

**Administration of**  
**Dadra & Nagar Haveli**  
**Department of Information Technology**  
**Silvassa – 396230**

No. DIR(IT)/MISC/344/2017/VOL.VI/56

Date: 16 /02/2019

**Tender Notice**

Tender Notice are invited from interested Travel Agency/owner of UT Dadra & Nagar Haveli with appropriate documents as prescribed below for air conditioned vehicle such as Indigo or Swift Desire or any equivalent, only to be used on hire basis by the office of the Director (IT) / Member Secretary, Dadra & Nagar Haveli e-Governance Society, Silvassa for a period of one year from the date of issue of work order. The vehicle shall be road worthy. The Department shall on an average run the vehicle for approx 1200km. per month.

The last date of submission of the tender is upto 09 March 2019. The tender shall be opened on the same day at 1600 hrs.

<b>Tender Name</b>	Hiring of air conditioned vehicle for Dadra and Nagar Haveli e-Governance Society
<b>Tender Fee</b>	Rs. 500 (In form of DD payable at Silvassa in favour of DNH UT e-Governance Society (Non Refundable)
<b>EMD</b>	Rs.5,000.00 (In form of DD payable at Silvassa in favour of DNH UT e-Governance Society)
<b>Last date of submission</b>	<u>09</u> -03-2019 at 1500 hours at Department of IT, Secretariat, Silvassa
<b>Date for opening of tender</b>	<u>09</u> -03-2019 at 1600 hours at Department of IT, Secretariat, Silvassa

The Tender Form along with terms & conditions is also available on the official website of Dadra & Nagar Haveli administration [www.dnh.nic.in](http://www.dnh.nic.in) and can be downloaded for submission of the tender, but such tender should also reach the undersigned in the manner indicated as above along with tender fee in form of Demand Draft of nationalized/scheduled/commercialized bank payable at Silvassa.

Right to accept or reject any or all tenders without assigning any reason thereof is reserved with the tender inviting authority.

  
Assistant Director (IT),  
Dadra & Nagar Haveli  
Silvassa

c/509

**Administration of**  
**Dadra & Nagar Haveli**  
**Department of Information Technology**  
**Silvassa – 396210**

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**The following shall be the terms and Conditions / Instructions to Bidders:**

**The terms & conditions:**

1. The vehicle shall have a valid R. C Book, Fitness Permit, PUC and up to date tax clearance from RTO, Dadra & Nagar Haveli.
2. Vehicle with the driver should report to office by 9 : 30 AM till 6 : 30 PM every working day. If required on non working/ holiday day the vehicle will be required with prior intimation.
3. The vehicle owner/ travel agency shall not have right to withdraw the vehicle without intimation to the undersigned.
4. The vehicle shall remain present before the office of the Information Technology, Secretariat, Amla Silvassa and shall perform duty as and when required.
5. The vehicle owner/ travel agency should abide by the rule of Govt. from the time to time.
6. The vehicle can also be used for the purpose of Govt. Emergency duty.
7. The undersigned has right to cancel any tenders without assigning any reason thereof.
8. Any minor or major repair will be borne by the vehicle owner/ travel agency at his own cost.
9. The vehicle owner/ travel agency are required to submit printed receipt in support of receiving claim at the end of the month. No advance shall be paid to the agency/ owner for the vehicle.
10. The vehicle owner/ 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
  - v) Tax clearance certificate issued by the RTO, Silvassa.
  - vi) Valid license of driver with full address, mobile/home telephone numbers etc.