

Ref. No.NSIC/M/ZGM-40(A)/11-12

Dated: _____

Subject : Hiring of car on monthly basis.

Dear Sir,

We intend to hire an Indica / Indigo / similar level petrol / diesel version car on monthly basis for our official use. The terms and conditions of the engagement are attached herewith at Annexure-I. We request you to kindly send your competitive rates in the format attached to annexure-I.

Your quotations should be sent in a sealed envelope addressed to the Chief General Manager (West), National Small Industries Corporation Limited, 3rd Floor, R & C. Building, Sir J.J. Road, Byculla, Mumbai – 400 008 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 30 days and should be received in this office at 2.00 p.m. on or before 29.09.2011

Yours faithfully,

(Hemraj Singh),
Chief General Manager (West)

Terms and conditions for hiring car on monthly basis:

Tender No.NSIC/M/ZGM-40(A)/11-12/_____

1. The car will be primarily used for journey in Mumbai, its suburbs and Thane District. However, it can be used for outstation visits in Maharashtra, Dadra & Nagar Haveli, Daman, Goa or at any place in India.
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 third party.
3. You will not provide any vehicle more than 2 years old.
4. 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 have knowledge of all roads routes and adequate knowledge of Hindi / English / local language. This is most important and any breach /violation shall not be acceptable.
5. 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 arrangement at your risk, cost and the same will be adjusted in your next bill.
6. 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.
7. 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.
- 8. 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 bills.**
9. 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.
10. The payment shall be made normally on monthly basis within 15 days from the date of submission of the bills by you.
11. 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 misbehaviors of driver or disobeying the instructions, the contract may be terminated immediately.

Signature with Name, Address and stamp of the Service Provider.

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12. You will have to give one month notice before the service are terminated from your side due to some un-avoidable reasons as some technical formalities are to be completed while changing the transporter / service provider.
13. All prevailing / applicable terms like TDS etc. will be deducted from the due payments & TDS certificate will be issued on annual basis.
14. You will have to provide interest free Security Deposit (refundable) of Rs. 5000/-before the assignment is awarded to you. It will be refunded only on termination of assignment.
15. In case of any difference of opinion or dispute on matter pertaining to the contract decision of the Chief General Manager (West) of the corporation shall be final and binding.
16. Any communication sent to the 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.
17. Your quotations should be for 2200 km running per month and 240 hours working per month. The charges for extra km. or extra hour shall apply beyond the above limits.
18. Normally there will be six day working in a week and Sunday will be off. However, in case of outstation visits 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 extra. There will be no extra hour during outstation visit other than daily average of duty.
19. All payment including that of salary for the driver who perform duty with NSIC shall be your sole responsibility.
20. The contract shall be for a period of two years. However, it will be reviewed at the end of one year for evaluation of the service and in case of unsatisfactory services, it can be terminated.
21. You will have to provide logbook duly signed & verified by office of NSIC using the vehicle in respect of Time & Mileage of vehicle attached on monthly basis with this office.
22. Mileage and time of the car will start and close from office / residence at 7, Saket, J.P. Road, Worli or as may be directed and night charges will not be paid on monthly basis hiring of vehicles.
23. Copy of address proof, Travel Agency Registration, if any, PAN and ownership of vehicle should be enclosed with the quotation.

Signature with Name, Address and stamp of the Service Provider.

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Format for quotations:

Sl. No.	Particular	Rates
1	Monthly rent (Upto 2200 km. per month)	
2	Per km. charges beyond 2200 km. per month	
3	Hourly charge beyond 240 hours per month	
4	Driver allowance per day for outstation visits.	
6	Any other expenses	Parking & toll etc. to be reimbursed by NSIC at actuals.

Signature with Name, Address and stamp of the Service Provider.