

Reference No. Admin/05/ Tavera/ZOB/2015-16

TENDER DOCUMENT

Service Contract for providing Drivers

To

CENTRAL POLLUTION CONTROL
BOARD



Central Pollution Control Board

NisargaBhawan, 7th D'Main Shivanagar

Thimmaiah Road

Bengaluru- 560 079

TENDER FOR PROVIDING DRIVERS THROUGH AGENCY

The South Zonal Office, Central Pollution Control Board (CPCB) invites sealed tenders from reputed and experienced firms for "Providing Drivers" in Central Pollution Control Board, NisargaBhawanZonal office, 7th D Main, Shivanagar, Bengaluru-560079.

The following general terms and conditions are applicable:

1. The sealed tenders should be submitted in a envelop super scribing "Providing Drivers " for Central Pollution Control Board, South Zonal Office, 7th D main Shivanagar, Bengaluru-560079 . The sealed tenders may either be dropped in tender box kept in office or send through post so as to reach latest by Tuesday, 15th September 2015,5.00 PM .The tender should be submitted in the format enclosed as Annexure. No other format will be entertained other than this. All rates should be quoted in figures as well as in words in the enclosed annexure. Unsealed and unsigned tenders shall be summarily rejected.
2. The acceptance of a tender rests with the CPCB, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
3. On acceptance of the tender after scrutinisation, the name of the accredited representative (s) of the contractor (lowest quotee) responsible for taking instructions from CPCB shall be communicated.
4. The price quoted in tender will have a valid period of 90 days from the date of opening of tenders.
5. The tenders should acquaint themselves with the nature of work and duties & requirement of the organisation before submitting the rates.
6. The Tenderer must furnish full, precise and accurate details in respect of information in the format

Terms and Conditions Applicable For Duties Of Drivers:

1. The driver should be readily available to work for 6 days a week from Monday to Saturday from 8.30 AM to 7.00 PM in Central Pollution Control Board, South Zonal Office, NisargaBhavan, Bengaluru& Sunday is closed Holiday and other national holidays are as declared by GOI.
2. Driver should be experienced and must have passed 8th standard from a recognized school/board.
3. The driver should possess a valid driving license for driving (both light and heavy) vehicles issued by the transport authority. Knowledge of motor mechanism is desired.
4. The driver should have at least three years' experience of driving a light or heavy vehicle in a reputed agency.
5. A driving test will be conducted to see the performance of driver before considering the candidature.
6. The driver should be able to drive the vehicles locally and also in entire South India as per requirement of office.

7. The agency shall be responsible for providing uniform to the drivers (white pant and shirt)
8. The drivers provided by the agency shall have no claim in any manner with CPCB after their services are completed. No claims will be entertained.
9. The job requirement is purely temporary and the selected candidate will not have any claim over the job in CPCB.
10. Driver will be completely responsible for routine maintenance of vehicle, updating of log book of the vehicle after completing each trip.
11. Washing the vehicle on daily basis, before it is taken out.
12. Mechanical problems if any to be brought to the knowledge of the vehicle Incharge/concerned Reporting officer.
13. Vehicle should be dropped to service center and brought back after satisfactory service as per directions of office whenever required.
14. Taking the vehicle for payment of Insurance, Tax if any to the RTO office and to get checked for Pollution under Control certification.
15. The driver shall not take part in any activity of CPCB employee's union/association or any other political wing.
16. Payment will be made by CPCB, Zonal Office, and Bengaluru to the agency on submission of bills duly supported by attendance certificate signed by the Vehicle Incharge/Reporting officer. No direct payment will be made to driver. Payment to agency is through crossed cheque after deduction of TDS and other taxes as applicable.
17. The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of drivers accepted by CPCB.
18. In case of any further details required , pl contact Sh. R. Mahendra Kumar, Private Secretary, mob No. 9448042297, LL 080-23233737, 23233739, email : mahendra_cpcb@yahoo.co.in.
19. The contract will be terminated in case of any complaint regarding the services of the agency found unattended after warning.
20. In the event of termination of the contract, Chairman, CPCB shall have the right to forfeit the entire contract for any damages, losses, charges, expenses or cost that may be suffered or incurred by the CPCB.
21. The contract will be governed by the Laws of India, for time being in force as amended from time to time. Any dispute arising out of this contract will be settled in Court of Law of competent jurisdiction. The Courts in Bengaluru, Karnataka shall have exclusive jurisdiction to adjudicate the disputes arising under the contract.

Annexure

Format for filling up information to provide the services of Drivers capable of driving vehicles Tavera, Tata sumo, Maruthi Gypsy and other equivalent vehicles& possessing valid driving licence issued by transport department ; (Government Depts.)

S.No.	Rates for performing duty at Bengaluru (Drivers ;skilled category) (charges in Rs per month)	Amount (Rs)
1.	Monthly basis (office Hrs) 8.30 AM to 7.00 PM per Driver (Sunday holiday)	
2.	Hourly Rates for working after 7.00 PM to midnight	
3.	Charges for Outstation duties within South India (out station duties other than Bengaluru)	
4.	Minimum wages as per prevailing local govt. norms	
5.	E.P.F	
6.	E.S.I.	
7.	Service & other taxes as applicable	
8.	Pl provide any other relevant information as separate appendix , if required	

Complete Address and contact nos. of Agency

And any registration with local Govt.:

Details of the parties where it has provided the

Services of driver in past 3 years :

Pan Card of agency and copy to be enclosed:

Terms and Conditions, If any :

I/we do hereby declare that the entries made in the tender and appendix attached with Bid are true and also that we take the responsibility of Drivers in all manners provided to CPCB.

Signature of Tenderer along with Date seal: