

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

**TENDER NOTICE**

Sealed tenders are invited for engaging Computer Operator for filing works, day to day work and smooth functioning of Sports Department at Daman. Rates should be exclusive of all cost and taxes and must be as under.

<b>Particular</b>	<b>Rate per day per head for 8 hours duty</b>
Computer Operators	

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](http://www.daman.nic.in).

Last date of receipt of tender is **13.03.2015** 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 Computer Operators in Sports Department, Daman"**. The Head of Sports, Daman reserves the right to reject any or all the tender so received without assigning any reasons. The tender notice will also be available on the website of [www.daman.nic.in](http://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 COMPUTER OPERATOR**

1. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The persons supplied by the agency should not have any adverse Police records/criminal cases against them. The agency should make adequate enquires about the character and antecedents of each personnel of they are recommending.
3. The persons deputed should be between the age of 18-30 years and they shall not interfere with the duties of the employees of the department.
4. The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this department.
5. The service providers personnel's should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
6. Working hours would be normally from 9.00 a.m. to 5.30 p.m. during working days including ½ an hour lunch break in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazetted holidays, if required.
7. The persons should be physically fit and medically certified for good health.
8. 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)
9. The person should be well trained and experienced in the field.
10. The validity of the contract will be for a period of six months which may be further extended as per requirement.
11. The contract may be terminated by either party by giving one month's notice.
12. The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.



13. 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.
14. 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.
15. The agency should have office/establishment in Daman and Silvassa.
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 Agency should pay minimum wages to the employees as notified by U.T. Administration of Daman & Diu from time to time.
19. 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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