

CENTRAL MEDICAL SERVICES SOCIETY

(An autonomous society under Ministry of Health & Family Welfare, Govt. of India)

Annexe Building, Indian Red Cross Society,

1, Red Cross Road, New Delhi -110001.

Web site- www.cmss.gov.in, Fax- 011-23730120, Ph.011-23736186

No. CMSS/AN/019/85

Dated 24.04.2018

Subject: - Hiring of Vehicles/Cars on daily/monthly basis for official use in CMSS, New Delhi.

Sealed quotations are invited from Transporters situated within National Capital Territory of Delhi having vehicles/cars manufactured after 01.01.2015, for hiring on monthly basis as well as on day to day basis as per office requirement, for official use of the Central Medical Service Society, New Delhi for a period of one year on the following terms and conditions:

2. **SCOPE OF CONTRACT :-**

The CMSS may need total of 03 vehicles at minimum consisting of the following types of vehicles:- Maruti Swift Dezire & or Maruti Ciaz/Honda City (New Model- not older than 02 years). This quantity may vary by \pm 50%. However, it may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

3. **PERIOD OF CONTRACT :-**

The contract may be awarded for a period of one year from the date of issue of purchase order and the rates at which the contract is awarded will be valid during the contract. No claims whatsoever on account of increase in the rate of fuel and other factor such as statutory payments, minimum wages etc. shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of Government levies/taxes etc, the same shall be passed on to the CMSS through appropriate reduction of the contracted rates. In case of requirement, the validity of awarded rates at same terms & conditions can be extended by 3 or 6 months period.

4. **REGISTRATION :-**

The contractor should have a registered agency/firm having sufficient number of latest models of vehicles for hiring. Proof to this effect is to be enclosed along with the tender. The Pollution Certificate of vehicles being sent to the CMSS for official use should be in validity period. The copies of Registration Certificates of vehicles should be submitted by the agencies to CMSS.

5. **TERMS & CONDITIONS**

5.1 The vehicles as requisitioned by Central Medical Services Society (CMSS) should reach the stipulated destination within time as informed, irrespective of the location of the Transport Agency who has been awarded the contract.

- 5.2 The journey to the destination and back shall be undertaken by the shortest route. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided in time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the agency.
- 5.3 Toll tax, Entry tax, permit fee for crossing border, if any, parking charges will be borne by CMSS for which the original receipts should be submitted.
- 5.4 All incidental expenditure towards repair will be borne by the Agency.
- 5.5 The vehicles deputed should carry all relevant papers duly updated.
- 5.6 The vehicles should be properly cleaned and duly serviced from time to time. No expenses will be paid to the agency for service and cleaning work etc.
- 5.7 The drivers should be well acquainted with the route and should know how to use maps on mobile phone. He should be polite and well behaved to the officers and staff.
- 5.8 No compromise will be made by the CMSS towards punctuality, cleanliness, obedience, promptness, behavior etc. If the contractor, at any point of time during official duty, fails to perform duties, as directed by the CMSS, the security deposited will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.
- 5.9 The price quoted will be as per schedule mentioned in price bid.
- 5.10 Extra Km. & extra hours, if any will be charged extra. For monthly use vehicle, balance km. in a month can be used within next two months.
- 5.11 Kilometer counting will be from reporting point till journey end point.

6. **PAYMENTS:-**

- 6.1 No advance payment will be given to the contractor. The billing may be done on a monthly basis and it should be submitted by the agency by the first week of the following month.
- 6.2 The payment will be made as per entries in the log book. It will be the responsibility of the taxi driver to get the log book entries indicating start kilometers, end kilometer, distance covered, time from CMSS. Each journey to be verified by user on log book.

7. **Taxes :-**

The rates quoted in the tender by the agency should also indicate rates of GST etc. The PAN number and GST number should also be indicated in the tender.

8. **An Earnest Money Deposit (EMD)**

Amounting to Rs. 20,000/- (Rupees twenty thousand only) in the form of DD in favour of Central Medical Services Society payable at Delhi should be enclosed with the tender. It will be returned to the successful bidder within two months of the completion of the agreement formalities.

9. **Performance Guarantee**

Amounting to Rs. 50,000/- (Rs. Fifty thousand only) in the form of DD in favour of Central Medical Services Society payable at Delhi will have to be deposited within 15 days of the signing the Contract Agreement which will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

10. Separate contract will be awarded to the Agency who will quote L1 rates (i) for duty 10 hrs. & 100 kms. (Call duty). (ii) for monthly duty.
11. In case of dispute of any kind and in any respect whatsoever, the decision of the DG & CEO, CMSS shall be final and binding. The DG & CEO reserves the right to cancel or terminate the contract at any time without assigning reasons.
12. The sealed quotations should be super subscribed "Quotation for Hiring of Vehicles/Cars" addressed to General Manager (Administration), Central Medical Service Society, Annexe Building to Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001.
13. Last date for submission of quotations is on 10.05.2018 at 3.30 PM, which will be opened by the Tender Committee in the presence of tenderes or their authorized representatives on the same day at 4.00 PM in the Conference Hall of Central Medical Service Society, Annexe Building to Indian Red Cross Society, 1, Red Cross Road, New Delhi-110001.
14. The quotations received after the above said scheduled date and time will not be considered.

R.C. Nayak
25.4.18

(R.C. Nayak)

General Manager (Administration)



PRICE BID

Rates for hiring of Vehicles on Daily Rate/Monthly Basis (In Rupees)

Sl.No.	Particulars	Swift Desire	Honda City (New Model) /Maruti Ciaz
1	Full day 100 km. & 10 Hrs.		
2	Extra per Km.		
3	Extra per hr.		
4	Night Charges		
5	Out-station travel rates with min. 200 km per day		
6	Out-station Night Charges		
7	Monthly charges for 2500 km. & 300 hours		
8	Monthly charges for 3000 km. & 360 hours.		

Signature & Seal of Bidder