

**Sub: Hiring One Vehicle on monthly basis for official use of the Official Liquidator, Attached to Punjab & Haryana High Court, Corporate Bhawan, Plot No.4-B, 2<sup>nd</sup> floor, Sector 27-B, Madhya Marg, Chandigarh-160019.**

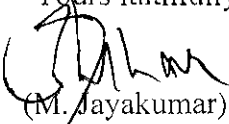
### **TENDER NOTICE**

Sealed quotations are invited from interested parties (agencies) for providing one Sedan car/AC model vehicle on monthly hiring basis for office use of the Official Liquidator , Attached to Punjab & Haryana High Court, Chandigarh at above mentioned address. The quotations are to be submitted at above mentioned address on or before 10-08-2015 at above address. The quotations should indicate clearly the all inclusive monthly rates quoted by interested parties. The period of the contract will be for one year from the date of execution and same will be extended at the option of this office if office is satisfied with service of the party providing the vehicle on hiring basis for another two year. The terms and conditions will be as under:-

1. This office requires vehicle for office use during the period of 9.00 A.M. to 7.00 P.M.(10 hours daily) for traveling in the tri city (Chandigarh, Panchkula & Mohali) and vehicle should report at 9.00 A.M. to this office premises for six days in a week. If vehicle is required on Sunday also for office use, the agency shall provide the vehicle.
2. The hiring charges for vehicle will be Rs.24500/-- P.M. (inclusive all expenses + Service Tax) subject to minimum 1500 KMS uses by this offices on monthly basis.
3. Billing will start from and end with office premises or designated place and nor from & with the Taxi Stand. Driver must first report the Estt. Incharge/Supdt. of the office of the Official Liquidator on requisition, where meter reading will be noted and then proceeds to the destination on all days except Sunday or Holidays. On Sunday and National Holidays the vehicle may directly report to the designated person where meter reading should be got noted from the user.
4. The vehicle should be having valid registration with the competent authority. The vehicle provided must be in good condition and should not be more than 5 years old and be kept neat and clean and in perfect running condition at all times. However preference will be given to newer vehicle. The car to be provided should be registered in the name of firm/owner/agency/proprietor who is entering into agreement with this office
5. The Office shall be free to hire taxi from the open market if the agency fails to provide vehicle on working days and amount so incurred shall be deducted from the monthly bill of agency after deducting 2% TDS.
6. The driver shall maintain a log book of uses by this office including timing duly verified by the official of this office. This Office will pay Rs.8.5 per K.M. beyond 1500 KMs in a month and Rs.30/- per hour for uses beyond 10 hours in a day.
7. 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. The car to be provided should be registered in the name of firm/owner/agency/proprietor who is entering into agreement with this office.
8. The agency shall be responsible for maintenance of vehicle, Road Tax, Insurance for vehicle, Driver and 3rd party insurance permit if any and all other taxes for the vehicle.
9. The agency shall also provide trained driver with valid license and driver must follow the traffic rules. The agency/driver will be responsible for any challan, by transport authority/traffic police.
10. No advance shall be paid by this office to the agency.

11. The bills for hiring of cars would be after the completion of the month. The payment shall be made on monthly against a bill.
12. Service Tax as applicable will be paid on billing.
13. In case of dispute of any kind and in any respect whatsoever the decision of Official Liquidator, Chandigarh shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of the Official Liquidator.
14. The antecedents of driver to be deployed should be properly verified and their details (name, address, telephone no, 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.
15. Official Liquidator office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
16. In case of break-down of the vehicle or non-availability of driver, the firm/agency must provide replacement immediately at its own cost, in a time bound manner.
17. The contract can be terminated in case of financial constraints/unforeseen circumstances or any other grounds after 60 days prior notice for which no damage/claim will be entertained by this office.
18. The successful bidder will have to enter into agreement with this office on stamp paper of Rs. 100/- and expenses of agreement is to be incurred by successful bidder.
19. If vehicle does not report on duty on any day the amount will be deducted from monthly bill of hiring of vehicle from market if any for not coming on particular day.
20. 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.

Yours faithfully,

  
(M. Jayakumar)  
Official Liquidator  
Chandigarh

1. Notice Board of Office.
2. Notice Board of ROC for wide publicity.
- ✓ 3. E-Governance Cell (Kind Attn: G.V.Subbaiah, Under Secretary), Ministry of Corporate Affairs, New Delhi for uploading the same in the website of the Ministry for wide publicity