

U.T Administration of Dadra & Nagar Haveli and Daman and Diu
Department of Information Technology
Daman & Diu e-Governance Society
Fort Area, Moti Daman, Daman

FTS No. 31472/161

Date: 15/07/2022

E-Tender (Online) Invitation Notice

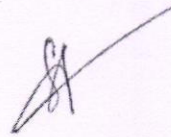
Tender for Facility Management Services to be provided at Dadra & Nagar Haveli and Daman & Diu and for Member Secretary, Daman & Diu e-Governance Society/Dadra & Nagar Haveli e Governance Society, Daman

The Member Secretary, Daman & Diu e-Governance Society/ Dadra & Nagar Haveli e Governance Society, Daman, invites bids from reputed Facility Management Agencies for online tender on <https://ddtenders.gov.in> for the following staff;

Sr. No.	Particulars	Estimated Cost per annum	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
I.	Finance Executive	6,24,000	30,000	1,000	
II.	Clerical Staff	3,90,000			
III.	Multi Tasking Staff	1,87,200			

The minimum qualification of outsourced work to be provided by tenderer is as below:

Eligibility Criteria				
Sr. No.	Particulars	Education qualification required	Minimum salary to be paid per person per month in hand	No. of staff
1	Finance Executive	Essential 1) M.Com with atleast two years experience in relevant field with experience in tally ERP OR 2) MBA (Finance) or CA with experience in tally ERP 3) Not exceeding 35 years	40,000	01



2	Clerical Staff	Essential 1) Graduation or Equivalent 2) Knowledge of computer and typewriting 3) Not exceeding 35 years	25,000	01
3	Multi Tasking Staff	Essential 1) Minimum HSC Passed 2) Not exceeding 35 years	12,000	01

Bid document downloading Start Date	16/07/2022 09.00 am
Bid document downloading End Date	29/07/2022 03.00 pm
Last Date & Time for receipt of Bid	29/07/2022 04.00 pm
Preliminary Stage Bid Opening Date	29/07/2022 04.30 pm
Financial Bid Opening Date	30/07/2022 11.00 am

Bidders have to submit price bid in Electronic format only, on <https://ddtenders.gov.in> website till the last date and time for submission. **Financial / Price Bid in Physical format shall not be accepted in any circumstances.**

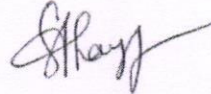
Bid consists of 1) Technical 2) Financial 1 & 2 should be submitted separately, i.e. **no financial details should be furnished in the technical bid.** The Financial bids of only those bidders will be opened whose technical bids are satisfactory based on the given criteria.

EMD and Tender Fee should be submitted in original along with technical document. However, the scanned copy of the EMD and Tender Fee shall be attached along with the online bid document.

1. The EMD and Tender Fee should not be forwarded by cash.
2. The EMD will be accepted in form of FDR / Demand Draft from any nationalized/commercial banks in an acceptable form payable at Daman in favor of "Daman & Diu e-Governance Society" and the EMD should be valid for the period of three months.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Tender can be downloaded from <https://ddtenders.gov.in>

In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: ddegs-dd@nic.in Tel No. 0260-2230003



Member Secretary (DDeGS and DNHeGS)
Tel No. 0260-2230003
E-mail ID – ddegs-dd@nic.in

Copy to:-

1. All Heads of Office, Daman & Diu for information
2. FPO, Daman for wide publicity in Newspaper.