

CIVIL & CRIMINAL COURT,  
OFFICE OF THE CIVIL JUDGE SENIOR DIVISION, DAMAN -396220

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No. JUD/CJSD-CJM-DMN/TENDER/2021/ 142

Date : 22/01/2021

**LIMITED TENDER NOTICE**

The Civil Judge Senior Division, Daman hereby invites sealed Limited Tender on behalf on the President of India from the firms for supply of 01 Computer Operator (Maximum Wages of Rs. 15000/ per month) for the e-seva Kendra , office of the Civil Judge (S.D.) & C.J.M., Daman. The configuration of the said outsourcing of 01 Computer Operator is mentioned in the separate form with following terms and conditions.

Copy of tender form can be availed from the office of the Civil Judge (S.D.) & C.J.M., Daman during office working hours. On payment of Rs. 500/- (Non-refundable).

**TERMS AND CONDITIONS :-**

1. The Limited Tender shall be submitted in a sealed envelope subscribed as Limited Tender for "Supply of one Computer Operator on outsourcing" for e-seva Kendra, office of the Civil Judge (S.D.) & C.J.M., Daman.
2. The rate quoted be quoted inclusive of all taxes.
3. The rate quoted should be as per rules for supply of outsourcing of Computer Operator only.
4. That every tender shall be submitted with the Earnest Rs. 10,000/- in the form of FDR/DD Cheque of the scheduled Bank shall have valid period of 11 months from the date of receipt of the tender.
5. The rate quoted will remain valid and operative for a period of 11 months from the date of opening the tender.
6. The rate shall be quoted in the Performa given in Part A of tender form. The tender should sign & affix his seal at every places desire in tender form.
7. The supply of Computer Operator shall be for a period of 11 months. The person provided for the work of 01Computer Operator shall be of good character and hard

- working person confirming to the specification, otherwise shall have to be replaced or rejected. Decision of the undersigned shall be final and binding upon the supplier(s)
8. Computer Operator must have adequate knowledge of Computer Operating, Good typing speed in English, use of Internet, printing, Scanning etc.
  9. The Tender form completed in all respects should reach in to the office of the Civil Judge (S.D.) & Chief Judicial Magistrate, Daman on or before **30/01/2021** up to 3:00 pm which will be opened on same day before the Civil Judge (S.D.) & Chief Judicial Magistrate, Daman at 3:30 P.M. If possible in presence of available tenderer.
  10. The successful tenderer shall have to supply the person for the work of one Computer Operator within a period 7 days or earlier from the date of receipt of the supply order.
  11. No advance payment will be made to the successful tenderer.
  12. The tender can be viewed and available on the Office website i.e. [www.districts.ecourts.gov.in/daman](http://www.districts.ecourts.gov.in/daman).
  13. The right to accept or reject all or any part of Tender without assigning any reason thereof is reserved by the undersigned.
  14. A bill should be submitted in duplicate and should invariably mention the Number and date of supply order with affixing Rs. 1/- revenue stamps.

  
22/01/2021  
(A.P. Kokate)

Civil Judge (S.D.) &  
Chief Judicial Magistrate,  
Daman.

To,

1. The DSA, District Court, Daman with request to flash this notice on website.
2. The Notice Board of District & Sessions Court, Daman for wide publicity.