

U.T. Administration of Daman and Diu  
OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY,  
Collectorate, Dholar,  
Moti Daman - 396 220  
e-mail : eocs-dmn-dd@nic.in

No.EOCS/DMN/EST/1/131/FS&DEO/2017-18/275

Dated : 02/07/2018

**LIMITED TENDER NOTICE**

Sealed tender is hereby invited by Enquiry Officer, City Survey, Daman for Manpower supply with terms and conditions mentioned below :

Limited Tender Notice/Quotations for Manpower duly sealed cover and superscribed as "Quotation for Manpower for City Survey are invited up to 30.07.2018 at 3:00 P.M. and which will be opened on the same day at the Office of the Enquiry Officer, City Survey, Daman, Moti Daman at 4:00 P.M. in this Office as per schedule attached on the following terms and conditions :

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Educational Qualifications</b>	<b>Tentative Salary</b>
1	Field Surveyor	03	10 <sup>th</sup> SSC pass from recognized Board and three years diploma in Civil Engineering from any Govt. recognized University/Board OR two years course in Land Surveyor from ITI. Knowledge of computer application with Autocad & Gujarati language is desirable.	Rs.25,000/-
2	Data Entry Operator	01	Information Technology/Bachelor in Computer Application from recognized University/Institution.	Rs.12,000/-

**TERMS AND CONDITIONS :**

1. The sealed bids shall be submitted at the "Office of the Enquiry Officer, City Survey, Collectorate Building, Dholar, Moti Daman, Daman (U.T. of Daman & Diu) latest by 30/07/2018 till 3:00 PM.
2. The bids submitted by Registered post, by Courier Or by Telex/Telegram/Fax/e-mail" shall not be accepted
3. Tenders received after the closing date and time prescribed in the tender notice, shall NOT be accepted under any circumstances.
4. The Tender shall be opened on the last date of submission of bids i.e. at 30/07/2018 at 1700hrs at Office of the Enquiry Officer, City Survey, Collectorate Building, Dholar, Moti Daman, Daman(U.T. of Daman & Diu) in presence of the authorized representatives of the bidders, who may wish to attend;
5. After scrutiny of bids, Office of the Enquiry Officer, City Survey, Collectorate Building, Dholar, Moti Daman, Daman (U.T. of Daman & Diu) shall shortlist the eligible bidder.
6. The bidders may send their representatives with authorization letter to attend opening of bids.

**NOTE :**

1. Quotation/Rates should be filled in the blank schedule attached. Difference in the specification, terms and condition, if any, should be indicated in the remarks column of the Blank Schedule or on a separate sheet which should be attached with the Quotation.
2. Rates Quoted should be on the basic F.O.R. Daman Office. Free delivery upto the destination including packing and forwarding charges. The rates inclusive of all types of taxes quoted should be per Sheet specified in the schedule. Rates quoted should be effective for a period 30 days from the date of opening of the quotation.
3. No advance payment will be made.
4. Right to accept quotation in whole or in part or to reject any or all quotations without assigning any reasons in reserved by the undersigned.
5. Inviting Officer is Shri S.S. Thakkar, Enquiry Officer, City Survey Daman Contact numbers 09429295041

6. Enquiry Officer City Survey reserves the right to cancel any or all the Bids process without assigning any reason thereof.

7. It shall be the sole responsibility of the prospective Bidders to check the tender portal [www.daman.nic.in](http://www.daman.nic.in) from time to time for any amendment in Bid document. In case of failure to get the amendments, if any, the City Survey Daman shall not be responsible for any negligence on part of the Bidder.

8. No sub-letting/sub-contract is permissible.

9. **RIGHT TO NEGOTIATE**

The negotiation, if required shall be carried out only with the lowest Bidder.

10. **SIGNING OF CONTRACT**

As soon as the notifies the successful Service Provider whose offer has been accepted, the Land Survey Department Daman & Diu will send the Service Provider the Contract Form, incorporating all the conditions of the contract between the parties i.e. Land Survey Department Daman & Diu and successful Service Provider.

Within 7 days of receipt of the Contract Form, the successful Service Provider shall execute, sign and date the Contract and return it to the Land Survey Department Daman & Diu.

**VALIDITY OF BIDS**

The bids shall be valid for a period of 180 days from the date of opening of bids.

**Terms of Payment**

1. Payment shall be released on monthly basis.

2. The payment shall be released after the deductions of penalty if any.

3. The bills for the purpose of payment shall be submitted to Enquiry Officer, City Survey, Daman.

4. No interest shall be payable on delayed payments due to any reason.

## ELIGIBILITY CRITERIA

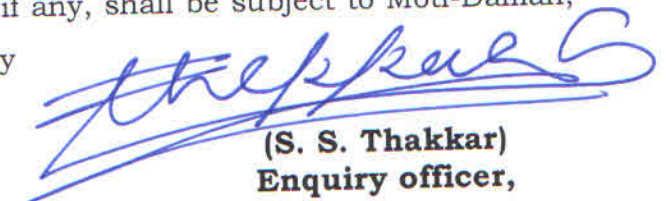
S. No.	Basic Requirements	Description	Documents Required
1.	Legal Entity	The Bidder must be a legal entity registered in India.	Valid legal document should be furnished as documentary proof.
2.	Experience	In similar business since past two years	Valid legal document should be furnished as documentary proof.
3.	Turn over	Minimum annual average turnover of three financial years (2015-16, 2016-17, 2017-18) - Rupees 5 Lakhs.	CA Certificate / Valid legal document should be furnished as documentary proof.
4.	Registrations	Bidder should have valid service tax registration.	Copies of relevant Registrations
5.	Black listing / Terminations	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector)	As per annexure

## MODE OF PAYMENT

1. Payment against bill/Invoice shall be released only after satisfactory execution of work followed by verification of records by the experts of the bidder and Official of City Survey Daman.
2. Payment will be made directly to the successful bidder by cheque or through NEFT/RTGS. No request for other mode of payment will be entertained.
3. No advance payment will be made in any case.
4. No other charges towards transport or service charges or by whatsoever name called shall be payable.

## DISPUTE RESOLUTION

Disputes, legal matters, court matters, if any, shall be subject to Moti-Daman, Daman (U.T. of Daman &Diu), Jurisdiction only

  
(S. S. Thakkar)  
Enquiry officer,  
City Survey, Daman

**Technical Proposal Submission Form**  
**Annexure -I**

Tender Ref:

*Bidder's General Information -*

<b>Sr. No.</b>	<b>Particulars</b>	<b>Description/Details</b>	<b>Reference Documents</b>	<b>Page No.</b>
A.	Name of Bidding Company			
B.	Contact Details			
	a) Address			
	b) Telephone with STD Code	Mob -		
	c) Fax			
	d) email			
	e) Website			
	f) Name of Managing Director/ CEO			

**ANNEXURE II  
PROPOSAL SUBMISSION FORM**

Ref: Submission of Proposal against your Reference No. \_\_\_\_\_,  
Our details rates for the proposal is as follows:

<b>S No.</b>	<b>POST TYPE</b>	<b>No. of Posts</b>	<b>EFFECTIVE COST including taxes (Rs.)</b>
1	Field Surveyor	03	
2	Data Entry Operator	01	

Date :

[ authorized signatory]

Place:  
(seal)

Name of Firm with address