

**U.T. Administration of Daman & Diu,
Police Complaint Authority,
Nani Daman – 396 210**

No.1/PCA/10/Hire-veh/2013-14/154 Dated:- 17 /01/2014

T E N D E R N O T I C E

Sealed tenders are invited on behalf of President of India for hiring of vehicle as per specifications mentioned below for the use of the Office of Police Complaint Authority, Daman from the Travel Agency/Authorised Dealers/Suppliers of U.T. of Daman. The vehicle shall be road worthy. The Department shall on an average run the vehicle for approx 2500 km. per month.

Sr.No.	Description	Type of Vehicle	Rate per month of the vehicle	Rate per Km.(if exceeding Kms.)
1.	Providing vehicle Desire (Maruti Suzuki) on hire basis for the Office of Police Complaint Authority, Daman for a period of one year including fuel and driver salary etc.			

The Tender Form and terms & conditions can be obtained from the Office of the Police Complaint Authority, Paryatan Bhavan, Nani Daman during working hours up to 27/01/2014 at 11.00 a.m. against the payment of non-refundable fees of Rs.500/- (Rupees Five hundred only). The Tender form and terms & conditions can be downloaded from the official website <http://daman.nic.in> and can submit the same along with tender fee of Rs.500/- in form of Demand Draft to drawn in favour of Convener-cum- Secretary, Police Complaint Authority, Daman.

Tender Form duly completed in all respects should be accompanied with a Fixed Deposit Receipt or Demand Draft of Nationalized/Scheduled Bank for Rs.10,800/- (Rupees Ten thousands eight hundred only) as Earnest Money Deposit in favour of Convener-cum- Secretary, Police Complaint Authority, Daman. The tender which is not accompanied by EMD shall be summarily rejected.

Tender form should reach to the office of the undersigned in a sealed cover superscribed "**for Hiring of Four Wheeler Vehicle Desire (Maruti Suzuki) with Driver for Office of Police Complaint Authority, Daman and Diu, Daman** by 1.00 p.m on 27/01/2014 and the same will be opened on the same day at 4.00 p.m. if possible.

The Convener- cum- Secretary, Police Complaint Authority, Daman reserves the rights to accept or reject any part or whole without assigning any reason.



(R.C.Meena)
Convener- cum- Secretary,
Police Complaint Authority,
Daman

Terms and Conditions for Hiring of Four Wheeler Vehicle Desire (Maruti Suzuki) with Driver for Office of Police Complaint Authority, Daman and Diu, Daman

- (1) The party should hold a valid vat & Pan No.
- (2) The supplier should quote their rates on their own letter pad or on plain paper with their rubber stamp. Rate should be quoted rate per month and also rate per Km.
- (3) The rates for the above items should be inclusive all taxes applicable.
- (4) The vehicle should be in good condition, preferably new model and not more than one year old for which tenderer should submit a list of vehicle details with make, model, type of vehicle, year of manufacture and registration number of the vehicle (with documents proof) to be supplied to this office.
- (5) The contract period of Six month only from the date of issue of order. However, the period will be curtailed or extended as per the requirement on the same rates terms and conditions.
- (6) The vehicle will be utilized on any day and it must be available with a short notice from concerned office/officer. The concerned officer/ in charge of the vehicle under whom the vehicle is being utilized is fully empowered to give holiday on any day without assigning any reason for which no charges will be paid for that day/days.
- (7) All taxes such as R.T.O. Taxes, Town Duties, Engine oil, break oil and other lubricants Insurance and other statutory charges will be paid by tenderer only. All the maintenance charges of the vehicle, In case of any accidents or any mishap takes place to vehicle, during its utilization all the liabilities of the vehicle as well as Driver, persons, goods etc will be at tenderers risk and cost.
- (8) The vehicle is to be driven by your Driver who must have valid license from R.T.O. authorities. The Driver should have uniform while on duty as per R.T.O. pattern. The driver has to ply the vehicle as per the instructions of the officer or in-charge of vehicle.

- (9) The Driver must be polite, punctual in attendance and free from illicit habits. Salary. Overtime allowance and other benefits of the driver are at tenderer cost. The driver should always remain with the vehicles during the entire period of duty. In case of urgency, the driver may seek permission of the concerned officer/authorized officer.
- (10) The permission of R.T.O. and other statutory authorities for hiring vehicle to the company must be obtained by you at your cost and be kept in the vehicle. These papers and other relevant papers R.C. T.C. book etc shall have to be produced /presented to this office along with the tender.
- (11) The area of jurisdiction for which vehicle has to run will be the area under control of the officer i.e. the Secretary-cum-Convener, Police Complaint Authority, Daman and Diu, Daman under whom the vehicle is being utilized. However, for some time the vehicle has to run the area out of the jurisdiction of the controlling officer, in that cases the necessary permit of the concerned state shall have to be obtained by the owner.
- (12) Tenderer have to display the board on the vehicle stating the words exclusively for bonafide use of Police Complaint Authority, U.T. Administration of Daman & Diu.
- (13) A bill for hiring of vehicle should be submitted in triplicate along with advance stamped receipt to the officer specified in the order.
- (14) Income Tax source prevailing rate will be deducted from your bill as per rules. The Income Tax Registration number if allotted to you, the same should be given to this office.
- (15) The Tender with relevant documents should reach this Department up to 1:00 pm. on 27/01/2014 in sealed envelope superscribed and it will be opened on the same day at 4:00 pm in presence of bidders or their representatives, if possible.

- (16) The Police Complaint Authority, Daman & Diu, Daman reserves the right to accept or reject any tender or all tenders without assigning any reason thereof. In case of difference in opinion about interpretation of terms and conditions between you and the Department, decision of the department will be final and binding on you.
- (17) Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the drivers.
- (18) The rates should be valid up to January, 2015.
- (19) The vendors and driver should carry out the instructions of the Department as well as the officers assigned to the vehicles.
- (20) Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, the hire charges of pro rata basis should be deducted from the monthly hire charges.
- (21) In case of any doubt or need of any enquiry the tenderer may contact the undersigned on any of the working days.
- (22) A daily record indicating time and mileage of each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer regularly for scrutiny.
- (23) The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- (24) All the disputes subject to the jurisdiction of court in the UT of Daman & Diu.



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Tender No. /13-14

Date of issue of Tender:

Last date of receipt of Tender: 27/01/2014

TENDER FORM

This tender form is issued to Shri/M/s.
_____ of
_____. Tender fees of Rs.500/- (Rupees Five Hundred
only) received vide Receipt No. _____ dated _____.

Convener- cum- Secretary,
Police Complaint Authority,
Daman

Daman
Dated:

To
The Convener- cum- Secretary,
Police Complaint Authority,
Daman

Sir,

I/We the undersigned _____
_____ of

M/s. _____

_____ hereby offer my/our rates as enclosed. I/we agree with the terms
and conditions attached with this tender and promise to provide the vehicle at the rates shown
in the statement.

(Sign.& Name of the Party)