

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
Department of Health and Family Welfare, DNH & DD
केंद्रीय खरीद शाखा का कार्यालय
Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

Tender Id No.: 2026_UTDNH_8002_1 Dated: 17/04/2026 for Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.

No. CPB/DNHDD/Outsource/2026-27/05

Date: - 17/04/2026

A. Tender Notice/Notice Inviting Tender (NIT)

The Director of Medical & Health Services, UT of Dadra & Nagar Haveli, Daman & Diu on behalf of President of India, invites online tender on <https://dnhtenders.gov.in/nicgep/app> from the Manufactures/ Authorized Dealers/ Suppliers Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.

| Sr. | Particulars | (E.M.D.) Earnest Money Deposit in Rs. | Tender Fees (Non-Refundable) in Rs. | e-Tender ID No. |
|-----|---|---------------------------------------|-------------------------------------|-----------------|
| 1. | Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu | Rs. 1,35,475/- | Rs.1,500/- | |

Bid document downloading Start Date : 17/04/2026
Bid document downloading End Date : 27/04/2026, 10:00 Hrs.
Last Date & Time for receipt of Bid : 27/04/2026, 10.00 Hrs.
Preliminary Stage Bid Opening Date : 27/04/2026, 10.00 Hrs.
Technical Stage Bid Opening Date : 27/04/2026, 10.30 Hrs.

Bidders have to submit Technical Bid and Financial Bid in Electronic format only on <https://dnhtenders.gov.in/nicgep/app> website till the last date and time for submission.

It is ensured that all tenders links will be used in HTTPS format for e-procurement compliance.

Technical Bid and Financial Bid in Physical format shall not be accepted in any case.

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Bid submission will be done along with Tender Fees and EMD in original by Registered Post/Speed Post or to be deposited in the tender box kept in the office of the Central Procurement Branch, DNH & DD as per Rule 170 of the General Financial Rules (GFR), 2017. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://dnhtenders.gov.in/nicgep/app> attention is invited to the bidders that: -

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of DD/Bankers Cheque of any Nationalized or Scheduled Bank of India payable at Daman in favour of the Medical Superintendence Government Hospital, Daman. The Tender Fees will be Non-Refundable.
3. The EMD will be accepted in form of FDR or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favour of the Medical Superintendence Government Hospital, Daman.
4. The EMD will remain valid for a period of 45 days beyond the final bid validity period as per Rule 170 of the General Financial Rules (GFR), 2017.
5. Bids must be submitted through the e-procurement portal only; manual or offline bids shall not be accepted as per Rule 160 of the General Financial Rules (GFR), 2017.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: cppp-nic[at]nic[dot]in, Mobile No: +91-7878007972 and +91-7878007973, Tel No. 1800 3070 2232 Website: www.dnhtenders.gov.in.

Sd/-
In - Charge,
Central Procurement Branch
Aayushman Aarogya Mandir,
Opp. Indian Oil petrol pump,
Dholar, Moti Daman – 396220
U.T. of DNH and DD
Email – cpbdaman106@gmail.com.

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B. Instructions to Bidders

1. Availability of Tender Documents

All tender documents can be downloaded **free of cost** from the E-tender Portal.

🔗 <https://dnhtenders.gov.in/nicgep/app>

2. Mode of Submission

All bids shall be submitted **online only** on the E-tender portal.

3. Guidelines for Online Participation

Instructions for online participation in e-tenders can be obtained from the same website.

4. Supplier Registration

Suppliers must register on the website through the “**New Supplier**” link available on the homepage.

5. Bid Validity

The bid shall remain valid for a period of **365 days** from the date of opening of technical bid.

6. Digital Signature Certificate (DSC)

A valid **Digital Signature Certificate** is mandatory for participation in the e-tender. The bidder must ensure all uploaded documents are digitally signed using a valid **Class-III Digital Signature Certificate (DSC)**.

7. Clarifications & Communication

For any queries regarding tender specifications or clauses, correspondence may be addressed to:

In - Charge,
Central Procurement Branch
2nd Floor, CHC Campus,
Fort -Area, Moti Daman,
Daman – 396220
U.T. of DNH and DD
Email – cpbdaman106@gmail.com.

8. Document Submission

- All documents uploaded/scanned must be **legible and readable**.

9. Document Categorization and Submission:

Documents are categorized into **Group A** and **Group B**.

Group A documents (Tender Fee and EMD) shall be submitted **physically** at the office of the **Central Purchase Branch (CPB)** only.

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Group B documents (as listed in **Annexure–B**) shall be submitted **online only** through website <https://dnhtenders.gov.in/nicgep/app>.

Uploading required documents on the tender website is **essential**.

10. Service Compliance

The bidder must provide **compliance details** for quoted service Category. Any **false or misleading statement** found at any stage of the procurement process will result in **outright rejection of the bid and forfeiture of EMD**.

11. Amendment/Modification/Corrigendum process.

Amendment/Modification/Corrigendum may be incorporated as per the requirement of the department before accepting or rejecting any or all tenders in part or whole without assigning reasons.

12. Withdrawal of Bids

The department has the whole right to withdraw any or all tenders in part or whole without assigning reasons at any time before issuing the purchase order to the bidders. This decision will be binding to all the bidders.

C. Tender Submission System

1. Two-bid system:

- **Technical Bid** and **Financial Bid** to be submitted online at E-Tender portal.
- **EMD and Tender Fee** to be submitted online on the E-Tender portal as well as physically in the Tender Box along with a covering letter.

The envelope should be **super scribed** as:

Sealed Cover of Bid for “**Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.**”

The **EMD & tender fee** must be enclosed with the bid documents.

2. Earnest Money Deposit (EMD)

- a. All tenders must be accompanied by the prescribed **EMD**, failing which they will be **rejected**.
- b. EMD is to be obtained from the bidders except MSME and Startups as per Rule 170 of General Financial Rules (GFR), Rules, 2017.

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- c. Bidders claiming MSME or Start-up exemptions must submit valid supporting documents corresponding to the exemption claimed, such as the UDYAM Registration Certificate (as per MSME Notification 2021), Start-up Certificate or any other relevant documents.
- d. EMD is to be submitted in favour of “**The Medical Superintendent Government Hospital, Daman**” issued by any Nationalized or Scheduled Bank authorized by the RBI to undertake Government business.
- e. EMD may be submitted in any of the following forms:
 - **Fixed Deposit Receipt (FDR)**
 - **Bank Guarantee (BG)**
 - **Insurance safety Bond**
 - **Demand Draft**
- f. The EMD will remain valid for a period of 45 days beyond the final bid validity period as per Rule 170 of the General Financial Rules (GFR), 2017.
- g. EMD in any form other than those permitted under the provisions of GFR, as amended from time to time, shall not be accepted.

3. Exemption from EMD (As per GFR Rule 170)

1. **Micro and Small Enterprises (MSEs)** registered under the **MSME Procurement Policy** are exempt from EMD submission.
2. Under MSE category, **only manufacturers** (for goods) and **service providers** (for services) are eligible for EMD exemption. **Traders are excluded.**
3. Start-ups (whether MSEs or otherwise) are also **exempted** from EMD, prior experience, and prior turnover requirements, subject to meeting quality and technical specifications as per O.M issued by the Ministry/UT Administration time to time.
4. Bidders claiming exemption from EMD must, however, submit a **Bid Securing Declaration** accepting that if they withdraw or modify their bids during the validity period, or fail to sign the contract/submit performance security, they will be **suspended for 06 months** from eligibility to bid for tenders under the Department of Health & Family Welfare, DNH & DD.
5. All financial statements submitted shall be audited by a Chartered Accountant and accompanied by CA’s seal and signature with valid UDIN.

Note: Bidders claiming an EMD exemption, a duly signed undertaking, in lieu of submitting EMD, as per **Annexure – E** must be enclosed.

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4. Performance Security/Security Deposit (Rule 171 of GFR, 2017)

- a. To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the Contract.
- b. Performance Security will be 5% of the value of the contract as specified in the bid document.
- c. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- d. Bid security should be refunded to the successful bidder on receipt of Performance Security.
- e. Performance Security may be furnished in the form of:
 - **Fixed Deposit Receipt (FDR)**
 - **Bank Guarantee (BG)**

6. Forfeiture of EMD / Performance Security

EMD/Performance Security shall be forfeited under the following conditions:

- i. Submission of **false or fabricated documents, misleading statements, or failure to provide requisite documents** in proper format.
- ii. Failure to **Deploy requisite Manpower/Staff** within the stipulated time.
- iii. Failure to **deploy required staff / deployed staff not as per requirement.**
- iv. If the bidder withdraws or modifies bid during validity.

7. Release of EMD/Performance Security

- a. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
- b. The Performance Security shall be refunded to the bidders after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.

8. Failure to Deploy Staff

In the event of failure to deploy required staff as per terms and within the stipulated period:

- The **loss incurred** will be recovered from the supplier's **EMD/Security Deposit or pending bills.**

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- The supplier shall have **no claim** in such cases.

9. Non-Adjustability of EMD

EMD deposited against previous tenders or supply orders **shall not be adjusted** against this tender's EMD requirement.

D. Eligibility Criteria:

In order to qualify for participation in the tender process, interested bidders must meet the following eligibility requirements and submit all supporting documents as listed below

Each document is mandatory and must be enclosed with the bid to ensure proper evaluation and consideration.

1. **PAN Card:** - A self-attested copy of the Permanent Account Number (PAN) card issued by the Income Tax Department of India must be submitted.
2. **GST Registration Certificate:** - A valid Goods and Services Tax (GST) registration certificate must be provided in the name of the bidding entity.
3. **Undertaking and Verification of Required Documents/Certificates/Permissions as per Annexure-A:** - A duly filled, signed, and stamped copy of **Annexure-A** (comprising the undertaking and declarations of the required documents/certificates/permission as per Annexure A) confirming compliance with tender requirements must be submitted.
4. **Schedule of Required Documents/Certificates/Permissions in Annexure-B** – A scanned, stamped, and duly signed copy of **Annexure-B** from the tender document must be uploaded.
5. **Certification that** the Bidder or any of its allied is not **Blacklisted by any** Central/State Government/ Public Undertaking/Institute at the time of bid submission as per prescribed format in Annexure-C. This certification should be notarized on Rs. 50/- non-Judicial stamp paper for validity. Persistent default or non-performance may result in blacklisting of the firm for up to Two years as per Rule 151(iii) of GFR 2017.
6. **Earnest Money Deposit (EMD):** -The prescribed EMD must be submitted. If claiming EMD exemption, a duly signed undertaking, in lieu of submitting EMD, as per **Annexure -E** must be enclosed.
7. **Statement of Annual Income / Turnover:** -The average annual turnover of the bidder for the last 3 financial year must be at least Rs. 22 Lakhs, the bidder shall provide proof of annual income/turnover for the last three financial years, 2022 – 23,

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- 2023-24, 2024-25. Acceptable documents include **audited financial statements** or **income tax returns**, duly certified by a Chartered Accountant.
8. **Work Experience Certificate:** - The bidder must have relevant experience in deployment of similar manpower in the last three financial years or a valid **work order/completion certificate** must be submitted showing experience in handling projects worth at least Rs. 12 Lakhs. (In consistent with the exemption criteria)
9. Bidders claiming exemption from the prior turnover requirement specified in **Para 7** and the prior experience requirement specified in **Para 8** may avail such exemptions under the applicable Start-up and MSE Procurement Policy Orders. To avail these exemptions, bidders must submit valid supporting documents corresponding to the exemption claimed

E. Bid Evaluation Criteria

A. Preliminary Evaluation

- Verification of Earnest Money Deposit (EMD) submission.

B. Technical Evaluation

- Scrutiny of the technical specifications and all other relevant documents as required by the Department, in comparison with the quoted specifications.
- Examination of the Compliance Statement submitted by the bidder.

C. Financial Evaluation

- The financial bids of only those bidders who qualify in the Technical Evaluation stage shall be opened.
- The bidder offering the **lowest evaluated price (L1)** among the technically qualified bidders will be considered for award of contract.
- In the event of multiple L1 bidders in respect of a service bid, the provisions and procedures prescribed under the General Financial Rules (GFR) and the Manual for Procurement of Goods shall be followed for placement of the work order.

F. Terms and Conditions of Contract

1. Acceptance of Tender

a. Grounds for Rejection

The tender is liable to rejection for any of the following reasons:

- i. Non-submission of the tender within the stipulated time period.

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- ii. Group - A documents to be submitted online as well as physically at the office of CPB only and Group - B documents to be submitted online on E-Tender portal.
 - iii. Group A documents include fees and EMD, whereas Group B includes the document which is mentioned in annexure -B
 - iv. Tender is unsigned, not initial on each page, or contains unauthenticated corrections.
 - v. Non-payment of Tender Fees as well as Earnest Money Deposit (EMD) (if not exempted).
 - vi. Exemption of EMD is not as per the GFR Rule 170.
 - vii. Conditional or vague offers.
 - viii. Unsatisfactory past performance of the tenderer.
 - ix. Submission of misleading, contradictory, false statements, or fabricated/invalid documents.
 - x. Improperly filled tender documents.
 - xi. Unreadable documents uploaded online shall not be considered for bid evaluation.
 - xii. Bidders should not submit a bid if their firm's turnover is below the prescribed threshold.

b. Discounts

Any discount offered by the bidder must be clearly reflected in the total final bid amount in the price bid form on <https://dnhtenders.gov.in/nicgep/app>. Discounts offered **after** opening of the price bid shall **not** be considered.

c. Rate Evaluation

The consolidated rates entered online will be taken into account for preparing price statements.

Only the bidder who is technically qualified and found lowest (L1 Bidder) as per evaluated rates shall be considered for award of contract.

d. Clarifications

The Director of Medical & Health Services, DNH & DD may seek clarification, explanation, or documentary evidence related to the offer at any stage.

e. Submission & Validity

- No tender will be accepted after the prescribed closing time. Delays, including postal/transit, will not be condoned.

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- If the last date of submission falls on a Government holiday, it shall automatically extend to the next working day.
-

f. Quantity & Contract

- The number of manpower indicated are **as per contract** and subject to change based on actual departmental requirements as per the approval of the competent authority.
 - The successful tenderer shall be bound to provide required manpower.
 - **“The contract (including the service charge in terms of percentage) will initially remain valid for Six months from the date of issue of the order and The same may be extended for a further period of up to two (02) years, subject to satisfactory performance of the bidder and mutual agreement between both parties.**
-

g. Pricing

- Rates must be **inclusive of all taxes and charges**; no extra payment will be made.
-

h. Authority & Finality

- All disputes arising out of this tender shall fall under the jurisdiction of Courts at Daman, UT of Dadra & Nagar Haveli and Daman & Diu.
 - The Tender Inviting Officer reserves the right to accept or reject any or all tenders in part or whole without assigning reasons.
 - The tender Inviting officer have the right to amend/make corrigendum before accepting or rejecting any or in part or whole without assigning reasons.
-

i. Agreement

No separate agreement shall be required to be signed. Submission of the bid itself implies acceptance of all tender terms and conditions for all legal purposes.

j. Blacklisting and Litigation

- The bidder or its associated entities is **not** blacklisted by any State/Central Government at the time of participation of this tender.
- An **affidavit** confirming the same must be submitted.
- Details of any **litigation or arbitration** related to contracts in the last three years must be disclosed.
- Submission of a **false affidavit** shall result in blacklisting, termination of the contract, and recovery of all resulting losses.
- If the bidder/principal is under investigation or penalized by CVC or any State/Central Government body for similar work, the bid will be **rejected outright**.

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G. TERMS & CONDITIONS

1. If outsourcing of manpower is required, the contractor must obtain and submit a valid Labour Licence in accordance with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and / or any other applicable codes, regulation, acts etc. for the supply of services under consideration, issued by the Government of India / U.T. Administration of DNH & DD, from time to time. Failure to comply within the stipulated timeframe may result in cancellation of the contract and imposition of penalties, including blacklisting of the bidder.
2. Agencies intending to participate in this tender shall:
 1. Hold and possess the necessary licenses in the Union Territory of Dadra Nagar Haveli & Daman Diu to provide outsourcing services to the department.
 2. Agency not holding necessary licenses in the Union Territory of Dadra Nagar Haveli & Daman Diu shall apply and obtain the necessary licenses in the Union Territory of Dadra Nagar Haveli & Daman Diu.
3. The bidder shall submit all the required documents as mentioned in the Tender document as per Annexure–B.
4. No residential facilities shall be provided by the Institute. It has to be arranged by the agency.
5. The agency shall be responsible for the security of the institute property, including manpower, machinery, equipment, furniture, trees, etc. The agency shall be held liable for any damage to the hospital property, including manpower, machinery, equipment, furniture, trees, etc.
6. The agency and its staff must fully co-operate with the Police in any inquiries regarding damage to the institute's property.
7. The rates for the works/services offered by the contractors should encompass all taxes & costs.
8. Once an Order is issued to the agency, refusal to comply will result in the forfeiture of the EMD/Security Deposit & Blacklisting of the bidder.

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9. The selected agency must provide services as agreed upon in the contract and may not sub-contract to other agencies. Violation will result in forfeiture of the EMD/Security deposit and blacklisting of the bidder.
10. The successful tenderer must commence work within 15 days of receiving the work order.
11. The successful tenderer must engage physically fit required nos. of staff for the operation, free from communicable diseases typically aged between 18 to 50 years. Their details including names, passport-sized photographs, nationality, addresses, identity cards, fingerprints, police verification records, etc., must be submitted to CMO, DNH & DD for proper documentation and record-keeping purposes.
12. If the successful tenderer fails to fulfil their obligations, the department may forfeit EMD/Security Deposit.
13. The agency must promptly resolve any concerns regarding deployed personnel who exhibit behaviours such as disobedience, dishonesty, poor health, or lack of cooperation, as directed by the CMO, DNH & DD. The agency must comply with immediate replacements.
14. Personnel found involved in inebriated or other unsocial activities like gambling etc will be relieved of their duties by CMO, DNH & DD. The decisions made by the CMO, DNH & DD, in this regard shall be deemed final and binding for all parties involved.
15. The tasks and operations assigned are integral to the essential services of General/Public Health. Therefore, the contractor is obliged not to delay, suspend, or cease to provide such services under any circumstances, this may attract the penalties as per the penalty clause.
16. The contractor is expected to carry out all works diligently, even during festive occasions and public holiday. Failure to do so will result in penalties as per the penalty clause.
17. The schedule for the contractor's employees regarding all tasks, operations and services shall be as follows: they shall adhere to shift duties as required or undertake general duties as assigned. However, in instances such as examinations, seminars, exhibitions, annual events, national festivals, special occasions, emergencies or any other urgent situations, the duration of their duties may be extended as per the requirement of the department.
18. During shift changes personnel are required to sign the register indicating the handover and takeover of duties, providing detailed entries therein.

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19. Since the hospital will function on a 24×7 basis, the above manpower shall be deployed in Morning, Afternoon, Night, General and Reliever shifts to ensure uninterrupted housekeeping, sanitation and patient support services across wards, critical care areas, OPDs, diagnostic departments and surrounding campus.
20. At the contractor's own risk and expense, all necessary uniforms, boots, gumboots, hand gloves, raincoats, and other required attire to be provided by the agencies.
21. The agency is responsible for maintaining muster rolls, payment sheets, identity cards and any other relevant documentation. These records must be readily available for inspection by the competent authority or by their representatives.
22. The Contractor/Service provider is required to adhere to the wages as per the Minimum Wage Act, 1948 and / or any other applicable codes, regulation, acts etc. for the supply of services under consideration, issued by the Government of India / U.T. Administration of DNH & DD, from time to time.
23. The contractor is required to strictly adhere to the provisions outlined in the Child Labour Act, 1986 and Minimum Wages Act, 1948 and / or any other applicable codes, regulation, acts etc. for the supply of services under consideration, issued by the Government of India / U.T. Administration of DNH & DD, from time to time. Any responsibilities arising from violations of these acts shall solely rest with the contractors. The Administration shall not be held responsible for any litigation arising in this regard.
24. The agency is tasked with the responsibility of salary/wage disbursement, as well as the deduction of Provident Fund (PF), insurance premiums, bonuses, etc., for its staff, in accordance with the provisions outlined in the Minimum Wages Act and / or any other applicable codes, regulation, acts etc. for the supply of services under consideration, issued by the Government of India / U.T. Administration of DNH & DD, from time to time. It is important to note that the Department shall not be held accountable for any form of staff payment.
25. In compliance with the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and / or any other applicable codes, regulation, acts etc. for the supply of services under consideration, issued by the Government of India / U.T. Administration of DNH & DD, from time to time, it is required that a copy of the Provident Fund challan, demonstrating payment, be attached to the monthly bill submitted to the department. Bills will not be processed in case of failure to submit the copy of challan. Agency will be solely liable for damages and interest, due to non-submission of PF as per prescribed time limits.

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26. Goods and Services Tax (GST) will be applicable in accordance with the prevailing rules and regulations.
27. Billing for wages and salary will be based on the attendance of employees. All other charges and taxes will be calculated as a percentage of the actual gross wages/salary payable as per Breakup chart (i.e., Annexure E).
28. Billing for bonus will take place solely at the time of payment to the employees in accordance with Bonus Act and Rules framed thereunder. All other charges (such as service charges) and taxes will be calculated as a percentage of the actual gross bonus payable or paid to the employees as per Annexure-E (i.e., Breakup chart).
29. Any official/s authorized by the competent authority of the Administration, shall supervise the execution of works undertaken by the contractors. The contractors are obligated to adhere to all instructions provided by the competent authority.
30. In the event that an employee of the bidder is found engaging in offensive activities or executing work not covered within the scope of the contract agreement or specified instructions, the agency will be held responsible for such activities, and action may be taken by the competent authority against the agency, as deemed fit.
31. In the event of any accidents involving staff/employees of contractors/bidders during the execution of the agreement/work or damage caused by the Contractor or their staff to the Institute's property, the responsibility lies with the Contractor. The department shall not be held liable for any accidents involving labourers engaged for this job. The cost of property damage shall be recovered from the contractor/agency.
32. The successful tenderer is obligated to exercise utmost caution to prevent any accidents during the course of work/operation. Necessary precautions and steps are to be taken at the work site at the expense of the contractor. It is the contractor's responsibility to address such cases at their own cost and settle any damages or compensation as determined by the Court or other competent authorities. The Department shall not bear any responsibility for such incidents or the payment of damages/compensation arising from them.
33. Tenderers are encouraged to conduct a thorough inspection and examination of the site/area/premises/campus of the Institute intended for the specified work. It is advised that tenderers satisfy themselves before submitting their tender by obtaining all necessary information regarding risks, contingencies, accommodation and sanitation facilities that may influence or affect their tender.

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34. A tenderer is considered to possess full knowledge of the site/area/campus/buildings intended for the specified work, regardless of whether an inspection is conducted. No additional charges resulting from misunderstandings or other circumstances shall be permitted.
35. The Department does not offer residential facilities to the tenderer or any deployed staff. The arrangement for accommodation or tentage for all personnel deployed for the specified work must be managed by the agency itself, at their own risk and expense.
36. Any civil or criminal disputes shall fall under the jurisdiction of the local Court of Dadra & Nagar Haveli and Daman & Diu.
37. The contractor must submit an unconditional bid/tender in the provided tender form. Bids/tenders with conditions will be rejected without any consideration.
38. Any changes in administrative procedures or rules initiated by the Departmental, as deemed necessary for the smooth operation of the works, shall be binding on all concerned.
39. In the event of any breach of contract conditions by the contractor or if the Department deems the contractor's work unsatisfactory, the Competent authority reserves the right to terminate the contract. The Secretary (Health), Dadra & Nagar Haveli and Daman and Diu, shall serve as the arbitration authority and the decision rendered by the Secretary (Health) will be deemed final and binding for all parties involved.
40. In the event of any dispute arising from the interpretation of the agreement/contract, the decision of the Secretary (Health), DNH & DD, shall be deemed final and binding for all parties involved.
41. The posts must meet the minimum educational qualifications as specified and each individual holding these positions must be provided with the minimum salary indicated, as per the terms of the agreement, by the successful contractor during the course of the agreement.
42. The invoice may include applicable components such as service charges, GST, and other statutory levies, as per rules.
43. The tenderers shall give a detailed breakup of the salary, taxes and charges with deductions and contributions to be levied by the agency for the post mentioned.

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G. TERMINATION OF CONTRACT

The Competent Authority may terminate the contract **at any time, without assigning any reason.**

If the contract is terminated due to **breach of any terms and conditions**, termination shall take effect **immediately**, without prior notice.

a. Grounds for Termination:

1. The Competent Authority reserves the right to terminate the contract wholly or in part at any time without assigning any reason to the agency.
2. The contract including rate contract shall be liable for immediate termination without prior notice in the following cases:
 - i. The firm is debarred, disqualified, ceases to exist, or is convicted of any offence.
 - ii. If the agency fails to deploy any or all Manpower/staff within the time period specified in the Order.
 - iii. If the agency provides less manpower or fails to deploy the required manpower within the stipulated timeframe.
 - iv. If the agency breaches any term and condition of the contract including false declaration, misrepresentation, or violation of tender norms.
 - v. if the agency become insolvent, goes into liquidation, or is blacklisted by any government authority.

H. PAYMENT TERMS

- a) **Payment:** 100% payment of the invoice amount shall be made **only after successful deployment of required staff and submission of the Security Deposit.**
- b) **Price Escalation:** No request for **price escalation** shall be entertained under any circumstances.
- c) **Billing:** All bills **shall be mandatorily prepared in triplicate** and must clearly indicate the work order number and date. Each bill **shall be accompanied by a certification** confirming full compliance with applicable labour laws, including statutory payments such as Provident Fund and Bonus for all personnel engaged under this tender. **Incomplete or uncertified bills shall not be entertained** and

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- will be liable for rejection. All such duly completed bills **must be submitted to the Accounts Section** for processing.
- d) **Revenue Stamp:** Bills exceeding ₹5,000/- must be **pre-receipted** on a **Revenue Stamp** of appropriate value. Bills not pre-receipted will not be accepted for payment.
- e) **Tax Certification:** Each bill charging GST 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 this service is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- f) **Additional Charges:** No additional charges related to manpower services, such as recruitment, deployment, or administrative costs, shall be payable beyond the quoted rates.
- g) **Item Specification:** Rates should be quoted **only** for the specified Manpower/Staff as per the tender terms.
- h) **Advance Payment:** No advance payment shall be made in any circumstances.

Security Deposit (SD)

- a) The successful tenderer shall deposit **5 % of the total order value** as Security Deposit **within 10 days** from the date of issue of order.
- b) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- c) Failure to deposit the Security within the stipulated period shall result in **automatic cancellation of the order** without prior intimation.
- d) Security Deposits submitted against previous tenders or orders **shall not be adjusted** against the current requirement.
- e) In case of failure to deploy manpower as per the tender requirement, losses incurred by the Department shall be **recovered from the Security Deposit or from any pending bills.**

I. Force Majeure Clause

1. Such events include, but are not limited to:

- Natural disasters (flood, earthquake, cyclone, storm, drought, fire, etc.)
- War, invasion, acts of foreign enemies, hostilities, or civil commotion

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-
- Acts of Government (law, order, regulation, or embargo)
 - Epidemics, pandemics, or quarantine restrictions
 - Strikes, lockouts, or industrial disturbances.
 - Any other causes beyond the control of the affected party

2. Obligations of the Party Claiming Force Majeure: The affected party shall:

- a) Notify the other party **in writing within 7 days** of the occurrence of such event, explaining its impact on performance.
- b) Provide supporting evidence, if required, to establish the event as Force Majeure.

3. Consequences:

- a) The performance of the contract shall be **suspended** for the period during which the Force Majeure condition continues
- b) **No party shall be liable** for non-performance or delay during this period.
- c) If the event continues for more than **60 days**, either party may **terminate the contract** without any financial liability to the other.

4. Exclusions:

Events such as **non-availability of staff, labour disputes or financial difficulties** of the bidder shall **not** be considered Force Majeure.

5. Restoration of Work:

As soon as the Force Majeure event ceases, the affected party shall **resume performance** of its obligations under the contract as early as possible.

J. Penalty Clause

1. **Delay in deployment of staff:**

If the agency fails to deploy the required staff within the stipulated time as mentioned in the order/contract, a penalty shall be imposed at the rate of **0.5% (half percent)** of the total value **per week or part thereof for the delayed period**, subject to a maximum of **10% of the total order value**.

2. **Non-Performance of staff /Failure to deployed staff:**

In case of non-performance of staff or failure to deployment of required staff as per the order or if the deployed staff is not conforming to the qualification, age criteria, experience, the department reserves the right to **forfeit the Earnest Money Deposit**

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(EMD)/Performance Security Deposit and terminate the contract without any prior notice. The agency may also be **blacklisted** for future tenders.

3. **Administrative Action:**

Persistent delays, poor performance, or failure to meet contractual obligations may lead to **blacklisting/debarment** from participation in future tenders of the department for a period decided by the competent authority.

Sd/-

In - Charge,

Central Procurement Branch

Aayushman Aarogya Mandir,

Opp. Indian Oil petrol pump,

Dholar, Moti Daman – 396220

U.T. of DNH and DD

Email – cpbdaman106@gmail.com.

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K. SCOPE OF WORK:

Schedule of Requirement of Staff “Outsourcing of 40 Nos. Housekeeping Manpower for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.”

| Sr. No. | Name of Post | Education Qualification Required | Category (Skilled, Semi-Skilled, Unskilled) | No. of staff required | Compliance (Yes / No) |
|---------|-------------------------|---|---|-----------------------|-----------------------|
| 1. | Housekeeping Associates | Housekeeping Manpower Services Minimum 8 th /10 th Pass, physically fit, with experience in cleaning/sanitation work in hospital/institute | Un-Skilled | 31 | |
| 2 | Nursing Orderly/ Porter | Housekeeping Manpower Services Minimum 8 th /10 th Pass, physically fit, with Preferably with experience in hospital patient handling and porter services | Un-Skilled | 9 | |

Note: - 1) Break up chart is to be filled for each post as per Annexure E and Kindly fill the breakup chart and submit in separate envelope. Please do not attach the break up chart with the technical documents

2) Rate quoted should be in Gross (i.e. Inclusive of all Taxes & Breakup).

Sign & Stamp of tenderer.

Sd/-
In - Charge,
Central Procurement Branch
Aayushman Aarogya Mandir,
Opp. Indian Oil petrol pump,
Dholar, Moti Daman – 396220
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Email – cpbdaman106@gmail.com

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L. Check list for Bidders

| Sr No. | Document/Certificate | Enclosed | Pg No. |
|--------|--|----------|--------|
| 1 | PAN Card | Yes/No | |
| 2 | GST Registration Certificate. | Yes/No | |
| 3 | Statement of Annual Income/turnover for the last three financial years must be at least Rs. 22 Lakhs. i.e. for F.Y. 2022-23, 2023-24, and 2024-25 and certified by a Chartered Accountant | Yes/No | |
| 4 | Verification, Undertaking, Checklist and Documents as per Annexure-A. | Yes/No | |
| 5 | Scan copy of Annexure-B of the Tender Documents duly Stamped and Signed. | Yes/No | |
| 6 | The bidder shall submit an Undertaking as per Annexure-C, specifying the relevant Tender ID | Yes/No | |
| 7 | Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page. | Yes/No | |
| 08 | Scan copy of Scope of Work correctly filled with Stamped and Signed on each page. | Yes/No | |
| 09 | The bidder must submit a valid Labour Licence issued by the Labour & Enforcement Officer, U.T. of DNH and DD, However, bidders who are registered in other States/UTs shall submit an undertaking stating that they shall obtain and submit a valid Labour Licence issued by the Labour & Enforcement Officer, U.T. of DNH and DD. (The same should be given in undertaking on stamp paper of Rs.20/-) | Yes/No | |
| 10 | EMD. If claiming Exemption Undertaking may be given as per Annexure D | Yes / No | |
| 11 | The tenderer shall have to upload supporting documents like List of work executed in various Hospitals/Institutes, Govt, Semi Govt. organizations, School, College, University, Municipalities with proof of last three years with order value more than 12 Lakh. | Yes/No | |
| 12 | P.F Number allotted by the Government. | Yes/No | |

Sign & Stamp of tenderer

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ANNEXURE – A

(This undertaking must be printed on the firm's official letterhead and signed by the authorized signatory.)

Verification and Undertaking of the Required Documents/Certificates/Permissions

From: M/s.....

No.....

To,

In - Charge,

Central Procurement Branch

Aayushman Aarogya Mandir,

Opp. Indian Oil petrol pump,

Dholar, Moti Daman – 396220

U.T. of DNH and DD

Email – cpbdaman106@gmail.com

Sub: Outsourcing of 40 Nos. Housekeeping Manpower for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.

Ref: Tender Enq #.....

Sir,

I/We enclose the necessary documents duly signed, as shown in Annexure 'B' (in order in which they are mentioned). I/We have carefully read and understood the terms and conditions stated in the tenders from and I/We shall abide by all these conditions. I/We further endorse that in particular, the terms and conditions in the tender are acceptable to me/us and no representation will be made by me/us afterwards for altering the same.

I/We verify the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents for verification on demand. I/We undertake to upload the attested copies of certificates/documents required on the website.

I/We will be cautious to see that the uploaded scan documents are legible and I/we understand that if the documents are not legible, my/our tender will be rejected.

I/We verify that I/We are in possession of the requisite licenses/permits required for the engagement of the required manpower and further verify that the said licenses/permits have not been revoked/ cancelled by the issuing authorities and are valid as on date. I/We

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also verify that I/We have not been declared defaulter, blacklisted or debarred by any State or Central Government or Constitutional authority or Financial Institution or Judicial Court or any Government undertakings.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Officer or failure to comply with any contractual requirement laid down by you will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the UT Administration.

Thanking You

Yours faithfully,

Sign & Stamp of Tenderer.

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ANNEXURE – B
SUBMISSION OF GROUP- B DOCUMENTS

| Sr. No. | Document/Certificate | Uploaded & enclosed |
|---------|--|---------------------|
| 01. | PAN Card | Yes / No |
| 02. | GST Registration Certificate. | Yes / No |
| 03. | Statement of Annual Income/turnover for the last three financial years must be at least Rs. 22 lakhs i.e for F.Y. 2022-23, 2023-24 and 2024-25 and certified by a Chartered Accountant | Yes / No |
| 04. | Verification, Undertaking, Checklist and Documents as per Annexure-A. | Yes / No |
| 05. | Scan copy of Annexure-B of the Tender Documents duly Stamped and Signed. | Yes / No |
| 06. | The bidder shall submit an Undertaking as per Annexure–C, specifying the relevant Tender ID | Yes / No |
| 07. | Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page. | Yes / No |
| 08 | Scan copy of Scope of Work correctly filled with Stamped and Signed on each page. | Yes/No |
| 09. | The bidder must submit a valid Labour Licence issued by the Labour & Enforcement Officer, U.T. of DNH and DD, However, bidders who are registered in other States/UTs shall submit an undertaking stating that they shall obtain and submit a valid Labour Licence issued by the Labour & Enforcement Officer, U.T. of DNH and DD. (The same should be given in undertaking on stamp paper of Rs.20/-) | Yes / No |
| 10 | EMD. If claiming Exemption Undertaking may be given as per Annexure D | |
| 11. | The tenderer shall have to upload supporting documents like List of work executed in various Hospitals/Institutes, Govt, Semi Govt. organizations, School, College, University, Municipalities with proof of last three years with order value more than 12 Lakhs. | Yes / No |
| 12 | P.F Number allotted by the Government. | 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. It is further verified that the represents at Sr. No. 04, 05, 06,07,08,09 & 10 declaration part are as per the format prescribed by the Administration, and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

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:

Sign & Stamp of tenderer.

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ANNEXURE – C

(To be submitted on Rs.50 stamp paper)

NON-BLACKLISTING CERTIFICATE

submitted on ₹50/- non-judicial stamp paper with the stamp sign of the bidder.

I/ We hereby certify that the firm or any of its allied firms has not been currently blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/ We hereby certify that the firm Bidder / its sister concerns / companies where its Promoters / Directors either directly or indirectly are involved, has not been currently blacklisted in tender / by any state/Central Govt. Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last three years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be out rightly rejected.

I/ We also certify that firm will provide the required manpower as per the requirements given by the department and also abide all the terms & conditions stipulated in tender.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and department may impose any action as per rules.

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of Bidder :

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ANNEXURE – D

Proforma for Bid Security Declaration
(To be submitted on bidder's letterhead)

Whereas, I/We (name of agency) _____ have submitted bids for **Outsourcing of 40 Nos. Housekeeping Manpower for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.** for Tender No _____ dated: _____

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/ We withdraw and /or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents,
OR
2. If after the award of work, I/We fail to submit the performance guarantee (Security Deposit) or supply the goods/ works/ services before the deadline defined in the tender documents

I/We shall be suspended/blacklisted for one year and shall not be eligible to bid for any tenders published in UT of DNH & DD from the date of issue of suspension/ black list order.

Date:

Signature with Seal of the bidder(s)

Place:

Full Company address with contact details

यू. टी. प्रशासन दादरा एवं नगर हवेली और दमन एवं दीव
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu
स्वास्थ्य और परिवार कल्याण विभाग, डीएनएच और डीडी
Department of Health and Family Welfare, DNH & DD
केंद्रीय खरीद शाखा का कार्यालय
Office of the Central Procurement Branch
दमन / Daman

E-mail: cpbdaman106@gmail

Tender Id No.: 2026_UTDNH_8002_1 Dated: 17/04/2026 for Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.

Annexure E

| Sr. No. | BREAK UP CHART | In Indian rupees (Rs.) |
|---------|-------------------------------------|------------------------|
| 1 | Proposed Basic + Special Allowance. | |
| 2 | PF Amount (13%) on sr.no.1 | |
| 3 | Bonus (8.33%) on sr.no.1 | |
| 4 | Subtotal [Sr. No. 1+2+3] | |
| 5 | GST 18% [on Sr. No. 4] | |
| 6 | Service Charge [onSr.No.4] | |
| 7 | Subtotal [Sr. No. 4+5+6] | |
| 8 | No.of person | |
| 9 | Per Month cost (7*8) | |
| 10 | Total cost (Sr. No.9 * 6 months) | |

Note: Basic Salary should be as per minimum wages notification. LE/LI/DMN/MWA-3(II)/2025/1085 dated 25.11.2025 issued by Labour Department, DNH & DD.

Signature & Rubber Stamp of the Agency.

Sd/-
In - Charge,
Central Procurement Branch
Aayushman Aarogya Mandir,
Opp. Indian Oil petrol pump,
Dholar, Moti Daman – 396220
U.T. of DNH and DD
Email – cpbdaman106@gmail.com

Tender Id No.: 2026_UTDNH_8002_1 Dated: 17/04/2026 for Outsourcing of 40 Nos. Housekeeping for the New Campus of 342-Bedded Marwad Hospital at Nani Daman, UT of Dadra & Nagar Haveli and Daman & Diu.

CERTIFICATE OF COMPLIANCE WITH LABOUR LAWS AND STATUTORY PAYMENTS (TO BE SUBMITTED WITH EACH BILL ON LETTER HEAD)

This is to certify that M/s _____, engaged for the work of _____ under Work Order No. _____ dated __, **has complied with all applicable labour laws and statutory requirements for the **month of _____ (year)**.**

This certificate is being submitted **along with the bill for the above-mentioned month**, as a mandatory requirement for processing of payment.

It is hereby further certified that:

1. The total number of manpower deployed under the said work during the above month is _____ **(in words: _____)**.
2. All personnel engaged under this contract have been paid wages strictly in accordance with applicable labour laws, including payment of minimum wages as prescribed by the competent authority for the said month.
3. Statutory contributions towards **Provident Fund (PF)** for the said month have been duly deposited with the concerned authorities within the prescribed time limits.
4. **Applicable Bonus has been disbursed / not disbursed (strike off whichever is not applicable)** to all eligible employees engaged under this contract, strictly in accordance with the provisions of the **Payment of Bonus Act, 1965**, and **no claim or liability on this account is pending or shall arise in future.**
5. No statutory dues in respect of the manpower deployed under this contract for the said month are pending as on date.

It is understood that **submission of this certificate along with each bill is mandatory**, and any bill submitted without this certificate shall be liable for rejection.

The firm undertakes full responsibility for the correctness of the above information. Any discrepancy or non-compliance detected at any stage shall render the firm solely liable for all legal and financial consequences, without prejudice to any action deemed fit by the Department.

For M/s _____
Authorized Signatory
Name: _____
Designation: _____
Date: _____
Seal: _____