

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
**(A Government of India Undertaking)**  
**Corporate Office, Gurgaon**  
CIN No. U24231HR1961GOI003418  
Tel No.:-0124-2456030

**NOTICE INVITING TENDER (NIT)**

Tender Enquiry No. A-11009(1)/2016-IDPL/1

Dated: 30.09.2021

Indian Drugs & Pharmaceuticals Limited(IDPL) invites sealed quotes from registered Taxi vendor towards hiring of Taxi (compact sedan) on monthly basis upto 2000 Kilometer and 250 Hrs.. Interested parties, fulfilling eligibility criteria are requested to submit their credentials and Price Bid in a sealed cover superscribing "Taxi Hiring for IDPL Corporate Office, Gurgaon" and send it to Administration Section, Corporate Office, IDPL Gurgaon-122016.

**ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-**

1. The cars to be provided should not be more than three years old as on the date of hiring by the Company.
2. The Firm should have at least three years experience in the tour and travels business in providing taxi in the Govt.Sector/PSU and MNC and should have adequate number of vehicles of its own with them.
3. The Drivers of the vehicle provided must be presentably dressed and follow traffic rules and other regulations prescribed by the Govt. from time to time. Should be familiar with all important places in Delhi/Gurgaon/NCR only.
4. As these vehicles are to be used by the senior officers of the Company, the firm should ensure that the driver to be provided must possess valid driving license and carry all the necessary documents (registration certificate, Insurance papers, PUC certificate, etc.) with him. The driver should be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officers to contact him at any time.
5. Any change in vehicle or drivers will be allowed only with the prior information of the Company.
6. The vehicle must be made available in office normally at 9:30AM and given time and day as desired by the officers. Minor flexibility in timings is to be accommodated.
7. The vehicle should report to the place of requirement as per direction of the senior officials and Administration Section.
8. The vehicle should be insured comprehensively and should have necessary permits from the transport Department/Authority.
9. The Company will not be responsible for any Challan, Loss, Damage or accident to the vehicle or to any other vehicle or injury.
10. The payment will be made on monthly basis on submission or pre-receipted bills duly supported by duty slips/Log book sheets duly signed by the concerned officers.

11. The firms should have the arrangements for repairing their vehicles in a short time and during the repair time the firm will provide a substitute vehicle and drivers immediately so that there is no inconvenience/disruption in the work of Company.
12. The company have reserves the right to cancel the Agreement at any time without assigning any reason whatsoever.
13. The Company reserves the right to reject any of all the quotations.
14. The daily record indicating time and mileage for each vehicle shall be maintained and shown to the Competent Authority when he asked.
15. Telephone facility must be available with the transporter/agency.
16. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the "Kilometer Meter".
17. The rates should be quoted inclusive of all expenses such as POL, Taxes, Diesel, Maintenance, Repair, Servicing and mobile charges etc. No other than rate quote would be payable.
18. The Company reserves the right for appropriate monetary penalty in case the vender does not fulfill any of the above conditions or does not provide vehicle on requisition.
19. For any further information/clarification interested parties may contact to Administration Section, Corporate Office, IDPL, from 11.00 A.M to 4.00 P.M.
20. Bidders need to submit their quotations in sealed envelope and contain details of the credential with supporting Xerox Copy of documents duly signed.
21. Quotations should be addressed to Dy. Manager(Services) and reached by 2.30 P.M. on 11.10.2021 at the following address:

**"Administration Section,  
Corporate Office, Old Delhi Gurgaon Road,  
Dundahera, Gurgaon-122016 (HR)"**

22. Monthly Charges will be inclusive of all expenses but exclusive of GST etc.



Personnel Manager

Indian Drugs & Pharmaceuticals Ltd.

**PRICE BID**

<b>SL. No.</b>	<b>Name of Work</b>	<b>Monthly Charges (Amount in Rs.)</b>	<b>GST @.....</b>	<b>Total Amount (Rs.)</b>
1.	<b>Hiring of Taxi on Monthly basis with driver upto 2000 Kilometer and 250 Hrs.</b>			
2.	<b>Total Amount</b>			

**(Total Amount in Word.....)**

Note:-

1. The rate quoted should be all inclusive. No further charge /expenses will be reimbursed by IDPL.
2. Amount will be written in both figures and words. If there is any difference between figures and words, the words will prevail.
3. Quoted Rate should be only in sealed envelope. Bid in open condition will result in disqualification.
4. Price Bid evaluation will be done based on overall lowest price.

Signature with Seal / Stamp of the Vendor/Proprietor