

NOTICE INVITING TENDERS

CENTRAL POLLUTION CONTROL BOARD EASTERN REGIONAL DIRECTORATE, KOLKATA

1. Online bids are invited on single stage two bid system from the Travel Agency / Travel Contractor for hiring of **Commercial Vehicles** like Tata Indigo / Swift Dezire / Tavera / Innova / Xylo / Aria / Sumo as and when required basis to travel West Bengal, Bihar, Jharkhand and Orissa States for Central Pollution Control Board's (CPCB's) Eastern Regional Directorate Office located at 'Southend Conclave', Block No. 502, 5th Floor (Office); Block No. 601 and 602, 6th Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107.
2. **Document Download:** Tender documents may be downloaded from CPCB website www.cpcb.nic.in site or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	04.01.2019 (10.00 AM)
Bid Document Download Start Date	07.01.2019 (10.00 AM)
Clarification Start Date	07.01.2019 (10.00 AM)
Clarification End Date	10.01.2019 (02.00 PM)
Pre bid meeting	NIL
Bid Submission Start Date	10.01.2019 (10.00 AM)
Bid Document Download End Date	22.01.2019 (10.00 AM)
Bid Submission End Date	22.01.2019 (12.00 Noon)
Bid Opening Date	24.01.2019 (12.00 Noon)

3. **Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one Travel Agency / Travel Contractor 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 tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

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5. Tenderer who has downloaded the tender from the CPCB website www.cpcb.nic.in or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CPCB .
6. Intending tenderers are advised to visit again CPCB website www.cpcb.nic.in or CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Applicant contractor must provide Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft as EMD in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder.

The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause. In case of re- tendering the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the EMD will be rejected. Scanned copy of the EMD document should be uploaded in the Technical Bid of the Tender Document. Original EMD document must be submitted to the CPCB Eastern Regional Directorate (ERD) Office on or before 22.01.2019 (12:00 P.M.)

8. Bids will be opened as per date / time as mentioned in the Tender Critical Date Sheet at the following CPCB ERD Office address after receiving the same from HO :

Central Pollution Control Board
Eastern Regional Directorate
502, Southend Conclave (5th Floor)
1582, Rajdanga Main Road, Kolkata – 700 107

Submission of Tender

The tender shall be submitted in Two Parts, viz., Technical Bid and Price Bid.

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.

The offers submitted by Telegram/Fax/email shall not be considered.

For any clarification, contact (Monday – Friday, 10:30 am – 5:30 pm) may be made as below :

Smt. Manisha Banerjee
Private Secretary
Mobile : 9433681038
Email : manisha.cpcb@nic.in

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Technical Bid

(1) The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- i) Signed and Scanned copy of proof for payment (Earnest Money Deposit)
- ii) Signed and Scanned copy Certificates like Registration Certificate, PAN No, TIN No, Service Tax registration, GST No., Trade Tax Registration. etc. as applicable.
- iii) Signed and Scanned copy of Proof of Annual Turnover and Net Profit
- iv) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- v) 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 government department on account of IT services.
- vi) No near relative certificate

Technical Bid Document :

Annexure – I.

PRICE BID

Annexure – II.

PRICE BID UNDERTAKING

From : (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price 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 price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of
authorized
Representative:

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Schedule of price bid :

The below mentioned Financial Proposal/Commercial bid format is provided with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this from www.cpcb.nic.in as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender

will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CPCB .

Sl. No.	DESCRIPTION OF WORK	Firm Price(INR) (To be filled in by Bidder)
i.	Hiring of Commercial Vehicles like Tata Indigo / Swift Dezire / Tavera / Innova / Xylo/ Aria/ Sumo as and when required basis to travel West Bengal, Bihar, Jharkhand and Orissa States for Central Pollution Control Board's (CPCB's) Eastern Regional Directorate Office located at 'Southend Conclave', Block No. 502, 5 th Floor (Office); Block No. 601 and 602, 6 th Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107	<p>(1) Rate per Eight (8) Hour & 80 Km - Local (2) Rate Extra per hour / per km. beyond 8 hours / 80 Kms. (3) Rate per day for 200 Kms. - Outstation (4) Extra rate per day beyond 200 kms Outstation (5) Night Halt Charges for driver</p> <p>INR in figures..... INR in Words</p> <ul style="list-style-type: none"> • Local is considered a distance of maximum 80 kms one way journey • Maximum of 05 Kms. each will be allowed for Garage to Reporting and Reporting to Garage Kilometer
ii.	GST & other Taxes as per rule	

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1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the Consultant after deducting the TDS as applicable.
5. **The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.**

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

BID CHECKLIST

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

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted and no litigation in regard to IT pending with Court of Law		
5.	No Near Relative Certificate		

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TECHNICAL BID

Terms and Conditions covering contract for Hiring of Commercial Vehicles at Central Pollution Control Board, Eastern Regional Directorate, Kolkata :

Bids are invited on Single Stage Two Bid System from the Travel Agency / Travel Contractor for hiring of **Commercial Vehicles** like Tata Indigo / Swift Dezire/ Aria/ Sumo/ Tavera / Innova / Xylo (AC) as and when required basis to travel West Bengal, Bihar, Jharkhand and Orissa States.

1. The vehicle should be in good condition and should not be old for more than five years. The vehicles should be comfortable and the travellers should not feel discomfort while travelling in the vehicle.
2. The commercial vehicle will be hired according to the office work necessity and it may be in early morning or night. The vehicle should be available within 1 to 2 hours short notice also to the travel agency / travel contractor. Driver deputed by the travel agency for CPCB duty should report in proper uniform /dress in time.
3. The vehicle will be used for movement of manpower and monitoring instruments /equipment and others.
4. The driver should read, write and understand Bengali, Hindi and English languages. The driver should obey the instructions given by CPCB employees during the travel. The driver should be provided with Mobile Phone.
5. No advance payment will be made to the travel agency / travel contractor by this Office. Travel agency / travel contractor should give sufficient cash in hand to driver for payment of road tax, toll tax, vehicle maintenance, fuel etc.
6. During travel the arrangement of breakfast, lunch, dinner and night staying of the driver should be arranged by the travel agency / travel contractor or driver himself. This Office or employees of this Office will not bear such expenses.
7. During the travel, all the original paper related to the vehicle i.e. valid driving Licenses, Registration book of the vehicle (Smart Card), Insurance papers, road permit, Pollution under Control Certificate (PUC) issued by the RTO etc. should be available with the driver. During the travel, fine /challan / road tax etc. claimed by any Government Authority, if any, or any unforeseen expenditure due to negligence of the driver would be paid by the travel agency / travel contractor.

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8. The travel agency / travel contractor will be fully responsible for any mis-happening or accident during the travel. The risk coverage along with accident policy of our officials should be included with comprehensive insurance of the vehicle.
9. All Charges like Border Tax, Permit, Toll Tax etc. for entrance in another state will be paid by travel agency / travel contractor, which will be reimbursed by this Office after claiming the same with proper bill. However, preference will be given to the agency that has all India Permit Tax for vehicles.
10. Preference will be given to the vehicle having 'FASTAG' toll taxpaying facilities. However, bill must be provided for reimbursement.
11. The bid has to be accompanied by an **EMD of Rs. 5000/-** (Rupees Five thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause. Any other form of EMD shall be rejected.
12. The Specific Vehicles have to be engaged only against the demand / requisition / order. No other vehicle will be accepted in place of Requisitioned Vehicle.
13. The rates should be written in words as well as figures in the quotation. There should not be any overwriting in the quotation. Any overwriting should be signed or attested. In case of unsigned or unattested overwriting in rates which is written in figure, the rates written in word will be granted as correct and final. Any hike in fuel price will not be borne by CPCB and fuel price rates may be quoted accordingly.
14. The Income Tax Clearance Certificate, Service Tax Certificate issued by Central Excise Department along with number and Type of vehicles available with the Company and their registration number and details of clients and other Government Organization (if any) where vehicles have been engaged / listed should be submitted along with the quotation.
15. The Office may change the date of submission of quotation without assigning any reason.
16. Tax Deduction at Source (TDS) would be made as per Government Rules during reimbursement of the bill.

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17. Travel agency / travel contractor should not take it granted that their vehicles will be hired merely by submission of quotation.
18. It may be noted that mere quoting the lowest rates will not entitle any firm to get the order.
19. The Office may reject or cancel any quotation or all quotations without assigning any reason.
20. All typographical errors are subject to correction. In the event of any dispute, the decision of the Chairman, Central Board will be final and binding upon both the parties.
21. **Payment :**
 1. This Office will make payment within 30 days of submission of bill with proper documents subject to the availability of fund.
 2. Payment will be made only through Crossed Cheque payable in Kolkata and at any cost no advance amount will be given to the Security Agency.
 3. No other allowance / payment / charges whatsoever on any account shall be payable by this Office except as agreed to between the two parties.
22. **Period of Contract**

The contract shall remain valid for ONE YEAR extendable on mutual consent for further period of one or more year up to maximum THREE YEARS on the same terms and conditions.
23. **Termination of Contract :**

Competent Authority, CPCB reserves the right to terminate the contract at any time during its currency without assigning any reason there of by giving thirty days notice in writing to the contractor at their last known place of residence / business and the contractor shall not be entitled to any compensation by reason of such termination. The action of Competent Authority, CPCB under this clause shall be final conclusive and binding on the contractor and shall not be called in question. The extension will require to be renewed before the date of expiry after every year.
24. **Security Deposit :**

The successful bidder has to deposit a security of Rs. 20,000/- (Rupees Twenty Thousand Only) to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work by the contractor. The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.

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PRICE BID

For
Hiring of Commercial Vehicles at Central Pollution Control Board, Eastern
Regional Directorate, Kolkata :

(1) Vehicle hiring rates should be quoted as per following components which will be valid for at least one year :

Vehicle Type (Air conditioned)	Rate Per Eight (8) Hours - Local	Rate per 80 (eighty) Kms. - Local	Rate extra per hour / per km. beyond 8 hrs /80 kms.	Rate per day for 200 kms. - outstation	Extra rate per day beyond 200 kms. - outstation	Night Halt Charges for driver
Tata Indigo						
Swift Dezire						
Aria						
Sumo						
Innova						
Tavera						
Xylo						

- Local is considered a distance of maximum 80 Kms one Way Journey.
- Maximum of 05 kms. each will be allowed for Garage to Reporting and Reporting to Garage Kilometer.

(2) GST & other Taxes as per rule :

(3) Details of the relevant documents / Certificates

- WBST No.:
- CST No. :
- GST Registration No.:
- PAN & Last Year Income Tax Assessment Clearance Certificate:

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