

**Office of the Regional Director (ER),
Ministry of Corporate Affairs, Government of India, 3rd Floor,
II MSO Building, Nizam Palace, 234/4 AJC Bose Road,
Kolkata – 700 020.**

TENDER NOTICE

Sealed tender is invited for hiring of car on monthly rent basis for use in the O/o. Regional Director (ER), Kolkata. Detailed terms and Conditions of tender can be seen on the Ministry's Website. Copy of the same can also be obtained from the O/o. Regional Director (ER), Nizam Palace, Kolkata. Interested parties may please submit sealed tender within 10 days of publication in Newspaper.



**Joint Director
O/o. R.D. (ER), Kolkata.**

P.T.O.

TERMS & CONDITIONS

1. The tender must contain the following mandatory information in the given table below:-

(i)	Mode / Type of Vehicle i.e. Indigo eCS, Maruti - SX4, Ford etc.	
(ii)	Year of Manufacturing	
(iii)	Date of Registration	
(iv)	Registration No.	
(v)	Mileage run till submission of tender	
(vi)	Rate per month to be charged (26 days 80 km. per day for 10 Hrs.)	
(vii)	Rate per Km. after 2080 Km in a month	
(viii)	Rate per Km. after 26 days in a month	
(ix)	Rate per Km after 10 Hrs (in 26 days)	
(x)	Rate per Km for out station duties with night halt charge, if any	

2. Preference will be given to new vehicle.
3. The rates quoted in tender should be final as it is proposed to hold no negotiation.
4. Tenders submitted with incomplete information will not be considered.
5. Tenders received upto 5.00 P.M. on last day of receipt will be opened by a Committee at 5.30 P.M. (on the tenth day of publication in News Paper) in the presence of Tenderers (if any present).
6. Minimum three tenders will be required for consideration of a particular type of new vehicle (such as Indigo, Maruti-SX4, etc.)
7. Payment of Toll Tax / Parking charges (both) will have to be paid on demand by the driver only, subject to afterwards reimbursement on furnishing of the total bills / receipts during the month.
8. The vehicle alongwith driver should be made available immediately on demand.
9. The tender should accompany a demand draft of Rs. 15,000/- (Fifteen Thousand Only) towards Earnest Money drawn in favour of Pay and Accounts Officer, Ministry of Corporate Affairs, payable at Kolkata. Earnest money of

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unsuccessful Tenderers will be returned within 30 days of award of tender. No interest will be payable on Earnest Money.

10. The owner of the vehicle will have to execute a Contract with the O/o. Regional Director (ER), for hiring of the vehicle preferably for 3 years.
11. If the owner of the vehicle wish to enter into Contract for 3 years, percentage increase in second and third year must be quoted specifically.
12. Drivers shall have either a police verification certificate or two character & good conduct certificate from two Gazetted Officers of Central / State Government.
13. 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.
14. As these vehicles are to be used by the senior officers 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 Driver 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 any time.
- 15 (a) The vehicle 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.
16. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval.
17. 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 and to the place where the duty ends. The billing will be affected from the place of Reporting and Relieving.
18. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department / Authority.
19. The respective office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

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20. 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.
 21. In case of repair/service/breakdown of the vehicle, non-availability of the driver due to any reason whatsoever, the vehicle owner have to provide alternative vehicle or driver as the case may be and if not arranged, the O/o. Regional Director (ER) will be free to engage a taxi on commercial basis till the vehicle / driver is made available and charges of the same will be deducted from the monthly hire charges payable for the vehicle.
 22. The supplier of the vehicle should have at least 1 year of experience in the tour and travel business in providing taxis in the Government Sector and should have adequate number of vehicle of its own with them.
 23. The transporter/vehicle owner must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
 24. The daily-record indicating time and mileage for each vehicle shall be maintained.
 25. The telephone facility (24 hours) must be available with the transporter / agency.
 26. A certificate to be produced by the transporter from the competent authority to certify proper status / functioning of the 'Kilometer'.
 27. Service Tax as applicable will be paid on billing.
 28. Log Book has to be maintained for each vehicle.



(A.M. Singh)
Joint Director
O/o. RD (ER), MCA, Kolkata.