

No. 4-84/DT-ADM/S.G./2015-16/ 165  
U.T. Administration of Daman & Diu,  
Department of Tourism,  
Information & Publicity,  
DIU.  
Dated: 13/07/2015.

### TENDER NOTICE

Sealed Tenders are invited for engaging Security Guards preferably Ex-Serviceman for guarding various Tourism Properties/beaches/gardens etc. in Diu District. Rates be inclusive of all cost and taxes and must be as under:-

Security Guards	Rate per day per head for 8 hours duty.	Rate per month per head for 8 hours duty.
Ex-Serviceman		
Civilian		

The tender notice alongwith tender Form, Terms & Conditions can be obtained from the Office of the Information Assistant, Tourism Department, Diu during all working hours on payment of Rs. 500/- as Tender Fees (NON-REFUNDABLE) from 14/07/2015 to 03/08/2015.

Last date of receipt of Tenders is 04/08/2015 at 15.00 hours, and same will be opened next day on 05/08/2015 at 12.00 P.M. before the Tender Committee. The envelope should be super scribed as "**ENGAGEMENT OF SECURITY SERVICES IN TOURISM DEPARTMENT, DIU**". The Addl. Director of Tourism / Collector, Diu reserve the rights to reject any or all tenders so received without assigning any reasons. The tender notice will also be available on the Govt. Website [www.diu.gov.in](http://www.diu.gov.in).



(TANVIR AHMAD)  
DY. DIRECTOR (TOURISM), DIU

Copy to:-

✓ The D.I.O., N.I.C., Diu..... To upload the same on Govt. Website pl.



## **TERMS & CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS.**

01. The bidders prices shall include all the relevant taxes and duties and costs towards all expenditures and overheads including profit on manpower, establishment, providing stationary, transport, stay, local conveyance, and all other infrastructure including mobilization and demobilization of work force and facilities required to complete the assignment successfully. The tender shall comply all the laws especially labour laws.
02. All the Security Guards deployed at various places shall be present minimum 08 hours in three (3) shifts and the agencies should submit their schedule of timing in advance to this department.
03. The Contractor shall also arrange for the Security Guards uniforms, badges, identity cards etc.
04. The bidder shall deposit Rs. 10,000/- as Bid Security (E.M.D.) in the form of F.D.R./Demand Draft in favour of the Deputy Director (Tourism), Diu from any Nationalized/Scheduled bank only along with the tenders documents and if tenderer fails to furnish the Bid Security (E.M.D.) will be summarily rejected.
05. The successful bidder whose tender may be accepted (hereinafter called the contractors) shall furnish a performance Security Deposit @ 10% of the accepted bid amount. If the successful bidder fails to give the said performance security deposit within seven days from the proposed date of allotment, the rest in line shall be considered for allotment.
06. The successful bidder shall submit monthly running bill to the Department of Tourism, Information & Publicity, Bunder Chowk, Diu for settlement. And, in case of any lapse if reported, then department of Tourism shall deduct an amount which is equivalent to the amount involved in the each working day with an additional penalty of Rs.5,000/- per day. Every time the lapses 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 will be terminated without giving any further notice to the contractor and the entire performance security deposit given shall stand forfeited.
07. The successful bidder shall enter into an agreement with the Department of Tourism, Diu upon the receipt of acceptance of work order.
08. Terms & Conditions, payment terms and mode of payment, price bid documents, letter of acceptance and the agreement shall form the contract documents.
09. The bidder shall ensure that the proposal is complete in all respect and confirms to all requirements indicated in the bid documents.
10. The proposal should have no overwriting 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 bidder shall submit sealed tenders super scribed as "**ENGAGEMENT OF SECURITY SERVICES IN TOURISM DEPARTMENT, DIU**" and should reached in the office of the Information Assistant, Tourism Department, Bunder Chowk, Diu on or before 04/08/2015 upto 15.00 hours.
13. The period of contract will be for one year which may be extended for 2 (Two) more years, one year at a time.
14. The tender and all the correspondence and documents related to the tender exchanged by the bidder and Deputy Director (Tourism), Tourism Department, Diu shall be necessarily written in English Language.
15. The prices shall be quoted in terms of Indian Rupees only.
16. Tenders shall remain valid for a period of 90 (ninety) days after the last date of submission of tenders.
17. 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.
18. The person should be in the age group of 18 to 45 years and educated upto class Xth.
19. The person should be physically fit and medically certified for good health.
20. The agency should submit the Character and Antecedents Certificate of their employees on deployment alongwith three passport size photographs not more than six months old and police verification.
21. Preference will be given to ex-servicemen. The Security Agency shall provide the list of Ex-servicemen engaged by them alongwith the tender. Copy of discharge book should be submitted.
22. The person should be well trained and experienced in security duties at similar places/offices.
23. The agency should be able to provide additional strength of security personnel's at a short notice and should keep a leave reserve ready.
24. The agency should be a licensee as a Security agency with the Labour Commissioner in any neighboring state i.e. Gujarat or Maharashtra.
25. At the time of changing the shift of Security Guards shall have to sign the register of handed over – taken – over charge with detail entry therein.
26. The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Security Agency and should provide all the relevant documents to show compliance as proof every month as an when demanded by the department whenever submitted the bill.

27. The agency should comply at all the times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in security.
28. The agency should pay all existing & future local and other taxes, rates and other levies in respect of Security Agency to the Government or any local authority, as applicable to him for time to time and no additional reimbursement will be entertained by Tourism Department, Diu in this regards.
29. The agency should indemnify and keep indemnified the corporation against any loss, damages, fines, premiums, levies, costs, charges and expenses that the corporation may suffer or incur on account of breach of any law, rules and regulations of the government or any local authority or breach of any terms or covenant of the contract or of these present.
30. The agency should have office / establishment in Diu.
31. The agency should have provident fund registration for its employees fund and also have service tax registration and should comply with these Rule (as applicable to him) and also submit bill as per Rule 4A of Service Tax.
32. The agency should submit Income Tax Certificate for last 3 years.
33. The Security Agency to whom contract is awarded, shall be responsible theft, damage etc. to the property of Tourism Department, Diu, if such theft, damage is found to be taken place due to negligence of security guard on duty, and in such case the amount of damaged / theft shall be recovered from the bill / performance security deposit of Security Agency and the agency will not challenge the same in any Courts regarding this recovery.
34. The rates should be strictly inclusive of all Taxes/VAT/PF etc.
35. The Security Agency should pay minimum wage to the employees as notified by U.T. Administration Daman & Diu from time to time.
36. In case of any default in the part of agency the Tourism Department, Diu shall withheld the bill payment and deduct the amount as deemed fit as penalty of such default which will not be challenged by the agency in any Court.
37. The Addl. Director (Tourism) / Collector, Diu reserves the rights to accept or reject any bid or to annual bidder process and reject all tenders without assigning any reason thereof.
38. If at any time it is notice by the Tourism Department, Diu that the bidder has violated any of the terms & conditions, the Tourism Department, Diu shall be at the liberty to terminate the contract, without prejudice to any action as per law.
39. The agency and security guards should give full co-operation to police in case of inquiry regarding damage caused to the property of the Tourism Department, Diu.

40. There shall be no master-servant relation between employees of the Contractor and Tourism Department, U.T. Administration of Daman & Diu.



**Dy. Director (Tourism),  
Diu**

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**(Signature of the Tenderer with seal)**