

ADMINISTRATION OF DAMAN & DIU  
OFFICE OF THE PRINCIPAL,  
GOVERNMENT COLLEGE, DAMAN.  
DAMAN-396210

No. GC./EST/Computer-Lab staff /2016-17/ <sup>121</sup>597

Date: 26.05.2016

TENDER NOTICE

The Principal, Government College, Daman on behalf of the President of India, invites sealed tenders from the reputed firms, Agencies, Outsourcing firms only, for providing the technical staffs.

Each of the above blank Tender with detailed Schedule and Terms & Conditions for the above said work may be obtained by **paying Rs. 100** Non refundable from the Office of The Principal, Government College, Daman during working days up to 15.05.2016.

Tender forms will be accepted up to 13:00 hours on 15.05.2016. The Firms / Agencies are informed / Outsourcing Agencies to submit their tenders documents **with EMD of Rs.10,000** within prescribed time limit personally / by post / by Courier. The Tenders will be opened on the same day i.e. on 15.05.2016 at 15:30 hours in the presence of the Tender Opening Committee / Purchase committee and in the presence of tenders present, if possible in the Office of The Principal. The tender notice is also available on [www.daman.nic.in](http://www.daman.nic.in)



*Ramesh*  
(Rakesh Kumar)  
Principal  
Govt. College, Daman.  
26-5-2016

Copy to:

1. The NIC, Daman, with request to up load on website of Administration of Daman & Diu.
2. Notice Board.

**ADMINISTRATION OF DAMAN & DIU**  
**OFFICE OF THE PRINCIPAL**  
**GOVERNMENT COLLEGE, DAMAN**  
**DAMAN-396210**

No. GC/EST/COM LAB-staff/ /2016-17/ 101

Date 26/05.2016

**LIMITED TENDER NOTICE**

The Principal, Government College, Damam on behalf of the President of India, invites sealed tenders from the reputed firms, Agencies, Outsourcing firms only, for providing the technical staffs as listed below so as to reach on or before **05.2016** up to 13:00 hrs. **with EMD of Rs. 10,000** by post/courier or deposit into the tender box kept at the office of the undersigned. The Tender will be opened on the same day if possible.

Sr. No.	Name of Technical staff	Eligibility Qualification	No of staff required.
1.	Accounting (Talley / Courses covering IT return filing/ vat/ Excise & Service Tax Return)	Degree/Diploma/Certificate Course in respective fields i.e. Tally.9,	one
2.	Desktop Publishing , Photoshop and video editors	Degree/Diploma/Certificate Course in respective field's i.e. Photo and Video editing,	One
3.	Basic – (Word, excel and PowerPoint)	Degree/Diploma/Certificate Course in respective fields	One
4.	Web Page Development , Online Marketing, E-commerce	Degree/Diploma/Certificate Course in respective fields like Information Technology/ Computer Science.	One

**Terms and Conditions:**

1. The service provider should be duly registered with the Municipal Authorities under shop and establishment Act.
2. Immediately on award of the work order the supplier will deposit 5% of the tender value in the form of DD/FDR as performance security deposit.
3. The rates quoted should be for engagement of staff on full time basis and the rates quoted should be valid and operative for at least One Year.
4. The contract may be extended for 3 years if mutually agreed upon.
5. The rates quoted should be inclusive of all taxes as applicable (excluding service Tax).
6. Efficiency, Promptness, quality service, good behaviour and politeness of the agency and his staff are the essence of the agency. The agency is required to supervise the operations at all working hours and his manager of supervisor shall personally supervise the operations in the lab.
7. The Agency shall engage fully trained and adequately experience staff that are qualified, and medically fit.
8. The Agency shall be responsible that all the staff should be in formal dress and should maintain a disciplined environment in the college and lab.



*Answer*

9. The right to accept or reject without assigning any reason and or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision (s) on all matters relating to acceptance or rejection of the renders as a whole or in part will be final and binding to all.
10. No separate agreement will be required to be signed by the successful tenderer (s) . Rates tendered / offered in the response to the concerned Tender / Quotation Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
11. The Agency shall not transfer or assign sub-contract to any other party.
12. The person or institution to whom the contract is given shall be bound to abide by instructions issued the institution from time to time.
13. The Principal Govt. College, Daman reserves the right to reject or accept any without assigning any reasons.



*Rakesh Kumar*  
26.5.16  
(Rakesh Kumar)  
Principal  
Govt. College, Daman

Signature of the tenderer with stamp