

**Speed Post/Courier/By Hand**  
**Bureau of Pharma PSUs of India (BPPI)**

(Set up Under the Department of Pharmaceuticals, Govt. of India)  
IDPL Corporate office complex, Old Delhi Gurgaon Road  
Dundahera, Gurgaon – 122016 (Haryana)

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: L. T. E. for Hiring of A/C Car, Non CNG Kit.**

Dear Sir/Madam,

BPPI invites quotations in sealed covers from vendors/individuals latest by 3.30 pm on 15/10/2015 for hiring Vehicles of different models, on monthly basis for the use of its officials. The preferred Vehicles to be hired by us are Santro, Wagon R, Swift, Indica, Indica Vista, Indigo, Desire, Etios, Zest and the similar models registered on or after 01.09.2014.

The Technical bid shall be opened at 4.00 p.m. on 15.10.2015 in our corporate office, IDPL Complex, Dundahera, Gurgaon, 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 15.10.2015. The terms and conditions of the L.T.E. are as under:-

1. Vehicle should have a registration number and having the latest model in good shape and running condition with valid insurance / road tax paper and driving license. The dicky of vehicle should be free to keep luggage.
2. Quoted rate to be based on the requirement 2000 kilometers and 300 hours per month. Readings will be considered only from pickup point up to dropping point at BPPI Office and residences of its top management. At present the addresses are within 1-2 kms of **i)** Sector 9, Dwarka, New Delhi **ii)** Rajoukri, New Delhi, **iii)** Madhuban Chowk, Pitampura, New Delhi **iv)** Maruti, Old Delhi Gurgaon Road, Gurgaon. If any changes in the locations, intimation will be given in advance.
3. 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.
4. If vehicle is used for more than 12 hours in a day, additional charges will be payable to driver on hourly basis by BPPI.
5. 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.

6. No liability (Financial or otherwise) rests on company 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.
7. 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.
8. The contractor has to deposit a security deposite of Rs.5,000/- at the time of starting of contract which can be forfeited in case of breach of contract. Security deposit will be refunded after 30 days of the completion of the contract. No interest whatsoever shall be paid by the company on the security deposit.
9. Contract initially is for a period of one year but it can be extended on mutually agreed terms & conditions if performance of the contractor found satisfactory.
10. 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 company will not be responsible for any act of omission, if any.
11. Company reserves the right to reject any or all quotations without assigning any reason.
12. Service tax will be paid by the company to the contractor on the actual running bill of the vehicle. The transport contractor has to obtain service tax number from the appropriate Authority, as applicable.
13. Sealed Quotations complete in all respect are required to reach in the office of General Manager (A&F) by 3.30 p.m. on 15.10.2015. The quotation will be opened on same date i.e. on 15.10.2015 at 4.00 p.m. as stated above.
14. 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.
15. 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.
16. The vehicle once allotted to BPPI shall not be used for any purpose other than of BPPI officials and their guest.
17. Driver should be clean, well dressed, well behaved and should be provided with a mobile.
18. 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.

<b>Column No.(1)</b>	
1. Rate for 2000 kms. & 300 hours/month)	
2. A. Rate per Kms. (If more than 2000 kms./month) B. Rate per Hour (If more than 300 Hours/month)	
3. Rate for 1600 kms. & 300 hours/month)	
4. A. Rate per Kms. (If more than 1600 kms./month) B. Rate per Hour (If more than 300 hours/month)	
5. Rate of O.T. for Driver, if required after 12 hours duty.	
6. Rate for Night Charges/Outstation Charges	
<b>Column No. (2)</b> <b>Rates for day (for extra requirement)</b>	
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.	

19. The Transport Contractor or individuals should have valid PAN number.

20. 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) Service Tax Number
- (v) Proof of comprehensive insurance of vehicle

21. 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.

General Manager (A&F)  
BPPI