

**UT Administration of Daman & Diu,
Daman & Diu e-Governance Society,
Office of the Director (IT),
Collectorate, Dholar,
Daman.**

No. 01/IT/DDeGS/ file no. 163/2014-15/246

Date: 18/11/2014

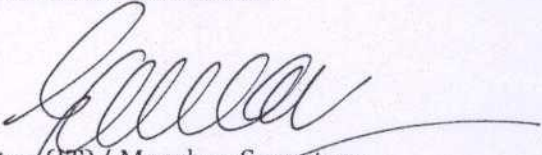
Quotation Notice

Quotation are invited from interested Travel Agency/owner of UT Daman with appropriate documents as prescribed below for air conditioned vehicle such as Indigo or Swift Desire only to be used on hire basis by the office of the Director (IT)/Member Secretary, Daman & Diu e-Governance Society, Daman for a period of one year from the date of issue of work order. The vehicle shall be road worthy. The Department shall on an average run the vehicle for approx 2000 km. per month.

Any dealer/ agency/ owner who fulfill the requirement and accept the terms and condition can apply in plain paper with all prescribed documents to the office of the undersigned. The last date of submission of the quotation is upto 26 November 2014. The quotation shall be opened on the same day at 11.00 hrs. The following shall be the terms and conditions.

1. The vehicle shall have a valid R. C Book, Fitness permit, PUC and up to date tax clearance from RTO, Daman.
2. The vehicle owner/ travel agency shall not have right to withdraw the vehicle without intimation to the undersigned.
3. The vehicle owner / travel agency should abide by the rule of Govt. form the time to time.
4. The vehicle shall remain present before the office of the Information Technology, Collectorate, Dholar, Moti Daman, Daman and shall perform duty as and when required.
5. The vehicle can also be used for the purpose of Govt. Emergency duty.
6. The driver shall report to duty and as when required by the authority.
7. Any minor or major repair will be borne by the vehicle owner/ travel agency at his own cost.

8. The vehicle owner / travel agency are required to submit printed receipt in support of receiving claim at the end of the month. No advance shall be paid to the agency / owner for the vehicle.
9. The undersigned has right to cancel any quotations without assigning any reason thereof.
10. The vehicle owner/ travel agency shall submit the following documents.
 - i. Valid RC Book
 - ii. Insurance pages with validity.
 - iii. Pollution under control (PUC) certificate duly valid.
 - iv. Fitness certificate and
 - v. Tax clearance certificate issued by the RTO, Daman.
11. The interested travel agency/ car owner shall give consolidated price per month with shall include the cost of fuel and payment to the driver.
12. The travel agency/ owner of vehicle shall appointed a well mannered driver who should be having a valid license and shall not have any case registered against him in any police station . The same can be verified by the department as well.
13. Conditional quotation shall not be accepted.
14. All bidders are required to quote their price in the enclosed format at Annexure - 1 only. Also other format shall not be accepted.
15. The average kilo meter mentioned above is only indicative 50 kms. beyond the prescribed kms. 2000. However beyond extra 50 km. in excess, the agency shall claim on per km. basis as accepted in the price bid.
16. All the rates etc. shall be paid in actual by the Department, the bills in actual shall be submitted at the time of monthly claim by the interested bidder.


Director (IT) / Member Secretary,
Daman & Diu e-Governance Society,
Daman.

Enclose: Annexure -1 format for price bid.

ANNEXURE - 1
FINANCIAL BID

The bidder shall quote consolidate rate for vehicle on hire basis

Sr. no.	Description	Type of Vehicle	Rate per month per vehicle	Rate per Km.
01	Providing air conditions vehicles such as Indigo or shift Desire on hire basis for the office of Director (IT)/ Member Secretary, Daman & Diu e-Governance Society, Daman for a period of one year including fuel and driver salary etc.			(Exceeding the prescribe limit)

The quoted amount shall be inclusive of all costs (including all taxes, fuel, salary to driver, maintenance etc.

Daman.

Date:

Signature per the Authorized Signatory
With Name & Designation