

Ref. No- ECGC/ 114-A/ Admin Dated: 04.03.2017

Subject: **Hiring of car on monthly basis.**

Dear Sir,

We intend to hire Honda city, Maruti Ciaz, Maruti Swift Dzire Petrol / Diesel version cars 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 undersigned 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 21 days and should be received in this office before 5.30 p.m. on or before 14-03-2017.

Yours faithfully,

AGM- Administration  
ECGC LTD.,  
NIRMAL, 5<sup>TH</sup> FLOOR,  
NARIMAN POINT,  
MUMBAI 400 021  
Email: [administration@ecgc.in](mailto:administration@ecgc.in)  
Phone: 022-66590756/759

## **Annexure - I**

### **Terms and conditions for hiring car on monthly basis:**

Tender No. ECGC/2016-17/114 A

1. Total number of vehicles required - 50 (approx.) (a) Honda city, (b) Maruti Ciaz and (c) Maruti Swift Dzire. We require 25 cars with drivers and 25 cars without drivers (approx.). The car will be primarily used for journey by our senior officers from Residence and Office in various locations where ECGC offices exist in Mumbai. In case of requirement, it may be used for outstation visits at any place in India.
2. You are requested to give your quote for following options:
  - (i) The vehicle will be dropped at the visitors parking at office/residence and designated officer may use the vehicle during holidays, i.e. the vehicle and driver will be in our possession;
  - (ii) The vehicle will be used for pick-up and drop at residence on working days and may be used/called on holidays as per requirement (the car will be in the custody of vendor).
3. The vehicle deputed will have comprehensive insurance cover inclusive of passenger and ECGC shall not be responsible for any damage whatsoever to the Driver/Vehicle or third party.
4. The aging of the car/vehicle should not be more than 2 years old. The contract will be signed for three years and every year the contract will be signed subject to level of service satisfaction.
5. 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 three years. He should also have knowledge of all roads routes and adequate knowledge of Hindi/English /local language. Duty hours of the driver would be 10 hrs.
6. Misbehavior of the drivers will be viewed very seriously and ECGC reserves the right to impose any penalty as it may deem fit in such cases which will be recoverable from your bills.
7. In case of breakdown of the vehicle, you will be responsible to provide alternative vehicle immediately failing which ECGC will be within its right to make alternative arrangement at your risk, cost and the same will be adjusted in your next bill.
8. During the contract period if the vehicle is seized/detained/impounded by police/Transport authority for any reason whatsoever it will be the sole risk / responsibility of the service provider.

9. 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. ECGC is not liable to meet any such expenses except parking or toll charges wherever required to be paid.

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

11. The payment shall be made normally on monthly basis within 7 days from the date of submission of the bills by you.

12. ECGC reserves the right to terminate the contract at any time without assigning any reason by giving fifteen days notice in writing. However, in case of misbehaviors of driver or disobeying the instructions, the contract may be terminated immediately.

13. 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.

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

15. In case of any difference of opinion or dispute on matter pertaining to the contract decision of Head Office – Administration Department of the corporation shall be final and binding.

16. All payment including that of salary, PF, ESIC, etc. for the driver who perform duty with ECGC shall be your sole responsibility.

17. The contract shall be for a period of three 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.

18. You will have to provide logbook duly signed & verified by office of ECGC using the vehicle in respect of Time & Mileage of vehicle attached on monthly basis with this office.

19. Mileage and time of the car will start and close from office/residence.

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

Format for quotations:

Sl. No.	Particular Rates	Rates
1	Monthly rent with Driver (Please quote as per option 2 (i) given above - (a) Honda city (b) Maruti ciaz (c) Maruti swift dzire (weekly off – 1 day)	
2	Monthly rent with Driver (Please quote as per option 2 (ii) given above - (a) Honda city (b) Maruti ciaz (c) Maruti swift dzire (weekly off – 1 day)	
2	Monthly rent without Driver - (a) Honda city (b) Maruti ciaz (c) Maruti swift dzire	
3	Hourly charge beyond 10 hours per day, if any	
4	Driver allowance for outstation with night charges, if any	
5	Driver food allowance on outstation duty/late night duty, if any	
6	Driver charges on holidays, if any	

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