

F.No.D.21013/159/2016-DC  
GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
(DRUGS CONTROL SECTION)

....

FDA Bhavan, Kotla Road  
New Delhi Dated the 21<sup>st</sup> September, 2016

**TENDER NOTICE**

Sub: Annual Rate Contract for hiring DLY Taxis [A/C] / Non – AC on Monthly basis for official use in CDSCO(HQ), Kotla Road, New Delhi – Inviting quotations.

Sir,

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The Central Drugs Standard Control Organisation (HQ), a Govt. of India office under Dte. G.H.S. in the Ministry of Health & Family Welfare hereby invites quotations for Annual Rate Contract for hiring of DLY Taxi (AC / Non-AC) for official use in CDSCO(HQ) located on Kotla Road, New Delhi.

2. The terms and conditions of the said Annual Rate Contract will be as follows:-

- (i) The DLY Taxis to be provided should be [commercial vehicle] registered in the name of the service provider firm only and it should be in good conditions and registered in the year 2012 or later and possessing all valid documents(s) like Registration certificate, up to date Pollution Under Control Certificate, etc. in original. A list of DLY Taxis owned by the agency is to be enclosed with quotation.
- (ii) The Kilometres and time would be calculated from the office of CDSCO i.e. FDA Bhawan, and **not from Garage to Garage.**
- (iii) The number of taxis initially proposed to be hired is 04 No. (Four). However, this requirement may increase or decrease as per exigency.
- (iv) The contract will be **initially for one year** which may be extended further as per requirement if the services are found to be satisfactory. However, the rates quoted would remain fixed during the extended period of contract. Further, the Competent Authority may discontinue the services even prematurely, i.e. during the currency of the contract without assigning any reason.
- (v) The driver should have valid driving license, sufficient experience and be fully conversant with the routes in Delhi and NCR. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government. **The driver should wear proper uniform and be provided with Mobile Phone by the service provider firm.**
- (vi) Frequent change of the car and driver without assigning valid reason will not be allowed.

- (vii) In the case of breakdown of the vehicle, the agency should be able to provide another vehicle immediately and no expenses towards breakdown shall be borne by the CDSCO(HQ).
- (viii) Tenders shall also quote their 15 digit Service Tax Code /PAN Number etc.
- (ix) A daily record indicating time and kilometres for the vehicle showing areas travelled shall be maintained separately in Log Book sheet as provided by the Directorate and duly signed by the user / authorized officer.
- (x) If any duty is not attended to, an amount of Rs.500/- per duty will be deducted from the bill of the agency as penalty.
- (xi) No advance payment shall be made; payment will be made on receipt of pre-receipted bills (in triplicate) during the following month.
- (xi) The list of Ministry / Departments and Offices of Central Government to whom the agency is presently providing DLY Taxi is to be enclosed along with quotations.
- (xii) Tender should be accompanied by Earnest Money deposit of Rs.40,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of PAO, D.G.H.S. Nirman Bhawan, New Delhi otherwise tender will not be considered. Earnest Money Deposit will be returned after finalizing the contract.
- (xiii) The agency should possess of all documents(s) like Registration Certificate, up to date Pollution Under Control Certificate, etc. of Taxi in original.
- (xiv) Permit of Taxi should be valid to run in Delhi / New Delhi and NCR.
- (xv) Charges of Extra Hours / Kilometres shall be paid in case DLY Taxi exceeds the prescribed limit during the month.
- (xvi) The Central Drug Standards Control Organisation (HQ) reserves the right to accept or reject the tender in full or in part without assigning any reason.
- (xvii) The performance security of **Rs.1,00,000/- (Rupees One lakh only)** is required to be deposited by the successful bidder in favour of PAO, Dte. G.H.S. Nirman Bhawan, New Delhi, valid beyond six months of the Contract Period.

**(B) Special Terms & Conditions for providing DLY Taxi**

- (i) Driver should be well behaved and having valid driving license. He should have sufficient experience and fully conversant with the routes in Delhi and NCR. The driver should wear proper uniform and provided with Mobile Phones by the Agency.
- (ii) Frequent change of Taxi and Driver provided by Agency on monthly

2. The rate should be submitted on the company's letter – head as mentioned below and **should be quoted including all taxes as under:-**

Type of Vehicle	Monthly / Basis	A/c	Non A/c
1. TATA Indigo / Desire or Equivalent	(a) Monthly charge for 2400 Kms / 240 Hrs.	Rs.	Rs.
	(b) Rate for Extra Charge after 240 Hrs.	Rs.	Rs.
	(c) Rate for Extra charge after 2400 Kms.	Rs.	Rs.
	(d) Rate of Night Charges	Rs.	Rs.
2. TATA Indica / EECO or Equivalent	(a) Monthly charge for 2400 Kms / 240 Hrs.	Rs.	Rs.
	(b) Rate for Extra Charge after 240 Hrs.	Rs.	Rs.
	(c) Rate for Extra charge after 2400 Kms.	Rs.	Rs.
	(d) Rate of Night Charges	Rs.	Rs.

3. Sealed quotations, duly super-scribed on **“QUOTATIONS FOR HIRING OF DLY TAXIS”** and addressed to the Section Officer (Drug), CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi, are to be submitted / dropped in Tender Box at CDSCO(HQ) Reception **on or before the 14<sup>th</sup> October, 2016 by 3.00 PM**. The quotations received after the due date/time will not be entertained. The quotations **will be opened on the same day at 3.30 PM** in the presence of the members of Tender committee and the representatives of the firms who desire to be present at the scheduled time and date.

*U.S. Mehta*  
(U.S. Mehta)  
Deputy Director Admin. (Drugs)

Copy to :

- (i) IT Section ( Shri David, TDA) for uploading on the CDSCO(HQ) Website, and
- (ii) [www.eprocurement.gov.in](http://www.eprocurement.gov.in)