

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION &
RESEARCH (NIPER), SECTOR 67, S. A. S. NAGAR (MOHALI)
PUNJAB – 160062**

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Hiring of Commercial Vehicles

(Tender ID: 2023_DPHAR_741223_1)

National Institute of Pharmaceutical Education and Research (NIPER), an autonomous body under Department of Pharmaceutical, Ministry of Chemical and Fertilizers, Govt. of India, invites **ONLINE TENDERS** to hire the following **commercial vehicles** on monthly basis under two bid system i.e technical bid and financial bid for official use. Technical qualification is given at Annexure-I. All the information asked as per Annexure I & II along with EMD of Rs.10000/- .

S. No.	Name of the Vehicle	No. of vehicle required	Kms	Duty Point
1.	Etios/ Ciaz/Maruti Suzuki SX- 4/Swift Desire or any similar Sedan	One	2200 Kms – 12 hours duty (per day) – full calendar month	NIPER, SAS Nagar

Note: Initially one vehicle shall be hired. After three months, Institute may consider for hiring second vehicle, hence quotations may be provided accordingly. Decision to hire or not to hire any vehicle will be taken at the time of award of contract.

Director, NIPER reserves the right to reject any or all tenders without assigning any reasons. Corrigendum/Addendum or Cancellation of this advertisement, if any, shall be published on NIPER Website.

The tender forms and other details can be obtained from the website: <http://eprocure.gov.in/> and official website of the NIPER, S.A.S. Nagar at <http://niper.gov.in>. Press notice is also available on NIPER website. **The contractors are requested to get their firm registered on the website <http://eprocure.gov.in/>, for participating in e-tendering process.**

Officiating Registrar

The terms and conditions are as under: -

1. The vehicle would be on duty in a calendar month for 12 hrs duty per day. The timing and days, however, will be flexible, limit of days in a month is mentioned against each vehicle above and the driver would be informed accordingly.
2. Valid licensed, reliable, experienced driver having knowledge of Tricity, i.e. Chandigarh, Mohali and Panchkula roads should be deployed on the vehicle. The driver should have valid Aadhar card/ PAN number.
3. The vehicle should be in excellent running condition and model should not be more than Four years old / having covered less than 50000 KM distance as on date of tender.
4. There would be no revision in the tariff during the period of the contract.
5. The period of contract would be initially for **Two Years** which may be extended further for Five years, on same terms and conditions with mutual consent basis, if services are found satisfactory. NIPER reserves the right to terminate the services without assigning any reasons, if the services are not found suitable/satisfactory. One month notice is required to be given by either party in case the Agreement is to be terminated during the period after completion of initial three months of contract.
6. For calculation of Kms run during duty hours, the starting and ending point of duty will be as mentioned above. If the end point where the vehicle is signed off last is other than the above, then distance from the point where the vehicle was signed off upto taxi stand would be allowed to be included. The route including start and end point, of the vehicles may be changed during the contract period, however the total Kms for the month will remain the same.
7. In case the regular vehicle is not available, then another vehicle of a similar description, as mentioned above table, should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount/day or the actual expenses incurred for hiring the vehicles whichever is more would be deducted from the bill. If service is not made available for part of a day, no payment would be made for that day.
8. Penalty as stated at Para 7 above will be imposed if vehicle breaks down on duty or does not turn up at the appointed time.
9. No payment for the day is admissible if the vehicle meets with an accident. NIPER should not be responsible for loss due to accident or/ and other reasons.
10. NIPER reserves the right to cancel any or all quotations without assigning any reasons.
11. No partial work will be awarded.
12. **The vehicles must be registered in the name of company or the owner or firm should have vehicles on lease agreement with owner who is submitting the bid. The copy of the registration is required to be enclosed with bid.**
13. **Quotation should be for all the vehicles. Part quotations will not be accepted. The vehicle will be hired from single lowest-one vendor. All the vehicles should have commercial vehicle requisite. Quotations as per format mentioned at Annexure-I,II, will only be accepted. Quotation not in format, will not be accepted.**
14. The vender should have a valid PAN No. and GST No. and required to attach a copy of GST & PAN as a Proof. Vendor will be required to submit the proof of deposition of GST, claimed from NIPER, SAS Nagar, to the Central Government on quarterly basis regularly.
15. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowances to his personnel that might become applicable under any act or order of the Government. NIPER, SAS Nagar shall have no liability whatsoever in this regards and the contractor shall indemnify NIPER against any/all claims, which may arise under the provision of various act, government orders etc.

Likewise all expenditure related to vehicle including insurance, maintenance & fuel charges will be borne by the service provider.

16. Toll Tax/Parking fee as applicable during duty hours shall be paid by the Driver of the vehicle and reimbursed by NIPER at actual against original receipt to be submitted on monthly basis.
17. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
18. The vehicle must have maximum level of fuel at the time and point of starting. Refueling of vehicles during the course of duty is not permitted unless it is justified that total fuel has been exhausted during the course of duty on particular day. A Penalty of Rs. 200.00 will be imposed on each refueling if above condition is not materialized.
19. The payment shall be made within one month in respect of preceding month after receipt of bill alongwith documents.
20. In case any fine is imposed by Traffic Police/ Transport Department, etc. on the vehicle, the same should be payable by the Agency/ Owner of the vehicle.
21. The vehicle should have valid pollution control certificate from the prescribed Authority.
22. A logbook shall be maintained for the hired vehicle and it is the responsibility of the driver to obtain signature of Taxi user after filling columns of log sheet after each trip.

Termination of Contract

23. In case of any default by the Contractor and in any of the terms and conditions, NIPER, SAS Nagar may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving one month notice in writing to the Contractor.
22. All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.
24. Notwithstanding anything contained herein, NIPER also reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.
25. NIPER shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1. **Monthly charges will only considered for evaluation of L1**, however the bidder has to quote for all the items as per financial bid. Rates quoted should be exclusive of GST. Payment of toll, GST etc will be on actual basis.
26. Revision of Rates:
 - i) **During the first year of the initial two years contract period, no enhancement would be allowed on account of any reason, whatsoever, including increase in the fuel prices during this period.**
 - ii) However, in the second year of the initial two year’s contract period, if the fuel prices increase by more than 10%, **(taking fuel prices prevailing as on the date of submission of the Tender as the base, and the fuel rates prevailing as on last day of the completion of one year from the date of submission of the Tender)**, accepted rates for the second year would be enhanced as per following table.

For fuel charges increase	% Enhancement which can be allowed in agreed rates.
upto10%	No enhancement
Beyond 10%	By 1/3rd (one-third) of percentage by which fuel charge increase. (e.g. if fuel charges during the 1st year have increased by 40%, the agreed rates would be enhanced by 10% (40-10)/3 and if fuel charge have increased by 70%, agreed rates would be increased by

- iii) Similar principle would be adopted for considering enhancement of the accepted rates during the extended period on year to year basis.
- iv) Subject to above, the extension beyond initial two years contract period, if agreed, would be on the same rates and terms and conditions. However, during the extension period, NIPER may ask the service provider to replace vehicles with latest models to conform to the conditions mentioned in this tender.

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ANNEXURE-I

Technical Qualification

The bidders should furnish the under mentioned information along with technical bid, failing which their bids will not be considered.

- 1 Name of the firm : Address and Telephone Number
- 2 Name of the Authorized Person submitting : the Bid Telephone/Mobile Number
- 3 Name of the bank (With full address)
- 4 Bank Account Number
- 5 PAN No. (Please enclose photocopy)
- 6 Aadhaar card
- 7 Registration with Service Tax /GST Regn. No.....(Please enclose photocopy of Registration Certificate)
- 8 The vehicles must be registered in the name of company or the owner or on lease agreement, who is submitting the bid. The copy of the registration certificate is required to be enclosed with technical bid or an undertaking that same shall be provided by the successful bidder within 30 days of work order. The bidder shall also give a clear declaration that the firm will be able to supply required numbers of Taxi registered vehicles of model not older than October 2018. If the bidder does not supply the required vehicle within the 30 days from the date of work order or violation/non fulfillment of terms and condition of contract, his EMD will be forfeited. EMD of successful bidder will be retained by NIPER, SAS Nagar as performance security deposit till completion of contract period and EMD of others will be returned within 45 days from the date of opening.

The bidder should enclose copy of registration certificate and valid comprehensive insurance cover in favour of proprietor/partners/firm as documentary evidence in support of the vehicle or an undertaking that same shall be provided by the successful bidder within 30 days of work order. The bidder should send a copy of the latest GST return.

9. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000 which is refundable by RTGS/NEFT favour of "Director NIPER", having A/c No. 55034549623, IFS Code SBIN0004421, State bank of India, SPL, Housing Finance Banch, Phase 10, SAS Nagar, Mohali,. It is further required that the the E-receipt/UTR No./proof of deposit of EMD attached with technical bid and e_tendering mode along with other relevant documents. In case of non receipt of earnest money in tender, the tender will be straightway rejected

- 10 Attached all the copies of tender document duly signed as a token of accepting all the terms and condition of the tender.
- 11 **Monthly charges will only considered for evaluation of L1**, however the bidder has to quote for all the items as per financial bid. **Rates should be exclusive of GST. Payment of toll tax, state tax will be on actual basis**

Annexure-II

To be kept duly signed and stamped with Technical Bid)

The contractor shall furnish the following information for Hiring of Light Commercial Vehicles.

1. Name of the firm:
2. Address for communication E-mail address:
3. Registered office if any:
4. Location of Garage:
5. Telephone No. (Office, Residence, Garage):
6. Name of proprietor/partners/directors:
7. GST no. :
8. Date/ year of commencement of business:
9. Email (if any) :
10. Name of Vehicles proposed to provided:
11. Date from which vehicle can be provided:

(ii) Details of vehicles (**not older than October 2018 model**) owned by the bidder.

SL. No.	Registration. No.	Make and model	AC/ Non AC Car	Date of Purchase	Indicate petrol/ diesel driven Bharat II/Bharat III norms/CNG	Photocopy of RC & Insurance / Undertaking enclosed
1						
2						

12. Name of the Contact person with Mobile number for provision of service:

14. Any other information, which the bidder considers necessary to bring to the notice.

15. Any other information/conditions :

It is certified that the above information/certificates are true and in case of any of these is found to be false we shall be liable for any action as decided by the NIPER, SAS Nagar, Mohali.

Dated:

Signature of Tenderer with Seal
(Authorized Signatory)

Place:

