



U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,



DEPARTMENT OF TOURISM (DoT), DNH & DD

Request for Proposal

for

**Selection of Agency for Providing Mechanised Beach Cleaning and
Maintenance Services from Moti Daman Jetty to Varliwad School, Jampore,
Moti Daman**

Ref No.4/396/DDT/2023-24/PART/161

Date: 27.08.2026

GEM Portal- www.Gem.gov.in

*O/o Director (Tourism), DNH & DD
Department of Tourism, 4th Floor
Vidhyut Bhawan (Secretariat), Kachigam
Daman 396 215*

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CHAPTER – 1

NOTICE INVITING TENDER

On behalf of the President of India, the Director of Tourism, the Department of Tourism, U.T. Administration of Dadra & Nagar Haveli and Daman & Diu, invites Proposals from the Company/firms for the following works:

Sr. No	Name of Work & Location	RFP/Tender Fee	EMD
1	Selection of Agency for Providing Mechanised Beach Cleaning and Maintenance Services from Moti Daman Jetty to Varliwad School, Jampore, Moti Daman.	NIL	₹4,00,000/- (Mandatory)

Note: All details are available in RFP at www.Gem.gov.in

1.	Issuance of Bidding Documents	As mentioned in the Gem Bid document
2.	Pre-Bid Conference	02/09/2026 (Google meet) 12:30 hrs <i>meet.google.com/eem-dksv-ogp</i>
3.	Bid Due Date	As mentioned in the Gem Bid document
4.	Opening of Technical Bids	

Sd/-
Director (Tourism)
DNH & DD

CHAPTER – 2

SCOPE OF WORK

- 1) The Scope of work of this project is to provide mechanised Beach Cleaning and Maintenance Service round the clock from entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman including road, footpath, parking area along the seafront road, area near environ and accesses through the beach by removal of organic and inorganic wastes, all foreign materials, weeds, garbage etc. using beach cleaning machine (Barracuda), Road sweeping & cleaning Machine, Water Jet Machines, Trash transportation vehicles/ MSW, litter picker machines/ tools/ equipment etc. including transportation, storing, disposal and maintain cleanliness on the beach throughout the day. The scope of work shall include but not limited to the following:

Sr. No.	Particular	Length in mtr.	Breadth in mtr.	Area in Square Meters (approx.)
01	BEACH AREA	5880	50	294000
02	SEAFRONT ROAD	5850	10.50	61425
03	WALKWAY	5900	5.50	32450
04	PARKING AREA ALONG SEAFRONT	5080	5	25400
Total				413275

- 2) The bidder/Agencies shall have to execute the work by carrying out the activities specified below:

- a) Cleaning of litter and dumps from the beach sand to provide complete cleanliness on beach using mechanised machine/ equipment wherever possible.
- b) Sweeping and cleaning of the road, areas adjacent to the beaches which are visited regularly by the tourists using mechanised machine/ equipment. For Example: Concretized platform at entry, footpath, and area surrounding the commercial establishment on beach / seafront.
- c) Provision of litter bins with adequate signage as per requirement shall be provided on the beaches to encourage visitors and hawkers to use such bins instead of littering the beach. Regular collection from such litter bins will have to be provided to ensure that they are never overflowing. Such litter bins should have fluorescent paint OR stickers reading “LITTER BINS” to ensure high visibility during the evening time. The capacity of the litter bins should be minimum of 100 liter and should be regularly maintained and cleaned.

- d) The above mentioned litter bins must be relocated during high tide and low tide times to ensure their proximity to visitors. The bidder shall also have to carry out awareness campaigns from time to time to ensure reduction of open littering and dumping by visitors and hawkers on the beach.
- e) The Tourists/ local residents/ joggers and morning walkers are seen using the beach from early morning 05:00 hours whereas other visitors generally remain present upto midnight. Hence, the frequency of beach cleaning operations should be executed in at least “Two (2)- Shifts”
- f) The first shift of beach cleaning/ other designated places operation for the entire length and width of the respective beach should be completed by 09:00 hours every day. The second shift of beach cleaning operation for the entire length and width of the respective beach/ designated places should be completed by 18:00 hours every day.
- g) The selected location for cleaning shall be from the entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman.
- h) All Sweeping, mopping, picking and cleaning operations as mentioned in this tender document should be carried out regularly in all shifts with higher intensity during the peak visiting hours (06:00 Hrs to 10:00 Hrs and 14:00 Hrs to 18:00 Hrs).
- i) The contractor must make arrangements to meet the intense demand of cleanliness on the beaches after special events like School Vacation, Nariyal Poornima Festival, Daman festival, New Year, Christmas etc. by arranging for adequate number of manpower or using mechanised machine/ equipments, higher number of bins on the beach for waste collection or other innovative means to ensure complete cleanliness on beach within 24 Hours after the first day of the event.
- j) The tidal spring brings back a lot of floating and other wastes on to the beaches. The frequency and the generation of waste on account of tidal cycles are severe in rainy season or during high tides. The agency shall therefore deploy adequate resources to intensify cleaning operations during such events through longer beach cleaning machine operations and /or longer manual operations through a larger workforce and /Or by deploying additional equipment or machinery. Strict adherence shall be taken during the rainy season, in case of any litter or waste heaps found by the authority the successful bidder shall be liable. At any circumstances, litter or open heaps of waste shall not be visible on the beaches. For transportation or additional MSW, the agency shall deploy the closed dumpers in addition to regular compactor vehicle without any extra cost.

- k) The successful bidder shall collect and dispose all types of wastes including litter, plastic bags/ bottles, organic and inorganic wastes as per the scope of work besides garbage generated by shacks including sand dunes/vegetation area, and access to the beaches (about 50 meters from the bench /vegetation area). The site for disposal shall be arranged by the bidder, and the bidder must give the details of his plan to dispose off the garbage in a scientific and proper manner. The agency has to abide by the plan given by him very strictly and no deviation whatsoever will be allowed. Such plan must accompany the tender documents at the time of submission of this tender document of the sites mentioned in this document should be made available for inspection to the Officials of the Department of Tourism every day.
- l) The entire responsibility of collection, dumping/ disposal lies with the bidder/ agency and charges towards processing & disposal of wastes is to be borne by the bidder. The bidder has to make arrangements for disposal of garbage and provide disposal/ dumping site certificate along with the tender as per Annexure – 6. The bidder/ contractor should collect the organic/ inorganic waste displaced from the beaches to the nearby surrounding areas also.
- m) The contractor shall deploy sufficient numbers of manpower to manage the work efficiently (minimum 30 manpower i.e labour, supervisor, manager), machine/ equipment, garbage collection vehicles etc. in each of the designated locations as per the requirement, comprising minimum 30% of the labours originally from the local villages with all necessary required equipment in order to collect and dispose of organic/inorganic waste. The agency shall provide/arrange uniforms to their labours at their own Cost. The uniform should have the logo of Tourism Department, DNH & DD and the logo of “Swacchh Bharat Mission”
- n) All the labourers deployed on the beaches shall be present minimum 8 hours and the agencies should submit their schedule of timing in advance to this department.
- o) The Contractor/ agency shall also arrange for the labour, uniform, gloves, boots, brooms, dustbins (as per standard design), temporary rest rooms and toilet facilities for the labourers, arrangement of vehicle for disposal of wastes, disposal site, etc. for successful completion of the work.
- p) The Contractor may have to execute the work of cleaning any other property of the Tourism Department, Daman if required based on the mutual consent of both the parties.

- q) The successful agency shall setup his own local office nearby the work area within 15 days from the issue of work order and details like address, contact details, name of supervisor, manager etc. shall be submitted to the department.
- r) The agency must ensure the highest standard of cleanliness & hygiene wherever applicable considering the tourist's inflow and visits of local population at the site.
- s) Equipment like litter picker, sand shifting machines, beach cleaning machines, Road sweeping & cleaning machines may also be used.

3) Beach Cleanup Checklist/ Deliverables:

Cleanup Date & Time :

Agency Name :

Location :

Sr. No.	Category	Particulars	Checklist (to tick)
1.	Sweeping & Cleaning and Trash Collection	1. Cleaning of litter and dumps from the beach sand to provide complete cleanliness on the beach using mechanised machine/equipment wherever possible.	
		2. Sweeping and cleaning of the road, areas adjacent to the beaches, which are visited regularly by tourists. For Example: Concretized platform at the entry, a footpath, area surrounding the commercial establishment on beaches.	
		3. Regular collection from litter bins has to be done on a regular basis so as to ensure that the litter bins are kept within their capacity.	
		4. All the dustbins in the area must be maintained & kept clean at all times.	
		5. All Sweeping, mopping, picking and cleaning operations as mentioned in this tender document should be carried out regularly in all shifts with higher intensity during the peak visiting hours (0600 Hrs to 1000 Hrs and 1400 Hrs to 1800 Hrs).	
		6. The agency must make arrangements to meet the intense demand of cleanliness on the beaches during weekends, Holidays, special events etc. by arranging for adequate number of manpower or using mechanised machine/equipments, higher number of bins on the beach for waste collection or other innovative means to ensure complete cleanliness on beach within 24 Hours of the event.	
		7. The frequency and the generation of waste on account of tidal cycles are severe in rainy season or during high tides. The agency shall therefore deploy adequate resources to	

		intensify cleaning operations during such events through longer beach cleaning machine operations and /or longer manual operations through a larger workforce and /or by deploying additional equipment or machinery.	
		8. At any circumstances, plastic wastes like bottle, bags etc. shall not be visible on the beaches.	
		9. Equipments like litter picker, sand shifting machines, beach cleaning machines, Road sweeping & cleaning machines may also be used.	
2.	Transportation, Processing & disposal at the dumping site	1. The entire responsibility of collection, dumping/ disposal lies with the bidder/ agency, and charges towards processing & disposal of wastes is to bear by the bidder.	
		2. The Contractor/ agency shall arrange vehicles for transportation, disposal of wastes till the disposal site.	
3.	Dustbins and sign boards & other Materials.	1. Provision of litter bins with adequate signage as per requirement shall be provided on the beaches to encourage visitors and hawkers to use such bins instead of littering on the beach.	
		2. Such litter bins should have fluorescent paint OR stickers reading “LITTER BINS” to ensure high visibility during the evening time.	
		3. The capacity of the litter bins should be a minimum of 100 litres and should be regularly maintained and cleaned.	
		4. The agency shall arrange sufficient number of Trash Bags, Tongs (To pick up trash), Reusable Gloves (To protect hands from dirt and sharp objects), Gunny Sack bag for sharp objects (e.g. glass pieces, syringes with needle, wood pieces with nails etc.), Cutter (To cut entangled ropes and fishing nets on tree branches or in the sand), Shovel (To dig up trash buried in the sand) etc.	
4.	Safety Materials & Uniform etc.	1. First Aid Kit (In case of minor injuries like cuts etc.)	
		2. The agency shall provide/ arrange uniforms to their labours at their own Cost. The uniform should have the logo of Tourism Department, DNH & DD and the logo of “Swacchh Bharat Mission”.	
		3. The agency shall also arrange for the labour, uniform, gloves, boots, brooms, temporary rest rooms and toilet facilities for the labourers.	
		4. All the labourers deployed by the contractor must be in proper uniform during duty hours.	
5.	Cleanliness standard	1. The agency must ensure the highest standard of cleanliness & hygiene wherever applicable considering the tourist's inflow and visits of local population at the site.	

4) The following is the schedule to be followed at the beach cleaning site:

Sr. No.	Particulars	WHEN	Penalty for unsatisfactory work @ Rate (INR)
1	Sweeping & Cleaning and Trash Collection	Daily (twice a day) (06:00 Hrs to 10:00 Hrs and 14:00 Hrs to 18:00 Hrs).	Rs.20,000/- per day per instance
2	Trash Transportation, Processing & disposal at dumping site	Daily	Rs.20,000/- per day
3	Providing Dustbins and sign boards (atleast 30 twin bins)	Every 06 months	Rs.20,000/- per instance
4	Other consumables Materials {uniform, gloves, boots, brooms, raincoat, First Aid Kit, Trash Bags, Tongs (To pick up trash), Reusable Gloves (To protect hands from dirt and sharp objects), Gunny Sack bag for sharp objects (e.g. glass pieces, syringes with needle, wood pieces with nails etc.), Cutter (To cut entangled ropes and fishing nets on tree branches or in the sand), Shovel (To dig up trash buried in the sand), disinfectants, detergents, acid, phenolphthalein etc.	adequate materials as and when required	Rs.20,000/- per instance
5	Equipment like litter picker, beach cleaning machines, Road sweeping & cleaning machines, Trash Transportation vehicles/ MSW etc.	adequate resources as and when required	Rs.15,000/- per instance per day.

NOTE:

1. The above-mentioned chart is only indicative and mentions the minimum amount of times cleaning is required to be undertaken. The Service Provider / Agency is advised to study the site and decide before submitting offer.
2. All the materials and manpower required for the Housekeeping Services and Maintenance shall be supplied by the Service Provider / Agency and its costs shall be included in the rate quoted.
3. The material used shall be of good quality / ISI marked to ensure the hygiene and quality level of maintenance required to the satisfaction of Department.
4. All the cleaning materials like disinfectants, detergents, acid, phenolphthalein etc. required for up-keeping and maintenance shall be provided by the Service Provider / Agency. The

Service Provider / Agency shall also provide sufficient number of long broom (hard), buckets, and all standard cleaning accessories etc. required for carrying out the cleaning jobs.

5. The areas specified in the schedule shall always be maintained neat and clean. Failure to execute the same will be treated as breach of contract.
6. The Service Provider / Agency shall procure sufficient quantity of materials in advance and store in the room free of cost near the work premises. The In-charge shall have the right to inspect and check the quality and quantity of the materials purchased.
7. The Service Provider / Agency shall be responsible for operation, repair and maintenance of all the cleaning equipment's for which nothing extra shall be payable. Any repair during the period of the contract shall be got done by the Service Provider / Agency at his own cost within 4 days of developing of fault. In case of any delay beyond 4 days in the repair of the machine, the Service Provider / Agency shall provide a similar replacement machine.
8. Before the start of work, the Service Provider / Agency shall submit the detailed plan of the frequency of above proposed cleaning so as to ensure that all the above specified cleaning and housekeeping jobs are carried out to the entire satisfaction of in-charge or his authorized representative. The decisions of the authorized person shall be final and binding on the Service Provider / Agency.
9. The Service Provider / Agency shall employ sufficient attendants to ensure the highest standard of cleanliness of the areas mentioned in the work.

10. EQUIPMENT TO BE ARRANGED BY THE SERVICE PROVIDER / AGENCY (TO BE KEPT PERMANENTLY AT SITE):

SR. NO.	PARTICULARS	QTY.	Reference image
1.	Beach cleaning machine (Barracuda)	1 Nos.	
2.	Road sweeping & cleaning Machine	1 Nos.	

3.	Footpath- Kota stone sweeping machine	6 Nos.	
4.	Water Jet Machines	1 Nos.	
5.	Trash transportation vehicles/ MSW	1 Nos.	

NOTE:

1. Machines used shall be of reputed make and all the equipment listed above shall be available at premises at all times during working hours. All the cleaning equipment including their consumables shall be supplied by the contractor and its cost shall be included in the rates quoted.
2. The deployment is to be done within 15 days of issue of Work Order.
11. The Bidders shall submit supporting calculations for the quoted amount. The calculation shall be self – explanatory. The supporting calculations shall be duly filled and signed in Annexure- 5. The annexure-6 must be submitted by the selected agency along the invoice every month.
12. The agency shall also maintain necessary registers and records for payment of wages, overtime etc. made to his workmen as required by the conciliation officer (central), Ministry of Labour, Government of India, or such other authorized person appointed by the Central or the State/ UT Government. The contractor shall indemnify the Department of Tourism, UT Administration of DNH & DD or employee of the Department of Tourism, UT Administration DNH & DD for any lapses on the part of contractor/agency on account of non-compliance of above referred acts.
13. The agency shall indemnify the Department of Tourism, UT Administration of DNH & DD

by executing a separate indemnity bond on requisite stamp paper against any payments to be made under and for the observance of the regulations, in force for the time being without prejudice to his right to claim indemnity from his sub-contractors.

14. The standards of quality assurance of the selected contractor shall be based on the following points but not limited to the following:

- a) The entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman should be visibly clean at all times of the day.
- b) The agency must ensure that dustbins (of min. 100 liters) are placed at all the selected places along with proper signage.
- c) All the dustbins must be clean and should not be seen overflowing at any point of time and should be cleared from time to time.
- d) The garbage of all the areas then must be taken to the dumping ground immediately after clearing out the dustbins of all the designated areas.
- e) All the labourers deployed by the contractor must be in proper uniform during duty hours.
- f) The agency must submit daily report and also consolidated weekly & monthly reports of cleanliness of beach to the department alongwith the photographs and labour attendance sheet.

CHAPTER – 3

ELIGIBILITY CRITERIA

2.1 STATUTORY REGISTRATION:

The tender is open to all the Service Providers /Agency for cleaning & maintenance of beach/ Firms having valid PAN Card, Registration with the Statutory Authorities, Regional Labour Commissioner, ESIC Registration, EPF Registration, Goods and Service Tax (GST) Registration, etc. which should be up to date.

2.2 EXPERIENCE:

The Service Provider / Agency should in their own name have satisfactorily executed the work of cleaning of beaches, garden, housekeeping work for any state government/ Central Government/ Government bodies/ PSUs and shall have work order totaling to Rs.2 Crore or more in the preceding four (04) years (i.e., FY 2020-21, 2021 – 2022, FY 2022 – 2023 and FY 2023 – 2024).

2.3 TURNOVER:

The Service Provider / Agency should have a minimum annual audited average turnover of at least Rs. 2.5 Crore in last four financial years (i.e., FY 2020-21, 2021 – 2022, FY 2022 – 2023 and FY 2023 – 2024).

2.4 NO. OF EMPLOYEES: -

The Service Provider / Agency should have a minimum of 40 employees

2.5 STAGE I:

The Service Provider / Agency shall upload the following duly attested documents failing which the tender will be rejected:

1. The Service Provider / Agency can be a proprietary firm; Partnership firm or a Company.
2. Proof of incorporation of the Company viz. MOA and AOA (in case of Private Limited Company), Deed of in case of a partnership firm, Registration Deed in case of Sole Proprietorship.
3. In case of partnership firm, an attested copy of the partnership deed and copy of registration with the Registrar of Firms with Details of constitution of firm (whether

individual or partnership firm etc.) partners/composition of Management, if any, should be furnished along with the tender documents, failing which the tender shall be summarily rejected.

4. A copy of PAN Card, Registration with the Statutory Authorities, Regional Labour Commissioner, ESIC Registration, EPF Registration, Goods and Service Tax (GST) Registration etc.

5. Earnest Money Deposit of Rs.4,00,000/- in form of FDR is mandatory. No exemption for MSME.

6. The Service Provider / Agency should have a minimum annual audited average turnover of at least Rs. 2.5 Crore in last four financial years (i.e., FY 2020-21, 2021 – 2022, FY 2022 – 2023 and FY 2023 – 2024). The Service Provider / Agency to submit the Audited Balance Sheet along with the certificate from the Chartered Accountant, clearly mentioning the turnover.

7. The Service Provider / Agency should in their own name have satisfactorily executed the work of cleaning of beaches, garden, housekeeping work for any state government/ Central Government/ Government bodies/ PSUs and shall have work order totaling to Rs.2 Crore or more in the preceding four (04) years (FY 2020-21, 2021 – 2022, FY 2022 – 2023 and FY 2023 – 2024).

8. Undertaking on ₹300 stamp paper, duly notarized, stating that the agency is not blacklisted by any Government Department (As per Annexure-VI)

9. The Technical bid should include the following documents:

Sr. No.	Particulars	Details to be furnished by the service provider/ Agency
1	Status of ownership of the firm	a) Proprietary b) Partnership c) Company
2	Statutory Registration	a) Registration with Regional Labour Commissioner. b) ESI c) EPF d) Goods and Service Tax e) PAN f) Any other
3	The Service Provider / Agency should in their own name have	Experience certificate/ Work Order/ for executing the work of cleaning of beaches,

	satisfactorily executed the work of cleaning of beaches, garden, housekeeping work for any state government/Central Government/ Government bodies/ PSUs and shall have work order totaling to Rs.2 Crore or more in the preceding four (04) years (FY 2020-21, 2021 – 2022, FY 2022 – 2023 and FY 2023 – 2024).	garden, housekeeping work for any state government/ Central Government/ Government bodies/ PSUs and shall have work orders totalling Rs.2 Crore or more in the preceding four (04) years.
4	Annual audited average turnover of at least Rs. 2.5 Crore in last four financial years (i.e. FY 2021-22, 2022–23, FY 2023–24 and FY 2024-25).	The Service Provider / Agency to submit the Audited Balance Sheet along with the certificate from the Chartered Accountant clearly mentioning the turnover.
5	The Service Provider / Agency should have a minimum of 50 employees	Documentary proof.
6	Tender fees & EMD	Tender Fees is NIL and Earnest Money Deposit (EMD) of Rs.4,00,000/-in form of FDR in the favour of “Director of Tourism, Daman” payable at Daman shall be sent physical through speed Post/Courier to the O/o, The Director of Tourism, 4 th Floor, Department of Tourism, DNH & DD, Vidhyut Bhavan, Kachigam, Daman-396215. (Copy of the same shall be uploaded on GEM portal).
7	Non blacklisted Undertaking	Documentary proof - Undertaking on ₹300 stamp paper, duly notarized, stating that the agency is not blacklisted by any Government Department (as per Annexure-VI)

8	Site Visit Certificate	Submission of the Site Visit Certificate, duly signed by the Bidder/Agency and countersigned by the Department, is mandatory. Bids without this certificate will not be considered for evaluation
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10. All the above stated credentials are to be supported with attested documentary evidence for evaluating the offer.

11. The financial bid should include the price bid as mentioned at Annexure I of Volume II of Financial Bid. The financial bid shall be inclusive of all costs (including all taxes and all other expenditure on manpower, machinery, transportation, processing & dumping, erecting of sign boards, dustbins etc.)

2.6 STAGE II:

Financial Bids will be opened of those Service Providers / Agencies who are successful in Stage I.

2.7 Bid Submission Process

- i. Technical bid (signed and stamped tender document, along with mandatory documents, needs to be uploaded **online**).
- ii. Financial bid (Note that the bidder shall submit the BOQ and overall cost in the online financial bid only).

2.8 Award of Tender

The lowest bidder (L1) will be decided on the basis of the lowest cost offered, subject to the fulfilment of tender conditions and technical specifications.

CHAPTER – 4

GENERAL TERMS AND CONDITIONS

3 GENERAL TERMS AND CONDITIONS:

- 3.0.1 The Director (Tourism), DNH &DD invites online bids through GEM portal for the work of “Providing Mechanised Beach Cleaning and Maintenance Service round the clock from entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman including road, footpath, parking area, area near environ and accesses through the beach by removal of organic and inorganic wastes, all foreign materials, weeds, garbage etc. using mechanised machine/ equipment etc. including transportation, storing, proper disposal at dumping site and maintain cleanliness throughout the day ”. The Period of the contract will be of two (02) years, which can be extended for a further one (01) year on the same rate, terms and conditions based on the performance of bidder and/or further decision by the Authority.
- 3.0.2 To obtain first-hand information on the assignment and on the local conditions, the Service Provider/ Agency is advised to pay a visit to the project site before submitting a proposal if any. The Service Provider/ Agency must fully acquaint himself of local and site conditions and take them into account in preparing their proposal failing which deemed provisions shall be applicable.
- 3.0.3 The proposal must be properly signed as detailed below:
- (a) By the proprietor in case of a proprietary firm;
 - (b) By the authorised partner holding the Deed of Partnership in case of a firm in partnership (A certified copy of the Deed of Partnership shall accompany the proposal); and

- (c) By a duly authorized person holding the Power of Attorney in case of a Limited Company or a Corporation (A certified copy of the Power of Attorney shall accompany the proposal).

3.0.4 BID VALIDITY PERIOD (DAYS):

180 days from the date of opening of Financial Bid.

3.0.5 COMPLIANCE OF STATUTORY OBLIGATIONS:

1. The Service Provider / Agency will be required to comply with all statutory obligations from time to time emanating from this contract, such as,
 - (i) payment of wages as per the Minimum Wages in force from time to time;
 - (ii) contributions towards the employees' provident fund;
 - (iii) contributions towards ESIC;
 - (iv) Goods and Services Tax, or any other statutory/mandatory requirement from time to time.
2. In the event of violation of any contractual or statutory obligations by the Service Provider / Agency, the Service Provider / Agency shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against the Department by any individual, agency or government authority due to acts of the Service Provider / Agency, the Service Provider / Agency shall be liable to make good/compensate such claims or damages to the Department. As a result of the acts of commissions and commissions by the Service Provider / Agency, if the Department is required to pay any damages to any individual, agency or government authority, the Service Provider / Agency would be required to reimburse to the Department such amount along with other expenses incurred by the Department or Director (Tourism) DNH &DD reserves the right to recover such amount from the payment(s) due to the Service Provider / Agency while settling its bills OR from the amount of security deposit of the Service Provider / Agency lying with the Institute.

3.0.6 WAGES TO BE PAID TO HOUSE KEEPING STAFF BY THE AGENCY

1. The Service Provider / Agency will be required to make payment of wages to the staff provided by it as per minimum wages force from time to time as per the prevailing acts.

2. The Service Provider / Agency will ensure payment of wages to the staff / manpower deployed by seventh day of subsequent month, irrespective of the fact whether the payment of its bill submitted to institute has been released by the Director (Tourism) DNH & DD or not by that date. If seventh day of a particular month happens to be a holiday, the Service Provider / Agency may be required to make payment of wages to its staff on a working day prior to the seventh day of such month.

3.0.7 PENALTY FOR POOR OR INSUFFICIENT SERVICES:

1. The Service Provider / Agency would be expected to maintain very high standards of quality in cleanliness services as per scope of work & details given in the Tender Document. It would also be required to maintain adequate stock of supplies of raw material needed for the services to be provided. The designated officers or nominated supervisory committee members may make surprise checks from time to time to ascertain the quality of services being provided. Any serious lapse noticed by the said Officers / committee members would attract minimum penalty as per SLA in the first instance. On recurrence of such lapses, the department may impose a penalty, as may be decided by the competent authority/authorities or take appropriate necessary action against the Service Provider / Agency, including termination of the contract. Such decision(s) of the department shall be binding on the Service Provider / agency.
2. In case the service provider fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract the Tender Inviting Authority reserves the right to impose the penalty as detailed below:
 - a In case of any lapse found in maintaining the standards of quality assurance or at no point of time, Duty Manager or Supervisor or Worker should be found absent then the penalty amount of Rs. 20,000/- shall be levied/ imposed in each instance. In each instance of such lapse a written notice shall also be issued to the selected bidder.
 - b If any complaint received by the tourist/visitor or any other source along with photograph in maintaining the standard of quality assurance and on verifying found so penalty amount of Rs.20,000/- shall be levied/imposed in each instance.

- c In case of non-execution of work even after 15 days after award of contract, the Tender Inviting Authority reserves the right to cancel the contract forfeit the Performance Guarantee and Earnest Money deposited and the selected contractor may be debarred/ blacklisted for a period of 4 years.
 - d In case of any damage/ loss/ theft of property attributed to the personnel deployed by the contractor the cost of the same will be recovered from the contractor.
3. During the validity of the Contract, the department will be free to terminate the Contract for unsatisfactory performance by providing 30 days advance notice of termination, in case of violation of any terms and conditions of the Contract and non – adherence to service standards, scope, etc. Similarly, the Service Provider / Agency, if so desires, will be free to terminate the Contract by providing 90 days advance notice.

3.0.8 OTHER TERMS AND CONDITIONS:

- a) The successful Service Provider/ Agency shall furnish a Performance Guarantee of 5% in the form of a Bank Guarantee of any Nationalised Bank of the total value of the amount quoted by them for 01 year (rounded off to the next lakh) in favour of “Director Tourism Daman”, valid for the period of 03 years. If the successful bidder fails to give the said Security deposit within ten (10) days from the date of allotment of work, the rest in line may be considered for allotment. In the event of the Service Provider / Agency failing to perform the terms and conditions of the agreement or causing any loss to the Government, the Performance Guarantee shall be forfeited without prejudice to other remedies available.
- b) In the event of resort to strike by the employees, the Service Provider / Agency shall ensure that, the alternate arrangement is made to ensure that the service mandated under the tender in respect of Beach cleaning site are continued uninterrupted as per the contract failing which the agreement will be terminated without giving any notice and cleaning and facility management shall be got done at the risk and cost of the Service Provider / Agency from other organization. The cost of this job shall be deducted from monthly bill of the Service Provider / Agency from their Performance Guarantee.

- c) The successful Service Provider / Agency shall execute an agreement with the Department of Tourism, DNH & DD. Terms and conditions, payment terms and mode of payment, price bid documents, letter of acceptance and the agreement shall form the contract document.
- d) Tender shall not make conditional offer and if made, will be deemed as non-acceptance of the tender conditions and same shall be summarily rejected.
- e) The Department of Tourism, DNH & DD shall not be responsible for death, injuries, etc. to the persons engaged by the Service Provider / Agency which may arise out of and in the course of their duties at Beach cleaning site. The Department of Tourism, DNH & DD shall also not be liable to pay any damages or compensations to such persons and in case the department is made or require to pay any damages or compensations to such persons, the Service Provider / Agency shall be liable to reimburse the said amount to the Department of Tourism, DNH & DD.
- f) The payments to the Service Provider / Agency for the service provided would be made monthly on pro rata basis and would be subject to satisfactory completion of the work. For this purpose, Service Provider / Agency shall raise monthly bills on pro rata basis.
- g) The Service Provider / Agency shall adhere to the instructions and orders issued by the Department of Tourism, DNH & DD.
- h) The Service Provider / Agency must provide complete details and plan of how he proposes to undertake the Cleaning & Maintenance of beach area from entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman including road, footpath, parking area, area near environ and accesses through the beach by removal of organic and inorganic wastes, all foreign materials, weeds, garbage etc. using mechanised machine/ equipments etc. including transportation, storing, proper disposal at dumping site and maintain cleanliness throughout the day. The contract will be on a turnkey basis, inclusive of labour, machinery, chemical & utilities, uniform etc.
- i) The Successful Agency must establish an office in Daman to facilitate efficient communication and effective execution of the work.
- j) The successful agency shall utilize the existing beach cleaning machine/tractor etc., and all expenses related to its repair and maintenance shall be borne by the agency.

3.0.9 ARBITRATION:

1. In case of any kind, such question/difference arising under this contract in connection therewith, the same shall be referred to the sole arbitrator of Department of Tourism, DNH &DD or any person nominated by him. The venue of the arbitration proceeding shall be the office of the Tourism or any other place as the Arbitrator decides.
2. The performance of the Service Provider / Agency may be monitored and evaluated by committee duly constituted of the Department of Tourism, DNH &DD. In case of poor performance of the Service Provider / Agency, a penalty as per SLA will be imposed and the same shall be deducted from the contract amount of the Service Provider / Agency.
3. Continuous poor performance for 10 days together shall result in termination of the Contract on recommendation of the committee without giving any additional notice.
4. Jurisdiction: - Only the courts at Daman shall have jurisdiction in respect of any matter(s) relating to or arising out of this Tender / Contract.

3.0.10 Termination Clause:

The Tender Inviting Authority may terminate the Contract if the selected bidder/ Contractor cause fundamental breach of the Contract after giving notice of 07 days. Fundamental breaches of Contract include, but shall not be limited to the following:

- I. The Contractor stops the allotted work for more than 2 days.
- II. The Contractor becomes bankrupt or goes into liquidation other than for a reconstruction/restructure or amalgamation.
- III. The contractor fails to correct unsatisfied services within a period of time determined by the Tender Inviting Authority is a fundamental breach of Contract and
- IV. The Contractor fails to deploy the adequate services personnel i.e. committed number of laborers, Supervisors and Managers to resulting in substandard work will be considered as breach of the terms and conditions under the agreement.
- V. If the contractor, in the judgment of the Tender Inviting Authority has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- VI. In the event of termination due to fundamental breach of contract by the

employer, the security Deposit (performance security and retention Money) of the contractor shall be forfeited.

VII. In case of non-compliance or breach of any terms of contract or unsatisfactory or inefficient servicing on the part of the agency, the owner will be at liberty to revoke the contract after giving notice of 07 days.

VIII. During the currency of this agreement, the Tender Inviting Authority shall have the right to terminate this agreement if it is not satisfied with the performance of the agency. For this purpose, the Tender Inviting Authority shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Tender Inviting Authority shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard.

IX. Furthermore, if, on account of the termination of this contract, the agency has to terminate the services of its employees, and then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance with legal requirements, the agency shall be liable for all the costs and consequences.

3.0.11 FORCE MAJEURE:

Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include:

(i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. (iii) Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.

3.0.12 TERMS Of PAYMENT:

1. Payment shall be made on a monthly basis upon satisfactory completion of services and submission of a valid invoice/bill.
2. Taxes as applicable shall be deducted at source from the bills.
3. If required, the department may ask for submission of attendance register, reports, etc.

CHAPTER – 5

ANNEXURE FORMATS

ANNEXURE-I: FINANCIAL BID

The bidder shall quote consolidated rate (to be submitted online only):

Sr. No.	Description	Rate per Month in figures	No. of month	Total amount per year in figures
1	Providing Mechanised Beach Cleaning and Maintenance Service round the clock from entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman including road, footpath, parking area, area near environ and accesses through the beach by removal of organic and inorganic wastes, all foreign materials, weeds, garbage etc. using beach cleaning machine (Barracuda), Road sweeping & cleaning Machine, Water Jet Machines, Trash transportation vehicles/ MSW, litter picker machines/ tools/ equipment etc. including transportation, storing, disposal and maintain cleanliness on the beach throughout the day		12	
Total amount in words				

The quoted amount shall be inclusive of all costs (including all taxes and all other expenditure on manpower, machinery, transportation, processing & dumping, erecting of sign boards, dustbins, other consumables, materials, etc.)

Date:

Signature of the Authorized Signatory with Name & Designation

ANNEXURE – II

Letter of Transmittal

To,
The Director,
Department of Tourism,
Daman-396210.

Sir,

Having examined the Price Bid including scope of work, I/we submit all the necessary information and relevant documents and also give undertaking as follows:

- a) The entire beach area including road, footpath, parking area, area near environ and accesses through the beach are inspected by me.
- b) I/we know all the conditions of the work
- c) All the materials, labour, transportation, and disposal shall be arranged by me.
- d) I have to deposit Security Amount
- e) I also submit the required documents along with the price Bid

Enclosed herewith please find Demand Draft No. _____ dated _____ Drawn on Bank _____ in favour of Director of Tourism, UT Administration of DNH & DD for _____ payable at Daman, towards EMD.

I / we understand that Director of Tourism reserves the right to reject any Application without assigning any reasons thereof.

Daman
Date:

Signature of the Authorized
with Name & Designation

ANNEXURE - III COST BREAKUP

Cost break up shall consists of following:

Sr. No.	Description	Rate Monthly	Amount per year
1	Wages for Labour, Supervisor, Manager etc. (mentioned no. of labours etc.)		
2	Processing & disposal/ Dumping charges.		
3	Collection & Transportation charges		
4	Equipment, Other consumables Materials etc. charges.		
5	Towards dustbins and sign boards, uniform, other safety materials etc.		
6	Taxes, ESI, Insurance, etc.		
7	Agency profit margin etc.		
8	(Please specify and add)		
9			
10			
Total (including all)			

Daman

Signature of the Authorized
Signatory with Name &
Designation

Date:

ANNEXURE - IV DATA SHEET

Sr. No.	Description	Remarks
1	Name of Beaches area etc.	
2	Total Quantity of Garbage	
	a) Organic wastes	
	b) Inorganic waste (plastic etc.)	
3	Number of Workers	
4	Number of Supervisors	
5	Number of Hours of working	
6	Number of dustbins	
7	Location of dustbins	
8	No. & Type of vehicle for transportation	
9	Dumping location	
10	Distance of dumping location from beaches/ gardens	
11	Contract person and Phone Number (Land line and Mobile)	
12	Additional information if any	

Daman

Signature of the Authorized
with Name & Designation

ANNEXURE - V

DISPOSAL / DUMPING SITE CERTIFICATE

To,
The Director,
Department of Tourism
Daman

Sub: Disposal of Garbage cleared from beach sites

Sir,

I am to state that a price bid has been submitted by me for clearing the beach areas including collection, transportation, disposal and maintenance of the cleanliness of beach (as mentioned in tender document).

In this connection, I have tied up / made arrangements with _____ or I undertake to dispose the collected garbage scientifically on my own without causing any nuisance or inconvenience to public in the process of transportation and disposal. I am also enclosing a complete plan of garbage collection, segregate and scientific disposal of garbage collected alongwith.

Yours faithfully,

Signature of the Authorized
Signatory Name & Designation

ANNEXURE – VI

UNDERTAKING

(To be executed on ₹300 Non-Judicial Stamp Paper and duly notarized)

I/We, **M/s.** _____, having our registered office at _____, do hereby solemnly affirm and declare as under:

1. That I/We am/are the authorized signatory of the firm **M/s.** _____, participating in the tender for _____ **(Name of the Work/Project)** invited by the **Department of Tourism, UT Administration of Dadra & Nagar Haveli and Daman & Diu.**
2. That I/We hereby declare and confirm that our firm/agency/company **has not been blacklisted, debarred, or suspended for any reason whatsoever, including but not limited to involvement in corrupt, fraudulent, collusive, coercive, or unethical practices**, by any **Central Government / State Government / Union Territory Administration / Semi-Government / Public Sector Undertaking / Autonomous Body / Local Authority or any other Government Organization in India** as on date.
3. That I/We further undertake that in case any such information is found to be false, misleading, or concealed at any stage, our bid/contract shall be liable for rejection/cancellation without any notice, and we shall have no claim whatsoever in this regard.
4. That this undertaking is given in compliance with the tender conditions and is true to the best of my/our knowledge and belief.

Authorized Signatory

(Signature with Seal)

Name: _____

Designation: _____

Firm/Company Name: _____

Address: _____

Date: / /2026

Place: Daman

NOTARY ATTESTATION

Verified and signed before me on this ____ day of _____, 2026 at _____.

(Signature & Seal of Notary Public)

Name of Notary: _____

Registration No.: _____

ANNEXURE – VII

SITE VISIT CERTIFICATE

(On the Letterhead of the Bidder/Agency)

This is to certify that we, M/s. _____ (Name of the Bidder/ Firm), have carried out a site visit on __/__/2026 at the stretch of the beach area from Moti Daman Jetty to Varliwad School, Jampore, Moti Daman, including the adjoining road, footpath, parking area, area near environs, and all accesses to the beach, as specified in the bid document for the work of:

“Providing Mechanised Beach Cleaning and Maintenance Service round the clock from entire Moti Daman Jetty to Varliwad School, Jampore, Moti Daman including road, footpath, parking area, area near environ and accesses through the beach by removal of organic and inorganic wastes, all foreign materials, weeds, garbage etc. using beach cleaning machine (Barracuda), Road sweeping & cleaning Machine, Water Jet Machines, Trash transportation vehicles/ MSW, litter picker machines/ tools/ equipment etc. including transportation, storing, disposal and maintain cleanliness on the beach throughout the day.”

We hereby confirm that:

1. We have personally inspected the site and studied the working conditions, accessibility, nature and scope of the work.
2. We have understood the terms & conditions stipulated in the bid document.
3. We are fully aware that the work involves round-the-clock cleaning and maintenance of the designated areas and will require adequate manpower, machinery, equipment, and proper disposal arrangements to ensure continuous upkeep of the beach environment.

This certificate is submitted as a confirmation of having visited the site prior to the submission of our bid.

For the Bidder/Agency (Signature with Seal)

Name: _____

Designation: _____

Date: __/__/2026

Place: Daman

For Department (Countersignature)

(Signature with Official Seal)

Name: _____

Designation: _____

Date: __/__/2026

Place: Daman

(Note: Submission of this Site Visit Certificate, duly signed by the Bidder/Agency and countersigned by the Department, is mandatory. Bids without this certificate will not be considered for evaluation.)