

*Limited Tender for engagement of housekeeping services for
District Industries Centre, Udyog Bhavan, Nani Daman.*

**U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu
Department of Industries**

No.DIC/DMN/9(1)/2022-23/

Date: 03/08/2022

Limited Tender Enquiry


The Department of Industries, DNH & DD on behalf of President of India, invites sealed tenders from eligible agencies for "Engagement of housekeeping services for District Industries Centre, Udyog Bhavan, Nani Daman", so as to reach on or before 07/08/2022 up to 16:00 hours by Post/Courier or deposit into the tender box kept in the office of the undersigned.

Sr. No.	Particulars	Estimated Cost	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)
1.	Engagement of housekeeping services for District Industries Centre, Udyog Bhavan, Nani Daman for 08 hours a day and 06 days per week.	Rs.1.8 Lakhs	----	—

Bid submission should be done 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.

1. The Sealed Tender should be properly covered subscribing the name of items on envelope.
2. The offers received without obtaining tender documents 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.


**(S. Krishna Chaitanya)
Director (Industries)**

Copy to:-

- 1) The S.I.O., NIC, Daman with a request to publish in Website.
- 2) The Cashier, DIC, Daman for information.

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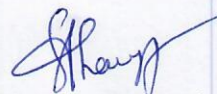
SCOPE OF WORK:

Schedule of Requirements and Specifications:

Sr. No.	Description	No. of person	Rate including applicable taxes	Total Amount
(1)	(2)	(3)	(4)	(5)
1	Engagement of housekeeping services for District Industries Centre, Udyog Bhavan, Nani Daman for 08 hours a day and 06 days per week.	01		
Total				

Signature of Supplier

With Rubber Stamp



Director (Industries)
DNH&DD

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN& DIU
DEPARTMENT OF INDUSTRIES**

**Terms and Conditions for engagement of housekeeping services for District Industries Centre,
Udyog Bhavan, Nani Daman.**

❖ **Instructions to Bidders :**

- 1) All documents attached should be legible/readable.
- 2) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:

Department of Industries

Address: Udyog Bhavan, Ground Floor, Amla, Silvassa-396230.

Contact Number: 0260-2963641 e-mail: dic-dnh[at]nic[dot]in

❖ **Conditions of Contract :**

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.
 - ii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iii. Non-Submission of required documents as mentioned in schedule
 - iv. Conditional/ Vague offers.
 - v. Unsatisfactory past performance of the tendered.
 - vi. Items with major changes/deviations in specifications/standard/grade/packing/ quality offered.
 - vii. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
 - viii. Tenders not filled up properly.
 - ix. The documents attached by the bidder if found not readable will not be considered for bid evaluation.
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form.
- c. Discount offered after price bid opening will not be considered.
- d. The Department may seek any clarifications/explanation/ documentary evidence related to offer at any stage from tenderers if required.
- e. **The rate quoted should be inclusive of all taxes and no extra charges will be paid and should be valid upto One Year from the date of tenderization.**

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- f. 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.
- g. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.

A. Eligibility Criteria:

- 1) The bidder should have minimum three years' experience in the field of providing manpower.
- 2) The Agency should be registered with the concerned tax authorities such as TIN/TAN, PAN, Service Tax, Sales Tax / VAT department or GST as applicable from time to time and other authorities, copy of certificate to be submitted along with financial and technical bid.
- 3) Copy of PAN, TAN, VAT, Service Tax card and other applicable agencies.
- 4) The Agency shall provide certificate that the firm or organization or corporate or any person associated with the operation & management are not Black-Listed by any Government Department or Ministry and no criminal case / complaint is pending against them anywhere in India or abroad, copy of the certificate may be attached with the bid.

Proforma for submission of Technical bid:

- a) Copy of PAN Card.
- b) Copy of GST registration certificate / TIN number.
- c) Copy of documents fulfilling experience criteria.

All tender documents strictly in the prescribed form should be submitted before the date and time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and condition of this tender.

Lowest quote offered by eligible Bidders shall be considered.

2. PAYMENT TERMS :

- a. 100% of the invoice amount will be paid only after completion of month during the contract.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **"CERTIFIED"** that the service on which GST has been charged have not been exempted under the Central GST or the Rules made there under and the amount charged on account of GST on these services is not more than what is payable under the provisions of relevant Act or Rules made there under".
- f. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirements.

Signature of Agency
With Rubber Stamp

Sd/-
Director (Industries)
DNH&DD

Email: dic-dnh@nic.in

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SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document/Certificate	Uploaded & Enclosed
01.	PAN No.	Yes / No
02.	GST Registration.	Yes / No
03.	Proof of experience in the similar type of work	Yes / No

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender.

Date:

Place: DAMAN

Sd/-
Director (Industries)
DNH&DD
Sign & Stamp of tenderer.