

**ADMINISTRATION OF  
DADRA AND NAGAR HAVELI, U.T.  
SOCIETY FOR PROMOTION OF TOURISM ART AND CULTURE  
TOURISM DEPARTMENT, SILVASSA**

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**: QUOTATION NOTICE :**

Sealed quotations are invited from agency for the items as mentioned in the description to reach the undersigned on or before **07/01/2019** by 15.00 Hrs. by post or by hand delivery.

Sr. No.	Description of item	Qty.	Days	Rate Per Person	Amt.
1.	Hiring of Supervisor cum Caretaker (On Weekends)	02 Persons	06 Months		

**1. SCOPE OF WORK: -**

- i. The specifications/scope of work shall be as per item (ii) listed below. The job/task indicated in the '(ii)' is not exhaustive. Any job/task required to be carried out for proper '**Organizing/Maintaining Tourism Area on Weekends**' shall be deemed to be inclusive in the scope of agency unless it has specifically been excluded from the scope of the agency.
- ii. The list of routine works to be done by the engaged personnel to be done are as follows:
  - a. A performance indicator which means the things that the contractor should do right to presume that he has fulfilled his duties. For e.g. There should be no garbage or unpleasant matter near the stage, activity area or public sit-out area.
  - b. The premises, stage and activities area will have to be swept twice when there is any event scheduled.
  - c. The supervisor cum caretaker will have to take care of the whole venue, stage and nearby play areas on any event organized by Tourism Department every weekend i.e. on Saturdays & Sundays.
  - d. The contract agreement will be made for 6 months (i.e. from 5<sup>th</sup> January 2019 till 7<sup>th</sup> July 2019).
  - e. Maintaining Cleanliness around both the Entry Gates and Staircases and stages wherever necessary (with Broom & Mop).
  - f. The person in charge will have to coordinate with the ground/ event team to turn on the Lights and electricity as and when needed prior to any events.
  - g. The Role of the supervisor will carry out the following work:-

**Morning Sessions:**

1. Opening of main gates at venue specially every morning on all Saturday's & Sunday's at 05:00 am and locking the gates back at 08:00 am after the event finishes.
2. The person in charge will have full authority to strictly NOT allow any bicycle, bikes, Vehicles on the inside the venue at any time of the day and night.
3. The person in charge will have to lend materials such as Mattress, Speakers, Mic, etc to the concerned party/trainer for Morning Yoga & Fitness Sessions. who will perform for the same. The list of the concerned parties who will be performing every week needs to be checked and collected with the officials of Department of Tourism.
4. The person in charge will have to collect and safely keep the mattress, speakers, mic etc. in the locker room after the sessions finishes.

**Evening Sessions:**

1. Opening of main gates at event venue on every evening on all Saturday's & Sunday's from 05:00 Pm onwards and locking the gates back at 10:00 Pm after the event finishes.
2. The person in charge will also have to setup Carrom Board, Chess & Hula Hops games every evening from 06:00 pm to 10:00 pm in evenings on every weekend. And must pack-up and keep it safely back in the locker room after the games are over.
3. The person in charge will have to setup Drums, Guitar & Casio with their respective stands at the stage for public participation in evenings on every weekend. And must pack-up and keep it safely back in the locker room after the programme.
4. The person in charge will always have to keep watch on people playing carrom, chess, hula hoops, basketball etc. for not losing any of the games/cookies/coins etc. or any occurring situation to be avoided.
5. The person in charge should make an inventory log book, where all parties & performers will have to sign in & sign out while getting their materials to before and after using.
6. The person in charge should report any missing items or games as and when given to the guests and will take full responsibility for the same.
- h. In any emergency case, the person in charge should call 108 and ask for assistance and inform the officials of Tourism Department.
- i. The person in charge will have to take care of the keys allotted to each of them. (no. of keys will be 02 Nos, Main Gates & Locker Room)

**The rates should be quoted subject to the following conditions:**

- The participating agency should have proper license for undertaking the above-mentioned work.
- The persons appointed by the agency should have the knowledge of writing and speaking English/Gujarati/Hindi.
- The persons appointed by the agency should not have any criminal records.
- The persons appointed by the agency should wear proper uniform along with identity card.
- The Agency should supply a photograph, ID proof and full details of the persons appointed to the Tourism Department and any other details which asked for.
- The rate for the above item should be strictly valid for a period of 6 months.
- The rates should be quoted by the firm who have ready manpower and are able to provide the persons as directed by the department after the issue of clear supply order by the department.
- The rates should be valid up to 31.3.2019.
- Right to reject or accept any or all quotation is reserved with the undersigned.

No. DNH/TOUR/SPOTAC/ADVT/2018/74/392  
Silvassa.

Date: 01/01/2019.

Sd/-  
MEMBER SECRETARY/ DY. DIR (T)  
TOURISM DEPARTMENT (SPOTAC)  
DADRA AND NAGAR HAVELI  
SILVASSA.

Copy to the All H.O.s., Dadra and Nagar Haveli, Silvassa.  
Copy to the Agency list available in the office.