

भारत सरकार
कारपोरेट कार्य मंत्रालय
कार्यालय प्रादेशिक निदेशक
(उत्तरी क्षेत्र)
ए-14, (भूतल), पी.डी.आई.एल. भवन,
सेक्टर-1, नोएडा - 201301 (उ.प्र.)



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR
(NORTHERN REGION)

A-14, (Ground Floor), PDIL Bhawan,
Sector- 1, NOIDA-201301 (U.P.)
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No. 20(98) ERD/ 12746

Dt. _____

PUBLIC NOTICE

17 MAR 2015

Sub: - Regarding quotations for hiring of two vehicle for the office of Regional Director, Northern Region, Noida.

Sealed quotations are invited from interested parties for providing two vehicle on monthly hire basis for the office of Regional Director, Northern Region, Noida located at aforesaid address. The quotations are to be submitted at the above mentioned address on or before 30.03.2015 up to 3.30 PM. The quotations should indicate clearly the all-inclusive monthly rates quoted by the respective interested parties. The period of contract will be for the period of one year from 01.04.2015 to 31.03.2016. The terms and conditions of the contract will be as under:-

1. The vehicle should be having valid 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 at all times.
2. The vehicle deployed should be comprehensive/ third-party insured and shall have all requisite licenses/permits of the authorities concerned. A certificate to be given by the supplier of the vehicles that the vehicle provided to the office is not involved in any crime/accident and that no case has ever been filed against the vehicle.
3. Dedicated vehicle and drivers should be provided by the supplier and changes in the vehicle and driver should be made only by mutual consent. 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 of driving the vehicle and their antecedents should be verified by police authorities.
4. The drivers provided should be well trained and equipped with valid driving license, uniform, mobile phones and abide by traffic rules and other regulations. They should extend due courtesy and regard to the officers/officials at all times.
5. The vehicle is required on all working days i.e. Monday to Friday normally from 9 A.M. to 9 P.M. i.e. for 12 hours daily, and also on Saturdays, Sundays and other holidays as per the requirement. Saturdays, Sundays and other Gazetted holidays will be covered in the definition of the month.

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6. The transporter while giving the quotation must provide the make/specification of the vehicle which will be used by the office for 2500 Kms per month for 12 hours daily, also the transporter must specify the rate to be charges by him beyond 2500 KM depending upon the make/specification of the vehicle. According to the make and specification of the vehicle rate should be given.
7. The duty point of one of the vehicle will be from the Rohini which is the residence of Regional Director and which may vary on account of unforeseen circumstances. And the duty point of other vehicle will be the address of the Office as mentioned herein above.
8. In case of non-compliance of the above terms and conditions of the contract, a penalty of ₹ 1,000 per day, or actual hiring charges of an alternative vehicle, whichever is higher, shall be levied.
9. A log book specifying daily reporting and relieving time as well as daily opening and closing meter shall be maintained for each vehicle. The supplier 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.
10. All the expenses on fuel, salary of driver and all other expenses relating to the vehicle should solely and wholly be on account of the supplier and this office will not bear any liability apart from the monthly hiring charges.
11. The charges for parking fees, if any, should be paid by the owner/driver and the same may be claimed separately at the end of every month along will monthly bill by submitting the parking/toll receipts/bills in original for reimbursement. The payment shall be made by e-payment only and will be transferred in the account normally within a period of 15 to 20 days after submission of the bill. Advance payment shall not be given in any circumstances.
12. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning of a month payment of minimum charges will be made on proportionate basis.
13. The vehicle shall be deemed to be at the disposal of Office of Regional Director, Northern Region, Noida, 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.
14. The supplier /agency shall indemnify the 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.
15. The supplier and driver shall be bound to carry out the instructions of the Department as well as of the officers assigned to each vehicle.

16. The vehicle shall bear the mark "ON DUTY WITH REGIONAL DIRECTOR, NORTHERN REGION, NOIDA, MINISTRY OF CORPORATE AFFAIRS".
17. The supplier should fulfill the conditions prescribed under Motor Vehicles Act, 1988.
18. Non receiving the phone call on any day will be treated as vehicle not provided on that day.
19. Non operation of Air Conditioner in the summer season will be treated as absence from duty and charges for that particular date will be deducted from the monthly bill, in case such complaint is received from any officer.
20. In case the vehicle does not report on time/does not report at all, the office would have a right to hire a vehicle from the market and additional cost incurred by the office will be borne by the supplier. 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.
21. The contract can be revoked any time by this office on account of financial constraint or on account of any unforeseen circumstances.
22. The contract will be effective up to 31.03.2016 unless terminated earlier as per Clause No. 21, above with the option of extension for a further period at the discretion of the Regional Director, Northern Region, Noida. Ministry of Corporate Affairs.
23. The quotation will be opened on 31.03.2015 at 11.00 AM before the undersigned in his office, the parties may remain present if they so desire.



(R.K. TIWARI)
JOINT DIRECTOR
O/O REGIONAL DIRECTOR
NORTHERN REGION, NOIDA

Date; 17.3.2015

Place: Noida