR only from any nationalized / schedule bank and other supporting documents The bidder should submit Income Tax Certificate for last 2 years, copy of GSTIN Registration, PAN number, EPF/ESI registration, ISO certificate of manufacturers / suppliers, details of past experience in this field, declaration regarding Blacklisting / Debarring to participate in the Govt. Tender on their letter head, all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of memorandum and articles of association in case of registered company, copy of Terms & Conditions duly signed by the tenderer with seal. These are the mandatory documents required to be furnished in Technical bid alongwith bid security. Bidders has to submit two envelop one Technical Bid & another Financial Bid, Technical bid should contains Bid Security & all relevant documents & Financial bid cover contains only the quoted amount in Indian Rupees for the period of one month. Both the envelop should be kept in big enveloped superscribed as "**Tender for outsourcing the service of 08(eight) Technical Assistant & 2-MTS for Census 2021**" on or before **02/03/2020 12.00 hrs.** in the office of the Mamlatdar, Diu & Census Charge Officer, Rural, Diu through RPAD/Speed Post/by hand .However tender inviting authority shall not be responsible for any postal delay. The tenders received without Bid Security (EMD) and other relevant documents shall be summarily rejected.

The Mamlatdar, Diu & Census Charge Officer, Rural, Diu reserves the right to reject and or all tenders without assigning any reason and selection shall be at the absolute discretion of the Department decision in this respect shall be final and binding.

The tender documents & other details will be available on website www.diu.gov.in.


(C.D.Vaja)

Mamlatdar, Diu & Census Charge Officer, Rural,
Census-2021, Diu

✓ Copy to:-

The D.I.O., N.I.C. Diu.... With a request to upload the same on Govt. website www.diu.gov.in.

**U.T. ADMINISTRATION DNH AND DAMAN&DIU
OFFICE OF THE MAMLATDAR/ CENSUS CHARGE OFFICER, RURAL,DIU**

(TENDER FOR OUT SOURCING THE SERVICES OF LIFE GUARDS)

ANNEXURE-I

TECHNICAL BID

1.	Name of the Agency / Firm	
2.	Address of Agency / Firm	
3.	E-mail.	
4.	Tel. / Fax No. of Head Office	
5.	* LAND line no. of Local office within 15-20 Kms. of this office.	
6.	Date of Establishment.	
7.	Date of Registration with Competent authority.	
8.	Registration validity date.	
9.	Tender Fee (Demand Draft No. & Date)	
10.	E.M.D. (F.D.R. & Date with Name of the Bank, City).	
11.	Service Tax No. OR VAT No. OR GST No.	
12.	PAN No. / TAN No.	
13.	Provident Fund Registration No.	
14.	EPF / ESI Registration No.	
15.	Last three years I.T. return.	
16.	Copy of Labour Registration	
17.	Bank Solvency certificate 2019 for minimum Rs.10.00 Lakh	
18.	Bank Account No. / Bank Name & Location.	
19.	No. of Employees in the roll of Agency / Firm.	
20.	Proof of GTO (Certificate from Charter Accountant) being more than Rs.15.00 Lakhs (Rupees Fifteen Lakhs) during the last three financial year.	
21.	Certificate / License of Lifesaving Technique (LST).	

Note: Kindly Enclose copies of all the above documents with Technical Bid online as well as in hard copy.

I / We certify that I / We read understood and accept the contents of the broad incorporated in the Tender Form, terms and conditions and submit this Tender for consideration. I / We certify that the above statements are true.

Full Name of the Firm _____ (Signature of the Owner / Proprietor / Firm)

Address _____

TERMS & CONDITIONS FOR THE WORK OF OUTSOURCING THE SERVICES OF TECHNICAL ASSISTANT AND MTS FOR CENSUS 2021.

1. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the bidding and subsequent selection process. The Mamlatdar/ Census Charge Officer, Diu will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
2. The bidder should quote his rates in lump sum (price bid) for the work of Census 2021 & NPR.
3. The bidders prices shall include all the relevant taxes and duties and cost towards all expenditure and overheads including profit on manpower.
4. The bidders shall visit and examine the site and obtain for themselves, at their responsibilities, all the information and data that may not be necessary for preparing their proposal.
5. The bidders shall also be responsible for the:-
 - i. The contractor shall provide 8-Technical Asstt. & 2-MTS of the Office of the Mamlatdar/ Census Charge Officer, Diu.
 - ii. All the Technical Asstt. And MTS deployed in the Office of the Mamlatdar, Diu shall be present minimum 8 hours and will have to attend urgent work also during extended hours as per the instruction of higher authorities.
 - iii. The Contractor shall provide qualified candidates with education qualification like BCA, MCA, PGDCA, B.Sc.(Computer) or any person those who are knowledge of MS Office, e-mail access, Net Surfing, Prepare Database and access on CMMS portal and for MTS as Std.10th passed and above for successful completion of Census work.
 - iv. The manpower employed should be as per the above mentioned qualification and should deliver to the standard as per satisfaction of Collector, Diu & other appointing authority.
 - v. No manpower below the age of 18(Eighteen) years shall be employed on the work.
1. The right to accept or reject any tender partly or fully without assigning any reason thereof is reserved with the Mamlatdar/ Census Charge Officer, Rural, Diu 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.
2. Tender Fee of Rs.1000/- (Rupees One Thousand Only) (Non refundable) in form of Demand Draft (DD)/Cheque from any Nationalized / Scheduled Bank in favour of " The Mamlatdar, Diu, Office of the Mamlatdar, Diu" should be kept in a sealed separate cover super-scribing "TENDER FEE". Tender bid received without Tender fee will directly disqualify for the said Bidding / Tender. A scanned copy of the "Tender Fee" shall be uploading with online Technical Bid.

[And Physical submission of Tender Fees at the Office of The Mamlatdar, Diu, Office of the Mamlatdar, Diu on or before dated 02/03/2020 12:00 hours for Technical Bid and 03/03/2020 for Financial Bid 15:00 hours, during the Office working hours on working days].

3. The Earnest Money Deposit (E.M.D.) of Rs.85,000/- (Rupees eighty five thousand) in form of Fixed Deposit Receipt (FDR)/ Banker's Cheque or Bank Guarantee from any Nationalized / Scheduled Bank drawn in favour of "The Mamlatdar, Diu, Office of the Mamlatdar, Diu" and should be kept in a sealed separate cover super-scribing E.M.D. without mentioning amount. Tender received without E.M.D. will directly disqualify for the said Bidding / Tender. A scanned copy of the 'EMD' shall be uploading with online Technical Bid. Bid Securities (EMD) is normally to remain validity for a period of one year.

[And Physical submission of Earnest Money Deposit (E.M.D at the Office of The Mamlatdar, Diu, Office of the Mamlatdar, Diu on or before dated 02/03/2020 at 15:00 hours, during the Office working hours on working days].

6. The successful bidder shall submit monthly running bill to the Mamlatdar, Diu, Office of the Mamlatdar, Diu for settlement. The bill shall be cleared for payment only after due certification by the Committee formed for the purpose consisting of The Mamlatdar, Diu, Office of the Mamlatdar, Diu respectively. Day to day progress of Census Work will be carried out by the Committee formed by the Mamlatdar, Diu, Office of the Mamlatdar, Diu either collectively or individually and in case of any lapse reported, then department of Mamlatdar shall deduct an amount which is equivalent to the amount involved in the each working day with an additional penalty of Rs.3000/- per day. Every time a lapse is observed, a written notice should be issued to the contractor. If any contractor gets three such notices in a single month, then the contract would be terminated without giving any further notice to the contractor and the entire Bank Guarantee given would stand forfeited.
7. The successful bidder shall enter into an agreement with Office of the Mamlatdar, Diu upon receipt of acceptance of work order.
8. Terms & conditions, payment terms and mode of payment, price bid documents, letter of acceptance and the agreement shall form the contract documents.
9. The bidder shall ensure that the proposal is complete in all respects and confirms to all requirements indicated in the bid documents.

It would be deemed that by submitting the proposal, Bidder has:

- i. Made a complete and careful examination of the Bid documents.
- ii. The bid conforms to all the requirement of the Mamlatdar, Diu, Administration of DNH and Daman & Diu.

10. The proposal should have no over writing except as necessary to correct errors made by the Bidder themselves, in which case such corrections must be initiated by the person signing the proposal.
11. The Authorized representative of the Bidder shall initial each page. The persons signing the proposal shall initial all the alteration, omissions and additions.
12. The Bidders shall also seal the envelopes containing the proposals.
13. The financial proposal should be unconditional and any conditionality attached with then proposal may result in the rejection of the proposal.
14. The envelop shall clearly be super-scribed as proposal for Outsourcing the services of 8-Technical Asstt. And 2-MTS for Census 2021.
15. If the envelop is not sealed and marked as instructed above, the Mamlatdar, Diu, Office of the Mamlatdar, Diu assumes no responsibility for the misplacement of premature opening of the contents of the proposal submitted.
16. The prospective bidders may check their clarification, if any, on the bid in writing to The Mamlatdar, Diu, Office of the Mamlatdar, Diu, UT Administration of DNH and Daman & Diu. Only clarification submitted in the writing will be answered / responded by the Mamlatdar, Diu, Office of the Mamlatdar, Diu, Administration of DNH and Daman & Diu.
17. The last date for seeking clarification is 25/02/2020 upto 16.00 hours.
18. No tender shall be allowed to be modified after the submission.
19. The tender and all the correspondence and documents related to the tender exchanged by the bidder and the Mamlatdar, Diu, Office of the Mamlatdar, Diu shall be necessarily written in English language.
20. The prices shall be quoted in terms of Indian Rupees only.
21. The total price quoted by consultant covers all the Bidders obligations mentioned in or to be reasonably inferred from the bid documents in respect of Outsourcing the services of 8-Technical Asstt. And 2-MTS for Census 2021.
22. Tender shall remain valid for a period of 18 month after the last date of submission of tender. In exceptional case the Mamlatdar, Diu, Office of the Mamlatdar, Diu may request other Bidder to extend a period of validity for a specified additional period and the contract shall be valid for a period of 18 months only till 31/07/2021.

23. The information submitted shall be specified and strictly as per the formats and no additional information need to be placed which is not asked in the formats.
24. The Mamlatdar, Diu reserves the right to accept or reject any bid or to annual bidder process and reject all tenders at any time prior to the wards of contract without incurring any financial liability to the affected bidders and any obligation to inform the affected bidders.
25. If at any time, it has bring to notice of the Mamlatdar, Diu, that the successful bidder is not providing manpower as per the work Order / Agreement the bidder shall be liable to impose penalty as deemed fit by the Mamlatdar, Diu which will be not less than 3000/- per day.
26. If at any time it is notice by the Mamlatdar, Diu that the bidder has violated any of the Terms & Conditions, the Mamlatdar, Diu shall be at the liberty to terminate the Contract, without prejudice to any action as per Law.
27. Advance Payment is not being provisioned for the work of Census 2021 & NPR.
28. Agency has responsible to provide the salary to Technical Asstt./MTS including pay sleep, PF No.,etc. between 1st to 5th day of every month.
29. Agency has to ensure that to strictly follow all rules as per the labor contractor/ PF etc..
30. If in case, death of owner of agency, will not confer any rights to regular/ continue to his family members and the order will stand cancel till further order.
31. Agency has to ensure the ensuring the statutory deduction like EPF,ESIC etc. will be made to the Technical Asstt..MTS..
32. Financial Assistance being provide to the agency for Census Work 2021 & NPR is for maximum period 18 months till 31/07/2021 from the acceptance the same. Thereafter, this assistance will automatically cease to exist and there shall be no liability of the U.T. Administration on this account either financially or otherwise.
33. The engagement of manpower(Technical Asstt./MTS) provided by the Agency will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any causal, ad-hoc, temporary or regular service in the Government.

34. Bidders has to submit two envelop one Technical Bid & another Financial Bid, Technical bid should contains Bid Security & all relevant documents & Financial bid cover contains only the quoted amount in Indian Rupees for the period of one month only. Both the envelope should be kept in big enveloped super scribed as Tender for outsourcing the service of 8-Technical Asstt. & 2-MTS on or before 02/03/2020 **15.00 hrs.** in the office of the Mamlatdar, Diu.
35. All taxes under any act payable to the Government shall be paid by the contractor.
36. The liability as to EPF/ESI shall lie with concerned agency.
37. The GST @ 18% should be included in the tender amount and shall not be reimbursed separately.
38. The TDS on GST @ 1% shall be deducted U/s.51 of GST Act w.e.f.1st April, 2018.
39. The TDS (Income Tax) rate as applicable will be made from the bills of party.
40. There shall be no master – servant relation between employees of the contractor and Mamlatdar, Diu, U.T. Administration DNH and Daman & Diu.
41. In case of any dispute, the first arbitration authority shall be Dy. Collector, Diu & District Census Officer, Census-2021 and final appellate authority shall be Collector, Diu & Principal Census Officer, Census 2021, Diu.

Signature of the Tenderer.
(In view of acceptance of above all
Terms & conditions.)

Sd/-
(C.D.Vaja)
Mamlatdar, Diu &
Census Charge Officer, Rural, Diu

FINANCIAL BID FORM

Price Bid for Technical Assistant and Multi-Tasking Staff (Average 18-month till 31/07/2021) *(for information only)*.

Sr.No.	Category of Staff	Monthly Remuneration(In Rs.) per candidates including GST 18% + EPF 13.36% + Profit of agency	Bidder final Rate per month
1	2	3	4
1	Technical Asstt. 08 Nos	Rs. 20,000/-	
2	MTS staff 02 Nos.	Rs.14,000/-	

• **Please read carefully and followed Notes / Instructions:**

- i) Bids with **NIL / BLANK / ZERO/ Negative Service Charge** shall be rejected out rightly without giving any reason whatsoever.
- ii) Bidder must quote **in Indian rupees** only (₹). Bids with percentage shall not be considered.
- iii) Price / Financial bid should be submitted online only
- iv) Tender will be evaluated on the basis of the item wised (Category of Staff) Tender Value.
- v) If any modified the rates of PFI, ESI, GST, TDS and any other taxes etc... by the Government of India, time to time, please followed it.

Signature of bidder-----