U.T. Administration of Dadra and Nagar Haveli and Daman & Diu
Diu Municipal Council, Diu
Fort Road, Diu-362520
Email: dmc-diu-dd@nic.in **Phone:** (02875) 252126 **Mo:** +91 9099910215

No. 71-9-2026-2027/MMV/Car Hire/963 Date: - 12/11/2026

E-TENDER NOTICE

The Chief Officer, Diu Municipal Council, Diu hereby invites E-Tender (Online mode) from the reputed Agencies / Travel agents dealing in the business of providing vehicles with driver on Monthly hire basis for use of Diu Municipal Council, Diu.

The Interested agencies / Travel agencies who are willing to comply with the terms and conditions annexed with notice, may submit their bids online as given in the instructions for submission bid at the Office of The Chief Officer, Diu Municipal Council, Diu.

There should be attachments for Technical Bid and the technical documents along with Tender Fee and EMD shall be submitted physically at the above-mentioned address. Financial Biding BOQ Format and The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise, the Tender will be straight away rejected.

Details of tender notice and terms & conditions with Technical Bid and Financial Bid in BOQ Format are also available and can be downloaded from the website: www.diu.gov.in and www.diusmartcity.com. For online submission of bid visit www.ddtenders.gov.in.

The details of the Vehicles to be hired are as under:

Sr. No.	Description of Items	No. of Vehicle	Estimated Cost	EMD	Tender Fee (non-refundable)	Period of Hiring
1.	Hiring of Maruti Suzuki Ertiga / Mahindra Scorpio or similar SUV along with driver (without Diesel Charges) as per Terms and conditions	01 Nos.	40,000/- Including GST. (without diesel charges)	Rs. 4,800/-	Rs. 500/-	6 months

Data Sheet

Item	Description
Name of the Hirer	The Chief Officer, Diu Municipal Council, Diu
Tender Inviting Authority	The Chief Officer, Diu Municipal Council, Diu
Tender Name	Hiring of Vehicles
Availability of Tender Documents	www.diu.gov.in & www.diusmartcity.com
Submission of Online Tender	www.ddtenders.gov.in
Date and Time of Tender Notice issuance	12/11/2026, 05:00 P.M.
Last date and time for Physical Submission of EMD, Tender fee and technical bid documents	23/11/2026, 05:00 P.M.
Technical Bid Opening Date & Time	24/11/2026, 05:00 P.M.
Financial Bid Opening Date & Time	25/11/2026, 11:00 A.M.

E-tender for hiring of Motor Vehicle Document Download: Tender documents may be downloaded from at www.diu.gov.in & www.diusmartcity.com. Online bid may be submitted on www.ddtenders.gov.in.

TERMS AND CONDITIONS OF THE TENDER NOTICE:

1) The Vendor should have a Transport category vehicle with a valid Registration Certification to Operate it and the vehicle should be registered in any state Govt/UT of India. In addition, the Vendor must be a registered owner of the vehicle.

2) The vendor must be an Indian national submitting the bid on behalf of a legally registered agency or firm. The agency/firm must be registered with the relevant statutory authority under applicable Indian laws. Bids submitted by individuals without a registered firm will be summarily rejected.

3) The Driver must have a Valid and Effective driving license to drive the Hired Class of the vehicle.

4) The drivers deployed should have reasonable experience with good driving record and should be able to converse in Hindi as well as in English to some extent. He should be able to attend minor repairs of vehicles enroute, in case of need.

5) The driver must report for duty at the specified time. He should maintain proper record of mileage on a daily basis and get the same authenticated by the user officer / staff. Besides, he turning out in neat uniform, he should be polite, courteous and service oriented at all the times.

6) All the papers viz. insurance, registration, road tax, pollution, permits, valid license etc. related to each vehicle should be readily available in the vehicle / with drivers.

7) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document.

8) The offered rate should be inclusive of all taxes and should be valid up to Six (6) months from the date of issue of the work order.

9) The highest bidder shall have to deposit Performance Guarantee which shall be 5% of total offered amount.

10) All types of Taxes/Duties/Royalties Charges, etc. payable in respect of the vehicle to be hired shall be paid by the vehicle supplier.

11) The Vendor should enclose along with tender an amount of Rs. 500/- (Rupees One Thousand only) as Tender Fee in form of Demand Draft(DD) of any Nationalized or Schedule Bank payable at Diu and Rs. 4,800/- (Rupees Four Thousand Eight Hundred Only) as Earnest Money Deposit in form of Fixed Deposit Receipt (FDR) from any of the Commercial Banks in an acceptable form payable at Diu in favour of The Chief Officer, Diu Municipal Council, Diu. The EMD should not be forwarded by Cash. Tender received without Tender Fee and Earnest Money Deposit in physical form shall be summarily rejected.

12) The tender should be neatly typed or hand written only on a letter head that carries the name & the signature of the Vendor. No overwriting, correction or erasures will be considered.

13) All bills should be in TRIPLICATE and should invariably mention the number and date of supply order. In addition, the invoice must be submitted on the letter head which includes Name & Signature of the Vendor. All bills for amount above Rs. 5,000/- (Rupees Five thousand only) should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs. 5000/- (Rupees Five thousand only) not pre-receipted on a Revenue Stamp of proper value will not be accepted for payment.

14) The Tenders shall be submitted in two-bid system, first envelope containing Technical Bid and super scribing on the envelope as "Sealed Cover – Technical Bid for Hiring Vehicles for The Chief Officer, Diu Municipal Council, Diu" should be sent physically to the office address. The EMD and Tender fees should be enclosed with TECHNICAL BID only. The second part i.e Financial Bid shall only be submitted through online mode on www.ddtenders.gov.in. Financial bid shall only be accepted only if the technical specifications are found satisfactory; otherwise, the Tender will be straight away rejected.

15) The rights to accept or reject any or all tenders without assigning any reason are reserved with the undersigned and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part shall be final and binding to all.

16) The Vendor should submit copies of mandatory documents: - (Annexure 'A)

17) The rate quoted must be inclusive of all taxes as applicable from time to time and other maintenance charges and salary of the Driver. The rates and the contract shall be valid for the period of Six (06) months from the date of issue of work order for the vehicles which may be extended for the further period as required on the same rates terms and condition.

18) If any Government tax rates increase the same will be borne by the Vendor and TDS will be deducted as per the rules as and when applicable.

19) The vehicle must have all the legal documents like valid registration certificate, P.U.C. certificate, Insurance and must have paid all Government dues like road tax etc, The Vendor has to provide vehicle along with the Driver who holds a valid and effective driving license to drive the Hired class of vehicle.

20) The vehicle must have been registered on or after January, 2017.

21) All the documents like attested photocopies of R.C book, Insurance, driving license of Driver, P.U.C. certificate, agency Registration Certificate, GST Certificate etc. to be enclosed with technical bid.

22) The vehicle provided by the Vendor must have a fully functioning manual, electrical and electronics system (i.e. Doors, Wipers, Headlamps, and Horn etc.). In addition, the vehicle must be aesthetically in a good condition (i.e. without clearly visible accidental marks, Broken Bumper or Rear-view Mirror, Fully or partially covered in Mud etc.)

23) Rate should be offered for vehicle per month, Maximum covering limit is 3000 Kms per vehicle/per month. Over and above 3000 km, the additional amount will be paid by The The Chief Officer, District Diu Municipal Council, Diu on the basis of rate per km for the additional Km(s) as quoted by the Vendor in the Annexure B of the Financial Bid of the Tender. In case any month the vehicles had travelled less than 2500 km then the balance Km shall be carried forward to the next month and such carried forwarded Km shall lapse after 3 months if not used by The Chief Officer, District Diu Municipal Council, Diu.

24) In case of failure to provide a vehicle during tenure or removal of the vehicle by Vendor, the loss suffered by The Chief Officer, District Diu Municipal Council, Diu will be recovered from their Security Deposit/E.M.D or payment due to any bill(s) Rs. 1500/- per Day.

25) On acceptance of rate in all respect, the vehicle should be handed over to the department within 7 days from the date of receipt of the work order.

26) In case the Vendor does not implement work order placed with him, the contract for the hiring of vehicle shall terminate and the E.M.D/Security Deposit will be forfeited by tender inviting authority.

27) The standby vehicle is to be provided by the successful Vendor in case of breakdown failure of vehicle immediately, so that the office work is not delayed or interrupted. In addition, failure to comply with the aforesaid statement, a recovery Rs. 1500/- per day shall be made from the submitted Performance Guarantee or from the payment due bills, if any. After the recovery of the amount from the Performance Guarantee the same is to be deposited within 7 days of time to make the Performance Guarantee the value of Rs. 12,000/-

28) No separate agreement will be required to be signed by successful tenderer for hiring of vehicle for legal purpose. Bill of Quantity (BOQ) and terms & conditions duly signed with stamp with stamp by the tenderer will be liable.

29) Any dispute subject to DNH & DD jurisdiction only.

30) Right to accept or reject any or all tenders is reserved with the tender inviting authority.

31) Vehicle provided should be with a fully functioning air-conditioning facility.

32) Only on satisfactory completion of the work order, bills shall be admitted for payments.

33) The vehicle will be utilized for office purpose and outside DNH & DD as well.

34) The tendering authority shall not hold any responsibility of any accident of the vehicle on Duty.

35) The vehicle will be at the disposal of The Chief Officer, Diu Municipal Council, Diu 24 x 7. The vehicle will be in possession of the authorized officer of Diu Municipal Council, Diu.

36) The vehicle will be utilized on the Office Working days, during and beyond the office hours and it must be available with a designated office/officer. The concerned officer/in-charge of the vehicle under whom the vehicle is being utilized, is fully empowered to give holiday or not to give holiday on any day without assigning, any reason for which no charge will be paid for the day/days. No extra charges will be paid for outstation trips over and above the prefixed quoted price in tender and for overtime beyond the office hours.

37) The bill in triplicate and pre-receipted should be submitted for payment on monthly basis.

38) No advance payment will be made in any circumstances.

39) Offer received after due date and time will not be considered.

40) Successful bidder has to provide their Bank details for payment.

41) Vendor has to give 1-month prior notice before terminating the contract failing, which the Performance Guarantee will be forfeited. Further, if the Vendor commits default in execution of service of providing the said vehicle, the Authority shall, without prejudices to any other right or remedy available in law, be at liberty to fully forfeit the earnest money/security deposit/ performance security absolutely.

42) The vehicles shall be for exclusive use of this Office and should not be used by the agency for any other purpose.

43) In case the vehicle is not supplied by Travel Agency or Vendor for more than 7 days continuously or more than 10 days in a month or in case the quality of the services by the Travel Agency or Vendor is found unsatisfactory the contract with the Travel Agency or

vendor may be terminated and the Performance guarantee shall be forfeited in addition of Recovery Rs. 1500/-Per day from the Pending bills.

44) All expenses relating to salary and allowances of the driver shall be borne by the Agency. Like-wise all expenditure related to the vehicle including insurance, Maintenance etc. will also be borne by the agency.

45) The tender accepting authority may terminate the contract for any reasons after giving 15 days of notice to the agency.

Encls:
Annexure-A: Technical Bid & Undertaking.
Annexure-B: Financial Bid Undertaking.
Annexure-C: Vehicle Details
Annexure-D: Experience details (if, any)

Submission of Tender: The tender shall be submitted online in two parts, viz. Technical Bid to be submitted physically and Financial/Price Bid to be submitted online.

The offers submitted by Telegram/Fax/email shall not be considered.

(D. R. DAMANIA)
Chief Officer,
Diu Municipal Council, Diu.

To,

All the Interested bidders.

Copy for kind information to:-

1. The Collector, Collectorate, Diu.
2. The President, Diu Municipal Council, Diu.
3. The DIO, NIC, Diu.....to upload the above notice on Diu Website.
4. Notice Board of Office.
5. Guard File.

Annexure 'A'

TECHNICAL BID

Technical Qualifying Mandatory Documents
(Documents to be attached to substantiate every information)

Sr. No.	Mandatory documents for Technical Bid	Whether the documents are submitted mention as "Yes or No'
1.	Name, Address and Telephone no. of the Vendor	
2.	Earnest Money Deposit (EMD)	
3.	Tender Fee	
4.	Copy of Pan Card	
5.	ITR of Assessment Year 2023-24, 2024-25, 2025-26.	
6.	Copy of GST Registration	
7.	Copy of Certificate of Registration of Vehicle	
8.	Copy valid insurance of the Vehicles.	
9.	Copy of PUC Certificate	
10.	Copy of Registration Certificate of Agency.	
11.	Copy of Terms & condition and Schedule of Specification Duly Signed and Stamped by the bidder.	
12.	Experience details as per Annexure D (if, any	
13.	Details of the vehicles as per Annexure – C	
14.	Undertaking of Technical & Price Bid	

Signature
Name of Authorized Signatory with seal

Technical BID UNDERTAKING

From: (Full name and address of the) _____

_____

To,
Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office shall be registered on or after January, 2017 and would not be older than the said date.

2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.

3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.

4. The drivers deployed by me would have experience of minimum 3 years.

5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature
Name of Authorized Signatory with seal

ANNEXURE – B

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

_____

To,

Dear Sir/Madam,

1. I/ We _____(name) Submit the Price Bid for _____ _____ _____(Tender name/ no.) and related activities envisaged in the Bid documents.
2. I/ We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid offered on online tenders portal.
4. We undertake that | (We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been black listed by any Govt./PSU Department.

Signature

Name of Authorized Signatory with seal

Annexure – C

Details of the Vehicles

Sr. No.	Particulars	Registration Number	Manufacturing Year	Maker and Model	Insurance Number & Validity Date	Taxi Permit type (i.e. State or national)
1.	Hiring of Maruti Suzuki Ertiga / Mahindra Scorpio or similar SUV along with driver (without Diesel Charges) as per Terms and conditions					

Signature
Name of Authorized Signatory with seal

Annexure – D

Experience Details (if any)
(Copy of completion certificate to be attached)

Sr. No.	Name of Hirer	Hiring Period	Particulars and Number or vehicles supplied	Completion certificate date
1.				
2.				
3.				
4.				
5.				

Signature
Name of Authorized Signatory with seal

FINANCIAL BID
PRICE BID (BOQ)

Sr. No.	Particular	No. of Vehicle required	Rate per month (including GST)	Period	Total Amount in words
1.	Hiring of Maruti Suzuki Ertiga / Mahindra Scorpio or similar SUV along with driver (without Diesel Charges) as per Terms and conditions	01 Nos.		06 months	
2.	Rate per Km beyond 3000 kms		Rs._____ Per Km		

Signature
Name of Authorized Signatory with seal