



राष्ट्रीय लघु उद्योग निगम लिमिटेड

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)

3rd Floor M/S Richardson & Cruddas (1972), Sir J&J Road Byculla,

Mumbai – 08 Tel.: +91 – 22 – 23738275 Fax: +91 – 22 – 23733742,

Web: www.nsic.co.in

Ref. No. NSICC/M/ZGM/ 40/09-10

Date 19.01.2010

Subject: Hiring of Indica / similar car on Monthly basis

We are forwarding herewith tender document for providing a vehicle for official use on monthly hire charges basis. The tender can be down loaded from our web-site also. You may kindly go through the terms and conditions and submit your best competitive offers to provide the said service.

The last date for submission of the offer is up to 3.00 p.m. on 1st February, 2010 and tender shall be opened on the same day at 3.30 p.m. in the presence of representatives of tenderes who want to be present.

The offer should be sent in a sealed cover addressed to Zonal General Manager, NSIC Limited, R & C Building, 3rd floor, Sir J.J. Road, Mumbai – 400 008. The envelop should be super scribed “ Tender for car hire “ and should be submitted in time.

The offer should be valid for a minimum period of two month from the date of opening of the tender. The corporation reject any or all the offers without assigning any reason therefore.

Thanking you,

Your's faithfully

(Swati Lalwani)
Deputy Manager

Encl. Tender No.

**Tender for hiring of a car of Indica / similar make for official use at Zonal /
Branch, Mumbai on monthly basis.**

Tender No. NSIC/M/ZGM-40/09-10/-----

Dated : 19.01.2010

Due date and time of submission :

01-02-2010 up-to 3.00 p.m.

Date of tender opening :

01-02-2010 up-to 3.30 p.m.

General Terms and Conditions :

1. **Scope of work** : To provide vehicle for official use by Zonal / Branch Office of the Corporation at Mumbai on monthly hire charges basis. The maintenance and up-keep of the vehicle, fuel consumption, driver and its pay or other allowances including the statutory dues if any shall be to the account of contractor / travel agent providing the service. 2200 kms running per month is anticipated.
2. **Duration of Contract** : The contract shall be valid for one year which can be renewed by mutual consent between the contractor and the corporation.
3. **Duty Timing** : Shall be from 9 am to 6.30 pm usually i.e. 9.5 hours per day or 250 hours per month.
4. **Duty Days** : Six days per week. However, vehicle can be called on any holiday or close day. One weekly off shall be provided.
5. **Driver Uniform** : The driver provided with the vehicle shall be in uniform neatly cleaned and pressed. He will also have a visiting card from the service provider.
6. **Vehicle condition** : Vehicle shall be in excellent condition mechanically and the outward body and seating with appropriate lights / belts and other necessary accessories functional and in order. In case of the break down of the vehicle on duty the service provider shall provide alternate vehicle immediately.
7. **Fuel & Maintenance** : The vehicle shall be adequately maintained by service provider. The vehicle will report with adequate fuel minimum for the day's work and in case of outstation the service provider will have arrangement made with the driver / service stations for re-fueling of the vehicle or normal wear tear / defects which may occur during the visit. In case of outstation breakdown, the service provider will compensate the return by road of the visiting officers.

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Signature of the Contractor
Name, Designation of the Signatory
Name of the company & Seal
Dated:

8. **Rates**: The service provider will quote it's rates for above in the following format :

1	Monthly rent (up to 2200 Km)	Rs.	P.M.
2	Per Km. charges beyond 2200 km	Rs.	Per Km.
3	Hourly charge beyond 250 hrs in month	Rs.	Per hrs.
4	Driver allowance for out station duty on same day return	Rs.	Per day
5	Driver allowance for out station duty on next day return	Rs.	Per day
6	Any other expenses: Please specify i) ii) iii)		

Signature of the Contractor
Name, Designation of the Signatory
Name of the company & Seal
Dated: