

**SPEED POST
OUT TODAY**

**F. No. 26016/13/2009-Admn
Government of India
Ministry of Chemicals and Fertilizers
(Department of Pharmaceuticals
A-Wing, 3rd Floor, Shastri Bhawan, New Delhi**
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Dated the 13th September, 2010

NOTICE INVITING TENDER

Subject: - Calling quotation for Annual Contract (AC) for providing DLY (AC/Non-A/C) Vehicles on Contract basis to Department of Pharmaceuticals for the period 01.10.2010 to 30.09.2011.

Sealed quotations are hereby invited from registered firms for awarding Annual Contract (AC) for providing (AC/Non-AC) Vehicles to Department of Pharmaceuticals for the period from 01.10.2010 to 30.09.2011 in the following manner:-

S. No.	Details of Work	Rate Per month AC/Non-AC
1	Monthly basis comprising of 1840 Km and 230 Hrs. (22/23 days @ 10 Hrs. on average per day)	
2	Extra charges per Km beyond 1840 Kms.	
3	Extra charges per hour beyond 230 Hrs.	
4	Location of Garage	
5	Any other charges	

Daily basis (Actual No. of days per month) 80 Kms/10 Hrs. per day	AC/Non-AC
Extra charges beyond 80 Kms. =	
Extra Charges beyond 10 Hrs. =	
Location of Garage =	
Any other charges =	
Govt. Deptts. to whom vehicles have been supplied	

OUTSTATION CHARGES

Particulars	Esteem AC/Non-AC	Indigo AC/Non-AC	Taveera AC/Non-AC	Innova/Qualis AC/Non-AC	Indica AC/Non-AC
Minimum Km/hour & Rate					
Extra Charges beyond minimum Km.					
Extra Charges beyond minimum Hrs.					
Night Charges					
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 rates. The extra duty hours consumed and kilometers traveled will be paid included in monthly bill and no extra rates will be applicable for the same.
3. 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 at least for 12 months from the date of beginning of contract. The Department will not have any liability on running of the vehicle whatsoever during the contract period.
4. **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 Director (Admn.) in the matter will be final and binding.**
5. 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 P.A. In case of forgery or manipulation in maintaining of log book, entire payment would be stopped and contract is liable to be terminated.
6. **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.
7. **An earnest money of Rs. 10,000/- (Rupees Ten Thousand only) 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.**
8. 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.
9. It will be an implied condition of the submission of a tender by you that in the event of your offer being accepted you will abide by all the terms and conditions of the contract.
10. If firm wants to revoke the contract, it should give at least 3 (three) 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.
11. **The Department of Pharmaceuticals keeps the right, in case the services of the firm are found unsatisfactorily during the contract period; the contract will be terminated immediately.**
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. 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.
16. The drivers of the vehicles deputed shall carry Mobile with them.
17. After dropping the officer(s) at office in the morning, the drivers will report to S.O. (Admn.) and will perform duties as per their instructions/requisition slips.
18. Firm which are providing similar services to Ministry/Deptt/Central/Public Sector Undertaking during last 2 years will be eligible for the tender. Copy of order executed shall be enclosed with the offer.
19. Cars with DLY No. Plates probably be provided to this Department.
20. 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.
21. The last date of submission of quotation is **20.09.2010** by 03:00 PM. The tender will be opened in the presence of company's representative at 03:30 PM on the same day.
22. Offer, which is found to be incomplete and/or submitted after the scheduled time shall be summarily rejected.
23. The Department reserve right to cancel any or all tenders without assigning reason.

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Under Secretary to the Government of India
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Copy to:

1. DIA (VKT) with request to put in on website of this Department.
2. To all firms as per list enclosed.
3. Notice Board, Department of Pharmaceuticals.