

## INVITING TENDER

Eastern Zonal Office of Central Pollution Control Board at Southend Conclave, Block-502, 1582 Rajdanga Main Road, Kolkata-700107, invites tenders/quotations from reputed and bonafide Travel Agencies for providing commercial AC vehicles like Innova, Tavera, Xylo, Scorpio and Indigo on hiring basis. Tender documents may be obtained from the above address on any working day between 10.30 AM to 5.30 PM. Last date for submission of tender/quotations will be 20 days from the publication of this advertisement. Price of the tender document is Rs. 10/- (Ten only).

Incharge  
CPCB, EZO-Kolkata

**Quotation for hiring of Diesel / Petrol / LPG driven vehicles like Xylo/ Tavera / Innova / Indigo / Scorpio (AC)**

by

**Central Pollution Control Board, Eastern Zonal Office-Kolkata.**

Sealed quotations are invited by the Competent Authority of Central Pollution Control Board from the Travel Agency / Travel Contractor for hiring of vehicles like vehicles ( **Tata Indigo / Tavera / Innova / Xylo / Scorpio**) (AC) as and when required basis to travel West Bengal, Bihar, Jharkhand and Orissa States. The terms and conditions are as below -

1. The vehicle should be in good conditions and should not be old for more than five years. The vehicles should be comfortable and the travelers should not feel discomfort while traveling in the vehicle. In case of breakdown alternative must be provided by the agency on urgent basis.
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 or 2 hours short notice also to the travel agency and travel contractor.
3. The driver should read, write and understand Bengali, Hindi and English. The driver should obey the instructions given by our employees during the travel.
4. 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 etc.
5. During travel the arrangement of breakfast, lunch, dinner and night staying of the driver should be arranged by the travel agency / travel contractor. This office or employees of this office will not bear such expenses.
6. During the travel, all the original paper related to the vehicle i.e. valid driving licenses, registration book of the vehicle, insurance papers and road permit 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.
7. The travel agency / travel contractor will be fully responsible for any mishappening or accident during the travel. The list coverage along with accident policy of our officials should be included with your comprehensive insurance.
8. Sealed quotation in double cover should be sent and on the top of the cover should be written 'Quotation for Hiring of Vehicles'. Quotation should reach this office by 2.30 pm on or before March 8, 2014. All the quotations will be opened on the same day at 3.00 pm or date and time to be fixed after receiving of the same by the Competent Authority, Central Board. and it will be informed by telephone to the quotee. Therefore, all the quotee are requested to provide their mobile / land phone numbers on the envelope of the quotation. No complaint will be entertained if any quotee is not present while opening the quotation inspite of telephonic information. All travel agency / travel contractor or their representatives may attend this office in time while opening the quotations.

P.T.O.

9. This office will not be responsible for any postal delay. Quotation received after the expiry date will be considered invalid.
10. Vehicle hiring rates should be quoted in two components which will be valid at least for one year.
  - i) Per Hour : Rs.
  - ii) Per Km : Rs.
11. Charges of Rs. 100/- (Rupees One hundred only) per night will be given as night halt charge and maximum of 5 kms each will be allowed for garage to reporting and reporting to garage kilometer.
12. 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 bill. However, preference will be given to the agency who has all India Permit Tax for his vehicles.
13. Toll tax will also be paid by the travel agency / travel contractor which will be reimbursed by this office after claiming the same with bill.
14. The rates should be written in words as well as in 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.
15. The income tax clearance certificate, service tax certificate issued by Central Excise Department along with number of vehicles available with you and their registration number, the list of clients of other Government Organization (if any) should be submitted along with the quotation.
16. The office may change the date of submission of quotation without assigning any reason.
17. Tax deduction at source would be made as per government rules during reimbursement of the bill.
18. Travel agency / travel contractor should not take it granted that their vehicles will be hired merely by submission of the quotation.
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 of the Central Board will be final and binding upon both the parties.

( R. C. Saxena )  
Scientist 'D' & Incharge