

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

Tender: Admn./01/2020

Requirement of Various Vehicles

BPPI invites quotations in sealed covers from vendors/individuals latest by 03:00 PM on 22.06.2020 for hiring Vehicles of different models, on monthly basis for the use of its officials. The preferred Vehicles to be hired by us are

S. No.	Vehicle	No. of Vehicle Required	Place
1	Desire	01 No.	Delhi
2	Desire	01 No.	Gurgaon
3	Innova or equivalent (07-seater)	01 No.	Gurgaon
4	Innova Crysta	01 No.	Delhi
5	Honda City/Maruti Ciaz	01 No.	Delhi

The interested Firms/ Agencies may send their bids by post or courier or by hand at the reception of BPPI at 8th Floor, Videocon Tower, Jhandewalan, New Delhi – 110055 up to 22.06.2020 (Till 15:00 Hours). The main envelope containing technical and financial bids' envelope should be super scribed "Quotation for A/C car in BPPI".

BID DOCUMENT

BID DOCUMENT:

The bidding procedures and contract terms are prescribed in the Bid Documents. Interested eligible parties shall submit their bids in two parts i.e.

1. Technical Bid

2. Financial Bid

METHOD OF PREPARATION OF BID:

Bid should be submitted in two sealed envelopes placed inside a main sealed envelope. The envelope inside the main envelope should contain the following.

Envelope	Marked on the Cover	Contents of Envelope
First	Technical Bid	Should contain EMD, Documents and all other eligibility documents with Technical Bid Format.
Second	Financial Bid	Rates duly quoted by the tenderer in prescribed Financial Bid format.

Note: On these envelopes the name of the firm and whether “Technical” OR “Financial” Bid must be clearly mentioned and should be properly sealed. These envelopes are to be placed inside an outer envelope and properly sealed. The tenders which are not submitted in above mentioned manner shall be summarily rejected.

EVALUATION OF BID DOCUMENTS:

Technical Bids will be evaluated on the technical specifications being given in the technical bid and as per eligibility criteria. Only the technical qualifying bids will be marked for next phase of evaluation. Financial bids will be evaluated on the rates/service charges being filled by bidders.

TECHNICAL BID

S. No.	Particulars	Details
1	Name of the Bidder Firm/Company	
2	Registered office address of the Bidder Firm/Company	
3.	Registration particulars of the Firm /Company under Transport department (Proprietary, Partnership, Private Limited, Public Limited etc.) (Attach copy of the Certificate of Incorporation)	
4	Permanent Account Number (PAN) of the Firm/Company (Attach copy of the PAN)	
5	GST Number of the Firm/Company (Attach copy of the GST if any)	
6	Income Tax Return of last three financial years (2017-18, 2018-19, 2019-20) (Attach certified copies of the financials)	
7	Turnover of last three financial years (2017-18, 2018-19, 2019-20) (Attach certified copies of the financials)	1. 2017-18 2. 2018-19 3. 2019-20

8	Name of Proprietor/Partner/Director signing the tender document	
9	<p>Details of Experience:</p> <p>1. Name of the Organizations (Government/Semi Government) to which services provided during last three years)</p> <p>(Attach experience certificates of all Organizations)</p> <p>(Note- The Agency must have one year of experience of providing car services in any Government/Semi Government Agency)</p>	<p>1.</p> <p>2.</p> <p>3.</p>
10	Any other document as the bidder may wish to submit in support of the bid.	

Financial Bid

Table No. (1) Monthly Basis- Desire/Innova or Equivalent 7-Seater/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)	
Table No. (2) Per Day Basis- Desire/Innova or Equivalent 7-Seater/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. A. Rate per Kms. (If more than 80 kms.) B. Rate per Hour (If more than 8 Hours)	

1. The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
2. The contract will be in force for a period of ONE year commencing from the date of execution of agreement. BPPI may also extend the period of contract for a period upto one year from the date of its expiry on the same terms and conditions with mutual consent.

AMENDMENT OF BID DOCUMENTS:

BPPI reserves the right to accept or reject any application without assigning any reason at any stage of the process. Any amendment if any, shall be notified through our website and these amendments will be binding on all bidders.

CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring a clarification of the Bid Documents shall contact to the following persons for Clarification (if any):

- 1) Mr. Sandeep Kumar
Dy. Manager (HR & Administration)
Ph. 011 - 49431807
email: hrradm@janaushadhi.gov.in

- 2) Mr. Satyajit Ray
Sr. Executive (Administration)
Ph: 011 - 49431847
Email: admn4@janaushadhi.gov.in

Tender eligibility and Other terms & conditions

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

1. The Agency must have one year of experience of providing car services in any Government/Semi Government Agency.
2. The Agency must have a minimum annual turnover of Rs. 5.00 lakh each year during last three financial years i.e. 2017-18, 2018-19 and 2019-20. A copy of turnover statement duly certified by the C.A. along with ITR must be enclosed with the tender document.
3. The Agency must not have been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. Self-declaration of the same should be enclosed
4. The Agency registration (not individual) under GST is desirable. Certified copy of the registration shall be attached with the Bid document.
5. 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 upto one years on the mutually agreed rates, terms and conditions depending upon the requirement and administrative convenience of BPPI. The BPPI, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
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 into 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. However, vehicle shall be at the disposal of the company for 24 hours x 365 days.
 10. 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.
 11. 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.
 12. 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/her contract he/she has to give one-month notice in advance.
 13. 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.

14. BPPI reserves the right to reject any or all quotations without assigning any reason.
15. 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.
16. Sealed Quotations complete in all respect are required to reach in the office of BPPI by 03:00 P.M. on 22.06.2020.
17. 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.
18. 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.
19. The vehicle once allotted to BPPI shall not be used for any purpose other than of BPPI officials and their guest.
20. BPPI may ask the contractor to provide more vehicles as and when required on monthly or daily hiring basis.
21. 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.
22. The Transport Contractor or individuals should have valid PAN number.
23. Self-attested photocopies 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

24. Logbook 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.

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. 50,000/- (Rupees Fifty Thousand only) by a reputed Bank. The performance bank guarantee should remain valid for a period of ninety 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