

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
Department of Personnel & Administrative Reforms,  
Secretariat, Daman.

No.1/238/PER/PART-II/13&O

Dated:- 02/12/2022

**LIMITED TENDER NOTICE**

The Department of Personnel & Administrative Reforms, Secretariat, Daman invites Limited Tender Notice from the Authorized Distributors/Suppliers for 03 days Lunch and Refreshment at Swami Vivekanand Auditorium, Nani Daman. The list of items is placed at Annexure-1. The quotation shall reach to the office of the undersigned on before 06/12/2022 up to 14.00 hr by Hand /Registered Post/Courier or to be deposited in the quotations box kept in the office of undersigned.

**TERMS AND CONDITIONS**

1. The rate should be quoted for **Department of Personnel & Administrative Reforms, Secretariat, Daman** and it should be valid for period of one year from the date of opening of Bids.
2. The rate quoted should be inclusive of material & labour cost, if any, and all taxes. No extra charges will be paid for any taxes/packing/forwarding and insurance etc.
3. The limited tender should be superscribed by words "**LIMITED TENDER NOTICE FOR LUNCH AND REFRESHMENT FOR WORKSHOP / TRAINING ORGANIZED FOR GOVERNMENT EMPLOYEES**".
4. The limited tender has to be submitted to the Department of Personnel & Administrative Reforms, Secretariat, Daman.
5. Payment will be made only after satisfactory assurance of quality of work done.
6. The order shall be placed purely on the basis of number of participants confirmed by this office.
7. Limited tender received after due date and time will not be taken into consideration and such request(s) shall not be entertained.
8. The Department of Personnel & Administrative Reforms, Daman reserves the right to accept or reject any or all limited tender and also reserves the right to cancel or postpone the notice without citing any reason(s) thereof.



Director-cum-Deputy Secretary(Pers.),  
Department of Personnel & A.R.  
E-mail id: pers-dd@nic.in

**Copy to:-**

- 1) The Notice Board, Personnel Department, Secretariat, Daman.
- 2) The reputed Distributors/Suppliers/Vendors for information.
- 3) The SIO (NIC) for publishing on website.

**Annexure-I**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Qty.</b>	<b>Rate</b>
1.	Tea & Biscuits (2 times a day for 3 days on 07/12/2022 to 09/12/2022)	01 (Plate)	
2.	Lunch (for 3 days on 07/12/2022 to 09/12/2022) (Rice + dal + sabzi + roti + achar + Sweet + Farsan)		