



भारत सरकार/Government of India

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

कम्पनी रजिस्ट्रार-सह-शासकीय समापक कार्यालय, झारखण्ड/Office of the Registrar of Companies-cum-Official Liquidator, Jharkhand

मकान संख्या-239, रोड नं.4, मजिस्ट्रेट कोलोनी/H.No.239, Road No.4, Magistrate Colony

डोरंडा, राँची, झारखण्ड/Doranda, Ranchi, Jharkhand-834002

संख्या/No.ROC-cum-OL/JHR/E/38/Car/

दिनांक:/ Dated: 4-10-2011

Subject: Hiring of Vehicle on monthly basis for the official use of Office of the Registrar of Companies-cum-Official Liquidator, Jharkhand, Ranchi – calling for quotations- regarding.

Sir,

Sealed quotations are invited from reputed tours and travels agencies/firms/individuals for hiring of one car on monthly hire basis for the official use of Office of the Registrar of Companies-cum-Official Liquidator, Jharkhand, Ranchi for a period of one year. Interested parties may submit their rate/quotations latest by 25-10-2011 to the undersigned quoting their lowest rates for indica /indigo/Accent/figo/ford classic/Toyota Etios/Liva/swift or equivalent car for AC/non AC models on the following terms and Conditions:-

1. The car to be provided should not be more than two year old or should not have run more than 30,000 Kms as on the date of hiring. The car shall maintain good and clean upholstery.
2. The Supplier/firm/agency/individual should have at least two years 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. Dedicated vehicle must be provided since security labels for various establishments/offices at Ranchi are to be arranged by the Office. Drivers shall have either a police verification certificate or two characters & 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 Ranchi.
5. 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 him, as it will enable the officer to contact him at any time. The name and full address of the driver, who will attend the duty, have to be furnished to the office.

6.
 - (a) The vehicle is required on all working days i.e from Monday to Friday normally from 9 A.M to 7P.M.i.e for 10 hours daily and also on Saturday,Sundayand other holidays on demand as per 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 meal- cum- transport allowance of Rs.100/- per day.
 - (c) The supplier may quote the rate for minimum no. of kilometer per month for 10 hours daily and also rate/km for extra kilometer beyond the minimum no. of kilometer/month.
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 this Office.
9. 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.
10. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
11. The Ministry 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 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 Office.
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 vehicle shall be maintained.
16. 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 Meter".
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. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rule.
21. A penalty of ₹1000/- (One thousand only) per day per vehicle may be levied if the vehicle fails to meet above terms and conditions on any day.
22. The successful bidder will have to enter into an Agreement with usual terms and conditions for one year on Rs.100/- Non-Judicial 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 one year extendable for another year on rendering satisfactory services (subject to approval of competent authority).
24. The sealed envelopes containing quotations marked "Quotation for hiring of vehicle" should reach the undersigned at the above address by 3.00pm on or before 25-10-2011. The received quotations will be opened on the same day at 3.30 pm when the offerors/or their authorized representatives are required to remain present. The contract shall be awarded subject to the approval of competent authority. The Office of the Registrar of Companies-cum-Official Liquidator, Jharkhand reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully

(B. Mishra)
ROC-cum-OL, Jharkhand

Copy to:-

1. Notice Board
2. E.Governance Cell with request for placing on the website of the Ministry.