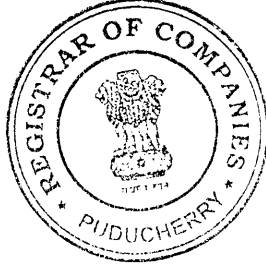



**GOVERNMENT OF INDIA**  
**MINISTRY OF CORPORATE AFFAIRS**  
**OFFICE OF THE REGISTRAR OF COMPANIES, PUDUCHERRY**  
NO. 35, 1<sup>ST</sup> FLOOR, ELANGO NAGAR, III CROSS,  
PUDUCHERRY - 605 011.

**NOTICE INVITING THE TENDER FOR HIRING VEHICLE**

The office of the Registrar of Companies, Puducherry intends to hire one vehicle on monthly basis for office use for the period upto 31/03/2019. Interested parties (agencies) may submit their quotations by 20/03/2018 to the undersigned quoting their lowest rates for Swift Dezire / Tata Indigo / Hyundai Accent/ Honda Amaze / Mahindra Logan or any other 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. For further details visit Website: [www.mca.gov.in](http://www.mca.gov.in) under Quotations & Tenders.

Date: 07.03.2018



  
**M. ARUN PRASAD**  
**Registrar of Companies**  
**Puducherry**

## TERMS AND CONDITIONS

Hiring of vehicle on monthly basis for the official use of the office of Registrar of Companies, Puducherry.

Address: No. 35, First Floor, Elango Nagar, 3<sup>rd</sup> Cross, Puducherry - 605011.

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 taxis in the Government sector and should have adequate number of vehicles of its own having commercial registration.
3. A security deposit of Rs. 10,000/- by way of Demand Draft is to be submitted with the quotation favoring, Registrar of Companies, Puducherry. 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 and around Puducherry.
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 possess 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.

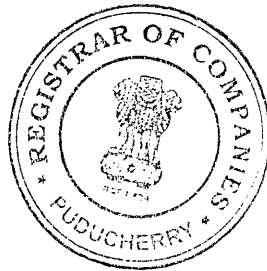
9. The vehicle must be made available at any given time and day as informed.


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 for 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 requisite documentation as may be prescribed.
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. 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.
19. Service tax (GST) as applicable will be paid on billing.
20. 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.

21. 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.
22. The contract will initially be for a period up to 31/03/2019 and extendable for another year on rendering satisfactory services.
23. Log book has to be maintained by the transporter / driver.
24. Quotation format is enclosed.



  
**M. ARUN PRASAD**  
**Registrar of Companies**  
**Puducherry**

The above Terms and Conditions are accepted.

Signature of the offerer :

Place :

Date :

## QUOTATION FORMAT

*(Submitted in response to tender called for by the office of the Registrar  
of Companies, Puducherry for hiring Office Vehicle)*

S. No.	Particulars	Details
<b>Details of Proprietor/Agency</b>		
1.	Name of the Person/ Agency	
2.	Communication Address	
3.	Phone No	
4.	Email Address	
5.	ID Proof (Aadhar No/ PAN No)	
6.	Previous experience with State/Central Govt in years. Specify necessary details for verification.	
<b>Details of the Vehicle Offered for Hire</b>		
7.	Vehicle Make	
8.	Year of Registration and Color	
9.	Registration Number of the Vehicle	
10.	Kilometers Covered till date	
<b>Driver Details</b>		
11.	Name of the Driver	
12.	Date of Birth	
13.	Residential Address	
13.	Phone No	
14.	ID Proof (Aadhar No)	

S. No.	Particulars	Details
<b>Quotation Details</b>		
15.	Demand draft number and bank of the security deposit amount of Rs.10,000/-	
16.	Minimum Mileage offered per month for hire in kilometers	
17.	Monthly Charges for the Minimum Mileage quoted in S.No. 16	
18.	Cost quoted for every additional kilometers run	

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I will be held liable and the caution deposit may be forfeited.

Place:

Date:

Signature with Name and Designation

**Requisite Enclosures:**

1. ID Proof of the Agency/Proprietor - Self Attested Aadhaar ID/ PAN Card.
2. Address Proof of the Agency/ Proprietor - Self Attested Aadhaar ID/ If Partnership or a company then incorporation certificate with address.
3. Self-attested copy of the Registration Certificate of the Vehicle.
4. ID Proof and Address proof of the Driver - Self Attested Aadhar ID
5. Demand Draft for Rs.10,000/- (Rupees Ten Thousand only) drawn in favor of “ Registrar of Companies, Puducherry ” as Security Deposit.
6. A police verification certificate or two characters and good conduct certificate from two Gazetted Officers of Central / State Government.