Ref./No.NSIC/VKIJPR/15-16

Dated 01/05/2015

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Subject:- Hiring of Car on monthly / Casual basis

Dear Sir,

We intend to hire as well as create a penal of travel agencies for providing vehicles Indica/Indigo/similar level /upper level petrol /diesel version car on monthly basis for our official use. The terms and condition of the engagement are attached herewith at Annexure I

Your quotations should be sent in a sealed envelope address to the Senior Branch Manager , National Small Industries Corporation Limited , 5th Floor 513 Alankar Plaza Central Spine Vidydhar Nagar Jaipur-302023 and every page of the quotations as well as terms and conditions should be signed by the authorized signatory on your behalf. The quotations should be valid for a minimum period of 7 days and should be received in this office at 2.00 p.m. on or before 12/05/2015

Yours faithfully

(D.D. Maheshwari)

Sr.Branch Manager

Annexure-I

Terms and conditions for hiring car on monthly basis :

1- The car will be primarily used for journey in Jaipur. However, it can be used for outstation visit in Rajasthan.

2- The vehicle deputed will have comprehensive insurance cover inclusive of passenger and NSIC shall not be responsible for any damage whatsoever to the driver / Vehicle or the third party.

3- The driver deputed with the vehicle should be soft spoken , well-mannered and neatly dressed in uniform and well behaved and should be in possession of valid original commercial driving license at least for the last two years. He should also knowledge of all the roads routes and adequate knowledge of Hindi / English /local language. This is most important and any breach /violation shall not be acceptable.

4- In case of breakdown of the vehicle, you will be responsible to provide alternative vehicle immediately failing which NSIC will be within its right to make alternative arrangements at your risk , cost and the same will be adjusted in your next bill.

5- During the contract period if the vehicle is seized / detained / impounded by police/ Transport Authority for any reason whatsoever it will be at your sole risk /responsibility.

6- All duties /Taxes/fees/levies/cess/permit charges/fines/penalties whatsoever payable in consideration of the trade or otherwise for/or relating thereto shall be all your cost. NSIC is not liable to meet any such expenses except parking or toll charges wherever required to be paid.

7- Misbehavior of the drivers will be viewed very seriously and NSIC reserves the right to impose any penalty as it may deem fit in such cases which will be recoverable from your bill.

8- Any person engaged for rendering the services shall be your employee for all purposes and shall have no claim / right on NSIC . You will keep NSIC and its officers indemnified from and against any claim / liability by any such person.

9- The payment shall be made normally on monthly basis within 15 days from the date of submission of the bills by you.

10- NSIC reserves the right to terminate the contract at any time without assigning any reason by giving seven days notice in writing. However , in case of misbehavior of driver or disobeying the instructions, the contract can be terminated immediately.

11- You will have to give one month notice before the service are terminated from your side some un-avoidable reasons as some technical formalities are to be completed while changing the transport / service provider.

12- All prevailing / applicable terms like TDS etc. will be deducted from the due payments & TDS certificate will be issued on annual basis.

13- You will have to provide interest free Security Deposit (refundable) of Rs.5000/- before the assignment is awarded to you. It will be refundable only on termination of assignment.

14- In case of any difference of opinion or dispute on matter pertaining to the contract decision of the Senior Branch Manager VKI Jaipur of the Corporation shall be final and binding.

15- Any communication sent to travel agent / service provider at the address furnished by them shall be deemed to be proper communication. A note /communication by post / courier shall be deemed to have been served the next day while by fax the same day.

16- you have to submit offer as per format attached.

17- Normally there will be six days working and Sunday will be off. However , in case of outstation visit there will be no Sunday off and driver allowance for outstation visit shall be payable as applicable. In case of local requirement on Sunday the off day may be compensated by giving off on any other day or by paying driver allowance for outstation visit other than daily average of duty.

18- All payments including that of salary for the driver who perform duty with NSIC shall be your sole responsibility.

19- The contract shall be one year .However ,it will be reviewed at the end of six months for evaluation of the service and in case of unsatisfactory services , it can be terminated .

20- You will have to provide logbook duly signed and verified by office of NSIC using the vehicle in respect of time and mileage of vehicle attached on monthly basis with this office.

21- Mileage and time of the car will star and close with office.

22- Copy of address proof, Travel agency Registration , if any PAN and ownership of vehicle should be enclosed with the quotations.

23- Night charges will not to be paid to drivers /agency for outstation visits except driver allowance per day. Visit in Ajmer , Alwar and kota when the vehicle returns back in 12 hours shall not be treated as outstation visit.

Signature with Name, Address and stamp of service provider

Tender no. NSIC/VKIJPR/15-16

Quotation for Local and Outstation Visit

Sl.No	Particulars	Rates
1	Up to 8 Hours and 60 km	
2	Per km. charges beyond 60 km /day	
3	Hourly charge beyond 8 hours	
4	Night charges for outstation visit	
5	Any other expenses	parking & toll etc. to be reimbursed by NSIC at actuals

Signature with Name, Address and

 stamp of service provider