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दूर : 28277182(D)
: 28272676
28276652 / 54

भारत सरकार
GOVERNMENT OF INDIA
कारपोरेट कार्य मंत्रालय

MINISTRY OF CORPORATE AFFAIRS

कम्पनी पंजीयक का कार्यालय, तमिलनाडु, अन्दमान & निकोबार द्विपपुंज, चेन्नै,
O/O. REGISTRAR OF COMPANIES, TAMILNADU, A & N ISLANDS, CHENNAI
'शास्त्री भवन', II मंजिल, 26, हडडोस रोड, चेन्नै - 600 006.
"SHASTRI BHAVAN", II FLOOR, 26, HADDOWS ROAD, CHENNAI - 600 006.

F.No. 242/Admn./2015.

Dated: 01-04-2015.

To

The Secretary to the Govt. of India.,
Ministry of Corporate Affairs,
Shastri Bhavan, 5th Floor, "A" Wing,
New Delhi-110 001.

Kind Attn: Shri Sanjay Kumar Gupta, Deputy Director, E-Governance Cell.

Sub:- Quotation for hiring a car for the office of ROC, Chennai-
Documents for uploading on the MCA website-Regarding.

Sir,

With regard to the above, this is to state that this office intends to hire a car for office use for the period 01-04-2015 to 31-03-2016, in terms of Ministry's Order No.A-36011/1/2009-Ad.I dated 27-02-2015. Towards this, it is proposed to invite quotations from interested parties. It is therefore, requested that the documents attached herewith containing invitation of quotations and terms and conditions of offer may please be uploaded on the MCA Website so as to generate wide publicity.

An urgent needful in this regard is requested so as to enable this office to take further action in the matter.

Encl: As above.

Yours faithfully,

(श्रीधर पामर्ती)

(SRIDHAR PAMARTHI)

कम्पनी पंजीयक

REGISTRAR OF COMPANIES

तमिलनाडु, अन्दमान & निकोबार

द्विपपुंज, चेन्नै,

TAMILNADU, ANDAMAN &

NICOBAR ISLANDS, CHENNAI

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TENDER NOTICE

SUPPLY OF CAR ON MONTHLY HIRE

TO WHOMSOEVER IT MAY CONCERN

The Office of the Registrar of Companies, Tamilnadu, Andaman & Nicobar Islands, 2nd Floor, "B" Wing, 26, Haddows Road, Chennai-600 006 Ministry of Corporate Affairs, requires a car on monthly hire basis for its official use for the financial year 2015-2016.

Interested parties may submit their rate/quotation within 15 days hereof directly to this office at above address in a sealed cover quoting their lowest rates per month for Indica/Santro/WagonR/ Accent/Indigo/Honda/A-Star/Toyota or equivalent for AC Model alongwith address and contact phone number of the supplier. The sealed covers containing the quotations should be superscribed "Supply of car on monthly Hire Quotation". The car should not be more than 2 years old on the date of hiring and run more than 30,000 kms and shall maintain good upholstery. Other terms and conditions can be downloaded from Ministry's Web site www.mca.gov.in or can also be collected from Mrs.S.Meenakshi, Deputy Registrar of this office at above address.

(श्रीधर पामर्ती)

(SRIDHAR PAMARTHI)

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कम्पनी पञ्जीयक का कार्यालय, तमिलनाडु, अन्दमान & निकोबार द्विपसुंज, चेन्नै,
O/O. REGISTRAR OF COMPANIES, TAMILNADU, A & N ISLANDS, CHENNAI
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"SHASTRI BHAVAN", II FLOOR, 26, HADDOWS ROAD, CHENNAI - 600 006.

F.No. 242/Admn./2015.

Dated: 01-04-2015.

Subject: Hiring of car on monthly hire basis for the official use
of the office of the Registrar of Companies, Tamilnadu,
Andaman & Nicobar Islands, Chennai-Terms and conditions -
Regarding.

TERMS AND CONDITIONS FOR HIRE OF CAR

1. The car to be provided should not be more than two years old or
Should not have run more than 30000 Kms as on the date of hiring.
The car shall maintain good and clean upholstery.
2. The supplier/individual/Company/firm (hereinafter called "supplier")
should have atleast 1 year of experience in the tour and travels business
in providing cars/taxies and should have adequate numbers of vehicles
of its own with them.
3. Driver shall have either a police verification certificate or character/good
conduct certificate from two Gazette Officers of Central/State
Government.
4. The Driver of the vehicle provided must follow traffic rules and other
regulations prescribed by the Government. Driver should be familiar
with all important places in Chennai.
5. As these vehicle is to be used by the Senior Officials of this office, the
supplier 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 him, to enable to contact him during the time of need.

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6. (a) The vehicle is 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. Late sitting beyond 10.00 PM on any day will be compensated by a meals-cum-transport allowance of Rs.100/-.

© The supplier may quote the rate for minimum no. of Kms. Per month for 10 hours daily and also quote rate for extra hour beyond 10 hours daily and also extra rate/ km. beyond minimum no. of Kilometres/month.

7. Any change in vehicle or driver will be allowed only in exceptional circumstances and with the prior information/approval.

8. The vehicle must be made available at any given time and day as informed by the user office.

9. The vehicle should report at the place of requirement as per directions of the user office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of Reporting and Relieving.

10. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority. The supplier of the vehicle to ensure all statutory requirements in respect of the vehicle under supply.

11. The respective office will not be responsible for any fine/penalty, loss, damage or accident to the vehicle or to any other vehicle or injury and it shall be the sole responsibility/liability of the supplier.

12. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.

13. The supplier should make the arrangements for repairing/servicing the vehicle in case of need on prior intimation and during the repair time the supplier should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the supply of vehicle

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14. The supplier must have all requisite clearance certificates etc. from the concerned Government agencies as per rules in respect of the vehicle.
15. Daily record indicating time and mileage for the vehicle shall be maintained.
16. Telephone facility (24 hours) must be available with the supplier.
17. The user office will be responsible for parking charges when the vehicle is on official duty. However, the supplier shall pay the parking charges during use and the same shall be reimbursed to the supplier on raising of the monthly bill.
18. Service Tax as applicable will be adjusted from the monthly bill payment.
19. A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet above terms and conditions on any day.
20. The successful bidder will have to enter into an Agreement for the present financial year with the user office. However, the respective office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
21. The contract will initially be for the present financial year which may be renewed by mutual consent of the supplier and user office by another one year.
22. Log Book to be maintained for vehicle by the supplier.



(श्रीधर पामर्ती)

(SRIDHAR PAMARTHI)

कम्पनी पंजीयक

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द्विपपुंज, चेन्नै,

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