

F. No. 26011/01/2017- 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: 03.02.2017

To:

As per the enclosed list.

Subject: Hiring of ONE DLY AC vehicle in NPPA on monthly basis.

Dear Sir,

Sealed quotations are invited from reputed firms/agencies for hiring of ONE DLY (AC) vehicle - Indigo/Dzire (Model 2015 or later) (petrol or CNG) for official use of the National Pharmaceuticals Pricing Authority (NPPA), an attached office of the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India for a period of one year on the following terms & conditions:-

1. The agencies/firms should have minimum experience of two years in this field in executing similar work in Central/ State Govt. Offices or in PSUs. Details of proof thereof may also be furnished along with the quotations.
2. Vehicle to be provided should be in good condition and should be fitted with proper upholstery accessories.
3. The driver should hold valid Driving License and other statutory documents. He should have minimum driving experience of three years and should be conversant with the routes of Delhi/ NCR.
4. The rates quoted shall be valid for the duration of the contract which is extendable for a further period of one year if decided to do so by the Competent Authority. However, no request for increase in the rate during the currency of contract will be entertained except rates of service tax notified by Government. The contractor shall NOT sublet the whole or part of the contract work.
5. The vehicle deputed on duty should be commercial vehicle (DLY) and either new one or should not be prior to 2015 models and should be registered in the name of the firm/ proprietor. If vehicles provided is prior to 2015 models, a deduction of 25% in the bills will be made along with a penalty of Rs.500/- per day.
6. The vehicle must 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. The vehicle should be made available before or after the above specified timings on all working days, depending on exigencies of work, for which no additional payment will be made. Further the vehicle should also be made available on Saturdays and Sundays as and when required, for which no additional payment will be made.

SANJAY CHHABRA
Under Secretary
National Pharmaceutical Pricing Authority
Deptt. of Pharmaceutical
Ministry of Chemicals & Fertilizers
New Delhi-110001



7. The vehicle will report for duty at the office of NPPA or at the residence of the officer. Dead mileage and time i.e. the kilometer and time between garage and NPPA office/ residence of officer and vice versa will not be counted.
8. 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 Control Certificate etc. The copies of these documents are required to be submitted along with tender.
9. The firm should have sufficient number of cars registered in the name of firm/ contractor/ owner of the firm.
10. The firm will ensure that vehicle and the drivers are not normally changed. Frequent changes of vehicles and the drivers will not be permitted. A penalty of Rs.500/- per day will be imposed for frequent change of drivers.
11. A penalty of Rs 500/- per day per vehicle may be levied if vehicle fails to meet the above terms and conditions on any day. Vehicle supplied by the firm will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting officer, a penalty of Rs. 500/- on each fault will be imposed.
12. The firm/contractor has to provide standby car/vehicle within an hour of reporting of any breakdown, 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.
13. In case the vendor fails to provide the car/vehicle no payment will be made for the day and penalty of Rs 500/- will be levied on per day basis. In case inferior quality vehicle or lower model of vehicle is provided, penalty as deemed fit will be imposed.
14. The driver should be in uniform/ well- mannered and courteous. He should always carry a mobile phone with him.
15. The number on which the owner of the firm/ contractor or his representative can be contacted any time (24 Hrs) is also required to be furnished with tender.
16. All liabilities, arising out of any legal dispute, accident etc. shall be borne/paid by the firm/contractor.
17. The rate quoted should be inclusive of all expense such as Petrol/ CNG, taxes, maintenance, service and repairing charges, mobile telephone bills of driver etc.
18. The payment against hire will be made on monthly basis for which the firm is required to submit bills in triplicate to this office within the 5 working days of the next month.
19. The driver must be provided with a log-book in respect of the 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. In case of forgery or manipulation in maintaining log book, entire payment would be stopped and contract will be liable to be terminated.



20. While the NPPA has a regular requirement for hiring of above said vehicle, it shall have the right not to utilize the services at all or to utilize it for few days only without giving any notice. In that case, the payment will be made on proportionate basis, i.e for the period for which the vehicle was used. The number of vehicles may also be increased or decreased depending on requirement of this Authority.
21. The character verification/ antecedent check of driver by local police should be got done by the firm and report submitted to NPPA.
22. In case the service is found unsatisfactory, the agreement can be terminated by NPPA with one month notice.
23. 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.
24. The contract, so awarded, will commence from the date of consent of the firm to the terms and conditions.
25. All additions and alterations in the quotation must be duly authenticated with initials and date by the person authorized to sign the quotation documents. Overwriting of figures in quotation document is not permitted.
26. Each quotation document is required to be signed by the person submitting the tender, clearly indicating the name and designation of the person signing.
27. An undertaking by firm/ owners/ partners may be submitted that none of his / their near relatives are working in NPPA on permanent/ temporary basis.
28. The quotations should be submitted in the following format:

Sl. No.		Dzire/Indigo (AC) (Model 2015 or later)	Indigo (AC) (Model 2015 or later)
a)	Providing & maintaining AC four wheeler vehicles for NPPA (including Drivers Salary, Diesel/Petrol etc., maintenance, servicing charges - Monthly rate for 2000 kms. and 240 hrs.		
b)	Extra Kilometer charges after 2000 kms.		
c)	Extra hrs. charges after 240 hrs.		
d)	Service Tax		
e)	Any other charge		

J. Anand

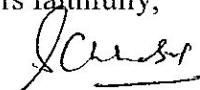
29. The evaluation of the quotations received will be done based on rates quoted for (a), (b), (c) in the above format, assuming 20 hrs. extra hours and 20 km of extra run. However, NPPA does not guarantee any extra run/ hrs. and payment will be done on the basis of actual usage.
30. Quotation should be accompanied with earnest money of Rs.15,000/- (Rupees fifteen thousand only) in the form of crossed Demand Draft in favour of Pay and Accounts Office, 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 does not accept the work for any reason whatsoever.
31. 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, and the firm will be black listed for participation in future.
32. The successful bidder shall have to deposit Rs. 30,000/- (Rupees Thirty Thousand only) as security deposit at the time of award of contract. The money is to be deposited in the form of Bank Fixed Deposit of a scheduled Commercial Bank in favour of Pay and Accounts Office, Department of Pharmaceuticals, New Delhi. The security deposit shall be refunded only after successful satisfactory completion of the contract. The security money may be forfeited at any time if the contractor backs-out from the work or from his offer for whatever reason or his contract is terminated due to unsatisfactory service.
33. Expenses on Parking, Chungi, Toll Tax etc. will be paid extra which can be claimed for reimbursement along with monthly bill. The firm/ agency/ contractor shall be responsible for complying with obligations under IT Act, ESI, PF Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Law etc. and damages to third party arising due to accident etc. The Service Provider shall be responsible for all litigation arising out of the non-payment of road tax, service tax, traffic violations, etc. and other dues to the appropriate authority and also the payment of compensation to drivers and any other involved parties in the event of death/ injuries/ damages arising out of accidents and/ or due to various other causes, etc..
34. The NPPA reserves the right to reject any or all the quotations without assigning any reason.
35. Interested firms/ agencies/ contractors may submit lowest quotation in sealed cover super scribed as "QUOTATION FOR HIRING OF ONE DLY AC FOUR-WHEELER VEHICLE" and addressed to Under Secretary (Admn.) NPPA, 5th Floor, YMCA Culture Central Building, 1 Jai Singh Road, New Delhi - 110001 so as to reach him by 23.03.2017. The following documents must be attached with the quotation:
- i. Experience Certificate as per Para (1) above.
 - ii. EMD as per Para (30) above
 - iii. Copy of Service Tax Registration



- iv. Copy of PAN card of firm/ owner
- v. Copy of RC and Insurance of vehicle
- vi. Undertaking as per Para 27 above.

36. **Quotations shall be opened in the office of NPPA at 3:30 PM on the next working day,** where you or your authorized representative may also be present. The cover should be super scribed as **“QUOTATION FOR HIRING OF ONE DLY AC FOUR-WHEELER VEHICLE”**.

Yours faithfully,




(Sanjay Chhabra)

Under Secretary (Admn.)

Tel No: 23746643 (O)

Copy to :-

1. US (SKJ), Department of Pharmaceuticals with the request to upload the tender notice on central e-portal (e-procurement).
2. Consultant (VKT), Department of Pharmaccuticals with request to upload the tender notice on the website of Department of Pharmaceuticals.
3. NIC, NPPA -- with the request to upload the above tender document on the website of NPPA under 'Tender Notices' and 'What's New' heads
4. Notice Board, NPPA.



(Sanjay Chhabra)

Under Secretary (Admn.)

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