

No.EZO/Admn./F-138/VH/2011/

Date: 22.12.2015

To

Sub: Hiring of Diesel / Petrol / LPG driven vehicles like Xylo/ Tavera / Innova / Indigo / Scorpio (AC)

Terms & Conditions

Sealed quotations are invited by the Competent Authority of Central Pollution Control Board from the Travel Agency / Travel Contractor for hiring of commercial vehicles like Tata Indigo / Tavera / Innova / Xylo / Scorpio (AC / Non 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.*
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 January 12, 2016. 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 quote. Therefore, all the quotee is requested to provide their*


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mobile/land phone numbers on the envelope of the quotation. No complaint will be entertained if any quote 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.

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 (will be valid at least for one year) **as per Annexure-I**.
11. Night halt charges per night will be given as per the recommendation of the Purchase Committee and for that rate/night halt is to be mentioned separately. Maximum of 05 kms each way will be allowed or 1/2hr +b1/2hr i.e. 1hr 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. Interested travel agencies have to submit a D/D in favour of "**Central Pollution Control Board**" payable at Kolkata of **Rs.5000.00** (Rupees Five Thousand only) as earnest money to be submitted along with the Tender documents which is refundable within 30days after completion of the Tendering procedure.
14. Travel agency who will be awarded the Supply Order of vehicle have to deposit **Rs. 20,000.00** (Twenty Thousand only) as **Security money**. At the termination of the contract the said amount will be refunded to the agency without any interest.
15. 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.
16. 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.
17. 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.
18. The office may change the date of submission of quotation without assigning any reason.
19. Tax deduction at source would be made as per government rules during reimbursement of the bill.
20. Travel agency / travel contractor should not take it granted that their vehicles will be hired merely by submission of the quotation.
21. It may be noted that mere quoting the lowest rates will not entitle any firm to get the order.
22. The office may reject or cancel any quotation or all quotations without assigning any reason. Competent Authority in Board reserved the right to accept or reject any/all tenders/quotation without assigning any reason.
23. 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.

Yours faithfully,


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

Encl: as above

Copy to;

- ✓ 1. CPCB Website
2. Accounts unit, CPCB, EZO, Kol
3. Purchase Committee, EZO, Kol
4. Master Copy, Kol
5. Administration unit, Kolkata
6. Notice Board (5th & 6th floor), Kol.


(R. C. Saxena)

Annex-1

TABLE FOR HIRING VEHICLE

Sl. No	Name of the Party/Agency	PAN No./S.Tax (self attested copy to be enclosed)	Vehicle Hiring Rate			Tata Indigo/ Equivalent CC	Innova	Xylo	Scorpio
			Minimum Local rate for 8hrs or 80kms/ Day for Kolkata, Howrah & 24pgs(S&N)	Out Station Duty for 200km/day other than kolkata, Howrah & 24pgs(S & N)	Night halt charges for OUT station duty /day for Driver.				
1.									
2.									
3.									
4.									

N.B.: 1. Self attested copy of PAN No. & S. Tax for each agency/party is to be submitted for consideration of Tender for hiring of vehicles

2. Garage IN and OUT maximum 10km i.e. 5+5 km or 1/2hr+1/2hr (total 1hr) is to be considered.
3. Parking & Toll Tax extra to be paid as per valid receipt by this office with total Bill payment.

Handwritten signature