



भारत सरकार
कारपोरेट कार्य मंत्रालय
रजिस्ट्रार आफ कम्पनीस,
तमिलनाडू, कोयंबटूर
नंबर 7 एजीटी बिजनेस पार्क, फेज II 1ST फ्लोर
सिविल एरोड्राम पोस्ट पिलमेडू
कोयंबटूर- .6410014
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GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGISTRAR OF COMPANIES
TAMILNADU, COIMBATORE
No.7 A G T BUSINESS PARK, PHASE II, 1ST FLOOR
CIVIL AERODROME POST, PEELAMEDU
COIMBATORE - 641014
Phone 0422 2628170, 2619640
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ROC/CBE/ADMIN/Hiring Taxi/2018

Dated: 23.10.2018

TENDER NOTICE SUPPLY OF CAR ON MONTHLY BASIS

The office of the Registrar of Companies Tamilnadu, Coimbatore, Ministry of Corporate Affairs, Tamilnadu, Coimbatore requires a vehicle on monthly hire basis for its official use.

Interested parties may submit their Rate/Quotation in sealed cover by 31-10-2018 by 3.00 P.M. to the office by quoting their lowest rates for vehicles of Maruti (DeZire/CiaZ/SX4/Toyota/Etio/TATA Indigo 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 20,000 Kms.as on the date of hiring. The car to be maintained with good and clean uphoistery.
- 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 taxies in the Government Section 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 .

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- 5 The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. The Driver should be familiar with all important places in Coimbatore.
- 6 As this 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 any time.
- 7 (a) The vehicle should be available 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 and 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/-
© The supplier may quote the rate of 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 create extra rate/KM beyond minimum no. of kilometres/month.
- 8 Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
- 9 The vehicle must be made available at any given time and day as informed by the user office.
- 10 The vehicle should report at the place of requirement as per directions of the respective office. The mileage will be counted from the place where the duty starts up and 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 office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury .
- 13 The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.

- 14 The firm should have the arrangements for repairing their 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 Ministry.
- 15 The transporter must have shall requisite clearance certificates etc., from the concerned Government agencies as per rules.
- 16 Telephone facility (24) hours must be available with the transporter/agency.
- 17 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 raising of the monthly bill.
- 18 Service Tax as applicable will be paid on billing.
- 19 A penalty of Rs.2,000/- per day per vehicle may be levied if the vehicle fails to meet above terms and conditions on any day.
- 20 The successful bidder shall deposit an amount of Rs.5,000/- as "Security Deposit" (Non interest bearing) by way of D.D. drawn in favour of PAO, MCA, Chennai. The said deposit shall be refunded at the end of contract period as applicable
- 21 The successful bidder will have to enter into an Agreement for two years on Rs.100 /- Non-Judicial Stamp Paper. However, the office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
- 22 The contract will initially be for the period of one year extendable for another year on rendering satisfactory services
- 23 Log Book has to be maintained for the vehicle.


(K. LATHA PARIMALA VADANA, ICLS)
REGISTRAR OF COMPANIES
TAMILNADU, COIMBATORE