

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Government of India)

E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055

Requirement of 04 Nos. Vehicles

BPPI invites quotations in sealed covers from vendors/individuals latest by 03:00 PM on 25.06.2018 for hiring Vehicles of different models, on monthly basis for the use of its officials. The preferred Vehicles to be hired by us are 01 Nos. Desire, 01 Nos. Innova, 01 Nos. Innova Crysta and 01 Nos. Honda City/Maruti Ciaz in good condition.

The Tender shall be opened at 04:00 P.M. on 25.06.2018 in our corporate office 8th Floor, Videocon Tower, Jhandewalan, New Delhi in the presence of one representative of each of the bidder who wishes to be present. The envelop should be super scribed "quotation for A/C car in BPPI" due on 25.06.2018.

Requirement of vehicle is as follows:

S.No.	Vehicle	Place
1	Desire	Delhi
2	Innova	Gurgaon
3.	Innova Crysta	Delhi
4.	Honda City/Maruti Ciaz	Delhi

The terms and conditions of the tender are as under:-

1. The Agency should have a minimum annual turnover of Rs. 5.00 lakh each year during last two financial years i.e. 2015-16, 2016-17 and 2017-18. A copy of turn over statement duly certified by the C.A along with ITR must be enclosed with the tender document.
2. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
3. Self-Certificate that the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
4. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of BPPI. Any further extension can be considered on mutually agreed terms and condition. The BPPI, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
5. The date of purchase of vehicle provided should not be earlier than June, 2017 and should not have run for more than 20000 kms.
6. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box

- e) Car perfume
 - f) Seat Belts (front Rear)
 - g) Umbrella during Monsoon
7. Vehicle should have a registration number and in good shape and running condition with valid insurance / road tax paper. The dickey of vehicle should be free to keep luggage.
 8. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). **There will be no dead mileage.** In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
 9. The requirement will be from 8:00 AM to 8:00 PM on working days. However, vehicle shall be at the disposal of the company for 24 hours x 365 days.
 10. If vehicle is used for more than 12 hours in a day, additional charges will be payable to driver on hourly basis by BPPI.
 11. Toll tax will be paid on actual basis by the contractor as applicable per trip/per month whichever is lower. The toll tax shall be reimbursed by the company along with the monthly bill.
 12. No liability (Financial or otherwise) rests on BPPI with regards to any of the statutory obligations as provided in the Motor Vehicle Act, 1989 and Motor transport Act, 1961 and subsequent amendment thereof.
 13. In case the contractor fails to carry out the contract properly and to the satisfaction of the company in that event the company shall be free to terminate the contract giving a notice period of 7 days, on the other hand if contractor wish to cancel his contract he has to give one-month notice in advance.
 14. It shall be ensured that the driver and vehicle which you shall provide to the company on contract are fully covered with regard to all the statutory obligations as provided under Motor Vehicle Act, 1989 and Motor transport Act, 1961 the BPPI will not be responsible for any act of omission, if any.
 15. BPPI reserves the right to reject any or all quotations without assigning any reason.
 16. GST will be paid by the BPPI to the contractor on the actual running bill of the vehicle. The transport contractor has to obtain GST number from the appropriate Authority, as applicable.
 17. Sealed Quotations complete in all respect are required to reach in the office of CEO, BPPI by 03:00 P.M. on 25.06.2018. The quotation will be opened on same date i.e. on 25.06.2018 at 04.00 P.M. as stated above.
 18. In case the vehicle is not provided by the contractor at any time on demand by BPPI, a car will be hired from other agencies and the charges paid by the company will be debited to the contractor's account.

19. The contractor shall be reimbursed the parking charges on actual basis. The parking receipt shall have to be submitted in original with countersign by user along with the monthly bill.
20. The vehicle once allotted to BPPI shall not be used for any purpose other than of BPPI officials and their guest.
21. BPPI may ask the contractor to provide more vehicles as and when required on daily hiring basis.
22. Driver should be clean, well dressed, well behaved and should be provided with a mobile. Each driver should wear uniform while on duty. Each driver provided to the BPPI along with the vehicle should have police verification.
23. The Transport Contractor or individuals should have valid PAN number.
24. Self-attested photo copies of following documents should be submitted along with quotation.
 - (i) Registration Paper of the Vehicle intended to be hired
 - (ii) Road Tax
 - (iii) PAN number
 - (iv) GST Number
 - (v) Proof of comprehensive insurance of vehicle
25. Log Book will be maintained by the contractor and same will be signed by our officials every day to certify the distance and time covered by the vehicle.
26. Parties should quote their rates for hiring of vehicle as per format given below in both column No. (1) and (2) on their letter heads as per the above terms and condition.

Column No.(1)	
Monthly Basis- Desire/Innova/Innova Crysta/ Honda City/Maruti Ciaz	
1. Rate for 2,400 kms. & 300 hours/month)	
2. A. Rate per Kms. (If more than 2,400 kms./month) B. Rate per Hour (If more than 300 Hours/month)	
3. Rate of O.T. for Driver, if required after 12 hours duty.	
4. Rate for Night Charges/Outstation Charges	
Column No. (2)	
Per Day Basis- Desire/Innova/Innova Crysta/ Honda City/Maruti Ciaz	
Rates for day (for extra requirement)-	
1. Rate per full day (8 hours/80 kms.)	

2. Rate per half day (4 hours/40 kms.)	
3. Rate of OT for Driver beyond 8 hours.	
4. Rate for Night Charges/out of station charges.	

Earnest Money Deposit (EMD): The bidder should deposit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) refundable in the form of Demand Draft / Pay order payable to "BPPI". The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

Performance Bank Guarantee The successful tendered (s) will have to deposit Performance Bank Guarantee of Rs. 100,000/- (Rupees One Lakh only) by a reputed Bank. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tendered (s).

CEO, BPPI