

UT Administration of Dadra & Nagar Haveli and Daman & Diu
O/o Mission Vatsalya of UT of Dadra & Nagar Haveli and Daman & Diu
Block-C, District Court Premises, Fort area,
Moti Daman- 396220
Email id: dcpudaman@gmail.com

No. SW/DCPU/DMN/AC/Quotation Notice/2023-24/23

Date: 29/05/2023
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Inviting Quotation for "Hiring of Driver" for "District Child Protection Unit Daman" under (Social Welfare Department), Daman

District Child Protection Unit, Daman invites sealed quotation in prescribed format from the reputed local vendor for Hiring of Driver.

The Detailed notification containing the procedure of submission of quotation is available for inspection and perusal at the office of the District Child Protection Unit Daman and also available in the office website www.daman.nic.in interested firm may download the notification from the above website.

Terms & Conditions for Hiring of Driver:

- 1) The Vehicle is to be driven by your Driver having valid Driving License from R.T.O authorities. The Driver has to ply the vehicle as per instructions of the officer or in-charge of vehicle.
- 2) The Duty timing of Driver shall be Office Hrs, However in case of emergency the driver should be present as & when required.
- 3) The Driver must be polite, punctual in attendance free from illicit habits. No overtime will be generated. The driver should always remain with the vehicle during the entire period of duty.
- 4) In case of leave, the driver may seek permission of the concerned officer/ authorized officer & the Agency should provide other alternate driver.
- 5) A bill for Hiring of Driver should be submitted in triplicate along with advance stamped receipt to the officer specified in the order.
- 6) Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the driver.
- 7) The driver should follow the instructions of the Department as well as the officers assigned to the vehicle.
- 8) A daily record indicating time and mileage of vehicle shall be maintained in a log book by a driver and log book shall be submitted to the concerned officer regularly for scrutiny.
- 9) Driver shall be responsible to carry out regular Check-up of the vehicle for its Maintenance & Services.
- 10) Driver should be ready to go outside Daman Jurisdiction to nearby States as and when required by the Authorities.
- 11) Medical Certificate from Govt. Hospital certifying that the driver is not suffering from any communicable and non-communicable disease.
- 12) The driver should wear proper attire & should carry valid I - Card & Driving License.

- 13) The Driver should be paid minimum wages as per latest notification issued by Labour Department, Daman.
- 14) The interested firms fulfilling the criteria need to apply in the sealed cover quotation the including of all taxes and other charges.
- 15) Application must be submitted in the prescribed format only as at **Annexure - A** and the quotation must reach office address of the District Child Protection Unit, Daman under Mission Vatsalaya, DNH & DD" i.e. Block - C District Court Premises, Fort Area, Moti Daman - 396220. The sealed quotation has to reach on or before **09/06/2023** upto 15:00 hrs by registered post/speed post/ by hand delivery/ by courier.
- 16) Quotation received after due date and time will not be taken into consideration.
- 17) The firm must be a registered firm & should have the experience in relevant field.
- 18) The Authority reserves the right to cancel any or all quotation without assigning any reason thereof.
- 19) The Contract Period will be upto the March - 2024 (i.e 31/03/2024) and further renewal for the period of one year but not extending 03 years subject to satisfaction of work performance and on same rates.



Dy. Director (SW/WCD)
DNH & DD

ANNEXURE – A

QUOTATION FORMAT

1. NAME OF THE FIRM :
2. PROPRIETOR / PARTNER NAME :
3. ADDRESS
(With email id and Phone No.) :
4. REGISTRATION DETAILS
(Please attached proof) :
5. TOTAL WORK EXPERIENCE
(in relevant field) :
6. Quotation Format :

SR. NO	PARTICULAR	DRIVER WAGES	EPF AS PER NORMS If applicable	AGENCY CHARGES OVER & ABOVE (03 & 04)	TOTAL AMOUNT
1	2	3	4	5	6
01	HIRING OF DRIVER				
TOTAL AMOUNT					

Signature with Seal