

Central Pollution Control Board, DELHI
Parivesh Bhawan, East Arjun Nagar
Delhi-110032

Ref No. C-34014/4/2010-BLD

Dated : 22.11.2017

NOTICE INVITING TENDER

1. Central Pollution Control Board (CPCB), Delhi invites Online bids/tenders in two bid system from experienced and reputed travel agencies/firms to enter in to Rate Contract for hiring of DLY vehicles for official use (sampling, monitoring, inspection etc.) from time to time on day-to-day basis for local and out station duties as per the requirement.
2. Manual bids shall not be accepted.
3. Document Download: Bid documents may be downloaded from Central Pollution Control Board web site <http://www.cpcb.nic.in/Tenders.php> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule, given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

| S. No. | Description of activities | Date (dd.mm.yyyy) & Time (AM/PM) |
|--------|---|----------------------------------|
| 1. | Published Date | 22.11.2017 (02:00 PM) |
| 2. | Bid Submission Start Date | 22.11.2017 (02:00 PM) |
| 3. | Bid Submission Closing Date (End Date) | 14.12.2017 (03:00 PM) |
| 4. | Technical Bid Opening Date | 15.12.2017 (03:30 PM) |

- Central Pollution Control Board reserves the right to amend bid and critical date.
- The prospective bidders may visit the CPCB office to understand the scope of work before submitting the bids.

4. Bid Submission

- a. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>
- b. Bidders/Contractors are advised to follow the "INSTRUCTIONS FOR ONLINE BID SUBMISSION" provided in the **Annexure-I** for online submission of bids.
- c. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. The Bid shall be submitted online in two part i.e. one part, Technical bid along with EMD and in second part, the financial bid.

- e. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
 - f. The offers submitted by Telegram/fax/email shall not be considered. No correspondence will be entertained in this matter.
 - g. The EMD, documentary evidences required in technical bids shall be submitted online as well as through hard copy. The hard copy should reach in CPCB before the closing date and time of submission of bids.
5. Not more than one bid shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
 6. Intending bidder are advised to visit again CPCB website <http://www.cpcb.nic.in/Tenders.php> (for reference only) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of bid for any corrigendum / addendum/ amendment.
 7. There is no cost of the bid document.
 8. The proposal (Technical & Financial bids) should be accompanied with an EMD (Earnest Money Deposit) of Rs. 40,000.00 (Rupees Forty Thousand Only) in the form of Account payee demand draft in favour of "Central Pollution Control Board, Delhi". The EMD should be valid for a period of 3 months. The EMD of unsuccessful bidders shall be returned after award of work to successful bidder(s). The EMD of successful bidder(s) shall be returned after satisfactory completion of the awarded work contract period However, no interest will be paid on it. Any proposal received without EMD will be summarily rejected. The Demand draft of EMD (in original) shall be submitted along with the hard copies required in the Technical bid in the tender box kept at Reception (Ground Floor), CPCB on or before the last date and time for submission of bid.
 9. Bids will be opened as per date/time as mentioned in the bid Critical Date Sheet. After opening of Technical-Bid, the results of their qualifying as well Financial-Bid opening will be intimate latter.
 10. **Technical Bid**

The Technical bid shall comprise of the following:

- a. The bidder should have experience of at least 03 years for providing similar type of services in Govt./semi Govt./Govt. under taking organisation and also produced a documentary evidence for the same.
- b. Submission of bid duly signed and sealed on every page as an acceptance to the

tendered specifications and terms & conditions.

- c. Signed and scanned copy of Certificates like Tour and Travel Registration certificate from state Govt., PAN No., Service Tax registration No, etc. The registration must be in force and shall not expire during the course of agreement.
- d. Signed and scanned copy of Tender Acceptance letter as placed at **Annexure-II**.
- e. Signed and scanned Copy of the Income Tax Return (ITR) for the last 03 years.
- f. Signed and scanned copy of proof for payment of Earnest Money Deposit (EMD).
- g. No near relative certificate.
- h. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central/State/UT Government institution and there has been no litigation with any Govt. Department on account of its services.

The hard copies of the above documents duly signed are also to be submitted in CPCB before the closing date & time for submission of bids, besides online submission of signed and scanned copies.

11. **Financial Bid**

- a. The financial bid has to be submitted online only.
- b. The firm has to submit financial bid undertaking in the prescribed format given in the **Annexure-III**.
- c. The bidder has to submit the rates in the financial bid format provided at **Annexure-IV**. The bidder may download this format and quote their offers/rates in the permitted column and upload the same in the financial bid.
- d. Bidder shall not tamper/modify downloaded financial bid template in any manner.
- e. In case if the same is found to be tempered/modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with CPCB.
- f. The rates shall be quoted in Indian Rupee only.
- g. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered
- h. The rates quoted in the bid should be valid for 90 days from the date of opening of technical bids.

- i. The rates quoted by the successful bidder shall remain valid for a period of one year from the date of award of contract and can be extended for further period on the mutual consent.
- j. The rates should be inclusive of all taxes (except Service Tax), fees, transportation charges, levies, etc. and any revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder.

12. **Terms of Payment :-**

- a. The payment will be made after submission of bill/ invoice alongwith duty slip duly signed by the user of the vehicle. The bill/invoice are also required to be entered in the logbook maintained in CPCB. The payment will be made online or through cheque after verifying bill by the concerned officer.
 - b. No advance payment shall be made.
 - c. All Payments shall be made in Indian Rupees only.
 - d. TDS will be deducted at source as per the rule.
13. The Financial bid will be opened only those firms, who will qualified technically.
14. Contractor has to provide commercially registered vehicle for the service.
15. The vehicle provided should not be more than 05 (five) years old, well maintained and should meet prevalent pollution control norms.
16. In case of any break down, the bidder will be responsible to provide substitute vehicle to avoid inconvenience/distruption in the work of the CPCB.
17. The bidder shall be responsible to provide the required number of vehicle at any time, even at short notice.
18. The driver should be well mannered, experienced and possessing valid driving license.
19. The drivers have to maintain daily duty slip, duly signed/verified from the officers using the vehicles.
20. The charges of mileage and time will start from CPCB office, Parivesh Bhawan and end at the same place.
21. No overtime will be paid for outstation duties, except night charges, as will be agreed in the Rate Contract.

22. All Interstate Tax, Toll bridge tax, parking etc. will be paid extra after submission of the receipt along with the bills.
23. Income tax shall be deducted at source.
24. The successful bidder shall have to commence the work immediately on receipt of award letter.
25. The rate should be written both in words and figure and there should not be any variations in the same. In case of any variations in the price quoted, the price mentioned in words will be considered as final.
26. The bidder should have a good running office/garage in Delhi and NCR within radius of 10km from this office location.
27. The vehicle should be provided with driver in clean uniform with Identity card and driver shall have ability to communicate in Hindi and English both languages.
28. The successful bidder has to provide the copy of Registration Certificate (RC) of atleast three (03) commercial vehicles.
29. The provided vehicle should have a valid Registration Certificate (RC), Pollution Under control (PUC) certificate, Insurance (Vehicle, driver and Co-passengers etc.), and should be equipped with first Aid Box, required tools with Jack rod system, Mobile charger, Umbrella, Tissue Paper Box, Car Freshener etc.
30. The vehicle should be equipped with Stepney (with proper air pressure) and air pressure pump.
31. The emergency nos. such as 24x7 spot services (road assistance), police, fire, ambulance etc. should be available with the driver.
32. All the safety equipments/accessories should be available in the vehicle.
33. The vehicles are intended to use in field monitoring, river sampling, inspection etc. and should be capable to run without any breakdown.
34. The vehicle may be taken to the hilly areas (Himalayas) for monitoring/sampling purposes, the driver should be well conversant driving in hilly region.
35. The successful bidder/bidders has to provide one nodal officer along with his contact details so that, the communications can be made with him only.
36. The bidder shall ensure that all legal and regulatory requirements related to Environment Health and Safety is compiled as this office has the certificate of Occupational Health and Safety Management System (OH&SMS).
37. The driver should have communication system (mobile) and will not leave the vehicle

during duty time.

38. In case of any breakdown of the vehicle, the vehicle should have 24x7 road assistance services.
39. The driver should not be alcoholic and should be mentally and physically fit.
40. "On Govt. of India duty" plate and flap for receiving the official guest/visitor from Airport should be available in the vehicle.
41. The driver should have knowledge for preventative maintenance and to rectify the minor breakdown in the vehicle.
42. The checklist of the documents to be submitted in bid is placed at **Annexure-V**.
43. It may be noted that mere quoting lowest rates will not entitle any firm to get the work order.
44. The bid should be free from over writing and correction and additions if any, should be counter signed.
45. The Chairman, Central Pollution Control Board reserves the right to cancel any or all bid without assign any region thereof.
46. All correspondence in this regard may be addressed to the "Divisional Head, Building Division, Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi-110032".
47. In the event of any dispute, the decision of the Chairman, Central Pollution Control Board, shall be final and binding upon both the parties.
48. Typographical and clerical errors are subject to corrections.

(D. Saha)
Divisional Head, Building Division)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is

subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Date:

(Stamp & Signature of Authorised Signatory)

Time:

Name:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

The Member Secretary
Central Pollution Control Board
Parivesh Bhawan
East Arjun Nagar
Delhi 110032

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ' Tender/Work from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Name, Signature of the Bidder, with Official Seal)

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

The Member Secretary
Central Pollution Control Board
Parivesh Bhawan
East Arjun Nagar
Delhi 110032

Dear Sir/Madam,

- 1 I submit the Financial Bid for _____ and related activities as envisaged in the Bid document.
- 2 I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3 I offer to work at the rates as indicated in the financial Bid inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

(Name, Signature of the Bidder with Official Seal)

(Financial Bid Format)

Format for quoting the rates to enter into Rate Contract for hiring of DLY vehicles for official use

Name and Address of the firm: _____

| Type of vehicle | Local Duty | | | | Out station duty | | | Hill station duty | | |
|-----------------|------------------------------|-----------------------------|-------------------|-------------------------|------------------|-------------------------------|---------------|-------------------|----------------------------|---------------|
| | Rates for 8 Hours for 80 Kms | Rate for 4 Hours for 40 Kms | Rate for Extra Km | Rate for Extra per Hour | Rate upto 250Km | Extra Km charges above 250 Km | Night charges | Rate upto 250 Km | Extra charges above 250 Km | Night charges |
| RITZ | | | | | | | | | | |
| INDIGO | | | | | | | | | | |
| SWIFT DESIRE | | | | | | | | | | |
| ETIOS | | | | | | | | | | |
| INNOVA /CRYSTA | | | | | | | | | | |
| ERTIGA | | | | | | | | | | |

Date:

(Name, Signature of the Bidder with official seal)

Annexure-V

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along-with the envelope containing the Earnest Money.

| S. No. | Item Description | Yes/No | Bid Reference |
|---------------|---|---------------|----------------------|
| 1. | Earnest Money (in original) Enclosed | | |
| 2. | Tender Acceptance letter | | |
| 3. | Letter of Authorisation to submit bid and undertaking that the agency has not been black listed | | |
| 4. | All other documentary evidences required, as mentioned in the Technical bid | | |

Date:

(Stamp & Signature of Authorised Signatory)

Time:

Name: