



सिलवासानगरपालिकापरिषद
SILVASSA MUNICIPAL COUNCIL
दादराएवंनगरहवेली, /DADRA & NAGAR HAVELI,
सिलवासा /SILVASSA



No. SMC/CO/GNL/248/2018/3768

Date: 23/08/2018

LIMITED TENDER NOTICE

The Chief Officer, Silvassa Municipal Council, Silvassa on behalf of President of India invites sealed Tender from Authorized Office/Organization for **preparation of files works to upgrade all office records i.e. file works** of office of Silvassa Municipal Council, Silvassa. The Limited Tender Notice can be downloaded from the official website of U.T. Administration of Dadra and Nagar Haveli www.dnh.nic.in. The sealed limited tender notice may reach to this office of undersigned on or before **30/11/2018 up to 15.00 hours** by registered post with A.D. or courier service or to be deposited in box kept in the office:

Sr. No.	Particulars	Approximately File Quantity In Nos.	Rate per File in Words & Figures	Total Amount Rs.	Remarks, if any.
(1)	(2)	(3)	(5)	(6)	(7)
1	Preparation of files works to upgrade all office records (in soft copy and hard copy)	14000 Nos.			

(Signature of Authorized Persons / Bidders with Rubber Stamp.)

Terms & Conditions:-

1. The Limited Tender Notice shall be submitted in sealed cover super scribed with words "**Limited Tender Notice for Preparation of files works to upgrade all office records i.e. file works and other paper documents of office of, Silvassa Municipal Council, Silvassa.**" The Rates should be offered in a schedule enclosed herewith.
2. The Rates should be F.O.R. Delivery upto office at Silvassa including packing, forwarding charges, GST Charges, Transportation Charges installation, testing commissioning etc. **Rates quoted should be valid for the period till 31/12/2018 from the date of opening the Limited Tender Notice.**
3. Payment will be made only after successful completion of the work. The work will be done by the organization with his own staffs and with own electronic equipments. The work will complete by the bidders/organization in 150 days from issue of work order.
4. The Bidder shall have to submit the copy of Bank Account Number, Branch Name, and IFSC code for releasing payment through e-payment system.
5. The copy of Registration GST No., PAN No. of the Agency/Dealer, Authorized organization of the above shall have to be enclosed duly attested. The TDS at the prescribed rate if any shall be deducted by the Authority, if applicable.

6. The interested bidders/organization shall have to furnish EMD for an amount of Rs. 5000/- in favour of the Chief Officer, Silvassa Municipal Council, Silvassa in form of Fixed Deposit Receipt (FDR) valid for a period of Six (6) months.
7. The bidders shall have to pay Non Refundable Tender Fee of Rs. 500/- in DD in the name of Chief Officer, Silvassa Municipal Council, Silvassa Payable at Silvassa.
8. The EMD and DD other than prescribed form shall not be allowed and in case violation of this instruction the tender will summarily rejected.
9. The successful bidders/organization shall have to provide Two (2) years free service for any type of data loss or any query from the undersigned by the Authority.
10. The successful bidders/organization shall have to complete the work and to keep all records in cupboards.
11. No advance payment will be made.
12. The Tender received after due date and time will not be taken into consideration.
13. Right to accept or reject any of all tender is reserved with the undersigned.



Chief Officer
Silvassa Municipal Council,
Silvassa.

Copy to:

- 1) PA to President, Silvassa Municipal Council, Silvassa for kind information please.
- 2) All Head of Offices, D. & N. H., Silvassa for kind information please.
- 3) The Assistant Director(IT), D&NH, Silvassa with request to uploading in the D&NH Administration Website.