

**U. T. Administration of Daman & Diu,
Office of the Head of Sports,
Sports Department,
Near Football Ground,
Moti Daman 396 220.**

TENDER NOTICE

Sealed Quotations are invited for engaging Multi Tasking Staff for the Collecting and Distributing of Tapals, Bank related works, Sweeping of Office, Filing Works of Sports Department at Daman. Rates should be exclusive of all cost and taxes and must be as under.

Particular	Rate per day per head for 8 hours duty
Multi Tasking Staff (MTS)	

The terms and conditions can be obtained from Office of the Head of Sports, Sports Department, Moti Daman, during all working hours from Monday to Friday and also from website of www.daman.nic.in.

Last date of receipt of quotations is **25.02.2015** at **15:00** hrs, and if possible will be opened at 16:00 hrs on the same day before the tender committee. **The envelope should be subscribed as "Engagement of Multi Tasking Staff (MTS) in Sports Department, Daman"**. The Secretary (Sports) Daman & Diu and Dadra & Nagar Haveli, Daman reserves the right to reject any or all the quotations so received without assigning any reasons. The tender notice will also be available on the website of www.daman.nic.in

No documents or compliance of any terms & conditions shall be entertained after opening of the tender. Enclosures alongwith the Tender shall be treated as final. Rates quoted in the Tender shall be considered as exclusive of all Taxes & no justification after opening of Bids shall be entertained.

Sd/-
Head of Sports
Sports Department, Daman.

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TERMS AND CONDITIONS FOR ENGAGEMENT OF MULTI TASKING STAFF (MTS)

1. Age of the person should not exceed 30 years.
2. The Educational Qualification is required upto class 'x'.
3. The persons should be physically fit and medically certified for good health.
4. The agency should submit the Character and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old and police verification. (if required)
5. The person should be well trained and experienced in the field.
6. The validity of the contract will be for a period of six months which may be further extended as per requirement.
7. The contract may be terminated by either party by giving one month's notice.
8. The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
9. The agency should observe and confirm to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws and should provide all the relevant documents to show compliance as proof every month of as and when demanded by the Head of Sports, Daman whenever submitting the bill.
10. The agency should pay all existing & future local and other taxes, rates and other levies in respect of Agency to the Govt. or any local authority, as applicable to him from time to time and no additional reimbursement will be entertained by the Head of Sport, Daman in this regard.
11. The agency should indemnify and keep indemnified the Head of Sports against any loss, damages, fines, premium, levies, costs, charges and expenses that the Head of Sports may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present.
12. The agency should have minimum turnover of 10.00 lakhs.
13. The agency should have office/establishment in Daman and Silvassa.

14. The agency should have provident fund registration for its employees fund and also have service tax registration and should comply with these rules (as applicable to him) and also submit bill as per Rule 4A of service tax.
15. The agency should provide bank solvency of Rs. 5.00 Lakhs as security deposit.
16. The agency should be Income Tax payee for minimum last 3 years.
17. The Agency shall have to enclosed EMD of Rs, 10,000/- in form of FDR of Nationalized Bank, payable to the Head of Sports, Daman. The tender without EMD shall be summarily rejected.
18. The rate should be exclusive of all taxes/VAT. Taxes be indicated separately.
19. The Agency should pay minimum wages to the employees as notified by U.T. Administration of Daman & Diu from time to time.
20. In case of any default on the part of Agency the Head of Sports shall recovers the loss from the security deposit / or withheld the bill payment and deduct the amount as deemed fit as penalty of such default which will not be challenged by the Agency in any Court.
21. The tenderer should be registered under sales TAX / VAT of UT. of Daman only.

sd/-
Head of Sports
Sports Department, Daman

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