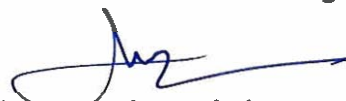


Office of the Registrar of Companies-cum-Official Liquidator, Odisha.

NOTICE INVITING THE TENDER FOR HIRING VEHICLES.

The Office of ROC-cum-OL, Odisha at Cuttack intends to hire one vehicle on monthly basis for Office use for a period of two years. Interested parties may submit their quotations in prescribed format within 15 days from the date of publication of this notice to the undersigned quoting their lowest rates (AC/Non-AC) for Tata Indigo/Hyundai Xcent/Honda Amaze/ Swift Desire or equivalent vehicle. The Car should be in a good running condition and shall be well maintained and within the terms and conditions as stipulated. The format for the same can be downloaded from Ministry of Corporate Affairs website i.e. www.mca.gov.in or can also be collected from the office of the undersigned.


ROC-cum-OL, Odisha.

Address: Corporate Bhawan, Plot No.9(P), Sector-1, CDA, Cuttack-753014.

QUOTATION FORMAT

Name of the Offerer							
Office Address							
Contact Number		Land Line Number					
		Fax Number					
		Mobile No.					
e-mail ID							
PAN							
Service Tax Registration No.							
Annual Turnover from tour and travels activity							
Particulars of the service rendered to Government Organisation		Name of the Government Organisation	Period of Service	of	Number of Cars supplied.		
Number of vehicles owned with commercial registration							
Demand Draft Particulars		Name of the Bank and Branch.	Demand Draft No. and Date		Amount in rupees.		
Rate Quotation		Vehicle Model	Rate per KM-Non-AC	Rate per KM -AC	Minimum KM per month.		
Any other information							

Place:

Date:

Signature.

TERMS AND CONDITIONS

Hiring of vehicle on monthly basis for official use of Office of the ROC-cum-OL, Odisha, Cuttack, Corporate Bhawan, Plot No.9(P), Sector-1, CDA, Cuttack-753014.

1. The car to be provided should be in a good running condition as on the date of hiring. A new car is preferable. The car shall maintain good and clean upholstery.
2. The supplier/individual/Company/firm should have at least two years of experience in the tour and travels business in providing taxis to the Government Sector and should have at least five numbers of vehicles of its own having commercial registration.
3. The quotation only in prescribed format is acceptable. A security deposit of Rupees Twenty Five Thousand by way of DD is to be submitted with the quotation favouring "Official Liquidator, Orissa High Court", payable at Cuttack. In the case of unsuccessful bidder, the DD shall be returned. The Security Deposit of successful offerer shall be retained as Security during the period of service.
4. Drivers shall have either a police verification certificate or two character & good conduct certificate from two Group-A Gazetted Officers of Central Government.
5. The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important places of Cuttack & Bhubaneswar.
6. The driver should possess valid driving license with three years experience and carry all the necessary documents (Registration Certificate, Insurance papers, PUC Certificate etc) with him. The drivers must always be in a common uniform and must be well mannered, courteous and should always carry a mobile phone with him as it will enable the officer to contact them at any time.
- 7.(a) The vehicle is required on all working days i.e. from Monday to Friday normally from 9.00 a.m. to 7.00 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 and other Gazetted holidays will be covered in the definition of month. Late sitting beyond 9.00 p.m. on any day will be compensated by a meals-cum-transport allowances of Rs.100/- per day.
- (c) The supplier is required to quote the rate for minimum kilometres per month for 10 hours daily and also quote rate for extra hour beyond 10 hours daily and also rate for extra kilometres per month.
8. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that to with the prior information/approval.
9. The vehicle must be made available at any given time and day as informed.
10. The vehicle should report to the place of requirement as per directions of the 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.
11. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
12. The hiring office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle/object or injury to person/animal.
13. The payment will be made on monthly basis on submission of pre-receipted bills duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
14. The supplier should have the arrangements for repairing their vehicle in a short time and during the repair time the supplier should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Office.
15. The transporter must have all requisite clearance certificates etc. from the concerned Government Agencies as per rules.
16. The daily record indicating time and mileage for vehicles shall be maintained.

17. The telephone facility (24 hours) must be available with the transporter/agency.
18. The transporter shall pay the parking charges during use and the same shall be reimbursed to the transporter on raising of the monthly bill with supporting voucher.
19. Service Tax as applicable will be paid on billing.
20. A penalty of Rs.1000/- per day may be levied if the vehicle fails to meet about terms and conditions on any day.
21. The successful bidder will have to enter into an agreement for two years on Non-judicial paper. However, the office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.

ROC-cum-OL, Odisha.

The above terms and conditions is accepted

Signature of the offerer

Place:

Date: