

No. DDTr./DMN/451/07/2025-2026/187
U.T. of Administration of Dadra & Nagar Haveli and
Daman & Diu,
O/o. the Director of Transport,
RTO Complex, Kathiria,
Nani Daman – 396210

Dated:- 26/06/2025.

TENDER NOTICE

Sealed Tenders are invited on behalf of President of India by the Director cum Joint Secretary (Transport), Dadra & Nagar Haveli and Daman & Diu, for engaging Three Security Guards, One Housekeeper and One Gardener for RTO office, Daman. The Tender Id is: **2025_DAMAN_4310_1**. The detailed terms and condition of the tender can be downloaded from the official website www.ddd.gov.in. & <https://ddtenders.gov.in> on or before 26/07/2025 up to 17:00 Hrs.

Sr. No.	Description of Work	Total Qty. (Nos.)	Rate per unit (in Rs.)	Total Amount (in Rs.)
1.	Security Guards round the clock 24 x7	03		
2.	Housekeeper	01		
3.	Gardener	01		

Bid Document Downloading Start Date	:	26 / 06 / 2025	18:00 Hrs
Bid Document Downloading End Date	:	26 / 07 / 2025	17:00 Hrs
Last Date and Time for Receipt of Bid	:	26 / 07 / 2025	17:00 Hrs
Price Bid Opening Date and Time	:	02 / 08 /2025	11:00 Hrs

THE TERMS AND CONDITOINS SHALL BE AS PER THE ANNEXURE ATTACHED TO THE TENDER NOTICE

Sd/-
Director-cum-Joint Secretary (Transport)
DNH & DD

- Copy to:-
- (1) The Director, (IT), Secretariat, for publishing/listing on the official website of Dadra & Nagar Haveli and Daman and Diu Administration.
 - (2) All head of offices, Dadra & Nagar Haveli and Daman and Diu for displaying on the Notice Board.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU.
TRANSPORT DEPARTMENT, RTO COMPLEX,
NANI DAMAN.

Tender Notice No. DDTTr/DMN/451/07/2025-26/188

Dated: 26/06/2025.

TERMS AND CONDITIONS FOR ENGAGING OF 03 NOS. UNARMED SECURITY GUARD ROUND THE CLOCK (24x7) & 01 HOUSEKEEPER & 01 GARDENER DURING OFFICE HOURS AT RTO COMPLEX, TRANSPORT DEPARTMENT, DAMAN TO LOOK AFTER THE ENTIRE CAMPUS, EQUIPMENTS, MACHINERIES, ETC.

Director cum Joint Secretary (Transport), Daman invites sealed tender from eligible agencies to provide 03 Nos. Security Guards round the clock 24 x 7 and 01 No. Housekeeper and 01 No. Gardener during office hours at RTO Complex, Daman to look after the entire campus, equipment, machineries, etc.

The contract period shall be for two years from the date of commencement and further renewal from time to time subject to satisfaction of work performance with mutual understanding at the same rate (maximum up to 03 years).

The Sealed tenders are invited online from eligible service providers / Agency with the terms and conditions as detailed below:-

Requirement:-

1. Three Security Guards for 24x7 Security of RTO office Campus.

A. The agency has to provide three security guards in proper dress & equipment at any point of time for 24x7 Security of RTO office campus.

B. Duties / Work of Security Guard:-

1. To protect campus from any trespasser and protection of all assets within the campus.
2. To regulate the movement of visitors during office hours.
3. To regulate parking of vehicles of all visitors during working hours / opening of office.
4. To report immediately any authorized activity or entry into campus during or after office hours.
5. He should be of sound health, physically fit, agile and of sound mind.
6. The Security Guard shall maintain the register and comply with all the directions of the Director of Transport.
7. Security Guard personnel should be in proper uniform and should have identity badge.
8. The main duties and responsibilities of Unarmed Security Guards shall be as directed by the Director of Transport, Daman.
9. The minimum eligibility of the Security Guard is education upto 10th Standard, age between 21 years to 50 years only and preference of having knowledge of Gujarati/Hindi Language.

2. One Housekeeper during office hours.

A. The agency has to provide one Housekeeper during office hours to clean the office and RTO Campus & its surrounding as per requirements and directions.

B. Duties / Work of Housekeeper.

1. Housekeeper will clean the RTO office before the opening time of office.
2. To remain present during office hours and maintain cleanliness throughout the day and especially of washroom and pantry area.
3. He should not be of less than 21 year of age and not more than 50 year of age.
4. He should be physically fit and of sound mind.
5. He should be well versed with Gujarati language.

3. One Gardener during office hours.

- A. The agency has to provide one Gardener during office hours to water the plants in the RTO Campus as per requirements and directions.
- B. Duties / Work of Gardener.

- 1. Gardener will water the plants, trim trees and shrubs and keep the RTO Campus clean.
- 2. To remain present during office hours and maintain cleanliness throughout the day and specially the RTO Campus.
- 3. He should not be of less than 21 year of age and not more than 50 year of age.
- 4. He should be physically fit and of sound mind.
- 5. He should be well versed with Gujarati language.

4. Other Terms and Conditions:

- 1. The agency will not allow or permit the employees to participate in any trade union activities or agitation in RTO Complex, Daman.
- 2. FDR should accompany tender application duly completed in all respects for Rs.10,000/- (Rupees Ten Thousand only) as Earnest Money deposit in favour of the Director cum Joint Secretary (Transport), RTO Complex, Daman. The EMD submitted other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The tender application without EMD as above not to be entertained at any cost.
- 3. The amount of earnest money paid by the bidder (s) whose tenders are not accepted will be refunded to them as per rules of tender.
- 4. If the bidder whose tender is accepted fails to state the work fully within stipulated time the earnest money deposit of such bidder will stand forfeited to the Government.
- 5. Interested parties may visit during office hours to inspect the RTO Complex, Equipments, Machineries, etc, at Nani Daman.
- 6. The Tender (s) will be accepted during working hours up to **5.00 p.m. on 26/07/2025. It should be accompany with DD of Rs. 500/- as tender fees and EMD of Rs. 10,000/- in the form of Demand Draft drawn on any Scheduled bank in favor of Director cum Joint Secretary Transport, Daman. EMD shall be returned to the unsuccessful bidders after award of work. The tender not accompanied with requisite amount of EMD shall be rejected.**
- 7. The bidder (s) should be a reputed firm with a proven track record providing such type of services in corporate / Private / Government sector institutes. Preference will be given to those who have experience and having enough educational qualification.
- 8. The bidder (s) should provide addresses of organizations / institutions where they provide Security Guards and certificate from previous customer need to be attached, if any.
- 9. The bidder should have been continuously in the business for a minimum of three preceding year.
- 10. The tender should be addressed to the Director cum Joint Secretary of Transport, Daman U.T. Administration of Dadra & Nagar Haveli and Daman & Diu and on the top of envelop should be written in capital letter "TENDER FOR PROVIDING 03 SECURITY GUARDS ROUND THE CLOCK (24 HRS DAY & NIGHT) & 01 HOUSEKEEPER & 01 GARDENER DURING OFFICE HOURS AT RTO COMPLEX, DAMAN." The rates quoted should be inclusive of all taxes.
- 11. The rates quoted should be more than minimum wages prevailing for various kind of manpower. Those who are quoting, exactly minimum wages will not be considered for evaluation and will be rejected.
- 12. After award of tender, No extra charge for any item will be paid on the rates quoted.
- 13. The bidder has to submit on Rs. 100 stamp paper Affidavit with Government Notary that Agency or he is not black listed by any Government Departments, Firms, Semi-Government Departments or Limited Agencies.
- 14. The department shall not be liable in any respect for damages or compensation for any injury or for any occupational disease peculiar to the employment to any person engaged through the contract and you should keep the department indemnified thereof.
- 15. In case of failure of providing Security Guard/Housekeeper/Gardener at any time you are fully responsible for all consequential /losses /damages/ additional expense etc and service will be terminated immediately and your Security Deposit will be forfeited.
- 16. Bidder will be liable for making good all the damages /losses arising out of theft, breakage, pilferage of any office furniture, equipment, fitting and fixtures whatsoever as may be caused to the Department directly or indirectly by the persons engaged through you.
- 17. Bidder shall exclusively be liable for compliance of the provisions of any Acts, Laws, Rules and Regulations having bearing over engagement of security guards directly or indirectly. Bidder are hereby undertake to indemnify the Department against all actions, suits, proceedings, claims, losses, damages etc. which may arise under Minimum Wages

- Act., Payment of Wages Act. , Workmen's Compensation Act, Provident Fund and all other labour laws etc. or any other Act or statute herein not specifically mentioned but having direct or indirect application for the persons engaged under this contract.
18. Additional terms and condition will be incorporated if needed to safeguard the interest of department.
 19. The department shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
 20. No unsolicited correspondence shall be entertained after submission of the offer.
 21. No separate agreement will be executed by the successful bidder for the purpose of the contract. The supply rates tendered/Offered in response to the concerned Tender Notice shall be considered as acceptance of all terms and conditions for engagement of Security Guard for all legal purpose. Without enclosing copy of Terms and Conditions dully signed and sealed will not considered and it will be rejected.
 22. The bidder will have the **Police verification** of all the work force / staff prior to its deployment in the RTO Complex, Daman for the Security Guards/Housekeeper/ Gardener.
 23. The bidder will have all the work force / staff deployed covered under the suitable insurance scheme.
 24. The Director of Transport, Daman reserves the right to cancel the contract with one-month notice.
 25. **The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10 % of the total value of the contract amount as security deposit alongwith EMD of Rs. 10,000/-in the form of FDR form the Successful bidder.**
 26. Non-receipt of the security deposit with the stipulated time limit will result in automatic cancellation of the contract / order for unarmed Security Guard work without any intimation. And EMD will be forfeited
 27. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman & Diu.
 28. The right to accept or reject without assigning any reason, any or all tenders in part or whole is reserved with the tender inviting officer and his decision (s) in all matters relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.
 29. Bidder should submit the following documents / certificates in envelope.
 - Pan Card.
 - Valid GST Registration.
 - Registration Certificate of the firm.
 - Experience Certificate of similar work.
 - Demand Draft for Tender Fees.
 - FDR /Bank Guarantee against EMD.
 - Rs. 100 stamp paper Affidavit with Government Notary.
 - Tender documents (duly signed and stamp).
 30. **The bidding must be done online only except the Tender fee & EMD in form of Demand Draft/Pay Order should be deposited in physical/original in the Tender box (Super scribed Tender for Security Guards & Housekeeper & Gardener) kept for this purpose in the office of Director of Transport, Transport, Airport Road, Nani Daman during office Time & the Tender Box will be available upto the closing hours fixed for the tender for online submission.**

Sd/-

Director cum Joint Secretary (Transport),
Dadra & Nagar Haveli and Daman & Diu.

The above terms and conditions are accepted and binding to me / us.

Place: Daman
Dated: / /2025

Signature of bidder:
Name of the bidder with seal of the firm:

Note: Please return one copy of these terms & conditions dully signed with seal of the firm along with the tender documents.