

Administration of
Dadra & Nagar Haveli
Department of Information Technology
Silvassa - 396230

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

Date:**06/03/2020**

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 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 1200 km. per month.

The last date of submission of the Tender is upto 26 March 2020. The Tender shall be opened on the same day at 1600 hrs.

Tender Name	Hiring of air conditioned Vehicle for Dadra and Nagar Haveli e-Governance Society
Tender Fee	Rs 500(in form of DD payable at Silvassa in favour of DNH UT eGovernance Society(Non-Refundable))
EMD	Rs 5,000.00(in form of DD payable at Silvassa in favour of DNH UT eGovernance Society)
Last date of submission	of <u>26</u> -03-2020 at 1500 hours at Department of IT, Secretariat, Silvassa
Date for opening of Tender	of <u>26</u> -03-2020 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 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

Administration of
Dadra & Nagar Haveli
Department of Information Technology
Silvassa - 396230

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

● **Quoted Rates**

1. The rates should be valid and operative for the period of one year from the date of issue of work orders for the vehicle.
2. Any minor or major repair will be borne by the vehicle owner/ travel agency at his own cost.
3. 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.
4. All the rates etc. shall be paid on actual by the Department, the bills in actual shall be submitted at the time of monthly/quarterly claim by the interested bidder
5. The interested travel agency/ car owner shall give consolidated price per month which shall include the cost of fuel and payment to the driver.
6. Advance intimation shall be given to the Department for not sparing of vehicle on particular day. If vehicle is not available on any day the proportionate amount will be deducted from the bill.
7. The contractor will have to bear with all the expenditure for Diesel, Oil and Salary of the Driver and repairing and maintenance charge of vehicle.
8. As far as possible the driver will be granted weekly off on every Sunday. However, his service will be utilized on Sunday also if required for vehicle in regular works and no extra charges will be paid.
9. Nothing extra will be paid towards night hours or out station trips. The bill for travelling of vehicles shall be paid on monthly basis. **No extra hours (over time)** will be paid.
10. All roads tolls / bridge e-tolls shall be reimbursed on production of proof of payment along with monthly RA bills
11. During the **repairing period** of vehicle the contractor shall have to arrange another vehicle so that Department works may not suffer.
12. All bidders are required to quote their price in the enclosed format at **Annexure - 1** only. Also other format shall not be accepted
13. No Advance payment will be made.