



केन्द्रीय प्रदूषण नियंत्रण बोर्ड  
CENTRAL POLLUTION CONTROL BOARD  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार  
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE, GOVT. OF INDIA

F. No. Admin/05/TPT/RDS/2021-2022/  
13

Dated: 08-04-2022

To  
CPCB Portal

**Sub: Quotation for providing taxi services on rental basis for official purpose (both local and outstation duties) for a period of one year and subsequent extension of one more year if services are found satisfactory**

Dear Sir/Madam,

The Central Pollution Control Board (CPCB), Regional Directorate-Bengaluru invites sealed quotations from reputed travel agencies for providing taxi services on rental basis (both local and outstation duties) to the office situated at Nisarga Bhawan, 7<sup>th</sup> D Main, Thimmaiah Road, Rajajinagar, Shivanagar, Bengaluru -560079.

The proposed period of providing taxi services on rental basis is initially for one year and subsequently may be extended for another one year if services rendered are found to be satisfactory. Please quote the rates as per the format enclosed herewith in the Annexure at Table 1 and 2. The applicable terms & conditions are mentioned below.

**A. Conditions for local travel duty:**

- 1) For 4 hrs. 40 Kms & below 6 hrs. 60 Kms, rates shall be mentioned.
- 2) For 6 hrs. 60 Kms and below 8 hrs. & 80 Kms, rates shall be mentioned
- 3) For 8 hrs. & 80 Kms, rates shall be mentioned
- 4) After 8 hrs & 80 Kms. Only extra Kms and extra hour rate shall be paid

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8/4/2022 1

क्षेत्रीय निदेशालय (दक्षिण) : निसर्ग भवन, ए-ब्लॉक, प्रथम एवं द्वितीय तल, तिममय्या रोड, 7-डी मैन, शिवनगर, बेंगलूरु - ५६० ०७९.

Regional Directorate (South) : " Nisarga Bhawan ", A-Block, 1<sup>st</sup> & 2<sup>nd</sup> Floors, Thimmaiah Road, 7<sup>th</sup> D - Main, Shivanagar, Bengaluru - 560 079.

दूरभाष / Telephone : 080-23233739, 23233827, 23233996, 23233600, 23232559, 23226002, 23222539, Fax : 080-23234059

ई-मेल / E-mail : cpcbszo@yahoo.com, zobangalore.cpcb@nic.in

प्रधान कार्यालय : परिवेश भवन, पूर्वी अर्जुन नगर, दिल्ली- ११० ०३२.

Head Office : Parivesh Bhawan, East Arjun Nagar, Delhi - 110 032.

दूरभाष / Telephone : 011-43102030, Fax : 22305793, 22307078, 22307079, 22301932, 22304948

ई-मेल / E-mail : cpcb@nic.in वेबसाइट / Website : www.cpcb.nic.in

**B. Conditions for out station duty:**

- 1) Minimum Kms per day to be considered for billing for out station duties to be mentioned clearly. Mention clearly the amount to be paid for outstation travels even if the Kms covered in a day is less than that.
- 2) Day means the calendar day from 6.00 AM to 10.00 PM. One extra batta shall be paid after 10.00 PM.
- 3) Any hike in the petrol /diesel & oil prices during contract period will not be borne by CPCB . The rates committed in the beginning shall only be applicable.
- 4) Parking charges, permit charges & toll charges shall be borne by CPCB on production of original bills along with invoice for payment.
- 5) CPCB, Bengaluru is having jurisdiction of Karnataka, Kerala , Goa states & the UT of Lakshadweep . Vehicle services are required for all above states.
  
- 6) If permit is obtained for particular vehicle in any particular state, the same vehicle shall be used for the next trip (if the trip is within the permit period) for that particular state. (original permit is required for billing)
- 7) The Kms reading shall be recorded from starting point of the day (leaving Bengaluru) and shall be closed on the day the vehicle reaches back to Bengaluru along with timings for each day. The day-wise closing shall not be considered for billing purpose.

**C. General Conditions:**

- 1) Drivers deputed by travel agency for CPCB duty shall report in white uniform & will report well within requested time.
- 2) Vehicle provided by agency shall be in good running condition as per intimation given by dealing officer of CPCB. GPS fitted vehicles shall be preferred for CPCB duties. In case of any breakdown/ repairs, spares replacement, the same shall be attended by travel agency at its cost. CPCB will not have any responsibility on such issues.
- 3) Driver shall carry sufficient amount to meet the expenses (such as fuel, break down charges etc.) for entire journey including maintenance works. Driver shall bear all his personal expenditure like food, stay etc. during the journey/tour and shall not demand any money from CPCB officials.
- 4) The kilometers shall be calculated from CPCB office & return to CPCB only, for all trips.
- 5) Meter reading shall be recorded in trip sheet from the commencement of journey till its end with actual timings on daily basis.
- 6) In case, if single agency does not qualify as L1 for different type of vehicles required for this office, then L1 for different type of vehicles shall be pooled from all agencies qualifying as L1 in one or other type of vehicles and a common L1 statement shall be prepared. The same will be treated as L1 for all qualifying agencies which agree for the same. The qualifying agencies shall be kept in the panel of CPCB. Accordingly vehicles shall be booked through the empanelled agencies on rotation basis.

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- 7) Payment shall be processed & released as per the rates mentioned in the quotation and MOU shall be signed accordingly by both the parties.
- 8) Payment shall be released through online transfer (PFMS) system as per the bank account details furnished by the travel agency/ies, on satisfactory completion of Trip/Tour (local & outstation). Bills shall be submitted on monthly basis for previous month in duplicate preferably in computer generated bills by 5<sup>th</sup> of every month. Bank account details shall also be mentioned clearly in the bills to facilitate this office to make online transfer of payments. Payment shall be released after necessary verification of bills following office procedures. No overwriting in the bills shall be accepted.
- 9) TDS shall be deducted at source as per Rules. Copy of PAN card, GST and other mandatory details as applicable, to be provided at the time of agreement. Other taxes shall be applicable as per prevailing government norms including GST.
- 10) In case of any accidents or any un-foreseen events the travel agency shall hold complete responsibilities to act and settle the issues. CPCB shall not interfere in such matters.
- 11) The travel agency shall be solely responsible for safe journey of CPCB officials when the vehicle is used for both local and outstation duties. Appropriate insurance coverage shall be taken for the travellers.
- 12) The travel agency shall be responsible for cross checking of antecedents of drivers deputed to duty. It will verify about Aadhar card, driving license, validity of tax, insurance payments and other statutory requirements. The agency shall have contact nos. of drivers & alternative nos. of their family members deputed for duty, in case of any emergency.
- 13) Covid-19 guidelines as and when issued by the government shall be followed strictly by the agencies while engaging drivers.
- 14) Other Terms and conditions (if any) of the agency shall be communicated along with quotation.
- 15) List of the reputed customers (Minimum five) for those vehicle services are rendered in previous financial year along with their names, address and mobile nos. and satisfactory certificate shall be provided for assessment.
- 16) An amount of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of cheque has to be submitted to CPCB office as security deposit.
- 17) The Competent Authority in the Central Board reserves the right to cancel the contract without issuing any notice, if the services are not found satisfactory during contract period.
- 18) In the event of any dispute, the decision of the Competent Authority in the Central Board shall be final and binding upon both the parties.
- 19) Typographical and clerical errors are subject to corrections.

The quotation shall be submitted in a closed envelop super scribed as "Quotation for Taxi Services to CPCB Regional Directorate, Bengaluru" and dropped in Tender Box/ sent to this office on or before 29<sup>th</sup> April, 2022 (Friday) by 5.00 PM. The nodal officer Smt Mary Alexander (9448041638) may be contacted, in case, if any additional information are required.

Yours Sincerely

5/21. 21/231  
8/4/2022

(S. Suresh)

Regional Director

Copy to:

- 1) The Divisional Head : with a kind request to upload the quotation  
IT Division in CPCB portal, pl  
Central Pollution Control Board  
Parivesh Bhawan  
East Arjun Nagar  
Delhi – 110 032
- 2) Notice Board, CPCB, RD, Bengaluru

Yours Sincerely

15/11 - 21/23  
8/4/2022

(S. Suresh)

Regional Director

## FORMAT FOR QUOTING RATES

CENTRAL POLLUTION CONTROL BOARD  
REGIONAL DIRECTORATE-BENGALURU

Requirement of vehicles on rental basis for Local and Outstation tours

TABLE - 1

LOCAL TOURS								
	A/C			Non A/C			AC	Non AC
Vehicle Requirement	4 Hrs 40 kms	6 Hrs 60 kms	8 Hrs 80 kms	4 Hrs 40 kms	6 Hrs 60 kms	8 Hrs 80 kms	Extra KM/ Extra Hr rates	Extra KM/ Extra Hr rates
Sedan (Etios/Dzire)								
SUV-Innova								
SUV- Crysta								
Tempo Traveller								
Other vehicle services offered								

Affix signature, date and seal of agency along with contact nos. and  
E mail ID

**TABLE-2**

<b>OUTSTATION TOURS</b>							
Vehicle Requirement	A/C	Non A/C	Minimum KMs per day to be considered for billing of outstation duties	Driver Bata			
				Day Bata & Timing		Night Bata & Timing	
Sedan (Etios/Dezire)							
SUV-Innova							
SUV- Crysta							
Tempo Traveller							
<b>Other Vehicles available for service in the agency</b>							

Note : Please mention any other relevant information/terms and conditions as applicable.

**Affix signature, date and seal of agency along with contact nos. and E mail ID**