

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

Shastri Bhawan New Delhi
Dated: 10.05.2013

Tender Notice

**Website: 1. <http://pharmaceuticals.gov.in>
2. e-portal Ministry of Finance**

Subject: Hiring of DLY Taxis in the Department of Pharmaceuticals.

The sealed tenders are invited under two bid system by Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers for hiring of DLY Taxis both AC and non-AC to meet its day to day requirements. The cover containing bids i.e. Technical bid and Financial bid in sealed covers must be subscribed "**Bids for providing DLY Taxis to be opened on 05.06.2013**" should be addressed to the undersigned and deposited in the tender box kept in Garrage No. 19, A- Wing, Shastri Bhawan, New Delhi **by 01:00 PM on 05.06.2013**. The same can also be sent by post so as to reach the undersigned by due date and time.

2. The technical bids must be submitted in a prescribed proforma as per details mentioned in Annexure-I of the tender document along with relevant documents. The Technical bids will be **opened on the same date at 3.00 PM**. The date of opening of financial bids would be revealed to the bidders once the Technical bids are examined. The cover containing financial bid should be subscribed "Financial bid for supply of AC/non-AC vehicles". The applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances. The rates should be quoted separately as per proforma annexed with tender document as Annexure II & III.

3. Interested parties can send their quotations with complete details about the number of vehicles and other facilities, which they can provide. It may be noted that the duty's point would be Janpath Bhawan, Udhog Bhawan & Shastri Bhawan or any other place intimated from time to time and **the mileage and time would be calculated from the Department's office concerned, and not from Garage to Garage**.

4. In case any firm is already providing the vehicles on hiring basis to any other Ministry/Department of the Central Government /PSU, details thereof may also be furnished along with the quotations. The rates quoted should be valid for a period of one year. This may be extended subsequently as may be mutually agreed to.

5. The following terms and conditions must be fulfilled while submitting bids:

(i) The taxis to be provided should be DLY + DLZ (commercial vehicle) registered and in excellent condition mechanically with neat & clean interior and exteriors. The taxis should have permit to move in Delhi/ NCR. The vehicles should not be manufactured & registered earlier than 01.04.2010.

(ii) The firm should have at least five years of experience in the tour and travels business.

(iii) Since these vehicles are to be used by Senior Officers of the Department, the firm should ensure that the drivers possess valid driving license. The drivers should be in proper uniform/ well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time.

(iv) The firm should have operational **helpline desk** which is manned 365 x 24 x 7 so as to call the taxi in emergency cases.

(v) The firm/company should have a turnover of at least **Rs. 25 Lacs** in the last financial year in the car rental business.

(vi) The vehicle should be commercial & registered in the name of owner /company and should have **minimum fleet of 8 vehicles**.

(vii) The firm must attach satisfactory performance certificate from Government Ministries/ Departments/Major PSUs/Corporates. Poor past service record of a firm with this department will be a disqualification.

(viii) The driver of the taxi should be fully conversant with the routes of Delhi/NCR.

(ix) In case of break-down of the vehicle or non-availability of driver, the firm must provide **replacement** immediately at its own cost.

(x) In case a vehicle is requisitioned and the same does not reach at the required time and place, the Department will be **free** to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/security etc. Besides a **penalty** of Rs. 500/- will also be imposed for every such lapse.

(xi) The firm should be able to provide taxis on holidays/Sundays also.

(xii) Compensation and connected expenses, what-so-ever, in case of any unforeseen casualty shall be borne/paid by the firm.

(xiii) The rates should be quoted inclusive of all expenses such as POL, Diesel, CNG, Taxes, Maintenance, repair and servicing and mobile phone bills etc.

(xiv) Income Tax and other taxes as applicable from time to time will be **deducted from the bills** of the firms.

(xv) Each driver must be provided with a log book in respect of each vehicle. The driver will make necessary entries in the log book on daily basis and get it certified by the user. The log book will be scrutinized while processing the bill for payment.

(xvi) The Character verification / antecedents check of drivers by local police should be got done by the firm and report submitted to the Department.

(xvii) In case condition of a vehicle is not found to be satisfactory, it shall be returned for immediate replacement. No payment will be made for cars found in unacceptable state/condition. The firm shall be liable for any prosecution in the event of any

accident or challan/injuries and shall bear all the costs and consequences of prosecution of any type resulting from the violation of the Rules/Law of the Motor Vehicle Act in force. The firm will bear all the financial implications due to accident to the vehicle, driver and passenger.

(xviii)The contract, so awarded, will commence from the date of consent of the firm to the terms and conditions.

(xix)All additions and alterations in the Tender documents must be duly authenticated with initials and date by the person authorized to sign the tender documents. Overwriting of Figures in tender documents is not permitted.

(xx)Each tender document is required to be signed by the persons submitting the tender, clearly indicating the name and designation of the person signing.

(xxi)The earnest money (EMD) of Rs. 40,000/- (Rupees Forty Thousand only) through crossed demand Draft/Pay order drawn in favour of DDO, Department of Pharmaceuticals must accompany the quotations. If the bid is received without EMD, it would not be considered and would be rejected summarily.

(xxii)The said earnest money will not bear any interest, the earnest money of unsuccessful tender would be returned without any interest after finalization of the contract. EMD of rejected tenders would be refunded promptly.

(xxiii)In case the vehicles are required to move outside Delhi/NCR limits, toll and State taxes etc. will be paid on actual.

(xxiv)The contract shall be awarded initially for one year and may be considered for extension by mutual agreement for such further period as may be agreed upon, not exceeding three years. However, no subcontracting will be allowed by the selected firm.

(xxv)Bill in connection with service provided by the firm shall be submitted to this office in the first week of succeeding month.

(xxvi)In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority of this Department shall be final and binding.

6. Sealed quotation will be opened by a committee on due date and time. Your authorized representative duly carrying an authorization letter from the Company can attend the tender opening.

7. Tender sent by FAX will not be considered. To avoid any complications with regard to Late Receipt/Non receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected outright.

8. Successful tenderer will have to deposit security money equivalent to 10% of the annual value of the contract in the shape of F.D.R. in the name of DDO, Department of Pharmaceuticals for the period of contract. Security money will be forfeited for

breach of any of the terms/conditions of the tender and if it is found at any time during the contract period that services provided by the firm are poor/deficient/unsatisfactory. The decision of the Competent Authority in this regard shall be final and binding on the firm.

9. However, the amount of security deposited by the firm shall be allowed to be withdrawn by it on expiry of the contract. The contract so awarded can be terminated by the Department at any time without any notice or conveying any reasons therefor. No compensation will be payable to the contractor on this account. The contractor shall not have the right to terminate the contract at any stage till the contract expires. The decision of the Department in the matter will be final and binding.

10. The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis. In case L 1 doesn't supply the requisite quantity of vehicles, Department of Pharmaceuticals has the right to place order on L2, L3 and so on as per the balance required quantity at L 1 rates.

11. In case L 1 firm does not supply the requisite quantity of vehicles, the Department has right to place order on market as per the balance required quantity at L 1 rates and the excess payment would be recovered from the L 1 firm.

12. Tenderers may also quote their 15 digits Service Tax Code Number.

13. Tenderers may quote their unconditional rates strictly in the enclosed Performa Annexure I, II & III. Cutting/overwriting, if any, should be countersigned.

(S. R. Meena)
Under Secretary to the Govt. of India
Tel. No. 23382096

ANNEXURE I**TECHNICAL BID**

S. No.	Particulars	
1	Name of the Firm/Company/Agency	
2	Address of Firm/Company/Agency	
3	Telephone No.	
4	Year of Registration/Incorporation certificate to be enclosed	
5	Number of Employees as on January 01, 2013	
6	Annual Turnover(along with proof)	
7	15 Digits service Tax Code No. and PAN No. (Proof to be attached)	
8	Whether EMD of Rs. 40,000/- enclosed in the form of Bank Draft/Pay order (No. and Date)	
9	Name and Address of the Departments/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certify duly stamp copies of contract letter be attached)	
10	Satisfactory Service Certificates from at least three Government Ministries/ Departments/ PSU/ Corporate	
11	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
12	Telephone No.	Office: Residence:
13	Mobile Telephone No	
14	Total number of DLY taxis registered with the Agency, (with copies of RCs)	
15	Name, Address and Telephone Number of the proprietor	

Date:

Place:

(Signature of the Authorized person)

Name

Designation

Business Address

Seal

ANNEXURE II

DoP tender enquiry No.26011/7/2011-Admn.

Regarding supply of DLY Taxis on hire basis

Regular Basis

S. No.	DESCRIPTION	AMOUNT (IN Rs) FOR NON-AC car. In figures and in words (eg. Tata indica / WagonR	AMOUNT (IN Rs) FOR AC Small Car. In figures and in words	AMOUNT (IN Rs) FOR AC Sedan CAR. In words (eg Tata Indigo, Maruti Swift Dzire, Hundai Accent etc)
1	Monthly charges for vehicle engaged on monthly basis. 3000 Kms/300 Hours			
2.	Daily (80 Kms & 8 Hours)			
3.	Daily (100 Kms & 10 Hours)			
4.	Extra charges per hour in excess of 8 /10 hours or 300 hours			
5.	Extra charges per hour per km in excess of 80/100 kms or 3000 Kms.			
6.	Any other charges			
	Total			

2. I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Date:

(Signature of the tenderer)

Name of the Taxi Stand/ firm
Address and office stamp/seal
With telephone number

ANNEXURE III

DoP tender enquiry No.26011/7/2011-Admn.

Financial Bid

Regarding supply of DLY Taxis on hire basis.

Daily Basis (In Rs.)

Sr. No.	Particulars	Indigo/ Accent/ Ford Ikon/ D'zire	Maruti SX4/Ford Fiesta	Innova/ Tavera
i)	Up to 4 Hr, 40 Kms			
ii)	8 hr, 80 km			
iii)	Extra per Km			
iv)	Extra per hour			
v)	Night Charge			
vi)	Out station charge			

Date:

(Signature of the tenderer)

Name of the Taxi Stand/ firm
Address and office stamp/seal
With telephone number