

**U.T. Administration of Daman & Diu,
Office of the Asstt. Director of Education,
Near Jetty Road, Nani Daman – 396210.**

Tender Notice No.DE/ADM/Vehicle/2015-16/04

Dated: - 15/05/2015.

TENDER NOTICE

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 Assistant Director of Education, Daman from the Travel Agency / Authorized Dealer/Suppliers of U.T. of Daman. The vehicle shall be road worthy. The Department shall on an average run the vehicle for approx 2000 km per month.

Sr. No.	Description	Types of Vehicle	Rate per month per Vehicle	Rate per km. (Exceeding the prescribed limit)
01	Providing air conditions vehicles such as 1) Maruti Swift (VDI) A N D 2) Maruti Van / Ecco (Both on hire basis for a period of one year including driver salary etc.)			

The Tender Form and terms & condition can be obtained from the Office of the Assistant Director of Education, Daman during working hours up to 20/05/2015 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 also 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 be drawn in favour of Assistant Director of Education, Daman.

Tender Form duly completed in all respects should be accompanied with a Fixed Deposit Receipt or Demand Draft on Nationalized/Scheduled Bank for Rs.25,000/- (Twenty five thousand only) as Earnest Money Deposit in favour of Assistant Director of Education, 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 “ **Hiring of Four Wheeler Vehicle Maruti Swift (VDI) and Maruti Van / Eeco with Driver for Office of Assistant Director of Education, Daman** by 1.00 p.m on 21/05/2015 and the same will be opened on the same day at 4.00 p.m., if possible.

The terms and conditions will remain unchanged.

The Assistant Director of Education, Daman reserves the rights to accept or reject any part or whole without assigning any reason.


15/05/2015

(M. D. Patel.)
Assistant Director of Education
Daman

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Office of the Directorate of Education,
Jetty Road, Nani Daman – 396210.**

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Terms and Conditions for Hiring of Four Wheeler Vehicle Maruti Swift (VDI) and Maruti Van / Eeco with Driver for Office of Assistant Director of Education, Daman and Diu, Daman.

1. The bidder should hold a valid Service Tax Registration & 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 one year only from the date of issue of order. However, the period will be curtailed or extended as per the requirement on the same rates term 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 bidder only. All the maintenance charges of the vehicle, during its utilization all the liabilities of the vehicle as well as Driver, persons, goods etc will be at bidders risk and cost.
8. The vehicle is to 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 bidders cost. The driver should always remain with the vehicles during the entire period of duty. In case 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 the bidder at their cost and be kept in the vehicle. These papers and other relevant papers R.C. T.C. book, Insurance copy, 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 Assistant Director of Education, 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 Assistant Director of Education, Daman.
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 the bill as per rules. The Income Tax Registration number if allotted to, the same should be given to this office.
15. The Tender with relevant documents should reach this Department up to 1.00 pm. on 21/05/2015 in sealed envelope super scribed and it will be opened on the same day at 4:00 pm in presence of bidders or their representatives, if possible.
16. The Assistant Director of Education, 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 for a period of one year.
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 bidder 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 and Diu.



(M. D. Patel.)

Assistant Director of Education
Daman