

Administration of  
Dadra and Nagar Haveli, U.T.,  
(Transport Department)

No.ADTr/Appoint/DW/LDC/2011/122

Silvassa.

Date:- 25/1/2012.

Subject:- Procurement of outsources manpower as Computer Operators/Lowers Division Clerks in Transport Department.

**LIMITED TENDER NOTICE**

The Transport Department, Dadra and Nagar Haveli, invites sealed "Rate Quotations" from the Registered Contractors dealing in e-Governance and Human Resource Outsourcing Agencies for providing manpower (as Computer Operators/Lower Division Clerk) who are having adequate knowledge of Computer Operation and fulfilling the educational qualifications, age etc.

Total number of candidates required under outsourcing rate contract, their Educational Qualifications, age and other particulars shall be as per Annexure-I.

Particularly, the Human Resource outsourcing Agencies, who are having eligible candidates in the above field and match the eligibility criteria, as described in Annexure-I may offer their Quotation in sealed cover by Registered post to the below given address;

Asstt. Director of Transport.  
66 KVA Road, Near Sachivalya,  
Dadra and Nagar Haveli,  
Silvassa-396230.

The sealed quotations duly completed in all respect should reach at the above given address by 14/02/2012 upto 17.00hrs. The envelop shall be superscribed as "Rate Quotation for Outsourcing Computer Operators". The quotations received after expiry of above date shall not be accepted and shall be rejected summarily.

Asstt. Director (Transport),  
Dadra and Nagar Haveli,  
Silvassa.

To,  
The Director (I.T.), Secretraite, D&NH, Silvassa to display this Quotation Notice on www.dnh.nic.in .web side.

Copy fd.to:

- (1) The Chief Publicity Officer, D&NH, Silvassa with a request to publish this Notice in leading News Papers preferably Gujarati and Hindi.
- (2) All Head of Offices, D&NH, Silvassa for wide publicity.

**ANNEXURE-I**

**REQUIREMENTS:-**

- (1) Name of Post :- Computer Operators-Cum-Lower Division Clerk.
- (2) No. of Candidates required :- 04(Four)
- (3) Educational Qualification :- Minimum 12<sup>th</sup> Standard with Diploma in Computer and knowledge of website Operation.
- (4) Age Limit :- Between 18 to 30 years (as on 31/01/2012).
- (5) Work Experience :- Two Years.

**Candidates Profile:-**

- (1) Full Name of Candidate :-
- (2) Date of Birth :-
- (3) Age (as on 31-1-2012) :-
- (4) Educational Qualification :-  
held by the Candidates
- (5) Experience in Computer :-  
Operation, Language known
- (6) Whether the candidate is in :-  
Employment, if so, name of  
Employer with address.
- (7) Addl. information if any, :-  
Client Profile.

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Note :- Please attached attested copies of Certificates in support of information on points 1 to 7 above.

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Please Quote the Rate  
Per Candidates per month:

Rs..\_\_\_\_\_

Signature/Seal of the Authorized  
Signatory of the Agency.

**TERMS AND CONDITIONS:-**

- (1) The Rate once furnished shall not be revised and will in force initially for a period of two years.
- (2) No extra payment as TA/DA etc, shall be paid to the candidates sponsored under above Rate Contract.
- (3) The sponsored candidates shall have to attend the office for 06 days a week and if needed by Head of Office, during Holidays also.
- (4) The sponsored candidates shall to maintain secrecy of the records of Transport Department. Any discloser on part of any candidates sponsored under rate contract shall be liable for removal with immediate effect and no payment shall be made in his/her case.
- (5) The contract shall initially for a period of two years and shall be renewed for such further period if need is arise on existing terms and conditions.
- (6) The Sponsoring Agency has to enter into “MOU” with Transport Department on acceptance of rates offered by them.