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**GOVERNMENT OF INDIA**  
**MINISTRY OF CORPORATE AFFAIRS**  
**Office of the Registrar of Companies-cum-**  
**Official Liquidator, Chhattisgarh**  
1st Floor, Ashok Pingley Bhawan of Municipal Corporation,  
Nehru Chowk, Bilaspur, Chhattisgarh-495001

No. ROC-C.G./Admn/3/2014/1148

Dt. 14/11/2014

To

The Secretary to the Govt. of India,  
Ministry of Corporate Affairs  
New Delhi-110001.

**KIND ATTENTION:- E-GOVERNANCE CELL**

Sub: - Quotation for hiring of vehicle for the office of ROC-cum-OL,  
Chhattisgarh at Bilaspur- matter to be uploaded on the MCA website -  
regarding.

Respected Sir,

With regard to the above subject this is to state that this office intends to hire a vehicle for office use for the period 01/12/2014 to 30/11/2015. It is proposed to invite quotations from interested parties. It is, therefore, requested that the matter attached herewith may please be uploaded on the MCA website so as to generate wide publicity.

Encl: As above

Yours faithfully

(R.K. Sahu)

Registrar of Companies cum-  
Official Liquidator,  
Chhattisgarh

Copy to:

The Regional Director (NWR), Ministry of Corporate Affairs, Ahmedabad



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Nehru Chowk, Bilaspur, Chhattisgarh-495001

No. ROC-C.G./Admn/2/2014/

Dt. 14/11/2014

**Sub: - Regarding quotations for hiring of one vehicle for the office of ROC-cum-OL, Chhattisgarh at Bilaspur**

Sealed quotations are invited from interested parties for providing one vehicle on monthly hire basis for the office of Registrar of Companies-cum-Official Liquidator, Chhattisgarh at Bilaspur located at 1st Floor, Ashok Pingley Bhawan of Municipal Corporation, Nehru Chowk, Bilaspur, Chhattisgarh. The quotations are to be submitted at the above mentioned address on or before 30/11/2014. The quotations should indicate clearly the all-inclusive monthly rates quoted by the respective interested parties. The period of contract will be for the period 01/12/2014 to 30/11/2015. The terms & conditions will be as under:-

1. 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.
2. The vehicle deployed should be third party insured and shall have all requisite licenses/permits of the Authorities concerned.
3. Dedicated vehicles and drivers should be provided by the suppliers and the changes in the vehicle and the driver should be made only by mutual content. Replacement of vehicle/driver should be provided in the event of breakdown of vehicle/non-availability of driver. The drivers should having minimum experience of 3 years and their antecedents should be verified by Police Authorities.
4. The drivers provided should be well trained with valid driving license, uniform, mobile phones and abide by traffic rules and other regulations. They should extend due courtesy and regard to the officers/ officials at all times.
5. 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. Saturdays, Sundays and other Gazetted holidays will be covered in the definition of month.

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6. In case the vehicle does not report on time/ does not report at all, the office would have a right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the supplier. In case neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
7. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for each vehicle. The supplier will provide the logbook and a summary of log book along with remarks, if any, of the officer to whom the vehicle has been assigned with the bill on monthly basis.
8. All the expenses on fuel, salary of driver and all other expenses relating to the vehicle should solely and wholly be on account of the supplier and this office will not bear any liability apart from the monthly hiring charges.
9. The charges for parking fees if any, should be paid by the owner/ driver first up and the same may be claimed separately at the end of every month along with monthly bill by submitting the parking receipts/bills in original for reimbursement.
10. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/ end in the beginning/ end of a month payment of minimum charges will be made on proportionate basis.
11. The vehicle shall be deemed to be at the disposal of Office of Registrar of Companies-cum-Official Liquidator, Chhattisgarh at Bilaspur, Ministry of Corporate Affairs and the billing for kilometers and hours shall be made from the reporting place to the relieving place. In case of relieving place not being the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.
12. The supplier indemnifies for loss/ damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
13. The supplier and driver should be bound to carry out the instructions of the Department as well as of the officers assigned to each vehicle.
14. The vehicle shall bear the mark **“ON DUTY WITH REGISTRAR OF COMPANIES, CHHATTISGARH-CUM-OFFICIAL LIQUIDATOR, CHHATTISGARH HIGH COURT AT BILASPUR.”**
15. The supplier should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed under Motor Vehicles Act, 1988.

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16. In case of non-compliance of the above terms and conditions of the contract, a penalty of Rs. 1,000/- per day, or actual hiring charges of an alternate vehicle, whichever is higher, may be levied.
17. The contract can be revoked by this office on one month's notice without assigning any reason.
18. The contract will be effective upto 30/11/2015 unless terminated earlier as per Clause No. 18, with the option of extending for a further period at the discretion of the Registrar of Companies-cum-Official Liquidator, High Court of Chhattisgarh at Bilaspur.

(R.K. Sahu)  
Registrar of Companies cum-  
Official Liquidator,  
Chhattisgarh