

**BY REGD. POST**

F.No. A.11019/88/2007- NMPB  
Government of India  
Ministry of Health & Family Welfare  
(Department of AYUSH)  
**National Medicinal Plants Board**

Chandralok Building,  
36, Janpath, New Delhi-110001.  
Telefax: 011-23319356, 011-23315637  
Dated: 05<sup>th</sup> August 2011

To,  
As per list attached

**Subject: Hiring of taxies on monthly and day to day basis for the official use of National Medicinal Plants Board (NMPB), Department of AYUSH, Ministry of Health & Family Welfare – calling for quotations - regarding**

Sir,

Sealed quotations are invited in the enclosed format from reputed tours and travels agencies for including in the panel for hiring cars on monthly as well as on day to day basis for the official use of National Medicinal Plants Board, Department of AYUSH, Ministry of Health & Family Welfare for a period of one year on the following **terms and conditions**:

1. The cars to be provided should not be more than a year old or should not have run more than 30,000 kms., as on the date of hiring by the Ministry.
2. The firm should have at least three years of experience in the tour and travels business in providing taxies in the Government Sector and should have adequate number of vehicles of its own with them.
3. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Delhi.
4. As these vehicles are to be used by the Senior Officers of the Department, the firm should ensure that the driver to be provided must possess valid driving license and three years experience and carry all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) with him. The drivers be well mannered and courteous and should always carry a mobile phone with him, as it will enable the Officer to contact him at any time. The names and full address of the drivers, who will attend the duty, have to be furnished along with the bids.
5. The vehicle should report to the place of requirement as per directions of the Department. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be affected from the place of Reporting and Relieving.

6. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department / Authority.
  7. The Ministry will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
  8. The payment will be made on monthly basis on submission of pre-receipted bill (s) duly supported by duty slip (s) / log sheets (s) duly signed by the concerned Officers.
  9. The successful bidder will have to enter into an Agreement for one year on Rs.100/- Non-judicial paper. The successful tender / firm will have to deposit Rs.10,000/- (Rupees ten thousand only) as security deposit in the shape of a Demand Draft in favour of Pay & Accounts Officer, Ministry of Health & Family Welfare, New Delhi. In the event of breach of any of the conditions / clauses of the contract by the vendor, the security deposit will be forfeited. However, the Department reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
  10. The NMPB reserves the right to reject any or all the quotations.
  11. The daily record indicating time and mileage for each vehicle shall be maintained.
  12. Telephone facility (24 hours) must be available with the transporter / agency.
  13. The rates should be quoted inclusive of all expenses such as POL, Taxes, diesel, maintenance, repair and servicing etc.
  14. Service Tax as applicable will be paid on billing.
- 2. The sealed envelopes containing quotations marked "Quotation for hiring of vehicles" should reach the undersigned in Chandralok Building, 36, Janpath, New Delhi-110001 by 03.00 p.m., on or before 24<sup>th</sup> August 2011. The received quotations will be opened on the same day at 3.30p.m.**

Yours faithfully

  
(Meenakshi Negi)  
Director

Copy to:

1. Sh Praveen Kumar, Computer Operator for uploading the tender notice on the website of NMPB viz., [www.nmpb.nic.in](http://www.nmpb.nic.in).
2. Notice Board
3. Other Ministries / Departments for circulation among their contractors.

Financial quotation  
(Monthly rates)

	Indica		Maruti Esteem	
	A. C.	Non-A.C.	A. C.	Non-A.C.
Rates for 2500 Kms. For 8 working Hrs. per day				
Rates per additional Hours beyond 8 hours				
Rates per additional Kilometer beyond 2500 Kms.				
Discount offered if the Actual usage is less than 2500 Kms.				

(Day-to-day rates)

	Indica		Maruti Esteem	
	A. C.	Non-A.C.	A. C.	Non-A.C.
Rates for 40 Kms. For 4 working Hrs. per day				
Rates for 80 Kms. For 8 working Hrs. per day				
Rates for 100 Kms. For 8 working Hrs. per day				
Rates per additional hour				
Rates per additional Km.				