

**Office of the Official Liquidator, Gauhati High Court,
Shillong,**

Address:- Ground Floor, Morellow Building, Kachari Road, Shillong-703001

NOTICE INVITING THE TENDER FOR HIRING VEHICLE

The Office of Official Liquidator, Gauhati High Court, Shillong intends to hire one vehicle on monthly basis for Office use for a period of two years. Interested parties may submit their quotations within 15 days from the date of publication of this notice to the undersigned quoting their lowest rates (AC/Non-AC) for Swift Desire/Tata Indigo/Hyundai xcent/Honda Amaze or equivalent vehicle. The car should be in a good running condition and shall maintain good upholstery. Terms and conditions and format can be downloaded from Ministry of Corporate Affairs website i.e. www.mca.gov.in or can also be collected from the office of the undersigned.



Official Liquidator
Attached to Hon^{ble}
Gauhati High Court
Shillong.

TERMS AND CONDITIONS

Hiring of vehicles on monthly basis for the official use of the Offices of the Official Liquidator attached to Hon'ble Gauhati High Court

Address: Ground Floor, Morellow Building, Kachari Road,
Shillong-703001

1. The Car to be provided should be in a good running condition as on the date of hiring. The Car shall be maintained in good condition and clean upholstery.
2. The supplier / individual / company / firm should have at least 1 year of experience in the tour and travels business in providing taxis in the Government Sector and should have adequate numbers of vehicles of its own having commercial registration.
3. A security Deposit of Rupees Twenty Five Thousand by way of Demand Draft is to be submitted with the quotation favouring "Official Liquidator, Gauhati High Court", payable at Shillong. In the case of unsuccessful bidder, the demand draft shall be returned. The Security Deposit of successful offerer shall be retained in a term deposit during the period of service.
4. Drivers shall have either a police verification certificate or two characters and good conduct certificate from two Gazetted Officers of Central / State Government.
5. The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Shillong and Guwahati.

6. As these vehicles are to be used by the senior officials of the offices, the firm should ensure that the driver to be provided must possess valid license with two years experience and carry all the necessary documents (Registration Certificate, Insurance Papers, and PUC Certificate etc) with him. The drivers must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact them at that time.
7.
 - (a) The vehicle is required on all working days i.e. from Monday to Friday normally from 9 A.M. to 7 P.M. i.e. for 10 hours daily and also on Saturdays, Sundays and other holidays on demand as per the requirement.
 - (b) Saturday, Sunday and other Gazetted holidays will be covered in the definition of month. Late sitting beyond 10.00 p.m. on any day will be compensated by a meals-cum-transport allowance of Rs.100/- per day.
 - (c) The supplier may quote the rate for minimum kilometers Per month for 10 hours daily and also quote rate for extra hour beyond 10 hours daily and also rate for extra Kilometers beyond minimum Kilometers per month.
8. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/ approval.
9. The vehicle must be made available at any given time and day as informed.
10. The vehicle should report to the place of requirement as per directions of the office. The mileage will be counted

from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of Reporting and Relieving.

11. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
12. The hiring office will not be responsible for any challan, loss damage or loss damage or accident to the vehicle or to any other vehicle/object or injury to person/animal.
13. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/ log sheet(s) duly signed by the concerned officers.
14. The supplier should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience / disruption in the work of the office.
15. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
16. The daily-record indicating time and mileage for the vehicle shall be maintained.
17. The telephone facility (24 hours) must be available with the transporter/ agency.
18. A certificate to be produced by the transporter from the competent authority to certify proper status/ functioning of the 'Kilometer "
19. The office will be responsible for parking charges when the vehicle is on official duty. However, the transporter

shall pay the parking charges during use and the same shall be reimbursed to the transporter on raising of the monthly bill.

20. Service Tax as applicable will be paid on billing.
21. A penalty of Rs.1000/- per day may be levied if the vehicle fails to meet above terms and condition on any day.
22. The successful bidder will have to enter into an Agreement for two years on Rs.100/- Non-Judicial stamp paper. However, the office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
23. The contract will initially be for a period of two years extendable for another year on rendering satisfactory services.
24. Log Book has to be maintained for each vehicle.
25. Quotation Format is enclosed.



Official Liquidator

Attached to Hon'ble Gauhati

High Court, *Shillong*

The above terms and conditions is accepted

Signature of the Offerrer

Place:

Date:

QUOTATION FORMAT

Name of the Offerer				
Office Address				
Contact Number	Land Line Number			
	Fax Number			
	Mobile Number			
e-mail I.D.				
PAN				
Service Tax Regd. No.				
Annual Turn Over from tour and travels activity				
Particulars of the service rendered to Government Organization.	Name of the Government Organization	Period of Service	Number of Cars supplied.	
Number of Vehicles owned with commercial registration.				
Demand Draft Particulars	Name of the Bank and Branch	Demand No. and date	Amount in rupees.	
Rate Quotation	Vehicle Model	Rate per/km-Non AC	Rate per/km-AC	Minimum Kilometer/per month
	Tata Indigo			
	Hyundai Xcent			
	Honda Amaze			
	Swift Dzire			
Any other Information				

Place:

Date:

Signature