

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.)

फोन / Phone : 0120-2445342 / 43 / 44

फैक्स / Fax : 2445341

वेबसाइट / Website : www.mca.gov.in

Dated

20 MAY 2014

No. 20(98)ERD/2014/ 1557

To,

1. M/S Delhi Taxi Service
G-5, Palika Place, punchkuian Road,
Connaught Place, Delhi-110001.
2. M/S Dheeraj Tour and Travel
Sohna Road, Gurgaon-122001.
3. M/S S.K. Chauhan Taxi Services D-19,
Near Omex Apartment, Noida, Sector-44.
4. M/S Parihar Tour & Travel
Outside Adarsh Park, Sector -5,
Vasundhara Ghaziabad 201012
5. M/S Kamal Tour & Travels
Nr. Cantt Area, Dhaula Kuan, Delhi -110010.
6. M/S Chetan Tour & Travel
A-9, Swarna Nagri, Greater Noida, Noida 201308
7. M/S Madan Tour & Travels
66, Ram Nagar, Near Gurudwara, Krishna Nagar, Delhi
8. M/S Nibodh Kumar
8/295, Trilok Puri, New Delhi-110091
9. M/S Dilip Kumar Travels
16/282, Dakshin Puri, Dr. Ambedkar Nagar, New Delhi-110062.

Sub : Hiring of Two Vehicles on monthly and day to day basis for official use of the Directorate of Corporate Affairs(NR), A-14, (Ground Floor), PDIL Bhawan, Sector- 1, NOIDA - 201301 (U. P.)

TENDER NOTICE

The Directorate of Corporate Affairs (NR), Noida requires the following types of vehicles for hiring on monthly and day to day basis for its official use. The names of the vehicles are Tata

Indica or Wagonr or equivalent AC (On regular basis) (Petrol, CNG and Diesel). The approximate rate is Rs. 23,500/- for 2500 K.M. per month for 12 hour daily basis from 9.00 AM to 9.00 PM Rs. 8.50/- per K.M. for every extra K.M. beyond 2500 K.M. Rs. 30/- per hour for additional hour beyond 09.00 P.M. to 5.00 A.M. in addition to night charges of Rs. 200/- and further negotiations.

The desirous persons, firms or company shall apply to the Office of the Regional Director (NR), Ministry of Corporate Affairs, A-14, Ground Floor, PDIL Bhawan, Sector-1, Noida-201301 (U.P.) within 8 days from the date of issuance of this tender. The details of terms and conditions governing the tender are hereunder : --

- (i) The cars to be provided should be registered in the name of the firm / owner / partner.
- (ii) The cars to be provide should be in very good condition and should not be of earlier than 2010 model. The car should not have run more than 30,000 Kms on the date of hiring and be fitted with proper upholstery and accessories etc.
- (iii) The contract shall be for the period from 01.06.2014 to 31.05.2015 extendable for another year on rendering satisfactory services.
- (iv) The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
- (v) As the vehicles are to be used by the Senior offices of the Directorate, the firm should ensure that the driver being provided must posses valid driving license in his name with three years experience. The drivers should be in uniform / well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration certificate, Insurance Papers, PUC certificate etc) with him, while being on duty.
- (vi) The vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
- (vii) The vehicle should report to the place or requirement as per directions of the Ministry. There will be no dead mileage. The Kilometerage for the purpose of 'vehicle


run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch / breakfast or for drawl of petrol / diesel / CNG etc.

- (viii) The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department / Authority.
- (ix) All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne / paid by the Firm.
- (x) The transporters should provide a landline or mobile number on which he or his representative can be contacted any time (24 hours).
- (xi) The approval rate will not be enhanced during the currency of the contract.
- (xii) The antecedents of drivers to be deployed should be properly verified and their details (Names, address, telephone nos. etc,) will have to be provided to this office. In case of change of driver, prior intimation will be required to be given to the Establishment section of this Directorate and the user.
- (xiii) Firm should be in position to provide standby cars within half an hour of reporting any break down to the contractor telephonically. All expenses to be borne by the firm, in case of breakdown of a vehicle supplied. A penalty of Rs. 500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
- (xiv) There will be no guarantee on the part of the Directorate for use of Car for a certain minimum mileage in case it is hired on daily basis.
- (xv) The transporter must have all the requisite clearance certificate etc. from the concerned Government agencies as per rules.
- (xvi) For each and every vehicles, the derivers are required to maintain a log-book, i.e., details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the Establishment Section for verification at the time of submission of the bill in each month.

- (xvii) The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly against a bill duly supported by monthly summary of the Log Book and duly signed by the user(s) or concerned authorized officers of the Ministry.
- (xviii) No advance payment, in any case, would be paid on billing.
- (xix) A certificate to be produced by the transporter from the competent authority to certify proper status / functioning of the "Kilometer Meter".
- (xx) Service Tax as applicable will be paid on billing.
- (xxi) The vehicle to be supplied should be in a very good working conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e., outer body / upholstery etc, should be decent looking.
- (xxii) Firm should be in a position to supply cars on short notice as and when needed. The Firm would also be required to provide additional cars at the quoted rates on demand.
- (xxiii) The owner / senior representative of the firm should be available round the clock on direct telephone (Office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given. Non receiving the phone call on mobile on any day will be treated as vehicle not provided on that day.
- (xxiv) All the charges towards repair / servicing, salary of the Driver, Petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.
- (xxv) In case of dispute of any kind and in any respect whatsoever the decision of Regional Director shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of the Regional Director(NR).
- (xxvi) The car with Driver should be placed at the Disposal of the Directorate as and when required. This Directorate would be free to use the hired car in any manner for carrying officials, materials etc, as per its requirements and the firm will not have any objection to it.

- (xxvii) The antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos, photograph, copy of driving license etc.) will have to be provided to this office, Prior permission has to be obtained from this office before change of any driver.
- (xxviii) The persons, firms or company who qualified for bidding shall deposit security deposit of Rs. 15,000/- (Fifteen Thousand) only in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi by way of Demand Draft if asked for.**
- (xxix) No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the contractor at any point of time during official duty, fails to perform duties, as directed by the Regional Directorate, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.
- (xxx) Directorate will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
- (xxxi) In case of any compelling circumstance, the contract may be discontinued at any point of time on mutually agreed upon terms and conditions by giving 30 days notice. The Directorate may, for smooth operation of the contract, require further information / documents / performance security etc. to be notified in writing with due notice to be given in writing.
- (xxxii) The firm should have operational help line desk which is manned 365X24X7 so as to called taxi in emergency cases.
- (xxxiii) In case of break-down of the vehicle or non-availability of driver, the firm must provide replacement immediately at its own cost, in a time bound manner.
- (xxxiv) The vender may also quote their 15 digits Service Tax Code Number in all bills.
- (xxxv) The payments will be made on monthly basis on submission of pre-receipted bill(s) duly slip(s) / log sheet(s) duly signed by the concerned officers or officials.

(xxxvi) The authority reserve the right to accept or reject any tender without assigning any reasons thereof and to enter into any negotiations with the bidders in the public interest.


(K. S. Pradhan)
Joint Director
For Regional Director

Copy to : --

1. E-Governance Section (Kind Attn : Shri Shyam Sunder, Dy. Director), Ministry of Corporate Affairs, New Delhi for uploading the same in the website of the Ministry for wide publicity.
2. Notice Board of the Directorate.
3. Notice Board of Registrar of Companies, Delhi.
4. Notice Board of Official Liquidator, Delhi for wide publicity.