

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेलासीस रोड, मुंबई सेन्ट्रल, मुंबई ४००००८
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CDSCO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
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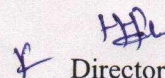
Accredited By: NABL (ISO/IEC-17025:2017 in Chemical & Biological Testing)
Certified For: IMS (ISO - 9001:2015; ISO - 14001:2015; ISO - 45001:2018)

No.: 1(76)/CDTL-MUM/19-20/ 2748

Date : 21/08/19

NOTICE INVITING TENDERS FOR HIRING OF VEHICLE

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply one number of mid size car on hire basis for the use of Central Drugs Testing Laboratory (CDTL), Central Drugs Standard Control Organization (CDSCO), West Zone, Mumbai for a period of one years on contract/outsourcing basis. Last date for submission/receipt of tender(s) is 28 August, 2019 at 12.00 hrs, which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the same day at 1600 hrs. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time but tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.


Director
CDTL-Mumbai

TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING OF ONE VEHICLE AT CENTRAL DRUGS TESTING LABORATORY (CDTL) , Mumbai

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply mid size car vehicles and having business in Mumbai in this field for the last two-three years for the supply of one mid-size car on hire basis for the use of Central Drug Testing Laboratory, Central Drugs Standard Control Organisation, Ministry of Health and Family Welfare, Mumbai for a period of one year on contract basis.

The prospective bidder may quote the rates in the format prescribed below. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of vehicles at CDTL, Mumbai

Incomplete or conditional tender will be summarily rejected.

Late bids will also not be entertained.

The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

Price Bid (Rates are inclusive of all Taxes)

Sr.No.	Make/Mode of Vehicle	Mode of fuel	Rate per 08 hrs/100 kms pr day	Rate in cases vehicle used more than 8 hours/100Kms. Per K.M. Per Hr

During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderers should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderers shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection

Tender Conditions.

1. The contract shall be valid for a period of one year. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. All registered agencies who are providing similar kind of services for at least last two- three consecutive years may submit the bids in the prescribed format.
3. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Maharashtra.
4. The contractor shall deposit Bid Security (EMD) for an amount of Rs.3000 (Rupees three thousand only) in any of the following forms. Bid Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Director/ (Designation of the Officer concerned and name of the Department) along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.
5. The Bid Security will be forfeited in the following conditions:- (a) If at any stage, any of the information/declaration given by the bidder is found false. (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender. (c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender. (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
6. The firm whose tender is accepted shall deposit Performance Security for an amount of Rs.6000/- (Rupees six thousand only) in any of the following forms within 10 days from the date of issue of offer of work order by the Department. Performance Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Director, CDTL, Mumbai . Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.
- 7.1 The Contractor will have to get the police verification of the driver at their own cost and submit to the Office of CDTL-Mumbai.
- 7.2 The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
8. The vehicles should be in good running conditions. In case of providing vehicles older than three years, Rs.500/- (Rupees Five hundred only) shall be charged per day as penalty.
9. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which Director, CDTL has the right to hire vehicle from any other sources at the expense of the contractor.

10. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award of the contract.
11. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the CDTL.
12. The CDTL will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the CDTL recognizes no employer-employee relationship between the CDTL and the personnel deployed by the contractor/agency.
13. Any person who is in Government service or an employee of CDTL should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
14. The contractor shall indemnify the CDTL against all other damages/charges for which the CDTL may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. CDTL shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
15. CDTL reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
16. Vehicle provided should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
17. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Govt of Maharashtra.
18. The contractor shall provide vehicles as per requirement of CDTL.
19. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
20. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than two years old.
21. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.
22. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules as applicable to and these shall be the responsibility of the contractor.
23. The dead mileage in any case should not be more than five Kms. one way.
24. No advance payment will be made.

25. Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
26. The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.
27. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Administration Branch of CDTL on monthly basis.
28. The contractor while raising the bill should clearly mention that the rate charged/quoted are for petrol or diesel or CNG run vehicle.
29. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
30. The Department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
31. The prospective bidder shall furnish the following documents along with their financial bid:- (a) Self attested copy of PAN No. card under Income Tax Act; (b) Self attested copy of Service Tax Registration Number; (c) Self attested copy of Valid Registration No. of the Agency/Firm; (d) Self attested copy of valid Provident Fund Registration Number; (e) Self attested copy of valid ESI Registration Number; (f) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules; (g) Proof of experience as stated in Clause 3 (h) Bid Security of Rs.3000/- (i); List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor; (k) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India and no criminal case is pending against the said firm/agency; (l) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.