

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

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

Dated : 06.07.2022

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 and monthly basis for local and out station duties as per the requirement.
2. Bid documents may be downloaded from Central Pollution Control Board web site <http://www.cpcb.nic.in/Tenders.php> (for reference only).
3. The bids has to be submitted online on CPP portal <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	07.07.2022 (05:30 PM)
2.	Bid Submission Start Date	08.07.2022 (10:00 AM)
3.	Bid Submission Closing Date (End Date)	29.07.2022 (04:00 PM)
4.	Technical Bid Opening Date	02.08.2022 (03:00 PM)
5.	Date and time for opening of online financial bids for technically qualified bidders	Will be communicated later
6.	Estimated value of the contract /year	Rs. 55,00,000/-

- Central Pollution Control Board reserves the right to amend bid and critical dates if required.
 - The prospective bidders may visit the CPCB office to understand the scope of work before submitting the bids.
4. Manual bids shall not be accepted.

5. Instructions for Bid Submission

- a. Bidders/Contractors are advised to follow the “INSTRUCTIONS FOR ONLINE BID SUBMISSION” provided in the **Annexure-I** for online submission of bids.
 - b. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
 - c. The Bid shall be submitted online in two part i.e. Technical bid along with EMD in first part and the financial bid in second part, in the excel format.
 - d. 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.
 - e. The offers submitted by fax/e-mail shall not be considered. No correspondence will be entertained in this matter.
 - f. The EMD/documentary evidences for EMD 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.
6. There is no cost of the bid document.
7. The (Technical bid) should be accompanied with an EMD (Earnest Money Deposit) of Rs. 1,10,000/- (Rupees One Lakh Ten Thousand Only) in the form of Account payee demand draft/FDR/BG in favour of “Central Pollution Control Board, Delhi”. The EMD should be valid for a period of 6 months. The EMD of unsuccessful bidders shall be returned after award of work to successful bidder(s). The EMD of successful bidder(s) will be retain in CPCB till the completion of contract. No any interest will be paid.
8. 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 intimated latter on CPP Portal.

9. Technical Bid

The bidder should have to submit the following documents in a to d folder:

- a. (i) The bidder should have experience of at least 03 years for providing similar type of services in Govt./Semi Govt./Govt. under taking organisation in last 03 years and also produced a documentary evidence for the same.

- (ii) Submission of bid duly signed and sealed on every page as an acceptance to the bid specifications and terms & conditions.
 - (iii) Signed and scanned copy of Certificates like Tour and Travel Registration certificate from state Govt., PAN No., GST, etc.
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- b. (i) Signed and scanned copy of Tender Acceptance letter as placed at **Annexure-II.**
 - (ii) Signed and scanned copy of proof for payment of Earnest Money Deposit (EMD).
 - c. (i) No near relative in CPCB certificate.
 - (ii) 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.
 - d. (i) Undertaking the bidder should have at least 20 commercial vehicles/owned/under lease agreement.
 - (ii) The bidder should have been completed 03 similar work of 40% of the estimated cost or two work of 50% of the estimated cost or one work of 80% of the estimated cost.

10. **Financial Bid**

- a. The financial bid has to be submitted online only.
- b. The rates shall be quoted in Indian Rupee only. The rate should be quoted in both figures and words. GST extra as applicable will be quoted.
- c. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
- d. The rates quoted in the bid should be valid for 90 days from the date of opening of technical bids.

Period of contract:-

11. The rates quoted by the successful bidder shall remain valid for a period of two years from the date of award of contract and can be extended for further period on mutual consent. The Financial bid will be opened only those firms, who will have qualified technically.

12. **Terms of Payment :-**

- a. The payment will be made after submission of bill/ invoice along with duty slip duly signed by the user of the vehicle. The payment will be made online after verifying the bill by the concerned officer.
- b. No advance payment shall be made.
- c. TDS will be deducted at source as per the rule.

13. Contractor has to provide only commercially registered vehicle to CPCB.

14. The vehicle provided should not be more than 05 (five) years old, well maintained and should meet prevalent pollution control norms.

15. In case of any break down, the bidder will be responsible to provide substitute vehicle to avoid inconvenience in the work of the CPCB.

16. The bidder shall be responsible to provide the required number of vehicle at any time, even at short notice.

17. The driver should be well mannered, experienced and possessing valid driving license.

18. The charges of mileage and time will start from CPCB office, Parivesh Bhawan, East Arjun Nagar, Delhi-110032 and end at the same place.

19. No overtime will be paid for outstation duties, except night charges, as agreed in the Rate Contract.

20. All Interstate Tax, Toll bridge tax, parking etc. will be paid extra after submission of the receipt along with the bills.

21. The successful bidder shall have to commence the service immediately on receipt of award letter.

22. 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.

23. 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.

24. The provided vehicle should have a valid Registration Certificate (RC), Pollution Under control (PUC) certificate, Insurance and should be equipped with first Aid Box, required tools with Jack rod system, Mobile charger, Umbrella, Tissue Paper Box, Car Freshener etc.
25. The vehicle should be equipped with Stepney (with proper air pressure) and air pressure pump.
26. The emergency nos. such as 24x7 spot services (road assistance), police, fire, ambulance etc. should be available with the driver.
27. All the safety equipment's/accessories should be available in the vehicle.
28. The vehicle may be taken to the hilly areas for monitoring/sampling purposes, the driver should be well conversant driving in hilly region.
29. 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.
30. The bidder shall ensure that all legal and regulatory requirements related to Environment Health and Safety is complied as this office has the certificate of Occupational Health and Safety Management System (OH&SMS).
31. The driver should have communication system (mobile) and will not leave the vehicle during duty time.
32. In case of any breakdown of the vehicle, the vehicle should have 24x7 road assistance services.
33. If the firm deny to provide the vehicle, a penalty of Rs 500/- per requisition will be imposed and debited from his bill.
34. Night charges will be start only after 11 PM.
35. All the vehicles should be equipped with fastag and with HSRP plate.
36. The payment for Parking/Toll Slip will be made only when the vehicle number is mentioned in the Parking/Toll slip (Computerized/Manual Slip).
37. Any editing/correction/overwriting will not be accepted in the Meter reading (Start &Close), mentioned in the duty slips by the users.
38. No editing/correction will be allowed in the duty slip.
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 preventive maintenance and to rectify the minor breakdown in the vehicle.
42. It may be noted that mere quoting lowest rates will not entitle any firm to get the work order.
43. The bid should be free from over writing and correction and additions if any, should be counter signed.
44. The Chairman, Central Pollution Control Board reserves the right to cancel any or all bid without assign any region thereof.
45. 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".
46. In the event of any dispute, the decision of the Chairman, Central Pollution Control Board, shall be final and binding upon both the parties.
47. Typographical and clerical errors are subject to corrections.

(Dinabandhu Gouda)
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 / e Mudhra 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.
- 7) The scanned copies of all original documents should be uploaded on portal.
- 8) For any Technical Query contact to our helpdesk Number 011-43102420 Email: dinabandhu.cpcb@nic.in Sh. Dinabandhu Gouda and 011-43102283 Email: sks.cpcb@nic.in Sh. S.K. Sharma

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 for 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 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 Tender document.
- 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.
 - i. 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.
 - ii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - iii. 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.
 - iv. 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 meeting.

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 Dinabandhu Gouda ,Div. Head, Building upto 12.00 hrs 29.07.2022 on 011-43102420 or dinabandhu.cpcb@nic.in 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.

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)

