

F. No. 26011/04/2008-Admn. (NPPA)
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
National Pharmaceutical Pricing Authority

3rd & 5th Floor,
YMCA Cultural Centre Building,
1, Jai Singh Road, New Delhi – 110001
Dated: 09.11.2011

To,

Subject: Hiring of Two vehicles Indica and Swift (Dzire)/ Indigo cars on monthly basis.

Dear Sir,

Sealed quotations (combined or separate – separate) are invited from reputed firms/agencies for hiring of two vehicle (i) Indica (Model 2008/2009 or above) & (ii) Swift (Dzire)/ Indigo (Model 2008/2009) for official use of the National Pharmaceuticals Pricing Authority (NPPA), an attach office of the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India on the following terms & conditions:-

1. The agencies/firms should have experience of a minimum of five years in this field. Vehicles to be provided should be in good condition and should be fitted with proper upholstery and accessories. The driver should hold valid Driving License and other statutory documents.
2. In case any firm is already providing vehicles on hiring basis to any other Government department, details thereof may also be furnished alongwith the quotations.
3. The rates quoted shall be valid for the duration of the contract which is extendable for a further period if decided to do so by the Competent Authority of this Authority. However, no request for increase in the rate during the currency of contract will be entertained. The contractor shall NOT sublet the whole or part of the works without the prior written consent of Director (Admn.) of NPPA.
4. The vehicle will be in good condition to the satisfaction of NPPA and shall be placed at the disposal of NPPA on all days in a month. Normal requirement time is 9.30 A.M. to 6.00 P.M. from Monday to Friday.
5. The vehicle will report for duty at the office of NPPA and will be dispensed at NPPA office, dead mileage and time i.e. the kilometer and time between garage and office and vice versa will not be counted.
6. The vehicle should be upholstered and provided with all other necessary comforts and facilities.
7. The vehicle, to be supplied, should be registered in the name of the firm/contractor/partner/owner of firm and have all the necessary document viz RC, Insurance, Pollution etc. The copies of these documents are required to be submitted alongwith tender.
8. The firm should have sufficient number of DLY Cars registered in the name of firm/owner of the firm. However, preference shall be given to those firms who have sufficient number of DLY cars available with them.
9. The firm/contractor has to provide standby car/vehicle within an hour on reporting any break down to the contractor telephonically. All expenses are to be borne by the firm in case of break down of a vehicle(s) supplied. The taxi charges from the point of break down are to be borne by the firm to complete the trip failing which penalty will be imposed.
10. In case the vendor fails to provide the car/vehicle no payment will be made for the day and penalty will be levied per day. In case inferior quality car or lower model of car is provided there will be a penalty.

Continued on 2/-

11. The contractor should have to provide mobile phone to each driver. The number on which the contractor or his representative can be contacted any time (24 Hrs) is also required to furnish with tender.
12. All liabilities, arising out of any legal dispute, accident etc. shall be borne/paid by the firm/contractor.
13. The payment against hiring will be made on monthly basis for which the firms is required to submit bills in triplicate to this office in the 1st week of each month.
14. While the NPPA has a regular requirement for hiring of (Indica /Swift (Dzire) Model 2008/2009), it shall have the right not to utilize the services at all or at any time for any period without giving any notice. The number of vehicles may also be increased or decreased depending on requirement of this Authority.
15. Quotation should be on following pattern

Technical Bid should contain details of vehicle viz, Indica Car/Swift (Dzire)/ Indigo (Model 2008/2009), number of such vehicles make, year of model copies of RC including the details of ownership of vehicles, PUCs, Insurances, Experience Certificates, DD Amounting to Rs.5000/- towards earnest money.

Quotations with seals, open or not submitted in above manner shall be summarily rejected.

On monthly basis charge (Minimum) in Rs.

Period	Hrs.	Kms.	Indica /Swift Dzire/ Indigo
Providing & maintaining vehicles for NPPA including Drivers Salary, Diesel/Petrol etc. all-monthly rent for <u>1800 kms. Distance and 180 Hrs.</u>			
Rate after 180 Hrs. per day			
Extra Kilometer charges after 1800 kms per month.			

16. In case the service is found unsatisfactory, the agreement can be terminated by NPPA with one month notice.
17. In case you are interested to undertake the work; you may please submit your lowest quotation addressed to the Deputy Director (Admn.) NPPA, 5th Floor, YMCA Culture Central Building, 1 Jai Singh Road, New Delhi - 110001 so as to reach him by **3:00 PM on 02.12.2011. Tenders shall be opened in the office of Shri Anshuman Mohanty, Director (Monitoring) of NPPA by the Local Purchase Committee at 4:00 PM on the next working day**, where you or your authorized representative may also be present. The cover should be super scribed as under: "QUOTATION FOR HIRING OF INDICA CAR/SWIFT DZIRE/INDIGO MODEL 2008/2009) DURING YEAR 2011-12".
18. Quotation should be accompanied with the earnest money of Rs.5000/- (Rupees five thousand only) each in the form of crossed Demand Draft in favour of Pay and Accounts Office of NPPA, Department of Pharmaceuticals, New Delhi. The quotations received without earnest money will be summarily rejected. The earnest money of the firms whose quotations are not approved shall be released after the award of contract to the successful tenderer. The earnest money shall be forfeited if the contractor declared successful resiles from the offer or does not accept the work for any reason, whatsoever.
19. A successful contract shall have to deposit Rs.10,000/- (Rupees Ten thousand only) each as security deposit at the time of awarding contract(s). The money is to be deposited with the DDO of NPPA, Department of Pharmaceuticals. The security deposit shall be refunded only after successful satisfactory completion of the contract. The security money will be forfeited at any time if the contract backs-out from the work or from this offer for whatever reason or his contract is terminated due to unsatisfactory service.
20. If rates of the diesel undergoes change i.e. + (plus/increase) / - (Minus/decrease), 5% of the above rates quoted by you will be revised accordingly on prorata basis (It is assumed that vehicle will run 10 kms. Per ltr. & diesel rate as on today).
21. Driver will maintain the log book register under the supervision of Section Officer (Admn.)

Continued on 3/-

22. Expenses on Parking, Chungi, Toll Tax etc will be borne by the NPPA.
23. The NPPA reserves the right to reject any or all the quotations without assigning any reason.

Yours faithfully



(SHIV NARAIN)
Director (Admn.)
Tel No: 23345176 (O)

SHIV NARAIN
Director
National Pharmaceutical Pricing Authority
Department of Pharmaceuticals
Ministry of Chemicals & Fertilizers
New Delhi

Copy to:-

1. Shri Anshuman Mohanty, Director (Mointering) and Chairman Local Purchase Committee.
2. All Member Local Purchase Committee.
3. Deputy Director, (Admn) /SO (Admn).
4. Notice Board
5. Technical Director, NIC NPPA- With the request that this notice may please be uploaded in the NPPA's Website



(SHIV NARAIN)
Director (Admn.)
Tel No: 23345176 (O)

SHIV NARAIN
Director
National Pharmaceutical Pricing Authc
Department of Pharmaceuticals
Ministry of Chemicals & Fertilizer
New Delhi