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**भारत सरकार/GOVERNMENT OF INDIA**

**कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs**

**प्रादेशिक निदेशक का कार्यालय( पूर्व क्षेत्र)/Office of the Regional Director(E.R.)**

**निजाम पैलेस, दुसरा एम एस ओ बिल्डिंग, तीसरा तल/Nizam Palace, 2<sup>nd</sup> M. S. O. Building, 3<sup>rd</sup> Floor**

**आचार्य जगदीश चन्द्र बोस रोड 234/4, Acharya Jagadish Chandra Bose Road**

**कोलकाता/KOLKATA – 700 020**

संख्या/No : **RD/CLA/1/363/Car-Hiring/2010/**

दिनांक/Date : **10.03.2016**

### **INVITATION OF QUOTATIONS FOR HIRING OF VEHICLE**

The Regional Director (ER), Ministry of Corporate Affairs, Govt. of India, Kolkata requires a vehicle on monthly hire basis for official use.

Interested parties may submit their Rate/Quotations in sealed cover by 18<sup>th</sup> March, 2016 by 1.30 P.M. to the office quoting their lowest rates for vehicles of **Honda (Honda City)/Maruti (Swift Dzire / SX4) / Hyundai (Excent) make or equivalent** on the following Terms and Conditions :

### **Terms and Conditions**

1. The car to be provided should not be more than two years old or should not have run more than 20,000 Kms. as on the date of hiring. The car 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 taxies in the Government Sector and should have adequate numbers of vehicles of its own with them.
3. The driver shall have either a police verification certificate or two character & good conduct certificate from two Gazetted Officers of Central /State Government.

4. The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be familiar with all important places in Kolkata.
5. As the vehicle is to be used by the senior officials of the office, the firm should ensure that the driver 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 driver must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officer to contact him at that 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 quotation for this office.
7. Any change in vehicle or driver 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 vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
11. The 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 bill(s) duly supported by duty slip(s) / log sheet(s) duly signed by the concerned officer.
13. The firm 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 the 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 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. 2,000/- per day for the vehicle may be levied if the vehicle fails to meet the above terms and conditions on any day.
21. The successful bidder shall have to deposit an amount of Rs. 25,000/- as "Security Deposit" (non-interest bearing) by way of D.D. drawn in favour of PAO, MCA, Kolkata. The said deposit shall be refunded at the end of contract period as applicable.
22. The successful bidder will have to enter into an Agreement for two years on Rs. 100/- Non-Judicial paper. However, the office reserves the right to cancel the Agreement at any time without assigning any reason 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 the vehicle.
25. Only the office accepting the quotation shall be responsible to the transporter and vice versa.

  
10/3/16  
**Regional Director (ER)**  
**Kolkata**