

**Central Pollution Control Board
Zonal Office
Lucknow**

ZOL/Admn/M.Vehicle/162/Vol-I

July 25, 2016


Invitation of sealed Quotation for Hiring of vehicle on Monthly and General Basis

Terms and Conditions

FOR SUBMISSION OF QUOTATIONS:

1. General Terms & Conditions:

- 1.1 Separate Quotations shall be submitted for vehicles on Monthly Contract and General Contract to supply the required class of Vehicle as & when required using prescribed format at Annexure -I and II
- 1.2. The quotation should reach this office latest by 24.08.2016, 1.30 pm.
- 1.3. The quotations shall be opened on 24.08.2016 at 3.00 pm. Representatives of the bidders may join during the exercise of opening the quotations.
- 1.4 It may be noted that mere quoting the lowest rate/ charges will not entitle any party to claim for work order.
- 1.5 The validity of the rates/charges would be for a minimum period of 90 days from the date of opening of the quotations.
- 1.6 The quotations should be free from over writings and erasures. Corrections and additions, if any should be attested by the authorized person.
- 1.7 The sealed quotations should be sent by registered post/courier addressed to The Incharge, Central Pollution Control Board, North Zonal Office, PICUP Bhawan, Vibhuti Khand, Ground Floor, Gomti Nagar, Lucknow-226010 so as to reach on or before 24.08.2016 till 1.30 pm. However, parties may drop their sealed quotations in Tender / quotation box kept in the office at above mentioned address. In no case quotations should be handed over to any employee of the Board.
- 1.8 The bidders are required to submit EMD of Rs. 5000/-(Five thousand only) in the form of demand draft in favour of Central Pollution Control Board, Lucknow along with their bid. Bid without EMD shall not be entertained. The bidders seeking exemption from depositing earnest money should attach valid documentary proof issued by the authority-concerned along-with the bid.
- 1.9 The Competent Authority reserves the right to cancel any or all the quotations without assigning any reasons thereof.
- 1.10. The bidder is expected to examine all instructions forming terms and conditions and specifications mentioned in the bidding document. Failure to furnish all information


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required by the bidding documents or submission of quotations not substantially responsive to the bidding document in every respect will be at the bidder's risk and result in the rejection of its bid.

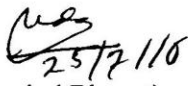
- 1.11. The Board at its discretion may extend the last date of submission of quotations and their opening. The final authority for acceptance of a bid will rest with the Chairman, Central Pollution Control Board who does not bind himself to accept the lowest quotations and is vested with the authority to reject any or all of the quotations received without assigning any reason.
- 1.12 Conditional bids will be rejected without assigning any reason.
- 1.13 *It is advised that quotations should be properly signed, stamped and sealed failing which it is liable for rejection without assigning any reason.*
- 1.14 Late and delayed quotations shall not be considered
- 1.15 Typographical and clerical errors are subject to corrections.
- 1.16 In the event of any dispute, decision of the Chairman, Central Pollution Control Board shall be final and binding upon both the parties.
- 1.16 The placement of Supply order will be according to technical evaluation for the Tender / quotation and after consideration of its price worthiness.
- 1.17 With the submission of his/her quotations in reference to this letter, it shall be treated as the bidder accepts the conditions stipulated therein.
- 1.18 The bids shall be annexed with Registration certificate of Service Tax.
- 1.19 The bids shall be annexed with PAN Number of Agency/Owner.
- 1.20 The bids shall be annexed with copy of Income Tax Return for last year.
- 1.21 Non-Completion of Terms & conditions mentioned in tender or not enclosing necessary documents referred above shall lead to cancellation of technical bids.

2.0 Service Conditions

The rates for Monthly contract shall be quoted only for Indigo and Ambassador Car and for General Contract specifically for **Indigo, Tavera and Innova/Xylo**. The rates shall be applicable and in-force for a period of one year w.e.f. the date of contract agreement. The contract period may be extended on mutual acceptance on both the parties and subject to approval of the Competent Authority in this office. The other terms & conditions of the contract shall be as stipulated hereunder.

- 2.1 That, it shall be ensured that the **vehicle provided must have registration under Taxi quota** of which necessary paper must be produced to the office. In case, at any stage it is observed that vehicle provided is other than taxi quota your payment will be with hold and will not be released under any circumstances.

- 2.2 That, in case of any break-down in the vehicle, alternate arrangements should be made by the agency immediately. In the event of failure to provide alternate arrangement, the Board has option to hire vehicle from other agency and payment so made on this account will be apportioned from bills of payment.
- 2.3 That, bills for payment shall be submitted bi-monthly along with duty-slip duly verified by the user and details of journey traveled.
- 2.4 Service tax as per Govt. rules will be allowed extra on abated value of the billing amount is payable and after deposit of service tax in Govt. Department, Certified copy of the challan alongwith return should be submitted in this office.
- 2.5 TDS will be apportioned as per GOI rules.
- 2.6 That, during the period of one year no enhancement of monthly charges will be entertained irrespective of the fact that fuel rate increase in future.
- 2.7 That, the charges of mileage will be considered from PICUP Bhawan/place of reporting & back to place of release of vehicle i.e. PICUP Bhawan, Gomti Nagar, Lucknow.
- 2.8 That, it may also be ensured the initial reading as well as concluding reading after journey are entered in the register kept for the specific purpose with security guard at entrance of this office.
- 2.9 That, the vehicle to be provided must be well maintained, comfortable and in satisfactory running conditions.
- 2.10 That, the travel agency shall be responsible for the proper legal driving license of Drivers and any other registration, road tax, fitness certificate etc.
- 2.11 That, all the cost including of drivers, insurance, tax, maintenance etc. shall be borne by the agency.
- 2.12 That, in case of any accident, any legal responsibility shall be of the travel agency wholely.
- 2.13 That, the travel agency should provide photocopy of Permanent Account Number, Service Tax Registration Number to this office at the earliest.
- 2.14 That, once the bid is accepted and contract is signed the same shall come into force on submission of **Performance Security of Rs 20,000/-** in the form of Demand Draft in favour of Central Pollution Control Board, Payable at Lucknow.
- 2.15 That, the Board has the right to withdraw/terminate your services without assigning any reason at any time, however, the same shall not be admissible for the Travel agency.


(Govind Bhagat)
Section Officer

Annexure-I

Format for submission of Charges for General Contract

Nature of Duties	Indigo		Innova		Xylo		Tavera	
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
Local Duty								
Hiring Charges up to 80 km/day and 8 hrs. duty								
Over time charges per hour above 8 hrs. duty								
Extra km charges above 80 km. running.								
Out Station Duty								
Charges for out station duty upto 200 km. a day								
Extra Km. charges above 200 km. running								
Night halt charges								
Hill station Duty								
Charges for outstation duties in hill areas upto 200 km. a day.								
Extra km charges above 200 km.								
Night halt charges								

Seal

Date

Authorized Signatory

Format for submission of Charges for Monthly Contract

Type of Vehicle	Fixed Charge per month (In Rs.)	Maximum monthly running in Fixed Charges (In Km)	Rate beyond Maximum monthly running (In Rs.)	Any other detail
Indigo AC				
Indigo Non AC				
Swift Dzier AC				
Swift Dzure Non AC				

Seal

Date

Authorized Signatory