

F. No. 26011/04/2013-Admn. (NPPA)
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
National Pharmaceutical Pricing Authority

3rd & 5th Floor,
YMCA Cultural Centre Building,
I, Jai Singh Road, New Delhi – 110001
Dated: 29.01.2014

To:


As per the enclosed list.

Subject: Hiring of Two DLY AC vehicles in NPPA on monthly basis.

Dear Sir,

Sealed quotations are invited from reputed firms/agencies for hiring of two DLY (AC) vehicles (i) Indica/Wagan R/Hyundai i10 (Model 2011 or above) & (ii) Swift (Dzire)/ Indigo (Model 2011 or above) 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 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 along with the quotations.
3. 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 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 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 6.30 P.M. from Monday to Friday. However, if required, vehicles can be called on holidays also.
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 along with tender.


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Under Secretary
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8. The firm should have sufficient number of DLY Cars registered in the name of firm/owner of the firm.
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 on per day basis. In case inferior quality vehicle or lower model of vehicle is provided, penalty as deemed fit will be imposed.
11. The contractor should provide mobile phone to each driver. The number on which the contractor or his representative can be contracted any time (24 Hrs) is also required to be furnished 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 (i) Indica/Wagan R/Hyundai i10 (Model 2011 or above) & (ii) Swift (Dzire) / Indigo (Model 2011 or above), it shall have the right not to utilize the services at all or for a few days in a month without giving any notice. If the vehicle is utilized only for a few days in a month, the payment will be made only for the days the vehicle is utilized, i.e., Approved Monthly rate + 22 x No. of days the vehicle is used. The number of vehicles may also be increased or decreased depending on requirement of this Authority.
15. In case the service is found unsatisfactory, the agreement can be terminated by NPPA with one month notice.
16. In case you are interested; you may please submit your lowest quotation in sealed cover addressed to Under Secretary (Admn.) NPPA, 5th Floor, YMCA Culture Central Building, 1 Jai Singh Road, New Delhi - 110001 so as to reach him latest by 19th February, 2014. **Tenders 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 DLY AC VEHICLES".
17. The quotations should be submitted in the following format:


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On MONTHLY BASIS

(Before quoting the rates, please read all the terms and conditions carefully especially para 4, 5, 9, 14 and 23)


	Indica (Model 2011 or above)	Wagan R (Model 2011 or above)	Hyundai i10 (Model 2011 or above)	Swift Dzire (Model 2011 or above)	Indigo (Model 2011 or above)
Providing & maintaining AC vehicles for NPPA including Drivers Salary, Diesel/Petrol etc. - monthly rate for 1800 kms. Distance and 180 Hrs.					
Rate after 180 Hrs.					
Extra Kilometer charges after 1800 kms per month.					
Service Tax					
Any other charge					

18. Quotation should be accompanied with the earnest money of Rs.15000/- (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.
19. 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.
20. The successful bidder shall have to deposit Rs.15,000/- (Rupees Fifteen thousand only) each as security deposit at the time of awarding contract(s). The money is to be deposited in the form of crossed Demand Draft 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.


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21. 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.
22. **Expenses on Parking, Chungi, Toll Tax etc will be borne by the NPPA. However, no extra payment will be made if vehicle is used on holidays.**
23. The NPPA reserves the right to reject any or all the quotations without assigning any reason.
24. While submitting the bid, the firm / agency should sign on each paper of the tender document in confirmation that they agree to all the terms & conditions mentioned above.
25. The bid is liable to be rejected if any of the terms & conditions mentioned above is violated.

Yours faithfully


(Sanjay Chhabra) 29/1/14
Under Secretary (Admn.)
Tel No: 23746643 (O)

Copy to:-

1. DIA (VKT), Department of Pharmaceuticals with request to upload the tender notice on the website of Department of Pharmaceuticals.
2. Joint Director (Cost), Department of Pharmaceuticals – for information.
3. US (SRM), Department of Pharmaceuticals with the request to upload the tender notice on central e-portal (e-procurement).
4. Notice Board, NPPA.
5. NIC, NPPA for uploading this notice on the website of NPPA.


(Sanjay Chhabra)
Under Secretary (Admn.)
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