

Daman & Diu e-Governance Society
Office of the Director (IT)
Fort Area, Moti Daman.
Daman - 396 210

NO.01/IT/DDeGS/file no. 163/2015-16/359

Dated : 1/12/2015

TENDER NOTICE

Subject: Inviting sealed quotations for hiring of One AC car for Office of the Director (IT), DD

Sealed quotations from reputed travel agents and taxi operators are invited for the hiring of staff car for Office of the Director (IT) as per Terms and Conditions details below:-

During the period of contract, the rates will not be revised under any circumstances. The prospective bidder may quote the rates accordingly taking this aspect into consideration. The columns shall be clearly filled in. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

1. The contract shall be valid for a period of one year from the date of acceptance of the contract. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. The bidder should have 3 years experience of similar work in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities/MNCs etc.
3. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
4. The vehicles should be in good running conditions. The vehicles provided should not be older than three years.
5. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which Office of the Director (IT) has the right to hire vehicle from any other sources at the expense of the contractor.

6. The contractor shall provide names, addresses and mobile numbers of the drivers along with their driving license number and copies within one week of the award of the contract.
7. The contractor shall not deploy any driver who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
8. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor during the period of agreement and after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
9. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
10. The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
11. The Department reserves the right to terminate the contract without assigning any reason.
12. Vehicles provided to the Department should bear commercial Taxi Cab Registration Numbers & should have been essentially registered in UT of DD/DNH and also should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges. The copy of the registration certificate of Commercial vehicle will be provided by the Contractor before deployment of vehicles.
13. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of UT. Administration of DD.

14. The contractor shall provide vehicles as per requirement of the Department including public holidays, Saturdays and Sundays.
15. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
16. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than three years old.
17. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules as applicable in the UT. of DD and these shall be the responsibility of the contractor.
18. The mileage as well as time shall be calculated from the initial pick up point of the day. The closing time and mileage shall be the last destination where the official journey ends for the day.
19. No advance payment will be made.
20. Rate should be quoted for hiring on monthly & Kilometer basis and including all expenditure of taxes.
21. The bills in triplicate should be submitted to the Office of the Director (IT) on monthly basis.
22. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
23. 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.
 - vi. Experience certificate from any Govt. offices of UT Administration of Daman & Diu and DNH.
 - vii. PAN no. of agency/ owner
 - viii. Service tax registration certificate
 - ix. Licenses of agency.
 - x. Commercial taxi registration certificate.

24. Tender form should be submitted along with non refundable tender fees of Rs. 500/- and refundable E.M.D of Rs. 5000/- in DD, favour of Director (IT), Daman.

25. Sealed quotations should reach this office positively by 10/12 /2015 upto 1:00PM. Any quotations received after due date shall not be accepted.

26. Quotations shall be opened on the same date in the Office of the Director (IT).


Director (IT)