



केन्द्रीय माध्यमिक शिक्षा बोर्ड

पी.एस.१-२, सस्थागत एरिया, आई.पी.एक्सटेंशन,
पटपरगंज, दिल्ली - ११००९२

CENTRAL BOARD OF SECONDARY EDUCATION

PS, 1-2, Institutional Area, I.P.Extn. Patparganj,
Delhi-110092

निविदा सूचना

प्रतिष्ठित / पंजीकृत स्थानीय ट्रेवल एजेंसियों से सीबीएसई क्षेत्रीय कार्यालय दिल्ली के उपयोग हेतु जरूरत पड़ने पर चार पहिया वाहन उपलब्ध कराने के लिए मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं ।

नियम और शर्तों के साथ निविदा फार्म सीबीएसई क्षेत्रीय कार्यालय दिल्ली, पी एस 1-2, इंस्टीट्यूशनल एरिया, I.P. एक्सटेंशन, पटपड़गंज, दिल्ली 92, से रुपये 500 / - के नकद भुगतान पर प्राप्त किया जा सकता है । निविदा फार्म सीबीएसई की वेबसाइट www.cbse.nic.in से भी डाउनलोड किया जा सकता है। डाउनलोड किये हुए निविदा फार्म के साथ रुपये 500 / - के डीडी सचिव, सीबीएसई दिल्ली में देय के पक्ष में, के साथ जमा किया जाना चाहिए ।

निविदा जारी करने की तारीख	१५ मार्च २०१५
निविदा प्राप्त करने के अंतिम तारीख	३० मार्च २०१५, १ बजे तक
निविदा खोलने की तारीख	३० मार्च २०१५ ३ बजे सांय

क्षेत्रीय अधिकारी किसी भी समय बिना कोई कारण बताये निविदाओं को निरस्त करने का अधिकार रखते हैं ।

(क्षेत्रीय अधिकारी)



केन्द्रीय माध्यमिक शिक्षा बोर्ड

पी.एस.१-२, सस्थागत एरिया, आई.पी.एक्स.एटन,
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CENTRAL BOARD OF SECONDARY EDUCATION

PS, 1-2, Institutional Area, I.P.Extn. Patparganj,
Delhi-110092

TENDER NOTICE

Sealed Competitive Tenders are invited from reputed / registered local Travel Agencies who provide four wheeler vehicles for use of the CBSE Regional Office Delhi **on Call Basis** as and when required.

Tender Form along with terms and conditions can be obtained from the CBSE Regional Office Delhi, P.S. 1-2, Institutional Area, I.P. Extn., Patparganj, Delhi -92 on Cash payment Rs. 500/-. The same can be downloaded from CBSE website www.cbse.nic.in In the event of downloading documents, DD Rs. 500/- in favor of **Secretary, CBSE payable at Delhi** should be submitted along with Tender Form.

Date of Issue of Tender Document

15th March 2015

Last Date for receipt of Tender

30th March 2015

till 1 PM

Opening of Tender

30th March 2015

at 3 PM

The Regional Office reserves the right to reject any or all tenders without assigning any reason thereof.

(Regional Officer)

SALE OF TENDER FORM

THE TENDER FORM CAN BE OBTAINED EITHER FROM CBSE WEBSITE i.e. www.cbse.nic.in or from ROOM NO 207 CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE, (DELHI) PS, 1-2, INSTITUTIONAL AREA, I.P.EXTN. PATPARGANJ, DELHI-110092 ON ANY WORKING DAY FROM THE DATE OF UPLOADING ON CBSE WEBSITE/PUBLICATION OF ADVERTISEMENT TILL 12 PM OF 30.03.15 ON PAYMENT OF RS 500/-(RUPEES FIVE HUNDRED ONLY)BY DEMAND DRAFT/ PAY ORDER DRAWN IN FAVOUR OF SECRETARY, CBSE (DELHI) PAYABLE AT DELHI. IN CASE FORM IS DOWNLOADED FROM WEBSITE OF CBSE, THE DD OF RS 500/-(RUPEES FIVE HUNDRED ONLY) IN FAVOUR OF SECRETARY CBSE, DELHI BE SENT ALONG WITH TENDER FORM, FAILING WHICH FORM WILL BE REJECTED.

**CENTRAL BOARD OF SECONDARY EDUCATION,
REGIONAL OFFICE, DELHI
PS, 1-2, INSTITUTIONAL AREA, I.P.EXTN. PATPARGANJ,
DELHI-110092**

TEL NO. 22248885 FAX: 22248990

TENDER DOCUMENT

Providing Taxi services (Petrol /diesel) to the C.B.S.E Regional Office, Delhi by reputed Service providers.

Date of issue of Tender Document	<u>15th March 2015</u>
Last Date & time for submission of Tender Document	<u>30-03-2015 upto 1 P.M</u>
Date & time for opening of Tender Document:	<u>30-03-2015 At 3 PM</u>
Financial Bid of eligible Tenderers	<u>31.03.2015 At 11AM</u>
Tender Cost	Rs. 500/- (Rupees Five hundred only)
EMD	Rs. 20,000/- (Rupees Twenty thousand only)

Tender document can be downloaded from CBSE website www.cbse.nic.in

**CENTRAL BOARD OF SECONDARY EDUCATION,
REGIONAL OFFICE, DELHI
PS, 1-2, INSTITUTIONAL AREA, I.P.EXTN. PATPARGANJ,
DELHI-110092**

TEL NO. 22248885 FAX: 22248990

Dated 14-03-2015

**TENDER DOCUMENT
Hiring of Taxi Services(Petrol/Diesel)**

1. Sealed tenders are invited under Two Bid System i.e (Part-I Technical Bid and Part-II Financial Bid) from reputed, experienced and financially sound Taxi service providers to provide rental Petrol/Diesel-fuel taxis to CBSE, Regional office Delhi for Delhi and National Capital Region. The contract will be initially for a period of one year which may be extended further for a period of another three years on review of performance depending upon the requirement and administrative convenience of CBSE. The requirement of vehicles may increase or decrease depending on the requirements of the C.B.S.E Regional Office, Delhi.
2. The tender document can be downloaded from CBSE website i.e. www.cbse.nic.in or can be obtained from Room No, 207 (IInd floor) CBSE ROD, PS 1-2, Institutional Area, Patparganj, Delhi on payment of Rs. 500. In case the tender document is downloaded from CBSE website DD amounting to Rs. 500 in favor of Secertary CBSE be sent with Tender Form failing which form will be rejected.
3. The interested service providers may submit the tender complete in all respects along with Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) refundable without interest, in the form of demand draft / pay order drawn in favour Secretary, Central Board Of Secondary Education, Delhi till 1 P.M on 30-03-15 in the tender box kept at the Reception Counter of Central Board Of Secondary Education, ROD Delhi. No tender will be accepted after the stipulated date and time under any circumstances what so ever.
4. The technical bid shall be opened on the same day i. e on 30-03-15 at 3.00 PM in Conference Room, at 1st Floor Central Board Of Secondary Education, Delhi in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be evaluated by a Tender Evaluation Committee (TEC) constituted for the purpose by the C.A. of the Board At the second stage financial bids of only those firms who qualify in the technical bid shall be opened on 31.03.2015 at 11:00 AM. The venue for opening the financial bids will be communicated separately. The Tender Evaluation Committee (TEC) (after evaluation of the Technical/ Financial bids) shall give its specific recommendations regarding the lowest responsive bid, which is to be selected along with a comparison statement duly signed by the members of TEC.
5. The Competent Authority of Central Board of Secondary Education, Delhi reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, thereof.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Central Board of Secondary Education, Delhi, situated at P.S, 1-2, Institutional Area, I.P.Extn. Patparganj, Delhi-110092 requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Service Providers") to provide rental taxi services for Delhi & NCR.
2. The contract shall be valid for a period of one year from the date of letter awarding the contract, which can be extended for such period not exceeding three more years as may be decided by the competent authority, after review of performance.
3. Interested Service Providers may submit the tender document complete in all respects along with Bid Security of Rs 20,000/- (Rupees Twenty Thousand only) with Technical & Financial bid till 1P.M on 30-03-2015 in the Tender Box kept at Reception Counter of Central Board of Secondary Education RO, Delhi Patparganj, Delhi-110092.
4. The tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids in two separate sealed envelopes super scribing "**Technical Bid for Providing Taxi Services to Central Board of Secondary Education**" and "**Financial Bid for Providing Taxi Services to Central Board of Secondary Education**" respectively. Both sealed envelopes should be kept in a third bigger sealed envelope superscribing "**Tender for Providing Taxi Services to Central Board of Secondary Education.**"
5. Technical Bid of the service providers must necessarily be accompanied with Bid Security of Rs. 20,000/- (Rupees Twenty Thousand only) refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour of Secretary, Central Board of Secondary Education, Delhi failing which the tender shall be rejected summarily.
6. The successful tenderer will have to deposit Performance Security Deposit of Rs 50,000/- (Rupees Fifty Thousand only) in the form of an Account payee Demand Draft made in the name of the Secretary, Central Board of Secondary Education, Delhi.
7. Conditional bids shall not be considered and will be out rightly rejected.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.

9. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by the entire partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender. The name of authorized partner to interact with Central Board Of Secondary Education should also be mentioned.
10. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.
11. The Technical bid shall be opened on the scheduled date and time (At 3 PM on 30.03.2015), in Conference Room of (CBSE Regional office), Delhi- 110092 in the presence of the representatives of the Agency/Firm if any, who wish to be present at the time of opening the tender.
12. The financial bid of only those tenderers will be opened who qualify in the technical bid. The scheduled time for opening of financial bids will be 11.00AM on 31.03.2015, the venue for opening of financial bid will be communicated later to only those agencies/firms who have qualified in the technical bid.
13. The bidding firm has to give a self- certified certificate that it has not been blacklisted by any Central Government/Department/PSUs /Banks etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/cancelled.
14. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its Bid Security (B S) will be forfeited.
15. If after award of the contract, the successful bidder (LI) fails to provide required number of vehicle/ taxi, the contract is liable to be cancelled alongwith forfeiture of performance security and other consequential actions such as blacklisting as deemed appropriate.

B. TERMS AND CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the competent authority, but no more than Three years after reviewing the performance of firm on same rates.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority of Central Board of Secondary Education RO, Delhi. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the competent authority of Central Board of Secondary Education, Delhi.
3. By virtue of this agreement, no relationship will be created between the driver and CBSE. It will be the sole responsibility of the Service Provider to pay salary and other perks to its drivers meeting all statutory obligations and no complaints by any of its drivers in this regard will be entertained by the CBSE.
4. The agreement can be terminate earlier by giving two month's written notice on CBSE side and three months notice on the side of Service Provider without assigning any reason and the performance security will be forefitted on termination of contract and the decision of the competent authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. All the vehicles to be provided by the successful bidder should be of 2014 make or later and should be mechanically sound and should have decent interiors with other necessary accessories as defined in the contract.
6. The quoted rates will be all inclusive and no other charges will be paid extra except the parking charges/toll road charges paid for official duty on production of original parking charges/toll coupons and the applicable service tax and Interstate Tax for outstation Tours.
7. No night charges will be payable and no challans will be payable.
8. The services shall be provided on 24X7 basis.
9. The mileage for the purpose of **“vehicle run”** and **“hours of duty”** shall be reckoned from CBSE (Regional Office) to duty point as the case may be.
10. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel etc.

11. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometers in a day/month.
12. The Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
13. The Service Provider will ensure that all drivers have live mobile phone connection so that they can be contacted whenever required.
14. The driver provided by the Service Provider should be well mannered, courteous and polite to officers with whom he is attached along with vehicle. He should be well acquainted with Delhi NCR area, punctual, have valid driving license and should have neat and clean uniform with name badge. The driver should not smoke or drink while on duty and should not play cards, etc. during idle time. A detailed map book of NCR area should be kept in the vehicle.
15. Out of the vehicles supplied by the firm to CBSE all vehicles should have all necessary permits to run in NCR/NCT.
16. During the periodical maintenance of the vehicle, Service Provider shall provide standby vehicle of same make & year.
17. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, Fire extinguisher, torch, umbrella, etc.
18. The Service Provider shall be responsible for complying with obligations under income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, labour Laws etc. and damages to third party arising due to accident, etc.
19. The Service Provider shall be responsible for all litigation arising out of the non-payment of road tax, traffic violations, etc. and other dues to the appropriate authority and also the payment of compensation to drivers and any other involved parties in the event of death/injuries/damages arising out of accidents and/or due to various other causes, etc.
20. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.
21. Bills for supply of vehicle for a month along with log book & certificate of the number of hours and the mileage(Kms. Run during the month by the official). The bill will be submitted by 05th of the following month to the Section Officer (Admn), Regional office (Delhi), CBSE or any other officer authorized for this purpose by the competent Authority, for payment.
22. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, CBSE. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996 The place of settlement of dispute shall be Delhi. In the case of settlement of dispute in the court, it will be in the jurisdiction of courts at Delhi.

23. The Service Provider shall be responsible for keeping the vehicle insured in compliance of the provisions of Motors Vehicle Act.

24. The Service Provider shall also be responsible for compliance of the legal provision in respect of the vehicle and shall indemnify the CBSE against any damages/claims arising out of the contract.

25. The vehicles will have to be fitted/provided with the following mandatory additional accessories/utilities.

- | | |
|------------------------------|------------------------------------|
| 1. Clean seat covers | 2. Good quality radio music system |
| 3. Reading lamp | 4. Tissue paper Box |
| 5. Car perfume | 6. Mobile Charger |
| 7. Seat belts (Front & Rear) | 7. Umbrella during Monsoon. |

26. Service Provider should have sufficient number of drivers having experience of driving in Delhi and in NCR.

27. A declaration on the printed letter-head of the firm, stating inter-alia that the drivers provided are of good character, duly verified by Delhi Police from security angle and have a valid driving license and are well conversant with the roads of Delhi and NCR should be provided to the Director (ROD)/ Jt. Secy (ROD), CBSE.

28. The Service Provider should have an adequate number of telephones for contact round the clock and the number of the same should be given to the Regional Officer (ROD)/ S.O (Admn) ROD, CBSE or any other officer authorized for this purpose by the competent authority, CBSE as well as to the officer to whom the vehicle has been provided.

29. The Service Provider should have a provision to take bookings on 24X7 basis.

30. A daily record indicating time and mileage run for each vehicle shall be maintained by the driver and submitted to the concerned officer in the CBSE for providing monthly certification.

31. The Service Provider shall ensure that the odometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance travelled.

32. The authorized officer of this CBSE may conduct surprise checking of odometer of the car supplied from any workshop and cost thereof will borne by the agency.

C. **PENALTY CLAUSE**

Penalty will be levied, for the violation of terms & Conditions of the contract in the following manner:

(Amount in Rs.)

SL. No	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First Instance	Second Instance	Third Instance		
1.	Non Functioning of AC in a Car.	-	-	-	500/-	
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-		Rental charges for the day will also not be paid.
3.	Tampering of meters of vehicle	1000/-	2000/-	3000/-		Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security/ blacklisting of firm.
4.	Irregularities such as overwriting, forged entries etc in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-		Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security/ blacklisting of firm.
5.	Changes of driver without prior intimation of CBSE & officers to whom vehicle	500/-				On each occasion.
6.	Delay (More than 30 minutes)in reporting for duty by Driver/Vehicle	500/-	1000/-	2000/-		Rental charges for the day will also not be paid.
7.	Non-compliance of any other terms and conditions	500/-	1000/-	2000/-		For each violation per vehicle.

D. TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail A & J below:

- A. The Office of the Applicant should be located either in Delhi/New Delhi. (Proof of address to be provided).
- B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Applicant must have a minimum of Three years' experience in supply taxis to Central Government Departments/Public Sector Companies/Banks. Proof of at least one contract relating to supplying of taxi services to Central Government /State Government /PSUs/Banks in last three years along with attested copies of the supply order should be enclosed.
- D. The Applicant should have had a minimum annual turnover (billing amount) of Rs. 5,00,000.00 (Rupees Five Lakh only) each year during three financial years i.e. 2011-12, 2012-13, 2013-14, and A copy of turn over statement duly certified by chartered Account must be enclosed with the tender document and copy of Income Tax return for the assessment year i.e 2012-13, 2013-14 and 2014-15.
- E. The Applicant should have its own Bank Account. Certified copy of the account maintained for last three years issued by the Bank, shall be enclosed.
- F. The Applicant agency (not individual) should be registered with Service Tax department. Certified copy of the registration shall be attached with the Bid document.
- G. Self certificate that the firm has not been blacklisted by any Central Govt Departments/Ministries/PSU/Banks etc should be enclosed.
- H. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be ignored and Bid Security/Performance security forfeited.
- I. The Vehicles supplied to CBSE should be only Petrol/Diesel fuel Driven.
- J. The Agency should have more than 15 vehicles at his disposal. The copies of the R.C book for the vehicle should be enclosed. The original R.Cs will be checked before awarding the contract.

PROFORMA FOR TECHNICAL BID

CRITERIA		
01	Name of Agency	
02	Nature of the concern (Sole/ partnership/company)	
03	Full Address of Reg. Office	
04	Telephone Number, Fax No, Email address	
05	Full address of Operating/ Branch Office in Delhi Telephone Number, Fax No, Email address	
06	Banker of Agency with full address Attached banker certificate of accounts of maintenance of account for the last three year	
07	Registration No. of the Agency Attach attested copy of the firm Attach attested copy of the registration	
08	Service Tax Registration No. Attach attested copy of the Registration	
09	Financial turnover of company for last three financial year Attach financial statement certified by the CA.	2011-12 2012-13 2013-14
10	I.T returns for Assessment years 2012-13,2013- 14,2014-15) Attach copy of the IT return and assessment order.	
11	Details of major contracts handled in last three year (Attach as per Format B) Attach as per format at "B" handled in last two year	
12	Self Certificate for Non-black listing Attach certificate in format A	

All the Vehicles to be provided should be of 2014 make or later.

Signature of authorized person

Place

Name

Date

Seal

DECLARATION

1. I, Son/Daughter/wife of Shri _____ Proprietor/
Director /authorized signatory of the Agency mentioned above, is 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
undertake to abide by them;

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 I fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I hereby undertake to work at L-1 rates as per the terms and conditions given in the
tender documents.

Signature of authorized person

Date

Place

Full Name

(ON LETTERHEAD OF FIRM)

TO WHOMSEVER IT MAY CONCERN

This is to certify that M/s (name & address of firm) is neither blacklisted by any Government Department
Nor any criminal case is registered against the firm.

Name & Signature of Proprietor/ authorized signatory

Format 'B'

F. Details of major contracts with Central Government/State Government/PSUs/Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format {attested copies of the last three years work award may be enclosed}:

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lakh per year)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

G. PROFORMA FOR FINANCIAL BID

SEHEDULE: DELHI / NEW DELHI / NCR area

(1) Rates (including all taxes and levies except service tax, parking and toll charges) of taxis on monthly basis:

Sl. No	Make(2013)	Rate on daily basis (For 4hours and 40k ms)	Rate on daily basis For 8hours /80kms	Rate per Month (For 2000 KM)	Rates for per Km daily basis.
1.	Tata Indica/ Wagon-R / Santro(Ac)				
2.	Tata Indica/ Wagon-R / Santro(Non-Ac)				
3.	Tata Indigo(AC)				
4.	D Zire(Ac)				
5.	SX4/Honda City (AC)				

(2) The extra per kilometer and per hour rate beyond the minimum monthly prescribed rate will be after 2000 Km.

(3) If vehicles are hired on daily basis, the applicable rate will be after 8 hours/ 80 Km/ 4 hours 40 Km.

H. Terms of payment

1. No payment shall be made in advance nor would any loan from any bank or financial Institution be recommended on the basis of the order of award of work.
2. The service Provider shall submit the bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. All payments shall be made in ECS/cheque only.
4. Office of the CBSE shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
5. The term 'payment' mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Earnest Money, and Security Deposit governed by the separate clauses of the contract.
6. Wherever applicable all payments will be made as per schedule of payments as per contract.

Regional Officer (ROD)