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VEHICLES REQUIRED ON HIRE

The following offices of the Ministry of Corporate Affairs, Govt. of India, require a vehicle each on monthly hire basis for the official use:-

1. Regional Director (E.R.)  
Ministry of Corporate Affairs  
Nizam Palace, 2<sup>nd</sup> MSO Building, 3<sup>rd</sup> Floor  
234/4 AJC Bose Road  
Kolkata – 700 020  
Phone : 2287-7390
2. Registrar of Companies  
Ministry of Corporate Affairs  
Nizam Palace, 2<sup>nd</sup> MSO Building, 2nd Floor  
234/4 AJC Bose Road  
Kolkata – 700 020  
Phone : 2287-3150
3. Official Liquidator  
High Court, Calcutta  
9, Old Post Office Street, 5<sup>th</sup> Floor  
Kolkata – 700 001  
Phone : 2248-6501

Interested parties may submit their rate / quotations within 15 days hereof directly to the concerned offices quoting their lowest rates for **Indica / Santro / Wagon R / Ambassador / Accent / Indigo / Honda / A-star / Toyota or equivalent for AC and Non AC Models**. The cars should not be more than 2 years old on the date of hiring and run more than 30,000 Kms and shall maintain good upholstery. Other terms and conditions can be downloaded from Ministry's Web site [www.mca.gov.in](http://www.mca.gov.in) & can also be collected from the respective offices.

**Registrar of Companies  
West Bengal**

**GOVERNMENT OF INDIA**  
**Ministry of Corporate Affairs**  
**Office of the Registrar of Companies**  
**Nizam Palace, 2<sup>nd</sup> M. S. O. Building, 2<sup>nd</sup> Floor**  
**234/4, Acharya Jagadish Chandra Bose Road**  
**Kolkata – 700 020**

No. MCA/ROC-WB/H.V-2011

Date : 01.06.2011

**Subject: Hiring of vehicles on monthly basis for the official use of the offices of the Regional Director (ER) Registrar of Companies, West Bengal, Kolkata and Official Liquidator, Kolkata.**

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### **Terms and Conditions**

1. The cars to be provided should not be more than two years old or should not have run more than 30,000 Kms. as on the date of hiring. The cars shall maintain good 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 with them.
3. Drivers shall have either a police verification certificate or two character & good conduct certificate from two Gazetted Officers of Central/State Government.
4. 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 Kolkata.
5. As these vehicles are to be used by the senior officials of the respective offices, the firm should ensure that the driver to be provided must possess valid driving license with two years experience and carry all the necessary documents (Registration

Certificate, Insurance Papers, 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 they time.

6. (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 & other Gazetted holidays will be covered in the definition of month. Late sitting beyond 10.00 PM 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 no. of Kms. Per month for 10 hours daily and also quote rate for extra hour beyond 10 hours daily and also rate for create extra rate / Km. beyond minimum no. of Kilometres / month.
  - (d) The firm / supplier can submit quotations for all the 3 offices or office of its choice.
7. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval.
  8. The vehicle must be made available at any given time and day as informed by the respective office.
  9. The vehicle should report to the place of requirement as per directions of the respective 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.
  10. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
  11. The respective office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
  12. The payment will be made on monthly basis on submission of pre-receipted bills(s) duly supported by duty slip(s)/log sheet(S) duly signed by the concerned officers.
  13. The firms 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 ministry.

14. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
15. The daily-record indicating time and mileage for each vehicle shall be maintained.
16. The telephone facility (24 hours) must be available with the transporter/agency.
17. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer'.
18. The respective 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.
19. Service Tax as applicable will be paid on billing.
20. A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet above terms and conditions on any day.
21. The successful bidder will have to enter into an Agreement for one year on Rs.100/- Non-Judicial paper. However, the respective office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
22. The contract will initially be for a period of one year extendable for another year on rendering satisfactory services.
23. Log Book has to be maintained for each vehicle.
24. Only the office accepting the quotation shall be responsible to the transporter and vice versa.

**Registrar of Companies,  
West Bengal.**