



मुख्यालय
उत्तराखण्ड प्रदूषण नियंत्रण बोर्ड
“गौरा देवी पर्यावरण भवन”
46बी, आई.टी. पार्क, सहस्त्रधारा रोड़, देहरादून
E-mail : msukpcb@yahoo.com, दूरभाष: 0135-2607092

Tender ID: - 2024 UKPCB 76496 1

Uttarakhand Pollution Control Board (UKPCB) invites online Bids from registered agencies with the Government of Uttarakhand (except those who have been specially blacklisted by the Ministries/Departments for non-performance) for hiring AC vehicles as Taxi for official use of the office of **Uttarakhand Pollution Control Board** as per the terms and conditions enclosed as Annexure-A. The number of vehicles may increase/decrease depending upon the requirement of UKPCB.

- **Tender Fee Rs. 1000+GST= Rs. 1180/-**
- Tender documents consist of the following: -
 - (a) **Annexure – A: Scope of Work**
 - (b) **Annexure – B: Declaration by the Tenderer**

1. The bid should be submitted in two cover system: -

a. **Technical Bid:** Hard copies of technical documents and EMD to be submitted in PDF form as per Tender Document.

b. **Financial Bid:** Financial part should be uploaded in BOQ as prescribed in online tender without changing name of BOQ.

2. The bid validity period shall be **60 days** after the bid submission deadline date prescribed by the employer.

3. **Tender Download:** - Eligible bidder can download the Tender Document online from www.uktenders.gov.in.

4. **Submission of Bids online:** - Bidders have to submit and sign their encrypted Bids (by their user Public-Key) online on the **Employer’s Government e-GPS Portal <https://www.uktenders.gov.in>** using their digital signature certificate within the date and time as stated in the Tender schedule (Key Dates). The electronic Bids of only the Bidders who have submitted their Bid within the stipulated time, as per the Tender time schedule (Key Dates), will be accepted by the system.

Critical Dates: -

1	Date of Online Publication	04-10-2024, 12 :00 Hrs
2	Document Download Start Date and Time	04-10-2024, 12:30 Hrs
3	Document Download End Date and Time	21-10-2024, 15:00 Hrs
4	Pre-bid Meeting Date (at Gaura Devi Bhawan UKPCB H.O, 46 B- IT Park)	10-10-2024, 12:00 Hrs
5	Bid Submission Start Date and Time	12-10-2024, 15:00 Hrs
6	Bid Submission End Date and Time	22-10-2024, 17:00 Hrs
7	Physical Submission of bid Security and Cost of bidding Document.	22-10-2024, 15:00 Hrs
8	Date of Technical bid Opening	23-10-2024, 12:00 Hrs
9	Date & Time bid Opening Financial bid.	To be Announced after evaluation of technical bid.

Technical bids shall be opened at Gaura Devi Bhawan Uttarakhand Pollution Control Board (UKPCB) H.O, 46 B- IT Park Sahastradhara Road Sidcul, Dehradun in presence of such of the bidders or their representatives, who may wish to remain present. Financial Bids(s) of only those bidder(s) will be opened on a date decided by the committee whose bids are considered technically acceptable after evaluation. Hypothetical conditions/incomplete bid will not be entertained. Bids received after the specified date and time shall not be considered.

5. The bidders shall be required to submit the **D.D of Rs. 1,00,000/-** (Rupees One Lack Only) as **Earnest Money (EMD)** to be withdrawn in favour of M.S UKPCB along with the quotation in technical bid cover. A quotation not accompanied by the demand draft along with technical bid will be summarily rejected. The earnest money will be refunded to the unsuccessful bidders on finalization of the contract. No interest will be payable by the UKPCB on the Earnest Money finalization of the contract. The successful tenderer will have to deposit **Performance Security of Rs. 1,50,000/-** (Rupees One Lac Fifty Thousand Only) in the name of UKPCB within 10 days of award of contract. The performance security will be forfeited for breach of any of the terms/conditions of the tender enquiry, besides it may be blacklisted. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

6. The tender document can be downloaded from the UKPCB's website www.ueppcb.uk.gov.in for any clarification as to the tender documents.

7. The competent authority in the UKPCB reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject or all application (others) without giving any notice or assigning any reason at any stage thereof. The decision of Competent Authority will be final and binding.

Member Secretary

ANNEXURE-A

Scope of Work

(Terms and condition for hiring of AC vehicles /cars on daily /monthly basis for Official use in the UKPCB, Dehradun)

1. Tenders are invited from reputed, registered, and licensed agencies who can take on the work for hiring of vehicles on daily/monthly basis for official use for a period of **Two year**. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than one year on review of performance, depending upon the requirements and administrative conveniences of the office.
2. The vehicles to be provided as taxi should either be registered in the name of the firm/owner or the firm should have them on lease. The tender shall have to enclose a copy of valid taxi registration with transport authorities along with technical bid.
3. The AC vehicles (INNOVA, SCORPIO, SWIFT DEZIRE/AMAZE/AURA, EARTIGA and BOLERO) to be provided should be in very good condition and should not be of model older than 2023. The car should be fitted with proper upholstery and accessories etc.
4. Service provider should possess at least total 10 vehicles in service specified as in serial no.-03.
(NOTE: - Copies of 10 vehicles R.C should be submitted along with the tender documents.)
5. The period of contract shall be for Two year initially from the date of award of the contract subject to further extension, thereafter, on rendering satisfactory services.
6. The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in and around Dehradun/Uttarakhand and NCR including Delhi.
7. The firm has to ensure that the driver being provided has a valid driving license in his name for taxi operations with not less than one year experience. The driver should be in uniform/well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the Driver at any time. He is to carry all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificate, etc.), and all such documents shall be attached with the Technical Bid.
8. The vehicles and Drivers once offered will not be ordinarily be changed and, in any case, not without prior information.
9. The drivers of the vehicles are to report to the place of requirement as per the directions of UKPCB. There will be no dead mileage. The kilo meterage for the purpose of “vehicle runs” and “hours of duty” shall be reckoned from the point of reporting for the duty and to the point of vehicles released. No mileage will be allowed to drivers for lunch/breakfast or for filling of fuel, etc.
10. The duty point in respect of Vehicles would be from UKPCB office at Dehradun as the case may be, no dead mileage will be permissible from garage to UKPCB office and vice versa. The mileage and time would be calculated accordingly and not from garage to garage. A log book for each of the journey(s) performed duly signed by the officer, would be maintained and submitted by the firm along with the bills.
11. The services shall be provided on 24 x 7 basis as per the requirement of the UKPCB.
12. The vehicles are to be insured comprehensively and should have necessary valid permit from the Transport Department. The Tenderer/Bidder shall attach a copy thereof with the Technical Bid.
13. The Tenderer/Bidder shall be responsible for all litigation arising out of the non-payment of road tax, service tax, etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes, etc.
14. The approved rate will not be enhanced during the currency of the contract.
15. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journey(s)/service taxes will be reimbursed on production of original vouchers/receipt along with hiring charges bill.
16. The antecedents of driver to be deployed should be properly verified and their details (names, address, telephone no. etc.) will have to be provided to this office. In case of change of driver,

prior written intimation and consequential written permission will be required to be given to UKPCB.

17. Firm should be in a position to provide stand by vehicles within one hour of reporting any break down to the Tenderer/Bidder telephonically. All expenses including charges for hiring taxi from open market are to be borne by the firm, in case of breakdown of a vehicle supplied.
18. The Transporter/ Service provider must have all the requisite clearance certificate etc. from the concerned Government agencies as per rules.
19. The bills for hiring of vehicles would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill dully verified by the Adm. Officer, UKPCB.
20. No advance payment, in any case would be made.
21. Service tax applicable will be paid on billing and as per Government rates.
22. The vehicle to be supplied should be in a very good working condition and well maintained during the contract period. The vehicles will have to be fitted/provided with the following mandatory additional accessories/utilities at all times -
 - (a) Clean seat covers
 - (b) Quality radio music system
 - (c) Reading Lamp
 - (d) Tissue paper box
 - (e) Car perfume
 - (f) Mobile charger
 - (g) Seat belts (Front & Rear)
 - (h) Umbrella during monsoon.
 - (i) Dustbin
22. The firm should also be in a position to cater to additional requirement of vehicles at shorts notice at the quoted rates. The number of vehicles may increase/decrease depending upon requirement of the UKPCB.
23. The Owner/Senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.
24. All charges towards repair/servicing, salary of the regular driver and substitute driver, fuel expenses and any other incidental expenses on operation and maintenance of third car would be borne by the firm.
25. The Tenderer/Bidder shall be responsible for complying with obligation under Income Tax, ESI, PF, Contract Labor (Regulations & Abolition) Act, Wages Act, Labor Laws etc and damages to third party arising due to accident, etc.
26. In case of dispute of any kind in any respect whatsoever, the decision of M.S, UKPCB shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of UKPCB.
27. The car with the Driver should be placed at the disposal of UKPCB as and when required. UKPCB would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.
28. No compromise will be made by this office toward punctuality, cleanliness, obedience, promptness, behaviors, etc. if the Tenderer/Bidder at any point of time during official duty, fails to perform duties as directed by UKPCB, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.
29. UKPCB will not be responsible for any challan, loss, damage or accident to the vehicle or to any vehicle or injury.
30. The agreement can be terminated earlier by giving one month's written notice by the Department and three months' notice by the Service Provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.
31. The vendor will also quote their GST Number in all his bills.
32. The office of the service provider should be located in Dehradun.
33. Audited Balance sheet of last three years i.e., 2021-22,2022-23,2023-24 along with profit and loss account for the said period.
34. The service providers must be a tax payer and enclose copies of Income Tax Return (ITR) for the last three years (2021-22, 2022-23 and 2023-24) with the technical bid.

35. Valid copy of GST, PAN, EPF and ESIC registration.
36. The Tenderer must have an average annual turnover of Rs. 1,00,00,000/- (Rs. One Crore only) and should be profit making during the last three financial year (2021-22, 2022-23 and 2023-24).
37. The firm should have successfully executed at least one tender in the past 03 years and having minimum one currently executing tender in any Govt. department.
38. The firm must be registered with the RTO department.
39. Penalty will be levied, for the violation of terms and conditions of the contract in the following manner: -

S. No.	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First instance	Second instance	Third instance		
a.	Non-functioning of AC in a car/vehicle	-	-	-	₹ 500/-	
b.	Failure to provide alternate arrangement within one hour of vehicle breakdown	₹ 500/-	₹ 1000/-	₹ 2000/-	-	Rental charges for the day will also not be paid
c.	Tampering with meters of Vehicles	₹ 500/-	₹ 1000/-	₹ 2000/-	-	Competent authority has the discretion to terminate the contract along with forfeiture of performance security/blacklist of firm.
d.	Usage of attached vehicles for other private/commercial	₹ 1000/-				For each such contravention
e.	Changes of driver without prior written intimation and permission from UKPCB	₹ 500/-				On each occasion
f.	Delay (more than 30 minutes in reporting for duty by driver/ vehicle)	₹ 200/-	₹ 300/-	₹ 500/-		Rental charges for the day will also not be paid
g.	Non-compliance of any other terms and conditions	₹ 300/-	₹ 500/-	₹ 1000/-		For each violation per vehicle.

NOTE: - Self attested copies of all the required documents should be submitted physically to H.O UKPCB on or before end date i.e., 22-10-2024, 15:00 Hrs.

DECLARATION

1. I _____ Son/Daughter of
Shri. _____ Proprietor/Partner/Director/
Authorized Signatory of _____ am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are
well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my/our tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical tender.

Check List

S.No.	Documents Required	Submitted on Page No.
1.	EMD	

2.	Tender Fee	
3.	Valid copy of GST	
4.	Valid Copy of PAN	
5.	Valid copy of EPF/ESI	
6.	Copy of valid taxi registration with transport authorities	
7.	Copies of 10 vehicles R.C (INNOVA, SCORPIO, SWIFT DEZIRE/AMAZE/AURA, EARTIGA and BOLERO)	
8.	Copy of successfully execution at least one tender of same in the Past 03 years and having minimum one currently executing tender in any Govt. department.	
9.	PAN, EPF and ESIC registration.	
10.	Audited Balance sheet of last three years i.e., 2021-22,2022-23,2023-24 along with profit and loss account for the said period.	
12.	Self-attested copies of Income Tax Return (ITR) for the last three years (2021-22, 2022-23 and 2023-24)	
13.	Copy of average annual turnover of Rs. 1,00,00,000/- (Rs. One Crore only) and profit making during the last three financial year (2021-22, 2022-23 and 2023-24)	
14.	Annexure-B	