



OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION  
OF DAMAN & DIU AND DADRA & NAGAR HAVELI LIMITED

(A Government Undertaking)

OIDC Sub-Division Office, Bunder Chowk, Diu.

Tel:- (02875) 253848 Fax :- (02875) 253848

No. /GM/Diu/Out-source/2014-15/203

Date: 21/08/2014

**LIMITED TENDER NOTICE**

Sealed Tenders are invited by the General Manager, OIDC Ltd., Diu for and on behalf of OIDC Ltd., from reliable, well established, competent and experienced firms/ agencies the minimum Pre-qualification criteria for outsource the following service in OIDC at Diu:-

Sr. No.	Outsourcing Staff/ Administration	No. of Person
1.	Junior Steno	01
2.	Driver	01

**1) JUNIOR STENO**

- Educational Qualification:** Graduate having degree in any discipline from a recognized Indian University.
- Essential**  
(a) Knowledge / Certificate in MS Office / Computer Application (b) Excellent knowledge of working with MS word, Excel and or webpage (c) Good knowledge of English and Hindi with good communication skills.
- Desirable:** (a) Efficiency in short hand.
- Experience:** Should have worked with Govt. organization or related institution in similar capacity.
- Age:** He/ She should be between age group of 18 - 30 years. However, age may be relaxed for a person having higher experience in similar work from reputed public/private institution/State Govt./Central Govt. Office.

**2) DRIVER**

- Educational Qualification:** A person should be at least 10th passed and have knowledge to read and write in English, Hindi and Gujarati.
- Technical Qualification:** Should have valid at least Light Motor Vehicle License.
- He should have the mechanical knowledge of rectifying minor repairs of the vehicle being driven by him.
- Experience:** Should have previous working experience in reputed Public/Private institutions/Central/State Government offices.
- Age:** He/ She should be between age group of 18- 30 years. However, age may be relaxed for a person having higher experience in similar work from reputed public/private institution/State Govt./Central Govt. Office.

The blank Tender with detailed Schedule and Terms & Conditions for the above said work may be obtained from the OIDC Sub-Division Office, Bunder Chowk, Diu during all working days from **21/08/2014 to 28/08/2014** on payment of tender fee of **Rs. 500/-** (Rupees Five hundred only) (non-refundable). The Firms / Agencies are informed to submit their Tenders documents completed in all respects latest by **29/08/2014 till 2.00 p.m** in person by post / Courier to the undersigned. The Tender will be opened on the same day i.e. on **29/08/2014 at 03.00 p.m.** in presence of present tenderer, if possible in the office of the General Manager, OIDC, Collectorate, Diu. The offer received without documents shall not be entertained.

OIDC reserves the right to reject any or all tenders without assigning any reason and the selection shall be at the absolute discretion of the Corporation and Corporation's decision in this respect shall be final and binding.

( **Namrata V. Kavle** )  
**General Manager, OIDC, Diu**

Copy to:-

- P.S. to the Joint Managing Director, OIDC Ltd., Daman, Diu and DNH.
- Notice Board of OIDC and Collectorate, Diu.