



भारत सरकार  
कॉरपोरेट कार्य मंत्रालय  
कंपनी रजिस्ट्रार का कार्यालय गोवा, दमन एवं दीव  
कॉरपोरेट भवन, ई. डी. सी काम्पलेक्स  
प्लॉट सं 21, पाटो, पणजी गोवा – 403001

संख्या:- कं.रजि. गोवा/ प्रशासन /261/

दिनांक: 06 / 07 / 2011

***Sub:- Regarding quotations for hiring of one vehicle for the office of ROC Goa.***

Sealed quotations are invited from interested parties for providing one vehicle for the office of Registrar of Companies Goa, Daman and Diu located at "Corporate Bhawan", EDC Complex, Plot No. 21, Patto, Panaji, Goa. The quotations are to be submitted at the above mentioned address within 15 days hereof. The quotations should indicate clearly the all inclusive monthly rates. The quotation will be for hiring the services upto 31/3/2012. The terms and conditions will be as under:-

1. The vehicle should not be more than 5 years old having valid taxi registration with the competent authority. The vehicle provided must be in good condition and should be kept neat and clean and in perfect running condition.
2. Dedicated vehicles and drivers should be provided by the Operator and changes in the vehicle and driver should be made only in exceptional circumstances. Replacement of vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The drivers should be having minimum experience of three years and their antecedents should be verified by police authorities at the instance of the vendor.

4. The drivers provided should be trained driver having valid driving licence and shall wear uniform and should be provided mobile phones. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. They should extend due courtesy and regards to the officers/officials at all times.
5. As far as possible, the same vehicle and driver should be deployed.
6. If the vehicle goes out of order, a substitute vehicle shall be provided by the Operator immediately. In case the vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Operator. In case neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
7. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for each vehicle. The Operator will provide the log book and a summary of log book along with remarks, if any, of the officer to whom the vehicle has been assigned with the bill on monthly basis.
8. The liability on account of fuel, driver and all expenses relating to the vehicle should solely and wholly be on account of the Operator and this office will not bear any liability apart from the hiring charges.
9. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month payment of minimum charges will be made on proportionate basis.

10. The vehicle shall be deemed to be at the disposal of Office of Registrar of Companies Goa, Daman and Diu, Ministry of Corporate Affairs and the billing for kilometers and hours shall be made from the reporting place to the relieving place. In case of relieving place not being the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.
11. The Operator indemnifies for loss/damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
11. The Operator and driver shall be bound to carry out the instructions of the Department as well as of the officers assigned to each vehicle.
12. The vehicle shall bear the mark "**ON DUTY WITH REGISTRAR OF COMPANIES GOA, DAMAN AND DIU, MINISTRY OF CORPORATE AFFAIRS**".
13. The Operator should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicles Act, 1988.
14. In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied equivalent to the proportionate contract charges on the basis of the period of non-compliance.
15. The contract between the Department and the Operator can be cancelled with a notice period of one month's time from either side, without assigning any reason.
16. The contract will be effective upto 31/03/2012 unless terminated earlier as per Clause No. 15, with the option of extending for a further period at the discretion of the Registrar of Companies Goa, Daman and Diu.