

**UT Administration of Dadra Nagar Haveli and Daman & Diu,  
Daman & Diu e-Governance Society,  
Office of the Director (IT),  
Fort Area, Moti Daman  
Ph. No. 0260-2230003**

No. 02/IT/ DDeGS/ File No.163/ 2021-22/ 273

Date: 14/01/2022

**QUOTATION NOTICE**

The Director (Information Technology)/ Member Secretary, Daman & Diu e-Governance Society, Daman invites sealed quotations for providing 1 (one) driver for O/o the Assistant Director (IT)

Bidders are requested to kindly submit the quote in a sealed cover as per format attached in annexure-I. The sealed covers are to reach the undersigned on or before 24/01/2022 up to 01.00 p.m. by registered post or courier service or by hand.

1. Terms and Conditions:

- a. The quotation has to be sent in sealed cover superscripted with words "Providing 1 (one) driver for O/o the Assistant Director (IT)".
- b. The rate should be inclusive of all taxes.
- c. The driver has to work as per the instruction of Assistant Director (IT), DD
- d. The office hours are 9:30 am to 6:00 pm, however driver may be asked to stay beyond working hours, if required.
- e. This contract will be given for 1 year and based on the performance of the driver, it may be extended upto 2 years
- f. The sealed quotation should reach the undersigned on or before 24/01/2022 up to 01.00 p.m.
- g. The Member Secretary, DDeGS reserves the right to reject any or all the offers without assigning any reasons thereof.

  
Assistant Director (IT)  
Daman & Diu

Copy to:

1. SIO, NIC, Daman with request to upload on official website.

**Annexure-I****Format for financial quotation**

<b>Sr No.</b>	<b>Description</b>	<b>Amount</b>
1.	Basic Rate per month per person	
2.	GST	
3.	Total amount per month (Including GST)	
4.	Total amount per year (Including GST)	