

**CENTRAL BOARD OF SECONDARY EDUCATION,**  
**99 KAULAGARH ROAD DEHRADUN**

CBSE/RO/DDN/ADMIN(TENDER/TAXI)/2016

DATE: 09.01.2016

**TENDER NOTICE**

1. Sealed tender are invited from reputed and registered travelling agencies stationed locally in Dehradun only for hiring of **different types of vehicles like Swift Dzire/ Toyota Etios, Indigo/Accent, Ambassador, Sx4/Honda City, Indica/WagonR/Eeco, Xylo/Innova & Tempo Traveller-11 seater/18 seater/22 seater etc.** (AC/NON-AC/DIESEL/PETROL/CNG driven ON REGULAR BASIS AND AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for REGIONAL OFFICE, DEHRADUN. Tender form/Document should complete in all respect placed in two parts i.e. - Technical Bid and Financial Bid. Both the bids are to be placed in two sealed envelopes (clearly mentioning "Technical Bid" and "Financial Bid") and which in turn are to be placed in one sealed cover. Envelope should be received/dropped in the tender Box kept at 99, Kaulagarh Road, Dehradun between 12.01.2016 to 26.01.2016 by 3.30 pm and on 27.01.2016 till 1.00 pm incomplete/conditional/late tenders or those without earnest money will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Tender bids may be submitted by speed post/ registered post/ordinary post/ courier addressed to "REGIONAL OFFICER, CBSE, 99, KAULAGARH ROAD, DEHRADUN" and should be received on 27.01.2016 up to 1.00 PM. Tender received after the due date and time shall not be considered.
3. The envelope should be put in one sealed cover accompanying EARNEST MONEY OF RS 1,00,000 ( Rupees one Lakhs Only ) in the shape of a Bank Draft Favouring " **THE SECRETARY CBSE DEHRADUN**". The envelope superscribed as "Tender for hiring of different types of vehicles to the regional office, Dehradun" can be received / dropped in the tender box kept at 99, Kaulagarh Road, Dehradun of this office on or before 27.01.2016 by 1.00 Pm. The tender will be opened on the same day at 4.00 PM, in presence of the tenderers, who may like to be present.
4. Earnest money deposited shall be refunded to the unsuccessful bidders shall be refunded after expiry of the final bid validity of 120 days.
5. Earnest money deposit of successful bidder shall be refunded after receipts of performance security of 10 % of contract value.
6. Terms and conditions of the tender shall be read in conjunction with the general conditions of contract, bill of quantities & other documents being part of this contract.
7. The vehicles are required on hiring basis for local journey as well as for out station journey up to 1500 km approx, from regional office, Dehradun during various examinations of the board or for any other purposes as and when required basis.
8. The chairman, CBSE reserves the right to accept or reject any or all of the tenders without assigning any reason.

**REGIONAL OFFICER**

## CONTENT

<u>ANNEXURE</u>	<u>DESCRIPTION OF SECTION</u>
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II	Requirement schedule
III	Eligibility criteria
IV	Tender form ( Technical Bid)
V	Tender form ( Financial Bid)

## ANNEXURE-I

### TERMS AND CONDITIONS

1. Rates quoted for HIRING OF DIFFERENT TYPES OF VEHICLES/ TAXIES BY CBSE (REFER ANNEXURE- II) shall be inclusive of all the charges i.e. octroi, Road Tax, Toll-Tax, Inter-state Tax, Fuel Charges, Driver and Helpers Over time, repair and maintenance charges, halting charges, parking charges or charges of any kind etc.
2. The parking charges will be borne by the Board (In case of local duty only) subject to submission of original receipts/ evidence at the time of final payment.
3. The price quoted and accepted by CBSE would remain same during the contract period of first one year. However during the extension of the contract, if any, the change in fuel charges (either increase or decrease in fuel price) would be affected accordingly by CBSE as per the formula given below;

$\frac{X-Y}{Z}$  multiplied by total no of KM used by CBSE in a month.

X = The cost of fuel ( after change ) per ltr/Kg used in the vehicle

Y = The cost of fuel before increase/ decrease per ltr/Kg used

Z = The mileage being provided by the respective vehicle per Ltr/ Kg as mentioned in the tender document.

4. Vehicle should run on either petrol or Diesel. In case of CNG vehicle, it should be factory fitted. If the vehicle is out of order, the contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/ does not reported at all, the department would have a right to hire a vehicle from open market and the additional cost incurred by the department will be borne by the contractor.
5. The driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State government. A certificate to this effect should be provided. The drivers of the vehicle provided must adhere to traffic rules and other regulations prescribed by the Government/Competent / Authorized authority from time to time. He must observe all the etiquette and protocol while performing the duty. He shall be neatly dressed and should follow / wear the dress code as decided by the CBSE and should carry a mobile phone in working condition, for which, no separate payment shall be made by the board.
6. A daily record indicating time and mileage for each vehicle shall be maintained in a separate log book which will be provided by the agency.
7. **The mileage for the purpose of “Vehicle run” and “Hours of duty” shall be reckoned from the place of reporting** as the case may be and no any additional KM and hours charges (Like Garage to Garage Charges etc.) will be applicable in addition to actual KM and Time.
8. **The services shall be provided on 24\*7 basis.** No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol / diesel/ CNG etc. Hence the service provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.
9. **The** transport agency will be liable to pay any excess cost incurred for procurement of vehicles/taxies or services not delivered in time. Penalty will be levied for the violation of terms & conditions of the contract in the following manner;

- a) Misbehaviour of the driver and non-co-operation during the journey with occupant of vehicle.
- b) Frequently late arrival of vehicle as per time schedule given from time to time
- c) Providing of vehicle model before January 2013 or bad condition of vehicles.
- d) Penalty Clause mention below:-

S. No	Violations	Penal amount per Vehicle Instances			Amt to be deducted per day Per Vehicle	Remarks
		First	Second	Third		
1	Non functioning of AC in a car	..	..	..	500/-	
2	Failure to provide alternate arrangement within an hour of vehicle breakdown	500/-	1000/-	2000/-		Rental charges of the vehicle for that day will also not be paid
3	Tempering of meter of vehicle	1000/-	2000/-	3000/-		Competent authority has the discretion to terminate the contract along with 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/-		-do-
5	Alternate changing of driver without intimation to the board and officers to whom vehicle is hired- in case of monthly hired vehicle.	500/-	.....	.....		On each occasion
6	Delay (More than 30 Minutes) in reporting for duty by driver/vehicle.	500/-	1000/-	2000/-		Rental charges of the vehicle for that will also not be paid.
7	Non compliance of requirement/order and any other terms and conditions of tender	500/-	1000/-	2000/-		For each violation per vehicle.

8	Misbehaviour/Misconduct of the driver and Non-cooperation during the journey with the occupant.	500/-	1000/-	2000/-		For each violation per vehicle.
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11. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency for a period of two years due to late/non supply/short supply and supply not in consonance with the approved model, the decision of the Secretary of the Board shall be final and binding upon the firm.
12. The 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 that any false information or facts or has suppressed facts or manipulated the documents etc. or any attempt is made to scuttle this tendering process by any manner, the EMD/PBG will be forfeited and the bid/contract will be rejected/cancelled.
13. The Board has right to reject any tender of the firm in the following cases:-
  - a) If the vehicle/taxies provided are not as per the required model or
  - b) If tender form is not complete or in different model other than the model mentioned in the tender form.
14. While considering the rates the Board will also consider the quality of vehicles. The Board reserves the right to examine the types of vehicles/taxies for their quality if it is so desire. The Board reserves the right to enter into parallel contract for similar vehicles/taxies during the period of contract with one or more parties. The contract can be terminated at any time by giving one month's a notice by either party.
15. Taxes shall be deducted as per rules.
16. Requirement of vehicles shall be communicated well in advance and the final payment will be released on submission of proper bills in duplicate after completion of work.
17. The full and final payment for the vehicle hired on 'as and when required basis' shall be made after receipt of satisfactory report for completion of work from the user department.
18. The service provider shall also be responsible for all litigation arising out of the non-payment of road tax, traffic violations, etc, and other dues to 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 accident and /or due to various other causes etc.
19. **The vehicles/taxies provided must not be older than 03 (three) years** and should have a valid Registration Certificate along with other papers and comprehensive insurance during the period of contract. The agency should have a minimum experience of three years. if the vehicles/taxies so provided are not found as per standard, the same are to be replaced by the agency at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of contract.
20. **The Rate shall be valid for a minimum period of one year** from the date of notification of the contract except of the statutory levies which are made applicable by the Govt. the contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms & Conditions.

21. The contractor shall provide name, address of the driver along with their driver license number and phone number within one week of the award of the contract.
22. Taxes and other levies, if any are to be specified clearly in the bi and should be included in the rates quoted in the bid.
23. The financial Bid(s) shall be opened in respect of successful technical bidder only. The decision of Tender Committee/Technical Evaluation Committee shall be final with regard to technical bids.
24. If after awarding the contract, the successful bidder (L1) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled along with forfeiture of Security Deposit/Performance Guarantee amount and other consequential actions such as blacklisting as deemed appropriate will be initiated.
25. In the event of failure of supply or breakdown of vehicles/taxies to the Board by the firm, the Board reserves the right to hire vehicle from any other source at the firm's risk and expenses.
26. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Directorate or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided here in above.
27. In the event of any question, disputes or abrogation or differences arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of CBSE Dehradun. The decision of the arbitration of Secretary of Board in all the matters concerning tender/agreement in this regard shall be final and binding upon both the parties. Settlement of disputes will be as per Indian arbitration and Conciliation Act 1996 and venue will be any of the Offices of CBSE Dehradun. It is clarified that the sole arbitrator to adjudicate any disputes arising out the proposed contract shall be nominated/appointed by CBSE Dehradun. The parties shall continue to perform their obligation under this agreement during arbitration process. The venue of arbitration will be CBSE Dehradun.
28. The legal jurisdiction shall be within the Dehradun jurisdiction.

### **ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this form from clause 01 to 28 have been read by me/us and are acceptable to me/us In-Toto.

**(SIGNATURE OF THE TENDERER)**  
**(SEAL WITH COMPLETE ADDRESS)**

ANNEXURE-II

**“Specification of Schedule”**

<b><u>Sl. No</u></b>	<b><u>Types of Vehicles required</u></b>	<b><u>Specification</u></b>	<b><u>Description</u></b>
1.	Swift Dzire/Toyota Etios Indigo/Accent Ambassador SX4/Honda City Indica/WagonR/EECO Xylo/Innova Tempo Traveller-11 seater Mini Tempo Traveller-18 seater Mini Tempo Traveller-22 seater	<p><i><u>The vehicles/taxis are required for</u></i></p> <ol style="list-style-type: none"> <li><b><u>On Monthly basis for 1500 kms.</u></b> per month and 10 hours per day for whole month.</li> <li>On _____ DAY TO _____ DAY <b><u>REQUIREMENT/CALL BASIS</u></b>” (within 100 Kms limit from CBSE offices).</li> <li><b>For CBSE Dehradun (more than 100Kms.) &amp; outside With Night stay-</b></li> </ol> <ul style="list-style-type: none"> <li>upto 100 km &amp; 10 Hrs. per day (in case of full day) and 50 Km &amp; 05 hrs. per day (in case of half day)</li> <li>During VARIOUS EXAMINATIONS of the Board UP TO 1500 KM APPROX. FROM CBSE OFFICES of Dehradun.</li> </ul>	On 24x7 Hours Basis

## **ANNEXURE-III**

### **ELIGIBILITY CRITERIA**

- a) The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- b) The Tenderer must have Average Annual turnover of Rs. 100.00 Lakhs (Rupees One hundred lakhs only) or more during the last three financial years i.e. 2012-13, 2013-14, and 2014-15.
- c) The agency should have minimum three years past experience of supplying on hiring basis of such vehicles/taxies to the Central/State Govt. and Educational institutions/Any Board/University (attach documentary evidence in Technical bids.)
- d) The bidder must have past experience of providing minimum 20 vehicles on hire basis to at least on single entity. The bidder shall provide a satisfactory service report from the client. (Proof/certificate from the client in respect of this clause is must.)

**ANNEXURE-IV**

**'TECHNICAL BID'**

**PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF VEHICLES/TAXIES  
TO CBSE ON HIRING BASIS.**

<b>1.</b>	<b>ABOUT THE FIRM</b>	
	a) Name and address of the Firm	
	b) Telephone No.	
	c) Type of Firm Proprietary/Firm/Company Registered under Companies etc.	
	d) Registration No. & year of Registration (with documentary evidence)	
	B. Organisation to whom the agency has been registered with	
	C. Name of the proprietor/Partners	

**(Certificates must be enclosed)**

<b>2.</b>	<b>PAST EXPERIENCE (PREFERABLE FOR LAST THREE YEARS)</b>		
SL.NO	Year	Name of Organisation	Details of work executed (with proof)
1.	2012-13		
2.	2013-14		
3.	2014-15		

**\*\* Total** period of experience of supply of different types of vehicles/taxies on hiring basis along with the name of the institutions with supporting documents.

(2.1) Has the firm ever been debarred/Black listed by any Organisation? if 'Yes' the details thereof.'

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(2.2) Details of Award/Certificate of Merit etc. received from any Organisation (Please attach copy of certificates (s))

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(2.3) Whether the firm is capable of providing the all types of vehicles/taxies.

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**3. CLIENTS OF THE FIRM**

- |                              |        |
|------------------------------|--------|
| a) Govt. Deptt./Ministries   | Yes/No |
| b) MNC                       | Yes/No |
| c) Public Sector Undertaking | Yes/No |
| d) Private Sector            | Yes/No |
| e) Pvt. Ltd. Co.             | Yes/No |
| f) Proprietorship            | Yes/No |

Note:

Please attach a list of clients as per above categorizations, indicating what services were rendered for how long and name of the contract person with telephone numbers.

**4. Infrastructural Details**

a) No. of offices located at nearby CBSE Dehradun.

b) Annual Turnover (During Last three financial years)

2012-13 Rs. \_\_\_\_\_

2013-14 Rs. \_\_\_\_\_

2014-15 Rs. \_\_\_\_\_

(Attested Certificate by the CA in this regard must be submitted).

c. No. of Employees/ Drivers \_\_\_\_\_

5. Sales Tax No. \_\_\_\_\_

**(The firm should be registered with Sales Tax/VAT/Excise/IT Authorities)**

6. Earnest Money Details:-

Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs. \_\_\_\_\_

Name of the Drawee Bank \_\_\_\_\_.

7. PAN/TIN No. \_\_\_\_\_

8. Certificate No. (if any)\_\_\_\_\_

9. For RTGS/NEFT details.

i) Bank Name : \_\_\_\_\_

ii) Nature of Account : \_\_\_\_\_

iii) Account No. : \_\_\_\_\_

iv) IFSC Code No. : \_\_\_\_\_

v) Beneficiary name/Company Name : \_\_\_\_\_

The terms and conditions of the tender are acceptable to me/us.

**Authorised Signatory**  
**(With full name and designation Seal**  
**Mobile no.:** \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_

**{Important Notes}:-**

The Tender Form dully filled in for Technical Bid should contain-

1. All the tender documents duly signed and stamped.
2. Earnest Money deposit.
3. Photocopy of work orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
4. The specified Annual Turn Over in the Tender Notice for each Financial Year should be from ***Hiring Charges of Vehicles***.
5. Copy of PAN should be attached with the tender.
6. Copy of Certificate of Registration under Service Tax.

**ANNEXURE-V****“FINANCIAL BID”****A.** RATE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE.

Details of all inclusive rates quoted for requirement of vehicles on monthly basis for 1500 Kms. per month and 10 hours per day for-----

Sl. no	Name of the Vehicle	Rate for Non-AC Vehicle	Rate for AC Vehicle	Extra Charges per Kms after 1500 KM.	Extra Charges per hour after 8 hours	Night Charges (from 11 Pm. to 05 am) if any.
1.	Swift Dzire/Toyota Etios					
2.	Indigo/Accent					
3.	Ambassador					
4.	SX4/Honda City					
5.	Indica/WagonR/EECO					
6.	Xylo/Innova					
7.	Tempo Traveller-11 seater					
8.	Mini Tempo Traveller-18 seater					
9.	Mini Tempo Traveller-22 seater					

**Note:-**

- A1. Night charges will be paid on completion of Minimum 03 hours (Between 11 pm to 05 am)
- A 2. Maximum night charges fixed by the Board is Rs. 200/- (Rupees Two Hundred) per night.

**B.** RATE SCHEDULE FOR “DAY TO DAY REQUIREMENT/ON CALL BASIS” AND FOR REQUIREMENT IN EXAMS FOR-----AND-----  
(within 100 Kms from CBSE Offices) WITHOUT NIGHT STAY.

Sl. no	Types of Vehicle	Rates for 50 kms & 5hrs. (for half day)		Rates for 100 Kms & 10 hrs full day		Extra charges per km after 50 and 100kms		Extra charges per hour after 5 & 10hrs		Night charges (from 11pm to 5pm) if any,
		For Non A/C	For A/C	For Non A/C	For A/C	For Non A/C	For A/C	For Non A/C	For A/C	
1.	Swift Dzire/Toyota Etios									
2.	Indigo/Accent									
3.	Ambassador									
4.	SX4/Honda City									

5.	Indica/WagonR/EE CO								
6.	Xylo/Innova								
7.	Tempo Traveller-11 seater								
8.	Mini Tempo Traveller-18 seater								
9.	Mini Tempo Traveller-22 seater								

B1. Night charges will be paid on completion of Minimum 03 hours (Between 11 pm to 05 am )

B 2. Maximum night charges fixed by the Board is Rs. 200/- (Rupees Two Hundred) per night.

**C.** RATE SCHEDULE OF VEHICLES REQUIRED FOR (More than 100Kms. with Night Stay) AND OUTSIDE (FOR VARIOUS EXAMINATION PURPOSE) UP TO 1500KM APPROX. DISTANCE FROM CBSE OFFICE AT Dehradun

SL.NO	Type of Vehicles	Rates of Vehicles Per KM with Night Stay {For-----(for more than 100 Kms.) & outside-----}		
		For Non-AC Vehicle	For AC Vehicle	Minimum KM to be Charges per day
	1.	2.	3.	4.
1.	<b>Swift Dzire/Toyota Etios</b>			
2.	<b>Indigo/Accent</b>			
3.	<b>Ambassador</b>			
4.	<b>SX4/Honda City</b>			
5.	<b>Indica/WagonR/EECO</b>			
6.	<b>Xylo/Innova</b>			
7.	<b>Tempo Traveller-11 seater</b>			
8.	<b>Mini Tempo Traveller-18 seater</b>			
9.	<b>Mini Tempo Traveller-22 seater</b>			
Any other Vehicle				

**Note:**

C1. Minimum Km limit for ----- and out station duty (for more than 100 km with night stay ) fixed by the Board is 200Km per day on 24 hrs basis.

C2. No. any extra hour charges and Night Charges will be paid in this case. (Rate Table No. "C").

C3. The rates should be included all the taxes like Octroi, Road Tax, Toll-Tax, Service Tax, Fuel charges, Drivers & Helper's over-time and halting charges, Parking Charges or charges of any kind etc.

- C4. If total km covered by the hired vehicle exceeds the Minimum KM limit on any day, then actual covered km charges only be paid and no any minimum km charges will be applicable in addition to actual km for that day.
- C5. The hired vehicle will be relieved on the permission of either concerned vehicle In charge or the controlling Branch In charge.

**Authorised Signatory**  
**(With full name and designation Seal**  
**Mobile no.:** \_\_\_\_\_  
**Phone No.:** \_\_\_\_\_