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GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION

3rd Floor, Corporate Bhavan, Near Central Ground Water Board, Bandalaguda, Thatti
Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

No.1/(45)/RD (SER)/2016

Dated 09.11.2016

TENDER NOTICE FOR SUPPLY OF CAR ON MONTHLY HIRE

The Office of Regional Director, SER, Ministry of Corporate Affairs, Govt. of India, Hyderabad requires a vehicle on monthly hire basis for its official use.

Interested parties may submit their Rate/Quotation in sealed cover by 30/11/2016 by 1.30 PM to the office quoting their lowest rates for vehicles of Maruti (CiAZ /SX4)/Hyundai(Accent)/Toyota Etios make or equivalent on the following Terms and conditions:

TERMS AND CONDITIONS

1. The car to be provided should not be more than two years old or should not have run more than 20,000 Kms. as on the date of hiring. The car shall maintain good and clean upholstery.
2. The vehicle to be provided should be registered as taxi/public transport vehicle with Transport Department/Authority.
3. The supplier / individual / Company / firm should have at least 1(one) year of experience in the tour and travels business in providing taxis in the Government Sector and should have adequate numbers of vehicles of its own with them.
4. The driver shall have either a police verification certificate & good conduct certificate from two Gazetted Officers of Central / State Government.
5. The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be familiar with all important places in Hyderabad.
6. As the vehicle is to be used by the senior officials of the office, the firm should ensure that the driver 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, as it will enable the officer to contact him at that time.
7. (a) The vehicle on all working days i.e. from Monday to Friday normally from 8 A.M to 8 P.M i.e for 12 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 12.00 hours on any day will be compensated by a meals-cum-transport allowance of Rs.100/- per day.
(c) The supplier may quote the rate for minimum no.of Kms.per month for 12 hours daily and also quote rate for extra hour beyond 12 hours daily and also rate for extra rate / Km. beyond minimum no.of Kilometers / month.
(d) The firm / supplier can submit quotation for this office.
8. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.

