

SPEED POST
TIME BOND

F.No.D.21013/125/2010-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 6th September, 2010

To

As per list attached.

Subject: - Annual Rate Contract for hiring taxis (Monthly basis) for official use of DCG(I) CDSCO (HQ), FDA Bhawan, Kotla Road, New Delhi – Inviting of quotations.

Dear Sirs,

The CDSCO (HQ), a Govt. of India office under DGHS, hereby invites quotations by 20.09.2010 for Annual Rate Contract for hiring DLY Car/ Taxi for official use of Drugs Controller General (India) whose office is located at FDA Bhavan, Kotla Road, New Delhi.

3. 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 condition & registered in 2008 or later and possessing all documents(s) like Registration certificate, up to date Pollution Under Control Certificate, etc. in original.
- (ii) The duty point would be FDA Bhawan, Kolta Road or any other place intimated from time to time. The Kilometres and time would be calculated accordingly, and **not from Garage to Garage.**
- (iii) The contract will be initially for one year and it can be extended further if the services are found to be satisfactory. The rates quoted would remain fixed during the period of contract.
- (iv) The driver should have valid driving licence, 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.

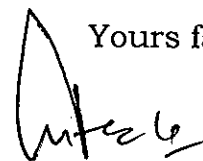
- (v) Frequent change of the car and driver without assigning valid reasons will not be allowed.
- (vi) In the case of breakdown of the vehicle, the agency should be able to provide another vehicle immediately and no expenses towards break down shall be borne by the CDSCO.
- (vii) The owner/ firm should be available on his own direct telephone (office as well as residence/ Mobile). The agency should be able to provide DLY Taxis at odd hours and holidays also, if required.
- (viii) Tenderers shall also quote their 15 digit service tax Code/PAN Number.
- (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/authorised 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 a penalty.
- (xi) No advance payment shall be made; payment will be made on receipt of pre-receipted bills (in triplicate) during the following month.
- (xii) In the case of any accident or any other contingency, any claim arising out of it shall be borne by the driver/agency only and no claim whatsoever shall be borne by this office. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne by the agency.
- (xiii) If agency is already providing DLY Taxis on hiring basis to any other Ministry/Department of Central Govt., details thereof may also be furnished along with quotations.
- (xiv) The CDSCO (HQ) reserves the right to accept or reject the tender in full or in part without assigning any reason.
- (xv) Tender should be accompanied by Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of PAO, Dte. G.H.S., Nirman Bhawan, New Delhi otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract.

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

| S.No | Monthly/Daily | A/C | Non-A/C | |
|------|-------------------------------------|-----|---------|-----|
| 1. | Monthly charge for 2400 Kms/240 Hrs | Rs. | Rs. | Rs. |
| | Extra charge after 240 Hrs. | Rs. | Rs. | Rs. |
| | Extra charge after 2400 Kms. | Rs. | Rs. | Rs. |

4. Sealed quotations, duly superscribed on "QUOTATIONS FOR HIRING OF DLY TAXIS" and addressed to the Deputy Director Admn (Drugs), CDSCO(HQ), FDA Bhawan, Kotla Road, Near Bal Bhawan, New Delhi -110002 are to be sent by Registered/Speed Post **on or before the 20th September 2010**. The quotation received after the due date will not be entertained. The quotations will be opened on the same day at 3.00 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.

Yours faithfully,



(Pitam Singh)

Dy. Director Admn(Drugs)

Copy to:-

1. CDSCO website.