

Inviting Quotation for “Hiring of Driver” for Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu” under (Social Welfare Department), Daman.

Short Term Tender Notice


Child protection Society of UT of Dadra & Nagar and Daman & Diu invites sealed quotation in prescribed format from the reputed vendor for Hiring of Driver.

The detailed notification containing the procedure for submission of quotation are available for inspection and perusal at the office of the Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu and also available in the official website www.daman.nic.in interested firm may download the notification from the above website & Quotation must reach office on or before 26/10/2021.

Terms & Condition for Hiring for 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.

- 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 and the agency have to pay EPF as per the Norms.
- 14.) The interested firms fulfilling the criteria need to apply in the sealed cover quotation the inclusive 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 Child Protection Society of UT of Dadra & Nagar Haveli and Daman & Diu i.e C-Block, District Court Premises, Fort Area, Moti Daman-396 220 by registered post/speed post/by hand delivery/by courier.
- 16.) Firm submitting quotation may be present in person or through authorized representative at the time of opening of the same.
- 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.


(Jatin Goyal), DANICS
Deputy Secretary (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 Should be Paid	EPF as per norms	Agency Charges over & Above (3 & 4)	Total Amount
1	2	3	4	5	6
1	Hiring of Driver				
Total Amount					

Signature with Seal