

Directorate of Prosecution
UT Administration of Daman & Diu
Court Building, Fort Area,
Moti Daman -396 220.

No. DoP./DMN/New Vehicle/2013-14/52

Dated:- 16/09/2013

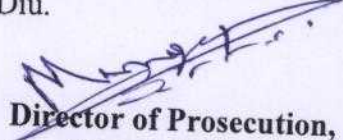
TENDER NOTICE

The Director of Prosecution, UT Administration Daman & Diu, Daman hereby invites sealed tenders from the reputed tour & transport agencies/ firms/ operators for providing following vehicle to the Directorate of Prosecution, Daman on **hire basis** for the Financial Year 2013-14, so as to reach on or before **04/10/2013 upto 12.00 hours** by post or deposit in to the tender box kept in the office of the undersigned. The Department will not be responsible for any postal delay. The tenders will be opened on the same day **at 13:00 hours, if possible** the presence of suppliers or his representative, if present.

Sr No.	Description of vehicle	Qnty.	Tender Fees (In ₹).	E.M.D. (In ₹).
01.	Car with Driver & Fuel, Make : Hyundai, Engine Capacity: 1396 CC, Preferred Model: Verna Fluidic 1.4 CRDi, Diesel vehicle or any latest version, launched after 2012.	01	500/-	5,000/- (In the form of Demand Draft drawn in favour of the Director of Prosecution, Daman)

The blank tender documents can be had from the Directorate of Prosecution on any working day from **16/09/2013 to 03/10/2013** during working hours on payment of tender fees in **Cash/D.D ₹ 500=00 (Non Refundable)**. The document can also be downloaded from the Official Website **www.daman.nic.in** In case, if tender documents are downloaded from the website, the intending Tenderer should enclose a Demand Draft of ₹ 500/- drawn in favour of the undersigned, towards payment of Tender Fee. The tender without E.M.D. will not be taken into consideration. Right to accept or reject any or all tenders, without assigning any reason thereof, is reserved with the undersigned.

The jurisdiction for any legal dispute will be Daman & Diu.


Director of Prosecution,
Daman & Diu
Daman.

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1. The Chief Publicity Officer, Daman & Diu for publication in two (Hindi/Guajarati) local news papers for wide publicity.
- ✓ 2. The District Informatics Officer, NIC, Daman with request to upload on website **www.daman.nic.in**.
3. The Head of offices Daman for wide publication.
4. The Notice Board of the Department for information.

TERMS AND CONDITIONS

1. The intended Tenderers shall quote their rate only in the format supplied with tender documents. The rates should be inclusive of all applicable taxes.
2. The rate should be quoted for the only vehicle specified in the Tender Notice. .
3. The Contract period shall ordinarily be up to 31st March, 2014 from the date of issue of order. However, the period may be curtailed or extended, as per the requirements, on the same rate and terms and conditions.
4. The vehicle will be used for the office of the Director of Prosecution, Daman and Diu, Daman.
5. The vehicle should invariably have all necessary permissions/ licenses as required under various Rules & Regulations of the RTO and other authorities.
6. The vehicle should always be road worthy, and shall be spared during office working hours, for average minimum of **08 hours a day**, with average minimum run of **1200 Km** per month. The vehicle will be demanded on any day and to any length of hours. The vehicle must be made available within a short period of notice from this office.
7. The average minimum run of **1200 km** per month is only indicative. However, beyond 1200 km run, the agency shall be entitled for extra remuneration, at the rate approved by this office.
8. The payment for hire charges will be paid on monthly basis and the payment shall, irrespective of actual, be made at the rate for the average minimum run of 1200 km per month. Beyond 1200 km, the actual run will be considered & the payment will be made accordingly at the rate approved by this office.
9. Payment of every kind of taxes and other charges levied by the Government or any other authority for operating the vehicle shall be payable by the Tenderer/ owner of the vehicle, as the case may be.
10. The vehicle shall always be at the costs & risk of the Tenderer. The expenses on fuel, oils, lubricants, etc shall be borne by the Tenderer. Maintenance of the vehicle during the period of contract shall be made by the Tenderer. All expenses required for such maintenance works shall be borne by the Tenderer.
11. The vehicle is to be driven by the driver provided by the Tenderer. The driver must have valid license from RTO authorities. The Driver should wear proper uniform as per RTO pattern while on duty. The driver should not have any criminal case registered/ pending against him in any Police Station/ Court. He must be polite, punctual in attendance and free from illicit habits. The salary, overtime allowance and other benefits of the driver are borne by the Tenderer. The driver has to ply the vehicle as per the instruction of the in-charge of the vehicle. In case of halt in other than the place of head quarter, the driver should arrange his lodging and boarding at his own.
12. The driver shall have to maintain log books/diaries regularly for the purpose of records of this office. He shall get such log book/ diaries verified and authenticated from the undersigned from time to time. Copies of log book/ diaries shall required to be submitted along with monthly bills for making payments.
13. The area of jurisdiction for which vehicle has to run will be the area under control of the In-charge of the vehicle i.e. Director of Prosecution, Daman and Diu, Daman. However, in case if the vehicle needs to be taken out of jurisdiction of the controlling officer, in that case the necessary permit of the concerned state shall have to be obtained by the owner at his own costs & risks.
14. The intended Tenderer shall submit authenticated copy of following documents along with tender:
 - a. Registration of firm/ agency with competent authority
 - b. Registration of firm/ agency with Taxation Authority such as Income Tax, Service Tax, etc.



SCHEDULE

Engagement of Vehicle on Hire basis for the Director of Prosecution, Daman and Diu, Daman.

Sr No.	Description	Unit	Rate per unit (in ₹)
1.	Car with Driver & Fuel: Make : Hyundai Engine Capacity: 1396 CC Preferred Model: Verna Fluidic 1.4 CRDi, Diesel vehicle or any latest version, launched after 2012	Km.	


The quoted rate is inclusive of all costs (including all taxes, fuel, salary to driver maintenance etc).

Daman

Date : / /20

Signature of the Authorized Signatory
with Name and Designation.

15. The successful Tenderer shall always have to ensure availability of following documents of the vehicle, in the vehicle itself:
 - a. Valid RC Book.
 - b. Valid Pollution Under Control Certificate (PUC).
 - c. Valid Tax certificate issued by RTO.
 - d. Valid Insurance Certificate.
16. The vehicle owner/Tenderer shall not have right to withdraw the services of the vehicle during the period of contract. Failing which, his EMD/Security deposit shall liable for forfeiture to the Government.
17. The vehicle can also be used for the purpose of any Government Emergency duty.
18. Tenderers have to display the board on the vehicle stating the words '**On Government of India Duty**'.
19. The intended tenderers should submit the prescribed EMD along with tender No., interest is not allowed on the said deposit. The tenders received without EMD shall out rightly be rejected.
20. The EMD of the successful tenderer shall be retained by this office as a Security deposit till the end of period of contract. The EMD of the unsuccessful Tenderer will be released within 30 days from the date of opening the tenders.
21. A pre-receipted bill, for making payment for hiring of vehicle, shall be submitted in triplicate each month. No advance shall be paid to the agency/vehicle owner for the vehicle.
22. It shall be the responsibility of the Tenderer to pay the Income tax/ Service tax, etc for the services provided to this office from time to time.
23. If the Tenderer fails to provide vehicle on any working day/days, without any prior intimation and without convincing reason, penalty at the rate of 10% of the daily charges will be levied for every such day.
24. An agreement is required to be executed by you with the Department on a stamp paper containing all the terms and conditions of the order before its execution. The cost of stamp paper is ₹ 50/- and the same should be borne by the Tenderer.
25. Conditional quotation shall not be accepted.
26. The sealed tenders should reach this department on **04/10/2013** up to **12.00 hours** in sealed envelope super scribed as "Hiring of vehicle along with Driver and fuel". The tender will be opened on the same day at **13:00 hours**, if possible in presence of intended Tenderers or their representative if present.
27. The Director of Prosecution, Department of Directorate of Prosecution, Daman and Diu reserve the right to accept or reject any or all tenders without assigning any reason thereof. In case of any difference in opinion about interpretation of terms and conditions between the Tenderer and the Department of Directorate of Prosecution, Daman and Diu, the decision of the Department will be final and binding upon the Tenderer.
28. All the disputes subject to the jurisdiction of Court in the U.T. of Daman & Diu.


Director of Prosecution,
Daman & Diu
Daman.