

U.T. Administration of Daman & Diu
Office of the District Rural Development Agency
District Panchayat, Daman
☎ : 0260-2230137

No.: DRDA/DMN/Hire Vehicle/4/14/2015-16/46

Date: 10/06/2015.

TENDER NOTICE

The Project Director, DRDA, Daman invites short terms limited tender on behalf of the President of India, for hiring of vehicle as per specification mentioned below for the use the office of DRDA, Daman from Travel Agency / Authorized Dealers / Suppliers of UT of Daman & Diu. The vehicle shall be road worthy. The Department shall on an average run the vehicle for approx 2000km. per month.

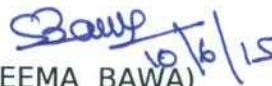
Sr. No.	Description	Type of Vehicle	Rate per month the vehicle	Rate per Km. (if exceeding Kms.)
01	Providing vehicle FOUR WHEELER LMV Car (Swift Dezire-Car) with Diver for the Office of the District Rural Development Project Agency, Daman for the period of the Six months [including fuel, Salary of Driver AND all types of taxes, all types of insurances and all types liabilities, repairing and maintenance of vehicle.			

The blank tender form along with terms and conditions can be procured from the office of the undersigned from 10/06/2015 to 29/06/2015 against the payment of non-refundable fees of Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft (DD) drawn from any scheduled / nationalized bank in favour of Project Director, DRDA, Daman payable at Daman, during the official hours & The tenderer should enclosed E.M.D. of Rs.11,000/- in the form of Fixed Deposit Receipt (FDR) (six month valid) drawn from any scheduled / nationalized bank in favour of Project Director, DRDA, Daman payable at Daman along with the tender. The tender which is not accompanied by E.M.D. will not be considered and will summarily be rejected without assigning any reason thereof.

Tender form should reach / deposit in the Tender Box kept in the office of the undersigned on or before 29/06/2015 up to 13:00 hours, during the Official hours. The Tender in sealed cover superscripted "FOUR WHEELER LMV Car (Swift Dezire-Car) with Driver for DRDA Office, Daman and The tender will be opened on the same day at 16:00 hours if possible in presence of Suppliers or his representative, if present.

The tender form along with terms and conditions is also available on the Official Website i.e. www.daman.nic.in and can also be downloaded and used for submitting the tender, but such tender should also reach to the undersigned in the manner indicated as above along with tender fee and E.M.D. without E.M.D. and Tender Fees, the tender will be summarily rejected.

The Project Director, DRDA, Daman reserves the right to accept or reject any part or whole without assigning any reason.


(SEEMA BAWA)
Project Director
DRDA, Daman

Copy to:

- 1) The State Informatics Officer NIC. Secretariat, Daman with a request to upload the above tender notice on the official website of UT Administration of Daman & Diu.

U.T. Administration of Daman & Diu
Office of the District Rural Development Agency
District Panchayat, Daman
☎ : 0260-2230137

No.: DRDA/DMN Hire Vehicle /4/14/2015-16/47

Date: 10/06/ 2015.

TERMS AND CONDITIONS

Terms and Conditions of Tender Notice No. DRDA/DMN/ Hire Vehicle/ 4/14/2015-16/46 Date: 10/06/ 2015 for hiring FOUR WHEELER LMV CAR (Swift Dezire-Car) from the reputed agency with driver for the office of the department of District Rural Development Agency, Daman.

- 1) The party should hold a valid vat & Pan No.
- 2) The rate quoted will be valid for the period of six months from the date of engagement of the vehicle.
- 3) The rates for the above items should be inclusive all taxes applicable.
- 4) The vehicle should be in good condition, preferably new model registered on or after 31/03/2015 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) Tender period is for six months / which may extend for another six months, if needed and satisfactory service.
- 6) The Tender Should be accompanied with an EMD of Rs.11,000/- in the form of F.D.R. in favor of Project Director, DRDA, Daman. Tender received without EMD will be summarily rejected.
- 7) The Vehicle must have all the legal documents like valid registration certificate, comprehensive Insurance and must have paid all Government dues like Road Tax etc. The vehicle has to be provided with Driver bearing valid driving license.
- 8) 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.
- 9) No advance payment will be made in any circumstances.
- 10) Tendere have to display the board on the vehicle stating the words exclusively for bonofide use of District Rural Development Agency, U.T. Administration of Daman & Diu.

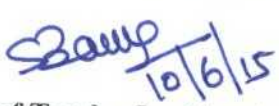
Samp

- 11) A bill for hiring of vehicle should be submitted in triplicate along with advance stamped receipt to the officer specified in the order.
- 12) 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.
- 13) All the documents like attested photocopies of valid R.C. Book and Comprehensive Insurance etc. along with valid license of the driver with full address along with Mobile / Residence Telephone Numbers etc. should be enclosed along with the tender.
- 14) The vehicle will be utilized for 12 hours and also when required by the department. The vehicle will be in possession of Project Director, DRDA, Daman.
- 15) The contractor will have to bear with all the expenditure for Diesel, Oil, all the Repairing and Maintenance Charges of Vehicle as well as Salary of the Driver.
- 16) 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 bidder / tenderer only. All the maintenance charges of the vehicle, during its utilization all the liabilities of the vehicles as well as Driver, person, goods etc will be at bidder / tenderer risk and cost.
- 17) The rates should be valid for a period of six months.
- 18) The vehicle is to driven by your Driver who must have valid Driving 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 instruction of officer or in-charge vehicle.
- 19) Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the Driver.
- 20) In case of breach of any terms and conditions or failure to provide vehicle during the tenure or removal of the vehicle by owner or traveler or travel agency, the EMD shall be liable to be forfeited without any reference to the contractor.
- 21) As far as possible the driver will be granted weekly off on every Sunday. However his service will be utilized on Sunday also if required for vehicle in regular works and no extra charges will be paid.
- 22) Nothing extra will be paid towards night hours or out station official tours. The bill for travelling of vehicles shall be paid on monthly basis. No extra hours (overtime) will be paid.
- 23) The tender with relevant documents should reach this Department up to 1.00 pm on 29/06/2015 in sealed envelop super scribed and it will be opened on the same day at 4:00 pm in presence of bidders or their representative, if possible in the chamber of Project Director, DRDA, Daman.
- 24) The tender should be properly super scribed **"Tender for hiring of Four Wheeler (Swift Dezire-Car) with Driver"**.



- 25) During the repairing period of vehicle the contractor shall have to arrange for another alternative suitable vehicle so that the department works of supervision and inspection may not be suffered.
- 26) The vehicle provided by the tender shall also be used for the official tours outside Daman.
- 27) Advance intimation shall be given to the department for not sparing of vehicle on particular day. If vehicle will not available on the day the proportionate amount will be deducted from the monthly bill of hire charges submitted in the Department.
- 28) The Calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- 29) 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.
- 30) No separate agreement will be required to be signed by successful tenderer for hiring of vehicle. For legal purpose, the schedule of rate and terms and conditions dully signed with stamp by the tenderer will be liable and also 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.
- 31) Right to accept the quotation in whole or in part or to reject any or all quotations / tenders without assigning any reasons is reserved by department.
- 32) All the disputes subject to the jurisdiction of court in the UT of Daman & Diu, Daman only.
- 33) Income Tax and Service Tax shall be applicable as per rules be used.

The above terms and conditions are accepted and are binding me / us.


Signature of Tender Inviting Authority
With Rubber Stamp
PROJECT DIRECTOR
RURAL DEVELOPMENT AGENCY
DAMAN.

Signature of Tenderer / Supplier
Officer with Rubber Stamp

Place:

Date: 10 / 06 / 2015.

Note:

Please return this copy of terms and conditions duly signed along with tender / bidder.

U.T. Administration of Daman & Diu
Office of the District Rural Development Agency
District Panchayat, Daman
☎ : 0260-2230137

SCHEDULE OF RATES

Schedule showing the rates to be offered for providing FOUR WHEELER LMV- CAR (Swift Dezire- Car) with the Driver for the Project Director, DRDA, Daman.

Sr. No.	Description of Item	Unit	Amount
1	Hiring of latest model of 2015 Vehicle (Swift Dezire) with Driver on monthly basis for office use as per the Terms and Conditions attached.	Rate per month up to 2000 kms.	Rs. _____ (Rupees _____)
2	If vehicle run more than 2000 km per month rate per km		Rs. _____ (Rupees _____)


Signature of Tender Inviting Authority
With Rubber Stamp
PROJECT DIRECTOR
RURAL DEVELOPMENT AGENCY
DAMAN.

Signature of Tenderer / Supplier
Officer with Rubber Stamp