

F.4/1(9)/Vehicle/2013/

Dated : 25.10.2013

To,

As per list enclosed

**Subject : Rate contract for hiring of DLY vehicles in CPCB.**

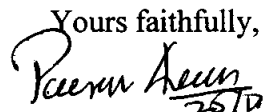
Sir,

Sealed quotation are invited on behalf of Central Pollution Control Board for entering into rate contract for hiring of DLY vehicles in CPCB from time to time on day-to-day basis for local and out station duties as per requirements. The details of vehicles required for hiring is enclosed at Annexure-A.

**Terms and conditions :-**

1. Sealed quotation should be dropped in the quotation box kept near reception at G.F. of Parivesh Bhawan, CPCB on or before 11.11.2013.
2. The quotation can also be downloaded from CPCB Website [WWW.cpcb.nic.in](http://WWW.cpcb.nic.in).
3. The following documents are required to be attached with quotation :-
  - a. Tour & Travel Registration Certificate from state Govt.
  - b. Experience and past performance on similar contract for last 3 years. (Documents proof to be enclosed)
  - c. Copy of Service Tax Registration No.
  - d. Copy of Income Tax returns for the last 3 years.
  - e. Copy of PAN card.
4. The rates must be quoted as per the format enclosed at Annexure-A. In case the bids are not submitted as per the format the same will be liable to be rejected.
5. The rates quoted by the successful bidder will remain valid for a period of one year from the date of award of contract and can be extended for further period on mutual consent.
6. Contractor has to provide commercially registered vehicle for the service. In case of non-compliance of the above, Rs.1000 as penalty, will be deducted from the bill on each occasion.
7. The vehicle must be not more than two years old and in perfect running condition, well maintained and meet prevalent pollution control norms. In case of any break down, the contractor is responsible to provide substitute vehicle to avoid inconvenience/disruption in the work of the CPCB.

8. The firm shall be responsible to provide the required number of vehicle at any time even at short notice.
9. In case there is delay of more than 30 minutes, penalty @ 50/- per 30 minutes will be imposed.
10. The driver should be well mannered, experienced and possessing valid driving license.
11. The drivers have to maintain daily duty slip duly signed/verified from the officers using the vehicles.
12. The charges of mileage and time will start from Parivesh Bhawan/place of reporting to the back of place of leaving of the vehicle.
13. The payment will be made by cheque after receiving of verified bill by the concerned officer.
14. No overtime will be paid for outstation duties only night charges as agreed in the rate contract will be paid.
15. All interstate tax, till bridge tax, parking etc. will be paid extra after submission of the receipt alongwith the bills.
16. Income tax shall be deducted at source.
17. It may be noted that mere quoting the lowest rates will not entitle any firm to get the order.
18. The contract can be terminated at any time without assigning any reason by giving one month notice by either party.
19. The quotation shall be valid for three months from the date of opening.
20. The terms & conditions if any should be clearly mentioned in the quotation.
21. The over writing and corrections, if any should be attested.
22. In the event of any dispute, the decision of the Chairman, Central Pollution Control Board, will be final and binding on both the parties.
23. Typographical & clerical errors are subject to correction.

Yours faithfully,  
  
(Paritosh Kumar)  
I/C Building Division

OC

**PROFORMA FOR QUOTING THE RATES FOR PROVIDING TAXI SERVICES**

Name and Address of the Party: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of vehicle	Local Duty				Out station duty			Hill station duty		
	Rates for 8 Hours for 80 Kms	Rate for 4 Hours for 40 Kms	Rate for Extra Km	Rate for Extra per Hour	Rate upto 200Km	Extra Km charges above 200 Km	Night charges	Rate upto 200 Km	Extra Km charges above 200 Km	
Indica										
Indigo										
Swift Desire										
Innova										
Zylo										

It is confirmed that we have read the terms and conditions stipulated in the quotation document and we undertake to abide by these terms and conditions

Date:

Signature of Bidder  
 Seal of the Bidder