

**TENDER FOR ENGAGEMENT
OF AGENCY FOR PROVIDING
SECURITY SERVICE AT
THE DAMAN & DIU STATE
CO-OPERATIVE BANK LTD.**

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**THE DAMAN AND DIU STATE CO-OPERATIVE BANK LTD.**

(Registration No. ARCS/DMN/DDCBL/211/2015-16 dtd.17.11.2015)

Head Office: H.No.14/54, 1st Floor, Dilip Nagar, Nani Daman-396210.

Ph No: 0260 2255984, 2255985

E-Mail: adm@3dcoopbank.in**TENDER NOTICE****Tender No.: ADM/30/Security service/2022-23/ 309****Dt.11 /06/2024**

The Daman & Diu State Co-operative Bank Ltd., invites tender from eligible security service agency for "ENGAGEMENT OF AGENCY FOR PROVIDING SECURITY SERVICE AT THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD."

Description	Tender form cost (non-refundable)	EMD
Tender for "ENGAGEMENT OF AGENCY FOR PROVIDING SECURITY SERVICE AT THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD"	1000/-	10,000/-

Total 09 Security Guards are required for various Branches of The Daman & Diu State Co-operative Bank Ltd., (Daman region only)

Note: the total numbers of security Guards may increase as requirement of the Bank.

The tender documents & other detail information will be available on Bank website <https://3dcoopbank.in/>

Last Date & Time for submission of bid in hard copy	01.07.2024 upto 17.00 Hrs.
Tender opening date, if possible, on	02.07.2024 at 11.00 Hrs.

The tender document & other details will be available on <https://3dcoopbank.in/> upto 01/07/2024. Security service agency have to submit price bid alongwith tender documents till the last date and time for submission.

Submission of tender fees in form of DD & EMD in form of DD/FDR, valid copy of GST registration number with certificate, PAN number etc: These are the mandatory documents required to be submitted to the tender inviting authority by RPAD/Speed post/Courier/by hand, however, tender inviting authority shall not be responsible for any postal delay. Incomplete & conditional tenders are liable to be rejected. The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reasons thereof.

SECTION-II

GENERAL TERMS AND CONDITIONS

Tender is invited by the Chief General Manager for “Engagement of Agency for Providing Security Service at THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD”

1. Eligibility and Qualification of the bidder:

- i. The agency should be a licensee as a security agency with the Labour Commissioner in any neighbouring state i.e Gujarat or Maharashtra
- ii. Minimum turnover of the firm in whose name the tender is being applied should be Rs. 15 lacs per year for last three years. The agency is required to submit following copies :-
 - a) Audited balance sheet along with the copies of Income tax Return for last three years in support.
 - b) Proof of GST registration.
 - c) Copy of Pan Card.
- iii. An undertaking that the firm is not blacklisted/debarred from any Government organization/Banks.
- iv. The Security Agency should have undertaken similar work atleast for a period of 5 years, details of experience and proof to be submitted.
- v. The agency should submit the Character and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old and police verification.
- vi. The agency should have office/establishment in Daman or Diu or Silvassa or in Valsad district of Gujarat.
- vii. The agency should have provident fund registration for its employees fund, also service tax registration and should comply with these rules (as applicable to him) and also submit bill as per Rule 4A of Service tax.
- viii. The Agency shall Registered with the office of the I.G.P. Daman, Diu and DNH under the Daman & Diu Private Security Agencies Rules, 2009.

2. Other Terms and Conditions:

- i. The Security personnel deployed should be in the age group of 25 to 45 years and atleast educated upto class Xth.
- ii. The Security personnel deployed should be physically fit and medically certified for good health.
- iii. Preference will be given to Ex – servicemen. The Security Agency shall provide the list of Ex- servicemen engaged by them along with the tender. Copy of discharge book should be submitted online.
- iv. The Security personnel should be well trained and experienced in security duties at similar places/offices.

- v. The agency should be able to provide additional strength of security personnel's at a short notice and should keep a leave reserve ready.
- vi. The validity of the contract will be for a period of one year which may be further extended as per requirement.
- vii. The contract may be terminated by either party by giving one month's notice.
- viii. The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
- ix. The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Security Agency and should provide all the relevant document to show compliance as proof every month as and when demanded by the corporation whenever submitting the bill.
- x. The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in security.
- xi. The agency should pay all existing and future local and other taxes, rates and other levies in respect of Security Agency to the Govt. or any local authority, as applicable to him from time to time and no additional reimbursement will be entertained by DDSCBL in this regard.
- xii. The agency should indemnify and keep indemnified the Corporation against any loss, damages, fines, premium, levies, costs, charges and expenses that the Corporation may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present.
- xiii. The Security Agency to whom contract is awarded, shall be responsible for theft, damage etc. to the property of DDSCBL, if such theft / damage is found to be taken place due to negligence of Security Guard on duty, and in such case the amount of damage / theft shall be recovered from bill / security deposit of Security Agency and the agency will not challenge the same in any Court regarding this recovery.
- xiv. The Security Agency should pay minimum wage to the employees as notified by U.T. Administration of Daman & Diu from time to time.
- xv. The Security Agency shall follow the labour laws for its personnel.
- xvi. The Security Agency should maintain its own muster rolls for the personnel deployed by them and submit for verification to DDSCBL along with invoice every month.
- xvii. The Security agency shall supply the uniform, lathis and torch lights to the security personnel deployed.
- xviii. The Security agency shall submit an undertaking to the effect that in the event of laxity in the performance of the security personnel, it shall be the responsibility of the Agency to compensate the loss or damage, if any, caused to DDSCBL.

- xix. In case of any default on the part of Agency the DDSCBL shall withheld the bill payment and deduct the amount as deemed fit as penalty of such default which will not be challenged by the Agency in any Court.
- xx. DDSCBL reserves the right to reject any or all offers without assigning any reason.
- xxi. The agency shall duly at all time the provision of the Child Labour (Prohibition and Regulation) Act, 1986 and other element made in this regard.
- xxii. The successful bidder shall have to provide residential facilities to his/her staff at his/her own cost.
- xxiii. Any conflict arising between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work shall be referred to a mutually agreed arbitrator and the proceedings shall be governed by provisions of the Indian Arbitration & Conciliation Act and the venue of Arbitration shall be Daman and after as per Law subject to Daman Jurisdictions

3. Submission of Tender Documents

The Security service agency shall submit the mandatory documents of the tender i.e. hard copies of the firm may be submitted in a sealed envelope superscribed as "Engagement of Agency for Providing Security Service at THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD." addressed to the Chief General Manager, Head Office, H.No.14/54 1st floor, Dilip Nagar, Nani Daman – 396210, Daman.

4. Opening of Tenders

The tenders shall be opened at the specified date and time as indicated in the Tender notice.

5. Tender Validity

The tenders shall remain valid for acceptance for a period of 120 days (one hundred twenty days) after the date of tender opening prescribed in the Tender Document.

6. Award of work

Award of work Letter shall be issued to the successful bidder only after execution of agreement and submission of the said documents to the Chief General Manager, DDSCBL.

Note:

- i. In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact the Chief General Manager, Head Office, H.No.14/54 1st floor, Dilip Nagar, Nani Daman – 396210, Daman.
- ii. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.


 Managing Director (DDSCBL)



Section-III
Tender Form

(For all the terms & conditions of tender document are acceptable to bidder)

To,
The Chief General Manager,
The Daman & Diu State Co-operative Bank Ltd.,
H.No.14/54 1st floor, Dilip Nagar,
Nani Daman – 396210, Daman.

Ref No. _____ Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated ____ (if any), the receipt of which is hereby confirmed. We now offer for "Engagement of Agency For Providing Security Service at THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD. "in conformity with your above referred document.

If our tender is accepted, we undertake to Provide Security Service at The Daman & Diu State Co-operative Bank Ltd., as mentioned in tender documents.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal agreement is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities/Banks. I/We confirm that we fully agree to the terms and conditions specified in above mentioned tender document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company
under It Common Seal

Section IV
Instructions to Bidders

1. Tender Contents

The Tenders are to be submitted in Hard copies in two parts:

- Technical Proposal (signed and stamped tender document and mandatory document)
- Financial Proposal

Technical Proposal

The Technical proposal should contain:

- a. Tender Document (duly signed and stamped to be submitted along with physical bid document)
- b. Mandatory documents as mentioned below to be send along with financial bid and to be submitted along with signed copy of the tender document as a part of the technical proposal:
- c. Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any Nationalized / Scheduled Bank in favour the Daman & Diu State C-operative Bank Ltd.
- d. Earnest Money Deposit of Rs. 10,000/- in the form of a Demand Draft drawn on any Nationalized / Scheduled Bank in favour of the Daman & Diu State C-operative Bank Ltd,
- e. Proof of GST registration.
- f. Copy of Pan Card.
- g. Audited Balance Sheet of the last three years.
- h. PF Registration Certificate
- i. ESI Registration Certificate
- j. Copy of Income Tax Return (ITR) of last three years.
- k. Registration Certificate with the office of the I.G.P. Daman, Diu and DNH under the Daman & Diu Private Security Agencies Rules, 2009.
- l. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Banks.
- m. The agency should be a licensee as a security agency with the Labour Commissioner in any neighbouring state i.e. Gujarat or Maharashtra

Financial Proposal

The financial proposal should be quoted in the prescribed format only. The financial bid of only technically qualified bidders shall be opened. The rates quoted should be inclusive of all taxes (i.e. E.S.I, PF, Taxes and service charges)

2. Right to accept / reject tender

No tender will not be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.

The Chief General Manager reserves the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated

APPENDIX - I
Financial Bid

FINANCIAL BID FOR “Engagement of Agency For Providing Security Service at THE DAMAN & DIU STATE CO-OPERATIVE BANK LTD.”		
Sr. No.	Security Guard	Rate per day per head for 8 hours duty
1.	Ex – Serviceman	
2.	Civilian	
3.	Gunman	