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भारत सरकार  
GOVERNMENT OF INDIA  
कापरेट कार्य मंत्रालय  
MINISTRY OF CORPORATE AFFAIRS  
शास्कीय समापक कार्यालय , उच्च न्यायालय, हैदराबाद  
OFFICE OF THE OFFICIAL LIQUIDATOR, HIGH COURT AT HYDERABAD  
तेलंगाना एवं आंध्र प्रदेश  
FOR THE STATE OF TELANGANA AND THE STATE OF ANDHRA PRADESH  
1<sup>st</sup> Floor, Corporate Bhawan, Bandlaguda, Nagole, Hyderabad-500 068.

No.OL / HYD / ESTT / STAFF CAR / 2015-16 /

Dated : 28-10-2015.

To

**Ms. Anannya Saikia,**  
Assistant Director,  
e-Governance Cell, MCA,  
Shastri Bhawan,  
New Delhi 110 001.

Madam,

Sub:- Hosting of Notice on Ministry's website for hiring vehicle  
for office use.

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This office has sent a mail on 16-10-2015 requesting for uploading the enclosed notice on the Ministry's website for inviting quotations for hiring vehicle for the office use. On examination of the website it is observed that the said notice has not been hosted on the Ministry's website so far. It is requested that the enclosed notice along with the terms and conditions be now uploaded instead of earlier one due to the changed situation.

Encl : as above.

Yours faithfully,

( ARVIND SHUKLA )  
OFFICIAL LIQUIDATOR  
FOR THE STATES OF TELANGANA  
AND ANDHRA PRADESH,  
HYDERABAD.

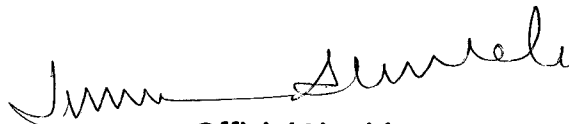
**Office of the Official Liquidator, For the States of Telangana & Andhra Pradesh,  
High Court of judicature at Hyderabad.**

**Address : 1<sup>st</sup> Floor, Corporate Bhawan, Bandlaguda, Nagole, Hyderabad 500 068.**

**NOTICE INVITING THE TENDER FOR HIRING VEHICLE**

The office of the Official Liquidator, Hyderabad intends to hire one vehicle on monthly basis for office use for a period of one year. Interested parties ( agencies ) may submit their quotations by 20/11/2015 to the undersigned quoting their lowest rates for Swift Dezire / Tata Indigo / Hyundai Accent / Honda Amaze / Mahindra Logan or equivalent vehicle with AC. The car should be in a good running condition and shall maintain good upholstery and in accordance with the terms and conditions.

Date : 28.10.2015



**Official Liquidator,**  
for the states of Telangana & A.P.,  
H/C of judicature at Hyderabad.

## TERMS AND CONDITIONS

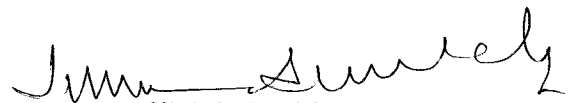
Hiring of vehicle on monthly basis for the official use of the office of Official Liquidator,  
For the States of Telangana & Andhra Pradesh, High Court of judicature at Hyderabad.

**Address : 1<sup>st</sup> Floor, Corporate Bhawan, Bandlaguda, Nagole, Hyderabad 500 068.**

1. The Car to be provided should be in a good running condition as on the date of hiring. The Car shall be maintained in good condition and clean upholstery.
2. The supplier / individual / company / firm should have at least one year of experience in the tour and travel business in providing taxies in the Government sector and should have adequate number of vehicles of it's own having commercial registration.
3. A security deposit of Rs. 25,000/- by way of Demand Draft is to be submitted with the quotation favouring, Official Liquidator, for the states of Telangana & Andhra Pradesh payable at Hyderabad. In case of unsuccessful bidder, the demand draft shall be returned. The security Deposit of successful offerer shall be retained in a term deposit during the period of service.
4. Drivers shall have either a police verification certificate or two characters and good conduct certificate from two Gazetted Officers of Central / State Government .
5. The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Andhra Pradesh and Telangana.
6. As these vehicles are to be used by the senior officials of the office, the firm should ensure that the driver to be provided must posses valid driving license with two years experience and carry all the necessary documents (Registration Certificate, Insurance Papers and 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 any time.

7. (a) The vehicle is required on all working days i.e., from Monday to Friday normally from 8 am to 8 pm i.e., for 12 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 10.00 pm 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 kilometers per month for 12 hours daily and also quote rate for extra hour beyond 12 hours daily and also rate for extra kilometers beyond minimum kilometers per month.
8. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior intimation / 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 ensured comprehensively and should have necessary permits from the transport department / authority.
12. The hiring office will not be responsible any challan, loss, damage or 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 bill duly supported by duty slip(s) / log sheet(s) duly signed by the concerned officers.
14. The supplier should have the arrangements for repairing the vehicle in a short time and during the repair time, the firm 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 the vehicle shall be maintained.
17. The telephone facility (24 hrs) must be available with the transporter / agency.
18. A Certificate to be produced by the transporter from the competent authority to certify proper status / function of the "kilometer".
19. The office will be responsible for parking charges when the vehicle is on official duty. However, the transporter shall pay the parking charges during use and the same shall be reimbursed to the transporter on rising of the monthly bill.
20. Service tax as applicable will be paid on billing.
21. The penalty of Rs. 1,000/- per day may be levied if the vehicle fails to meet the above terms and conditions on any day.
22. The successful bidder will have to enter into the agreement for one year on Rs. 100/- Non-Judicial stamp paper. However, the office reserves the right to cancel the agreement at any time without informing any reasons whatsoever.
23. The contract will initially be for a period of one year extendable and for another year on rendering satisfactory services.
24. Log book has to be maintained by the transporter / driver.
25. Quotation format is enclosed.



**Official Liquidator**

for the States of Telangana and  
the state of Andhra Pradesh,  
H/C of Judicature at Hyderabad

The above Terms and Conditions are accepted.

Signature of the offerer :

Place :

Date :

### QUOTATION FORMAT

Name of the Offerer				
Office Address				
Contact Number	Land Line Number			
	Fax Number			
	Mobile Number			
e-mail I.D.				
PAN				
Service Tax Regd. No.				
Annual Turn Over from tour and travels activity				
Particulars of the service rendered to Government Organization.	Name of the Government Organization	Period of Service	Number of Cars supplied.	
Number of Vehicles owned with commercial registration.				
Demand Draft Particulars	Name of the Bank and Branch	Demand	Draft	Amount in rupees.
		No.	and date	
Rate Quotation	Vehicle Model	Rate per/km-Non AC	Rate per/km-AC	Minimum Kilometer/per month
	Tata Indigo			
	Hyundai Xcent			
	Honda Amaze			
Any other Information				

Place:  
Date:

Signature