

93006/2023/LAB-RD (Chennai)



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.: CPCB/RDC/Travels/2022-23/328

20.02.2023

QUOTATION CALL FOR NOTICE

Sub: Quotation for short term Cab & taxi hiring services on rental basis as and when required for office use including monitoring work (both local and outstation duties) for a period of one year and can be extended further subject to the satisfactory services

The Central Pollution Control Board (CPCB), Regional Directorate (Chennai), Chennai hereby invites sealed quotations from reputed travel agencies for providing cab and taxi services on rental basis (both local and outstation duties) to the office situated at # 77-A, 2nd floor, South Avenue Road, Ambattur Industrial Estate, Chennai -600058 as per Annexure-I subject to the following set of Terms and Conditions.

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 applicable

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. Total km travelled shall be calculated based on actual travelled distance for the whole period of the outstation tour. Day wise closing shall not be considered for payment.
- 2) Day means the calendar day from 6.00 AM to 10.00 PM. If the service is utilized after 10 PM, then one more Bata shall be paid.
- 3) If permit is obtained for particular vehicle in any particular state, the same vehicle shall be deployed for the next trip (if the trip is within the permit period) for that particular state. (Original permit is required for billing)
- 4) The odometer reading and time shall be recorded from the point of pick up (leaving Chennai) and shall be closed at the point of drop off along with Closing reading and timings for each day. The day-wise closing shall not be considered for billing purpose. The trip sheet shall be duly filled in and certified by the user.

Terms and Conditions:

1. The quotation is for hiring of vehicles (including driver, fuel requirements and payment of all

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Regional Directorate (Chennai) : Second Floor, 77-A, South Avenue Road, Ambattur Industrial Estate, Ambattur Taluk, Thiruvallur District, Chennai - 600 058. Mobile : 9443019014, 8745057324, Email : cpcbdcchennai@gmail.com

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

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- all charges/Fee) for a defined but temporary tenure on a daily basis for local and outstation travel in South Eastern states namely Andhra Pradesh, Telangana, Tamil Nadu & Puducherry. For sample delivery, vehicle also shall be made available for Bengaluru city as per requirement.
2. Vehicle will be booked as and when required by this office. No Guarantee for minimum bookings per day or month or year.
 3. The Office shall have the option to choose the type of vehicles as per the requirement, for which the vehicles are categorized as per the annexure –II
 4. The proposed period for providing taxi services on rental basis is for one year and can be extended for another one year if services found satisfactory.
 5. The time of service provided shall start from the point of pick up and ends at the point of drop off and the garage hours and Km shall not be considered.
 6. Delay in arrival beyond 30 minutes, shall attract penalties.
 7. The service provider shall have its Office & Garage in Chennai manned with adequate staff for round the clock service
 8. Any changes in the petrol /diesel & oil prices during contract period will not be borne by CPCB. The rates committed in the quotation and MoU shall only be applicable.
 9. Parking charges, permit charges & toll charges shall be borne by CPCB on actual basis and on production of original bills/receipt along with invoice for payment.
 10. Drivers deputed by travel Service Provider for CPCB duty shall report in white uniform in accordance with the prevailing Rules & well within requested time. The driver shall be well mannered, mentally & physically fit and familiar with track your location using Google maps.
 11. Service Provider has to provide only commercially registered vehicle to CPCB. The age of the vehicle shall not be more than 05 (five) years old, GPS enabled vehicle, well maintained, well cleaned, sanitized and should meet prevalent pollution control norms. In case of premium SUV, km travelled shall be less than one lac kms. In case of Premium sedan, Sedan, MUV & SUV, km travelled shall be less than 50000 kms
 12. Service Provider shall ensure that the vehicle deployed by him is in excellent working condition at all the times and clean both internally and externally.
 13. "On Govt. of India duty" plate, flap and play card for receiving the official guest/visitor from Airport shall be available in the vehicle.
 14. The provided vehicle should have a valid Registration Certificate (RC), Fitness Certificate, Pollution Under control (PUC) certificate, full comprehensive insurance, road permit as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for the service.
 15. The vehicle should be equipped with first Aid Box, Fire extinguisher, required tools with Jack rod system, Mobile charger facility, Umbrellas, Tissue Paper Box, Car Freshener etc in accordance with the rules.
 16. The vehicle may be taken to the hilly areas for monitoring/sampling purposes, the driver should be well conversant driving in hilly region. All the safety equipment's/accessories shall be available in the vehicle.
 17. In case of any breakdown/ repairs, spares replacement, the same shall be attended by travel

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agency at its cost. CPCB will not have any responsibility on such issues.

18. Driver shall carry sufficient amount to meet the expenses (such as fuel, oil, spares, consumables, break down charges, parking fees, toll charges etc.) for entire journey including maintenance works on his own.
19. Driver shall bear all his personal expenditure like food, stay etc. during the journey/tour and shall not demand any money from CPCB officials.
20. The driver shall have knowledge for preventive maintenance and to rectify the minor breakdown in the vehicle.
21. If the Service Provider denies to provide the vehicle, a penalty of Rs 500/- per requisition will be imposed and debited from his bill.
22. Meter reading shall be recorded in trip sheet from the commencement of journey till its end with actual timings on daily basis and endorsed by the user.
23. The taxi provider shall have **FASTag** and with HSRP plate in the vehicle provided to CPCB. In case of **FASTag** is not provided, double charge payment in toll will be restricted to actual **FASTag** rates.
24. In case, if single service provider 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. An Opportunity shall be extended to all qualified agency to accept or reject the L1 rates. Those qualified and accepted agencies only shall be empanelled.
25. Payment shall be processed & released as per the rates mentioned in the quotation and MOU shall be signed accordingly by both the parties. No other charges shall be entertained, unless the same is mentioned while quoting the rates.
26. Payment shall be released through A/C payee cheque / PFMS system on satisfactory completion of Trip/Tour (local & outstation) and upon submission of proper bills along with the trip sheet duly signed by the user. Bills shall be submitted on monthly basis for previous month in duplicate preferably in computer generated bills by 5th of subsequent month. Payment shall be released after necessary verification of bills by following office procedures. No overwriting in the bills shall be accepted.
27. TDS shall be deducted at source as per Rules. The service provider shall have applicable statutory requirements namely PAN, GST, TAN, Aadhar etc. as applicable. Copy of the same shall be provided at the time of submission of quotation. Other taxes shall be applicable as per prevailing government norms.
28. In case of any accidents, break down or any un-foreseen events the travel Service Provider shall hold complete responsibilities to act and settle the issues as early as possible. CPCB shall not interfere in such matters. The service provider shall arrange alternative vehicle in bare minimum time.
29. The travel Service Provider 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 travelers by the taxi providers.
30. The travel Service Provider shall be responsible for cross checking of antecedents of drivers deputed for duty. Driver's Aadhar Card, driving license, validity of tax, insurance payments and other statutory requirements are to be verified by service provider at their end only. The Service Provider shall have contact nos. of drivers & alternative nos. of their family members deputed for duty, in case of any emergency.
31. Other Terms and conditions, if any then the Service Provider shall communicate it along with the quotation

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32. List of the reputed customers like Government departments, PSU, Banks, MNC, Big Corporate in last three financial years along with their names, address and mobile nos. and satisfactory certificate shall be provided for assessment.
33. 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 before signing the MoU.
34. The Chairman, Central Pollution Control Board reserves the right to cancel the contract without assigning any reason or issuing any notice, if found unsatisfactory service during contract period.
35. The empaneled service provider shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redresses) Act, 2013". In case of any complain of sexual harassment is received by the Office against the empaneled service provider, the complaint shall be referred to the appropriate committee constituted under the said act. The empaneled service provider shall be responsible for educating their employees about prevention of sexual harassment at work place and related issues.
36. The empaneled service provider shall not disclose directly or indirectly any information, material and details of the Office's information/systems/equipment/functioning and modalities of operation etc., which may come to the possession or knowledge of the driver of the empaneled service provider during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. Failure to observe the above shall be treated as breach of contract on the part of the empaneled service provider and the service provider shall be liable for damages or compensation, as the case may be.
37. The empaneled service provider shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure of confidential information under this agreement. The empaneled service provider's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or the termination of this agreement for whatever reason.
38. Typographical and clerical errors are subject to corrections.
39. All correspondence in this regard may be addressed to the "The Regional Director, Central Pollution Control Board (CPCB), Regional Directorate, 77-A, South Avenue Road, Ambattur Industrial Estate, Chennai — 600058".
40. In the event of any dispute, the decision of the Chairman, Central Pollution Control Board shall be final and binding upon both the parties.
41. The quotation shall be submitted in a closed and sealed envelope super scribed as "Quotation for Cab & Taxi Hiring Services to CPCB., RD(Chennai), Chennai" and dropped in Tender Box/sent to this office within twenty-one (21) days from the date of posting in the website.


(H. D. Varalaxmi)
Regional Director

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Annexure - I

Format for quoting rates

Local.: Chennai Metropolitan Area									
*Type of Vehicle (Please refer the 2 nd page)	Rates for Non-AC				Rates for AC				Any other information, charges etc.
	4 Hrs & 40 Kms	6 Hrs & 60 Kms	8 Hrs & 80 Kms	Extra Kms/ Extra Hours	4 Hrs & 40 Kms	6 Hrs & 60 Kms	8 Hrs & 80 Kms	Extra Kms/ Extra Hours	
Hatchback									
Sedan									
Premium Sedan									
SUV									
MUV									
Premium SUV									

Outstation					
Type of Vehicle	Rates for Non AC	Rates for AC	Minimum Km per day to be charged for out station	Driver Batta Day & Night	Any other information, charges etc.
Sedan					
Premium Sedan					
SUV					
MUV					
Premium SUV					

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

Annexure - II

Categorization of Vehicles

S.No.	*Type of Vehicle	Make & Model of the Vehicle
1.	Hatchback	Maruti Suzuki Wagnor, Maruti Suzuki Celerio, Maruti Suzuki Swift, Hyundai i10, Hyundai i20, Tata Tiago, Datsun Go, Tata Bolt, Hyundai Santro & Tata Indigo
2.	Sedan	Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Ford Aspire, Volkswagen Ameo, Tata Zest, Nissan Sunny & Toyota Etios
3.	Premium Sedan	Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Toyota Corolla, Hyundai Verna & Skoda Rapid
4.	SUV	Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Mahindra Scorpio, Maruti Suzuki XL6, Ford Ecosport, Hyundai Creta, Renault Duster, Mahindra TUV300, Mahindra XUV300 & Mahindra XUV500
5.	MUV	Toyota Innova, Xylo, Mahindra Bolero, Camper, Tata Xenon, Mahindra Imperio & Isuzu Dimax
6.	Premium SUV	Toyota Innova Crysta, Toyota Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa, Tata Harrier & Honda CR-V