



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF REGISTRAR OF COMPANIES,
NCT OF DELHI & HARYANA
4TH FLOOR, IFCI TOWER, 61, NEHRU PLACE,
NEW DELHI-110019
TEL: 26235703, 26235704 FAX: 26235702

No. ROC/ *Cestt/Texi* | 15781

Dated: *02-03-16*

To
The Secretary,
Ministry of Corporate Affairs,
Shastri Bhawan,
New Delhi.

Kind Attention: Sh. SHASHI RAJ DARA,
DEPUTY DIRECTOR

Sub: Uploading of terms and conditions of hiring of vehicle in the office of ROC,
Delhi

Sir,

In reference to subject cited above kindly upload the attachment regarding terms and
condition of hiring of vehicle in the office of ROC, Delhi in the MCA website.

Encl: As above

Yours faithfully

(D. Bandopadhyay)
Registrar of Companies,
NCT of Delhi & Haryana



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TEL: 26235703, 26235704 FAX: 26235702

No. ROC/Estt/Taxi 15780

Dated: 09/03/16

Sub: Hiring of One Vehicle on monthly basis for the official use of the office Roc, Delhi

Terms and Conditions

1. The vehicle to be provided should not be more than two years old and should be in good/ top running condition, well painted and clean upholstery and having sitting capacity of one plus four passengers.
2. The supplier/individual/company/firm should have experience in providing vehicle/ taxis to various parties and also must be capable of providing another vehicle in case of failure/ breakdown of the first vehicle.
3. The vehicle will be running in the office which comes under Ministry of Corporate Affairs and the vehicle must be made available at given time and day as informed by the office.
4. The Driver to be provided with the vehicle should not have any criminal case/ case under motor vehicle act/case relating to moral turpitude pending against him in any court of law and must bear good conduct and moral character.

5. The drivers of the vehicle provided must follow traffic rules and regulation prescribed by the Govt. from time to time. Drivers should be familiar with all places in Delhi.
6. The vehicle is to be used by the officer/staff of the office and, the firm/ Individual! Supplier should ensure that driver to be provided must possess valid license with two years experience and carry all necessary documents (Registration Certificate, Insurance Papers and PUC Certificate etc) with him. The driver must always be in uniform *and* must be well mannered and courteous and should always carry mobile phone with him, as it will enable the officer to contact him at that time.
7. (a) The vehicle require on all working days i.e. from Monday to Friday normally from 9.30 A.M. to 9 P.M. i.e. for nine and half hours daily and the vehicle will be needed on Saturdays, Sundays and other holidays only in the exceptional cases for which prior intimation as per requirements will be given.

(b) Saturday, Sunday and other holidays will be covered in the definition of month. Late sitting beyond 9.00 p.m. on any day will be compensated by meals-cum-transport allowance of Rs. 100/- per day.

(c) The supplier/ Firm/ Individual may quote the rate for running the vehicle up to 2500 Km in a month along with rate for running per extra Kilometer beyond 2500 Km.

(d) The firm/supplier can submit their quotations for the aforesaid office.
8. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with prior information/ approval.

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 billing will be effected from the place Reporting and Relieving.
10. The vehicles should insured comprehensively and should have necessary permits from Transport Department/ Authority.
11. The office will not be responsible for any Challan/ loss/ damage/ theft or accident to the vehicle or to any other vehicle or injury.
12. The payment will be made on monthly basis on submission of receipted bill(s) duly supported by duty slip(s)/ log sheet(s) duly signed by the concerned officer.
13. In case of break down of vehicle another vehicle and driver should be provided immediately so that there is no inconvenience / disruption in the work of the office.
13. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rule.
14. The daily record indicating time and mileage for the vehicle shall be maintained.
15. The office will be responsible for the 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 monthly bill.

16. The payment of bill will be done by e-payment only (Directly depositing the amount in the Bank) after deducting 2% TDS.
17. The transporter / firm/ individual will have no Right to enhance the charges during the continuance of the Agreement and therefore Rates offered will be for one year.
18. The successful Party/ bidder will have to enter into an Agreement for one year on Rs.100/- Non- Judicial stamp paper. However, the office reserves the right to cancel the Agreement at any time without assigning any reason whatsoever.
19. The contact will initially be for a period of one year extendable for another year on rendering satisfactory services.
21. Only the office accepting the quotations shall be responsible to the transporter and vice versa.
22. The vehicle shall bear mark 'ON DUTY WITH OFFICE OF THE ROC, DELHI & HARYANA'.
23. The Operator will indemnify for loss/damage of the property or life of the passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
24. The operator and the driver shall be bound to carry out the instructions of the office assigned to the vehicle.

25. The liability on account of fuel, driver and all expenses relating to the vehicle should be solely and wholly be on account of the operator and the office will not bear any liability from hiring charges.
26. The Contract will start from 01-4-2016 to 31-3-2017 and can be terminated in case of financial constraints/ unforeseen circumstances after prior notice for which no damage/ claim shall be entertained by the office.
27. Interested parties subject to aforesaid terms and conditions may submit their respective offers! Quotations in a Sealed cover Subscribed "Quotation for Hiring of the Vehicle" Latest by 26/03/2016 upto 5 P.M. and the Quotation/ Offers will be opened on 30/03/2016 at 4.00 P.M in the office and parties may remain present on the said date and time if they so desire.



Registrar of Companies,
NCT of Delhi & Haryana

Copy to: The Dy. Director, E-Governance with the request to put the tender on the website of the Ministry and CCP Portal of NIC.

(Kind Attn: Shashi Ray DARRA, Dy. Director)



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