

F.No. 26011/7/2011-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals

Dated the 17<sup>th</sup> August, 2012

**NOTICE INVITING TENDER**

Subject :- Calling quotation for Annual Contract for providing DLY (AC/Non-AC) Vehicles on Contract basis to Department of Pharmaceuticals for the period 1.10.2012 to 30.9.2013 in the following manner :-

Daily Basis

Sl.No.	Daily basis	AC Rate	Non-AC Rate
1.	Daily basis (Actual No. of days per month) 80 kms./8 Hrs. per day		
2.	Daily basis (Actual No. of days per month) 100 kms./10 Hrs. per day		
3.	Daily basis (Actual No. of days per month) 120 kms./12 Hrs. per day		
4.	Extra charges per km. beyond above kmts.		
5.	Extra charges per hours beyond above hrs.		
6.	Location of Garage		
7.	Any other charges		

Outstation charges

Sl.No.	Particulars	Esteem AC/Non- AC		Indigo AC/Non- AC		Tavera AC/Non- AC		Innova/Qualis AC/Non-AC		Indica AC/Non-AC	
1.	Hour & Rate	-	-								
	Per day	-									
2.	Extra charges beyond minimum km.										
3.	Extra charges beyond minimum hrs.										
4.	Night charges										
5.	Any other charges										

Terms & Conditions:-

1. The vehicle should be in good condition of 2007 and above or of latest model.
2. The contractor shall have to provide vehicles required for outstation trip or extra vehicle, of short notice, required for local journey/outstation trip at the same rate. The extra duty hours consumed and kilometers travelled will be paid included in monthly bill and no extra rates will be applicable for the same.
3. The contractor should be able to provide AC/Non-AC DLY Taxis at a short notice. For regular requisitions the taxi must reach the destination 30 minutes in advance.
4. The service provider will be responsible for meeting all legal formalities. The drivers deployed shall keep all the licenses valid and permit etc. of the car deployed should be valid from the date of beginning of contract. The Department will not have any liability on running of the vehicle whatsoever during the contract period.
5. Increase of rates: The rates quoted should be for the period during the currency of the contract with effect from the date of beginning of the contract. The Department also reserves the right to terminate the contract at anytime or any stage during the contract period without assigning any reason. No compensation will be payable to the contractor on this account. The decision of Competent Authority in the matter will be final and binding.
6. The driver will maintain a log book showing inter-alia the name of the officer using the car, destination, time for which it is used and distance covered and gets it signed from the officer who have used the vehicle or his PA. In case of forgery or manipulation in maintaining of log book, entire payment would be stopped and contract is liable to be terminated.
7. Terms of payment: The contractor will submit his bills on monthly basis duly supported by photocopy of Log Book. The mileage claimed in the bill should tally with the entries in the log book. The payment of the bills which are complete in all respect will be made by cheque as early as possible subject to availability of funds. No advance payment or part payment will be made or entertained under any circumstances.
8. An earnest money of Rs. 10,000 (Rupees Ten thousand only) as Demand Draft in favour of DDO (Pharma), Department of Pharmaceuticals will have to be deposited with the tender. Same will be kept as security deposit for the successful bidder and returned to the unsuccessful bidders.
9. The security of the successful bidder (contractor) would be forfeited in the event of failure to comply with any of the conditions of the contract. In addition, any other action that may deem fit, be taken against contractor.
10. It will be an implied condition of the submission of a tender by you in the event of your offer being accepted you will abide by all the terms and conditions of the contract.

11. If firm wants to revoke the contract, it should give at least 3 months advance notice with sufficient reasons for revocation of the contract. Otherwise the security deposit/pending payments will be confiscated, contract terminated, the firm will be black listed for participation in future for this department.
12. Details of PAN/TIN numbers issued by Income Tax Department, VAT and Service Tax Deptt. registration shall be submitted along with tender.
13. The vehicle will travel in the territory of NCR to pick up and drop the officer(s).
14. The vehicle(s) must report in time at the residence(s) of the Senior Officer(s) to pick them up. Punctuality and decorum has to be ensured without any compromise. The drivers must be educated, should be familiar with the routes and briefed how to behave with the Senior Officers of the department and be polite in their day to day working/dealing.
15. After dropping the officer(s) at office in the morning, the drivers will report to SO (Admn.) and will perform duties as per their instructions/requisition slips.
16. Deficiency in service/unsatisfactory service reported by the officer(s) using the vehicle, or noticed otherwise, will entail proportionate deduction in the amount of the bill.
17. The drives engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities. Other necessary certificates like Road Tax clearance, pollution certificate, commercial certificate etc. should be in existence for all vehicles quoted.
18. Cars with DLY No. plates preferably be provided to this department.
19. The Drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
20. Kilometers and time of duty for payment will be considered from Garage to Garage subject to condition that the stand/ parking place of DLY-taxis should be located within a radius of 10 Kms from Department of Pharmaceuticals, Shastri Bhawan, New Delhi-110001.
21. Firms which are providing similar services to Ministry/deptt./Central/Public Sector Undertaking will be eligible for the tender. Copy of order executed may be enclosed with the offer.
22. The vehicles on duty shall have to be kept in clean condition. The general condition of the vehicles provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
23. Sealed quotations complete in all respect should be submitted in an envelope on the top of which the words "Quotation for providing DLY AC/non-AC Vehicles" will be written. The quotation in sealed cover should be addressed to undersigned and dropped in the Tender Box kept in the Garage No. 19, Ground Floor, 'A' Wing, near Gate No.2, Shastri Bhawan, New Delhi-110001.

24. The last date of submission of quotation is 12.9.2012 by 03.00 PM. The tender will be opened in the presence of company's representative at 03.30 PM on the same day. The website of Department of Pharmaceuticals is [www.pharmaceuticals.gov.in](http://www.pharmaceuticals.gov.in)

25. Offer, which is found to be incomplete and/or submitted after the scheduled time shall be summarily rejected.

26. The Department reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

(S.R.Meena)  
Under Secretary to the Govt. of India  
Tele No. 23387920

Copy to :-

1. DIA (VKT) with request to put in on website of this department.
2. Central e-portal( e-procurement).
3. Notice Board, Department of Pharmaceuticals.