

U.T. Administration of
Dadra & Nagar Haveli and Daman & Diu
Department of Health and Family Welfare
Central Procurement Branch

No. NAMO/DMN/Labour/2026-27/322

Dated: - 06/ /10/2026

QUOTATION NOTICE

The Department of Health & Family Welfare, DNH & DD invites quotation from the Authorized agency/contractor for **hiring or labors** for Cleaning & Maintenance of 342 bedded NAMO hospital, Daman. The details of item is placed at **Annexure-1**. The sealed quotation has to reach to the office of the undersigned on before **13/ 10/ 2026 up to 16.00 hrs.** by Registered Post/Courier or to be deposited in the quotations box kept in the office of undersigned. The Sealed quotation will be opened same day at **16.30 hr.**

Annexure - I

Sr No.	Particulars	No. of Person required	Nos. of Days	Amount
1	Labors for cleaning	06	56	

Work Specification

Sr. No.	Area	Requirement / Justification
1.	Landscape / Garden Area	Regular cleaning, removal of weeds, unwanted vegetation, debris and waste to prevent accumulation of breeding sites for mosquitoes, rodents and stray animals and to maintain a clean and safe environment for patients and visitors.
2.	Utility Area	Regular sweeping, removal of debris and cleaning of drainage areas around DG sets, transformer yard, water/STP/ETP points and other utility installations to ensure safe access and reduce safety hazards.
3.	PM (Post-Mortem) Area	Regular cleaning and disinfection, including proper odour and effluent control, to maintain hygienic conditions and appropriate infection-control standards in the mortuary premises.
4.	BMW Storage / Collection Area	Regular cleaning and disinfection to prevent spillage, cross-contamination, foul odour and environmental hazards and to maintain proper hygiene and compliance with applicable Bio-Medical Waste Management requirement

TERMS AND CONDITIONS

- 1) The rate should be quoted for F.O.R. **Department of Health & Family Welfare, DNH & DD** and it should be valid for 56 days.
- 2) **Scope of Work:**
The agency/contractor shall provide the required **06** numbers of labourers for cleaning, sweeping, mopping, washing and other allied cleaning works as and when required by the concerned Department/Office.
- 3) **Manpower Deployment:**
The contractor shall deploy adequate and suitable labourers as per the requirement of the Department. The deployed labourers shall be physically fit, disciplined and capable of performing the assigned cleaning work.
- 4) **Working Hours:**
The working hours of the labourers shall be as decided by the concerned Department/Office. The contractor shall ensure timely attendance and deployment of manpower.
- 5) **Attendance:**
Attendance of the deployed labourers shall be maintained and verified by the authorized officer/official of the Department. Payment shall be made only for the actual number of labour-days performed and duly certified.
- 6) **Minimum Wages:**
The contractor shall comply with all applicable provisions relating to **Minimum Wages, Labour Laws, Employees' Provident Fund (EPF), Employees' State Insurance (ESI), Payment of Wages Act** and other statutory requirements, as applicable.
- 7) **Statutory Compliance:**
The contractor shall be solely responsible for compliance with all applicable labour laws, rules and regulations. Any liability arising due to non-compliance shall be borne by the contractor.
- 8) **Cleaning Materials:**
Cleaning materials, tools, equipment, brooms, mops, buckets, gloves, etc. shall be supplied by **the Department**, as specifically mentioned in the quotation schedule.
- 9) **Supervision:**
The contractor shall be responsible for proper supervision and discipline of the deployed labourers. The Department shall have the right to instruct the contractor regarding the quality and manner of cleaning work.
- 10) **Replacement of Labour:**
If any deployed labourer is found unsuitable, negligent, irregular or misbehaving, the contractor shall replace such labourer immediately upon instructions from the Department.

11) Uniform and Safety:

The contractor shall ensure that the deployed labourers wear suitable uniform and use necessary safety equipment while performing the cleaning work.

12) Damage/Loss:

Any damage to Government property caused due to negligence or misconduct of the deployed labourers shall be recovered from the contractor, as determined by the competent authority.

13) Payment:

Payment shall be released on a monthly basis/after completion of the assigned work, against submission of the bill along with duly verified attendance and other required documents.

14) Taxes:

Applicable **GST, TDS and other statutory deductions**, if any, shall be dealt with as per prevailing Government rules.

15) No Extra Payment:

No additional payment shall be made for overtime, transportation, uniform, tools, equipment or any other incidental expenditure unless specifically approved by the competent authority.

16) Verification of Labour:

The contractor shall furnish the details of the labourers deployed, including their name, address and other documents as required by the Department.

17) Prohibition of Subletting:

The work shall not be sublet or transferred to any other person/agency without prior written permission of the competent authority.

18) Inspection and Quality of Work:

The Department shall have the right to inspect the cleaning work at any time. The contractor shall rectify any deficiency pointed out by the authorized officer without any additional cost.

19) Absence/Non-Deployment:

In case the contractor fails to deploy the required manpower or the deployed labourer remains absent, payment shall not be made for the period of absence. Applicable deductions/penalties may also be imposed as per the terms of the quotation.

20) Period of Contract:

The contract shall initially be valid for **56 days** from the date of commencement of work, subject to satisfactory performance and approval of the competent authority.

21) Termination:

The Department reserves the right to terminate the contract by giving appropriate notice if the contractor fails to perform the assigned work satisfactorily or violates the terms and conditions of the contract.

22) Right to Accept/Reject:

The competent authority reserves the right to accept or reject any or all quotations, in full or in part, without assigning any reason.

23) Dispute:

Any dispute arising out of the contract shall be subject to the jurisdiction of the competent authority/Government rules applicable to the Department.

24) Other Conditions:

The contractor shall comply with all instructions issued by the Department from time to time in connection with the cleaning work.

25) The bidder should submit the following documents :

- a) Copy of valid PAN Card**
- b) Copy of valid GST registration certificate.**
- c) Copy of labour license**
- c) Self-Undertaking on bidder's letter head as below :**

"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 /supplies by any state/Central Govt. Bidder should submit undertaking 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 years. False undertaking 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 defense 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 materials as per the specification given by the department and also abide all the terms & conditions stipulated in tender/quotation.

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."

26) The rate should be quoted including supply, installation, commissioning and testing wherever applicable **inclusive of all taxes, and no extra charges will be paid for any taxes/packing/forwarding and insurance etc.**

27) The sealed quotation should be super scribed by words "QUOTATION FOR HIRING OF LABOURS"

- 28) Quotation received after due date and time will not be taken into consideration.
- 29) Right to reject or accept any of the quotation is reserved by the undersigned.
- 30) Quotations to be submitted on bidder's letterhead, Signed and Stamped and should reach the office of the **Office of the Incharge (Central Procurement Branch) 4th Floor, Left Wing, Old Nursing Hostel, Behind NAMO Hospital, Silvassa-396230**. Ph. No. 0260-2990191.

Sd/-
In-charge
Central Procurement Branch,
DNH&DD