TENDER NOTICE

On behalf of the President of India, the Deputy Director (Tourism), Diu hereby invites Tenders for the below mentioned works from eligible agencies/contractors.

1. Name of Work : Outsourcing the service of 03 (Three) workers for cleaning & maintenance of various tourism gardens/tourist spots in Diu area, near environ, roads and accesses through the entire gardens/spots by removal of organic and inorganic wastes, all foreign materials maintain cleanliness in the garden throughout the day.

2. Cost of Tender Documents : Rs.500/- (Non Refundable)
3. Bid Security (E.M.D.) : Rs.10,000/- (Refundable)
4. Estimated cost : Rs.3,70,000/- per annum.

5. Important Dates
   Tender available from : From 23-02-2018 to 05-03-2018 during office hours.
   Date and time for submission of hard copy of the tender : On 06-03-2018 upto 15:00 hrs.
   Opening of Technical Bid : On 07-03-2018, 16.00 hrs.
   Opening of Financial Bid : On 08-03-2018, 16.00 hrs.(after one day of opening of Technical Bid, if possible)

Tender is available during office hours from 23/02/2018 to 05/03/2018 on payment of Rs.500/- as tender fees (Non Refundable). Bid Security (EMD) of Rs.10,000/- in the form of DD/FDR only from any nationalized / schedule bank and other supporting documents The bidder should submit Income Tax Certificate for last 2 years, copy of GSTIN Registration, PAN number, EPF/ESI registration, ISO certificate of manufacturers / suppliers, details of past experience in this field, declaration regarding Blacklisting / Debarring to participate in the Govt. Tender on their letter head, all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of memorandum and articles of association in case of registered company, copy of Terms & Conditions duly signed by the tenderer with seal. These are the mandatory documents required to be furnished in Technical bid alongwith bid security. Bidders has to submit two envelop one Technical Bid & another Financial Bid, Technical bid should contains Bid Security & all relevant documents & Financial bid cover contains only the quoted amount in Indian Rupees for the period of one month. Both the envelop should be kept in big enveloped superscribed as "Tender for outsourcing the service of three workers" on or before 06/03/2018 15.00 hrs, in the office of the Information Assistant, Tourism Department, Diu through RPAD/Speed Post / by hand. However tender inviting authority shall not be responsible for any postal delay. The tenders received without Bid Security (EMD) and other relevant documents shall be summarily rejected.

The Deputy Director (Tourism), Diu reserves the right to reject and or all tenders without assigning any reason and selection shall be at the absolute discretion of the Department & Departments decision in this respect shall be final and binding.

The tender documents & other details will be available on website www.diu.gov.in.

(VANDANA RAO)
DEPUTY DIRECTOR (TOURISM),
DIU.

Copy to:-

The D.I.O., N.I.C. Diu.... With a request to upload the same on Govt. website www.diu.gov.in.
TENDER FORM

Tender Form issued to Shri/Smt./M/s. .................................................................
for Outsourcing the service of three workers for various Tourism gardens/spots in Diu District.
Receipt No._________ dated ____________

Diu. Dated: - / /2018

INFORMATION ASSISTANT,
TOURISM DEPARTMENT, DIU.

TENDER FORM FOR OUTSOURCING THE SERVICE OF THREE WORKERS FOR VARIOUS
TOURISM GARDENS/SPOTS IN DIU DISTRICT”.

1. Applicants full name
   (in capital)
   :-

2. Present address with Telephone/Mobile No.
   :-

3. Details of present business/trade in
   Outsourcing the service of workers.
   :-

4. Details of past trade activities in
   engagement of Outsourcing the service of
   workers. The past experience in engagement
   of Outsourcing the service of workers for which
   tender is given to be started with all relevant
   details and evidence/certificate in its support to
   be attached with tender form
   :-

5. List of documents attached with Tender Form
   :-

6. Payable investment by the applicant
   :-

7. Amount of Bid Security (E.M.D.)
   & details thereof.
   :-

8. Additional information if any relevant
   to the proposed.
   :-

(Signature of Tenderer)

NOTE:- In case of registered firm, private or public limited companies, the Power of Attorney for
authorized signatory signing the tender may be attested failing which the tender shall
not be considered.
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Agency / Firm</td>
</tr>
<tr>
<td>2</td>
<td>Address of Agency / Firm</td>
</tr>
<tr>
<td>3</td>
<td>E-mail.</td>
</tr>
<tr>
<td>4</td>
<td>Tel. / Fax No. of Head Office</td>
</tr>
<tr>
<td>5</td>
<td>* LAND line no. of Local office within 15-20 Kms. of this office.</td>
</tr>
<tr>
<td>6</td>
<td>Date of Establishment</td>
</tr>
<tr>
<td>7</td>
<td>Date of Registration with Competent authority.</td>
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<tr>
<td>8</td>
<td>E.M.D. (F.D.R. &amp; Date with Name of the Bank, City).</td>
</tr>
<tr>
<td>9</td>
<td>Service Tax Registration No.</td>
</tr>
<tr>
<td>10</td>
<td>GSTIN Registration No.</td>
</tr>
<tr>
<td>11</td>
<td>PAN No.</td>
</tr>
<tr>
<td>12</td>
<td>EPF / ESI Registration No.</td>
</tr>
<tr>
<td>13</td>
<td>Details of ISO Certificate</td>
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<tr>
<td>14</td>
<td>I.T. returns for last two financial year (i.e. 2015-16 &amp; 2016-17)</td>
</tr>
<tr>
<td>15</td>
<td>Bank Account No. / Bank Name &amp; Location.</td>
</tr>
<tr>
<td>16</td>
<td>No. of Employees in the roll of Agency / Firm.</td>
</tr>
<tr>
<td>17</td>
<td>Declaration regarding Blacklisting / Debarring to participate in the Govt. Tender on their letter head.</td>
</tr>
<tr>
<td>18</td>
<td>All required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of memorandum and articles of association in case of registered company,</td>
</tr>
<tr>
<td>19</td>
<td>Copy of Terms &amp; Conditions duly signed by the tenderer with seal</td>
</tr>
</tbody>
</table>

**Note:** Kindly Enclose copies of all the above documents with Technical Bid online as well as in hard copy.

I / We certify that I / We read understood and accept the contents of the broad incorporated in the Tender Form, terms and conditions and submit this Tender for consideration. I / We certify that the above statements are true.

Full Name of the Firm __________________________ (Signature of the Owner / Proprietor / Firm)

Address __________________________

Mobile No. __________________________

DATE: __________________________

(SEAL)
### FINANCIAL BID

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Work</th>
<th>Rate per month in figures</th>
<th>Rate per month in words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Outsourcing the service of 03 (Three) workers for cleaning &amp; maintenance of various tourism gardens/tourist spots in Diu area, near environ, roads and accesses through the various gardens/spots by removal of organic and inorganic wastes, all foreign materials maintain cleanliness in the garden throughout the day.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The quoted amount shall be inclusive of all costs (including all taxes and expenditure on men, machinery, transportation, etc.)

DIU.
Date: [Signature of the Authorized Signatory with Name & Designation]

[Signature]
23-2-18
TERMS & CONDITIONS FOR THE WORK OF OUTSOURCING THE SERVICES OF THREE WORKERS FOR CLEANING OF VARIOUS TOURISM GARDENS/SPOTS ETC.

1. The Bidders shall be responsible for all the costs associated with the preparation of their proposal and their participation in the bidding and subsequent selection process. The Deputy Director (Tourism), Diu will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

2. The bidder should quote his rates in lump sum (price bid) for the work of cleaning of gardens/spots etc. Areas by removal of organic and inorganic wastes including all foreign materials including Transportation, Disposal and maintaining the Cleanliness of the gardens throughout the day including parking areas and approach roads leading to the gardens and surrounding environ.

3. The bidders prices shall include all the relevant taxes and duties and cost towards all expenditure and overheads including profit on manpower, establishment, providing stationary, transport, stay, local conveyance, and all other infrastructure including mobilization and demobilization of work force and facilities required to complete the assignment successfully including disposal of the waste to the dumping area. The bidder shall comply all the laws especially labour laws.

4. The bidders shall visit and examine the site and obtain for themselves, at their responsibilities, all the information and date that may not be necessary for preparing their proposal.

5. The bidders shall also be responsible for the:
   
i. The contractor shall provide three workers for cleaning & up-keepment of various Tourism Gardens/spots etc. comprising minimum 50% of the Labourers originally from the local villages with all necessary required equipment in order to collect and dispose of organic/inorganic waste. The contractor shall/provide/arrange uniforms to their workers at their own cost. The uniform should be same as the dress code given to the workers of the Department of Tourism, Diu, if any.

   ii. All the workers deployed in the gardens shall be present minimum 8 hours and the agencies should submit their schedule of timing in advance to this department.

   iii. The Contractor shall also arrange for the worker uniform, gloves, boots, brooms, dustbins (as per standard design), temporary rest rooms and toilets facilities for the workers, arrangement of vehicle for disposal of wastes, disposal site etc. for successful completion of work.

   iv. No workers below the age of 18 (Eighteen) years shall be employed on the work.

6. The bidder shall deposit Rs. 10,000/- as Bid security (Earnest Money Deposit) for the identified gardens in the form of FDR/DD in favour of the Deputy Director (Tourism), Diu payable at Diu.

7. The Successful bidder whose tenders may be accepted (hereafter called the Contractors) shall furnish Security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only). If the successful bidder fails to give the said security deposit within seven days from the proposed date of allotment, the rest in line shall be considered for allotment.
8. The successful bidder shall submit monthly running bill to the Department of Tourism, Information & Publicity, Bunder Chowk, Diu for settlement. The bill shall be cleared for payment only after due certification by the Committee formed for the purpose consisting of Deputy Director (Tourism), Diu & Information Assistant, Diu respectively. Day to day progress of cleaning & maintenance of Gardens will be carried out by the Committee formed by the Department of Tourism either collectively or individually and in case of any lapse reported, then department of Tourism shall deduct an amount which is equivalent to the amount involved in the each working day with an additional penalty of Rs.3000/- per day. Every time a lapse is observed, a written notice should be issued to the contractor. If any contractor gets three such notices in a single month, then the contract would be terminated without giving any further notice to the contractor and the entire Bank Guarantee given would stand forfeited.

9. The successful bidder shall enter into an agreement with the Department of Tourism upon receipt of acceptance of work order.

10. Terms & conditions, payment terms and mode of payment, price bid documents, letter of acceptance and the agreement shall form the contract documents.

11. The bidder shall ensure that the proposal is complete in all respects and confirms to all requirements indicated in the bid documents.

   It would be deemed that by submitting the proposal, Bidder has:

   i. Made a complete and careful examination of the Bid documents.

   ii. The bid conforms to all the requirement of the Department of Tourism, Administration of Daman & Diu.

12. The proposal should have no over writing except as necessary to correct errors made by the Bidder themselves, in which case such corrections must be initiated by the person signing the proposal.

13. The Authorized representative of the Bidder shall initial each page. The persons signing the proposal shall initial all the alteration, omissions and additions.

14. The Bidders shall also seal the envelopes containing the proposals.

15. The period of contract will be one year, which can be extended for further one year on same rate, terms & conditions based on performance of bidder during two years.

16. The financial proposal should be unconditional and any conditionality attached with then proposal may result in the rejection of the proposal.

17. The envelop shall clearly be super-scribed as proposal for Outsourcing the services of three workers for cleaning of Tourism gardens/spots etc.

18. If the envelop is not sealed and marked as instructed above, the Deputy Director (Tourism), Diu assumes no responsibility for the misplacement of premature opening of the contents of the proposal submitted.
19. The prospective bidders may check their clarification, if any, on the bid in writing to the Deputy Director (Tourism), UT Administration of Daman & Diu. Only clarification submitted in the writing will be answered / responded by the Dy. Director of Tourism, Department of Tourism, Administration of Daman & Diu.

20. The last date for seeking clarification is 05-03-2018 upto 06.00 P.M.

21. No tender shall be allowed to be modified after the submission.

22. The tender and all the correspondence and documents related to the tender exchanged by the bidder and Deputy Director (Tourism), Department of Tourism, Diu shall be necessarily written in English language.

23. The prices shall be quoted in terms of Indian Rupees only.

24. The total price quoted by consultant covers all the Bidders obligations mentioned in or to be reasonably inferred from the bid documents in respect of Outsourcing the services of three workers for cleaning of Tourism gardens/spots etc.

25. Tender shall remain valid for a period of 90 (ninety) days after the last date of submission of tender. In exceptional case Deputy Director (Tourism), Diu, UT Administration of Daman & Diu may request other Bidder to extend a period of validity for a specified additional period and the contract shall be valid for a period of twenty four months only.

26. The information submitted shall be specified and strictly as per the formats and no additional information need to be placed which is not asked in the formats.

27. The Addl. Director of Tourism, Diu reserves the right to accept or reject any bid or to annual bidder process and reject all tenders at any time prior to the wards of contract without incurring any financial liability to the affected bidders and any obligation to inform the affected bidders.

28. If at any time, it has bring to notice of the Tourism Department, that the successful bidder is not providing man power or equipment at Tourism gardens/spots etc. as per the work Order / Agreement the bidder shall be liable to impose penalty as deemed fit by the Tourism Department which will be not less than 3000/- per day.

29. If at any time it is notice by the Tourism Department that the bidder has violated any of the Terms & Conditions, the Tourism Department shall be at the liberty to terminate the Contract, without prejudice to any action as per Law.

30. Bidders has to submit two envelop one Technical Bid & another Financial Bid, Technical bid should contains Bid Security & all relevant documents & Financial bid cover contains only the quoted amount in Indian Rupees for the period of one month only. Both the envelope should be kept in big enveloped super scribed as Tender for outsourcing the service of three workers on or before 06/03/2018 upto 15.00 hrs.in the office of the Information Assistant, Tourism Department, Diu

31. All taxes under any act payable to the Government shall be paid by the contractor.

32. The liability as to EPF/ESI shall lie with concerned agency.
33. The GST @ 18% should be included in the tender amount and shall not be reimbursed separately.

34. The TDS on GST @ 1% shall be deducted U/s.51 of GST Act w.e.f. 1st April, 2018.

35. The TDS (Income Tax) rate as applicable will be made from the bills of party.

36. There shall be no master – servant relation between employees of the contractor and Tourism Department, U.T. Administration of Daman & Diu.

37. In case of any dispute, the first arbitration authority shall be Secretary (Tourism), Daman & Diu and final appellate authority shall be Advisor to Hon’ble Administrator, Daman & Diu.

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Signature of the Tenderer.
(In view of acceptance of above all Terms & conditions.)

Deputy Director (Tourism),
Diu