

**PUBLIC NOTICE**



**CENTRAL BOARD OF SECONDARY EDUCATION**  
CENTRAL TEACHER ELIGIBILITY TEST UNIT  
PS 1-2, INSTITUTIONAL AREA, I.P. EXTENSION,  
PATPARGANJ, DELHI – 110092.

**SHORT TERM TENDER**  
**For providing services of**  
**Hand Held Metal/Bug Detectors**

Sealed short term tenders are invited for and on behalf of Director, CTET, in two bids – technical and financial from reputed agencies with proven competency involved in for providing the services of hand held metal/bug detectors on hiring basis for Central Teacher Eligibility Test and other similar test conducted by the Board.

Tender form along with terms and conditions is available on Board's website [www.cbse.nic.in](http://www.cbse.nic.in). The last date for submission of tender is 12<sup>th</sup> September, 2015.

**Director (CTET)**

**SHORT TERM TENDER**  
**FOR**  
**PROVIDING THE SERVICES OF HAND HELD METAL/BUG DETECTORS**  
**FOR CENTRAL TEACHER ELIGIBILITY TEST & OTHER SIMILAR TEST**



**Issued by**  
**Central Board of Secondary Education**  
Central Teacher Eligibility Test Unit  
PS 1-2, Institutional Area, I.P. Extension,  
Patparganj, Delhi – 110092  
**website : [www.cbse.nic.in](http://www.cbse.nic.in)**

**Central Board of Secondary Education**

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

**Central Teacher Eligibility Test Unit**

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

**SHORT TERM TENDER****CBSE/CTET/Security Arrangements/Sept-15/****Dated: 05.09.2015**

Sealed short term tenders are hereby invited from experienced service providers for providing the services of hand held metal/bug detectors for Central Teacher Eligibility Test and other similar test conducted by the CBSE as per details in Annexure – I.

**1. The proposal:** The Board is looking for experienced service providers in the field of providing services of hand held metal/bug detectors for use at its CTET and other Examination Centres in identified cities across the country. In CTET most of the centres have two papers i.e. I & II in two shifts but rental will be considered for full day examination.

**• Hand Held Metal/Bug Detectors:**

To use hand held metal/bug detector which detects all types of metal i.e. ferrous and non-ferrous and prevent use of mobile/camera phones/Bluetooth & Wi-Fi Electronic devices & associated accessories in the Examination Centres.

**2. Instructions to bidders:****2.1 For Correspondence/Clarification, if any in writing through e-mail, pl contact:**

Assistant Secretary (Admn.)  
Central Teacher Eligibility Test  
PS 1-2, Institutional Area, I.P. Extension,  
Patparganj, Delhi – 110092.  
Phone 011-22240108  
E-mail. ctet@cbse.gov.in

**2.2 Important Dates:**

Activity	Dates
Sale of Tender Form	07 <sup>th</sup> September 2015 (Monday)
Last date and time for submission of bids	12 <sup>th</sup> September 2015 (Saturday) at 1.00 PM
Opening of technical bids	12 <sup>th</sup> September 2015 (Saturday) at 1.10 PM
Presentation by bidders, if required	12 <sup>th</sup> September 2015 (Saturday) at 1.30 PM
Declaration of short-listed bidders for commercial bid evaluation	12 <sup>th</sup> September 2015 (Saturday) at 3.00 PM
Opening of commercial bids	12 <sup>th</sup> September 2015 (Saturday) at 3.30 PM

**NOTE:** Saturday dated 12<sup>th</sup> September 2015 is also working day in CTET Unit

**2.3 Cost of Tender Form and Earnest Money Deposits:**

The Cost of Tender Form and Earnest Money Deposits are remitted in the form of Demand Draft from a nationalised bank drawn in favour of the **Secretary, Central Board of Secondary Education** payable at **Delhi** is as follows:

- 1. Cost of Tender Form** (non refundable) **Rs. 1,000/- (Rupees One Thousand only)**
- 2. Earnest Money Deposits** (refundable without interest) **Rs. 50,000/- (Rupees Fifty Thousand only)**

**PLEASE NOTE** : Tender form along with terms and conditions is available on Board's website [www.cbse.nic.in](http://www.cbse.nic.in) interested bidder may download the same. The bidders are required to submit the tender fee by way of separate demand draft drawn in favour Secretary, Central Board of Secondary Education, Delhi along with Earnest Money Deposit at the time of depositing of tender. In no case, the tender fee should be mixed with EMD amount. Tender form received without tender fee or EMD or both should be summarily rejected.

### **2.3 Procedure for submission of Tenders:**

The following procedure shall be adopted for submission and opening of tenders. The sealed envelopes shall be submitted as follows:

**Envelope No. 1:** This envelope must be marked as Envelope No. 1 on the right hand top corner. This envelope shall contain two parts:

**Part-I:** Shall contain the **"TENDER FEE"** and the **"Earnest Money Deposit"** and will be opened first. If the Tender Fee and /or Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing **Part-II** shall not be opened and as such the tender submitted by the tenderer shall not be considered.

**Part-II:** Containing the technical details and experience as per Annexure - I and the covering letter depicting **"Technical Bid"** will be opened of such tenderers who's Tender Fee and or Earnest Money Deposit is in order.

**Envelope No. 2:** The rates as per Annexure- II be sealed in another envelope super scribing the **"Sealed price/Financial bid"**

These two envelopes be sealed in an envelope super scribing **"Tender for metal/bug detector"**

The tenders forms complete in all respect be dropped in the tender box placed at CBSE Regional Office Delhi, Reception Counter (Ground Floor), **P.S. 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi – 110092** on or before last date and time.

**Note:** The Tender Forms received without Cost of Form (Non-refundable) or Earnest Money Deposits (Refundable without Interest) or incomplete in any respect or received after due date and time on the aforesaid date will not be accepted. It should be clearly mentioned that all the terms and conditions as per the Tender Form enclosed are acceptable. Brief particulars about the work earlier done by the firm in the field as indicated in Annexure-I may also be sent.

### **2.4 Opening of Technical bids:**

1. Bids will be opened by the members of committee constituted by Competent Authority of the Board in presence of bidder's representatives (if they are present, else it will be opened in presence of the other representatives, officials present). The bids will be opened at CTET Conference Hall, 3<sup>rd</sup> Floor, CBSE Regional Office Delhi, **P.S. 1-2, Institutional Area, I.P. Extension, Patparganj, Delhi – 110092**.
2. CBSE will open all bids as per schedule mentioned in "Bidding Schedule" above. If all documents mentioned in each part of proposal are not found, then Bid may be summarily rejected. The bidder's representative willing to attend the opening of the bids shall bring authorization letter. The bidder's representative shall sign attendance register also.
3. The bids submitted after due date and time shall not be considered for further evaluation, irrespective of the circumstances. CBSE reserves the right to postpone or cancel a schedule of bid opening at any time.

4. After opening of technical bids comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.
5. The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.

**3. Eligibility Conditions:** (Please provide documentary proof for following with technical bid)

1. Adequate experience of providing metal/bug detectors and satisfactory services at all India level in the relevant fields i.e. rental services to examination bodies, educational institutions, Govt. Institutions, Autonomous organizations or other related organizations (Supported by work order).
2. The agency should have its own infrastructure i.e. Hardware and manpower team for providing service in the relevant field and area of operation. (Supported by purchase orders and inventories etc).
3. The Minimum Annual turnover of the agency should be 1 Crore or more during financial year 2013-14 and 2014-15 (Supported by Financial Statements, Balance Sheet).
4. The agency should preferably have ISO 9001:2008 or any other Certificate for quality Management and should be able to present this instrument and demonstrate their capability on the date and time given under important dates above.
5. The agency should be registered with Directorate of Service taxes need only apply and the agency should submit the details of registration of their firm/company, income tax registration & copy of PAN Card, Sales Tax/ VAT/ Service Tax certificates. The agency will also be responsible for complying with all statutory rules and regulation regarding procurement, transportation and giving the same of rental to the Board.
6. The agencies having adequate experience and qualified manpower in the relevant field with proven track record from its reputed clients till date shall only be considered for allotment of work.
7. The agency may have Consortium with other agencies and quote. However, the Board will deal with the lead agency only.
8. The agency should give an undertaking that it has not been black listed by any Government / Autonomous/ Examining Bodies

**4. Scope of Work:**

**Hand Held Metal/Bug Detectors:**

To use hand held metal/bug detector which detects all types of metal i.e. ferrous and non-ferrous and prevent use of mobile/camera phones/Bluetooth & Wi-Fi Electronic devices & associated accessories in the Examination Centres during frisking on the day of examination.

- a) The agency will have to ensure that sufficient no. of Hand Held Metal/Bug Detectors are supplied to detect mobile phone/bluetooth/wi-fi devices at around 1,000 centres @ 4 Number of Metal/Bug Detector at each centre.
- b) The agency may ensure that the supply of metal/bug detectors should be made at least one day in advance from the scheduled date of examination at all centres across the country.
- c) The agency may organize required manpower to supply the metal/bug detectors at respective cities all over India as mentioned in the work order.

- d) The agency will have to ensure that the metal/bug detectors supplied will work without any technical fault/power failure during entire duration of Examination.
- e) The bidder will have to ensure that sufficient no. of metal/bug detectors are available in extra quantity at each city to use in case of emergency like replacements or additional requirement at any centre.
- f) A General agreement will be made for a period of agreement and separate work order to deploy services will be issued before exam.
- g) Manpower, Transportation and power back up/charger cost is included.

#### 5. Volume of Work:

Four hand held metal/bug detectors at each centre are required for approx 1,000 examination centres across the country. **List of State along with name of cities where CTET SEPT 2015 is going to be held placed at Annexure III.**

#### 6. Terms and Conditions:

- a) The technical details may please be submitted in Annexure-I and rates in Annexure II
- b) The agency shall have to execute an agreement on non-judicial stamp paper of Rs. 10/- if considered for allotment of the work.
- c) On award of work, the firm will be required to submit security deposit of 10% of the tender value in the form of FDR/Demand Draft /Bank guarantee in favour of Secretary, Central Board of Secondary Education, Delhi for the period of contract which will be refundable (without any interest) on successful completion of the examination.
- d) The payment will be made within a month only after satisfactory completion of work through cheque or NEFT. The agency shall also mention name of the bank, account number with IFSC code of the bank/branch on each bill submitted for payment. No advance payment shall be made.
- e) Any discrepancy or failure to comply the requirement of Board in the assignment will be the sole responsibility of the Agency and any lapse will lead to penal/legal action against the Agency, besides appropriate compensation towards loss occurred to board.
- f) In case of any physical damages or loss of any equipment provided at the examination centres the rent plus 50% cost of equipment only will paid by the Board on production of original bill. No payment will be made in case of Hardware & Battery failure penalty as per penalty clause may also levy.
- g) The bid for the works shall remain open for acceptance for a period of 90 days from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender the said earnest money shall be forfeited.
- h) Each tenderer shall submit only one tender; either by him or as partners in a joint venture. A tenderer who submits or participates in more than one tender will be disqualified.

- i) The CBSE does not bind himself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.
- j) The list of finalized cities with name & address of city coordinators (places of supply of detectors) will be provided with work order.

**7. Penalty and Deductions :**

- a). The time schedule has to be strictly adhered as the examination related work is highly time bound. In case of failure at the Centre on the part of the agency or on part of equipments failures, it shall be liable to pay penalty equivalent to amount payable for that centre to the CBSE and Board shall not make any payment for that Centre.
- b). In case the agency is not able to execute the job to the entire satisfaction of the CBSE, the Bank Guarantee submitted by the firm shall be liable to be forfeited in whole or part as per decision of the Chairman of the Board, which shall be final.

**Note:**

- If the mentioned certificates/documents are not submitted along with the tender, application will not be considered and will be out rightly rejected.

**Director (CTET, JNVST & M.E.)**

## CENTRAL BOARD OF SECONDARY EDUCATION

### TECHNICAL BID

Technical Details for Providing services in Metal/Bug detectors to avoid unfair means at Examination Centres of the CTET and other similar examination in identified cities across the country –

**NOTE:**

1. To BE SEALED SEPARATELY WITH DEMAND DRAFT OF Tender Fee and Earnest Money Deposit.
2. Tenderer must read the instructions/terms & conditions carefully before filling up Annexure-I

**1. About the Firm**

<b>A.</b>	<b>Registered Name &amp; Address</b>	
<b>B.</b>	<b>Registration / Licence No.</b>	
<b>C.</b>	<b>Year of establishment</b>	
<b>D.</b>	<b>Whether sole proprietorship, partnership, company or any other form of business (to be specified).</b>	For partnership firm registration certificate with registrar of firm shall be submitted/In case of company certificate of incorporation & MOA, AOA/ In case of sole proprietary firm PAN card of Proprietor with IT returns.
<b>E.</b>	<b>Name of sole proprietor/partners/ Directors.</b>	
<b>F.</b>	<b>Contact Nos. of proprietor/partners/Directors.</b>	
<b>G.</b>	<b>Financial Turnover during last 3 financial years.</b>	Attach Audit & IT Report in support
<b>H.</b>	<b>Income Tax No. (PAN No. /TIN No.)</b>	
	<b>Service Tax Registration No.</b> (Attach photocopies of both) (Attach photocopies of Income Tax clearance certificate)	
<b>I.</b>	<b>Details of premises : Owned/ Rented</b>	
	<b>Area in Sq. meters</b>	
<b>J.</b>	<b>Quality Certification No. (if any)</b>	
	<b>Details of Issuing Authority</b>	
	<b>Validity of Certificate</b>	From <span style="float: right;">To</span>
<b>K.</b>	<b>Activities of the organization:</b>	
<b>L.</b>	<b>Since when engaged in :</b> • Metal/Bug Detector - (a) Production (b) Providing Services	
<b>M.</b>	<b>Domain Expertise</b>	
	<b>Experience in Domain Expertise</b>	
<b>N.</b>	<b>Details of hardware owned by the firm</b>	Attach separate Sheet
<b>O.</b>	<b>Details of manpower employed in the concerned firm.</b>	Attach separate Sheet



2. Past experience in production and providing services in Metal/Bug Detector in public examination or related area.

	2012-13	2013-14	2014-15
Name of Organisations for • Metal/Bug Detector			
Contact Person along with Telephone No			
Volume of Project			
Duration for Completion of Project			
Value of the Project (Copy of work order to be enclosed)			

3. Have you ever been debarred by any Board/University/Govt. Organisation/Autonomous Organisation: If Yes, Please mention why and when were you debarred. If No, Pl, attach a certificate declaring the same.

4. Details of Cost of Tender Form and Earnest Money deposit:

(Please attach draft with this annexure)

Activities	Amount (in Rupees)	Details of Demand Draft	Date of Issue of Demand Draft
Cost of Tender Form	1,000/-		
For Metal/Bug Detectors	50,000/-		

Certified that all the terms and conditions of this TENDER are accepted by us.

**Authorised Signatory**  
(With Full Name, Designation and Stamp)

Contact Person : .....

Off: Telephone No.: .....

Mobile No.: .....

Email Address:.....

Web Site:.....

## CENTRAL BOARD OF SECONDARY EDUCATION

### FINANCIAL BID

Financial Bid for providing services in Metal/Bug detectors to avoid unfair means at Examination Centres of the CTET on similar examination in identified cities across the country –

**NOTE: TO BE SEALED SEPARATELY**

**RATES FOR THE WORK INDICATED IN THE TENDER FORM.**

- Rates must be quoted inclusive of all taxes.
- Rates must be quoted inclusive of Transportation, Backup and Boarding & Lodging Charges of manpower.

Items	Rent (per piece / per examination day)
Metal/Bug Detectors.	

Certified that all the terms and conditions of this TENDER are accepted by us.

**Authorised Signatory**  
(With Full Name, Designation and Stamp)

Contact Person : .....

Off: Telephone No.: .....

Mobile No.: .....

Email Address:.....

Web Site:.....

## CENTRAL BOARD OF SECONDARY EDUCATION

## LIST OF STATE/ CITIES WHERE CTET – SEPTEMBER 2015 WILL BE CONDUCTED BY THE BOARD

STATE/UT	CITY	CITY CODE
ANDAMAN & NICOBAR	PORT BLAIR	1
ANDHRA PRADESH	VIJAY AWADA	3
	VISAKHAPATNAM	4
ARUNACHAL PRADESH	ITANAGAR	5
ASSAM	GUWAHATI	6
BIHAR	MUZZAFARPUR	7
	PATNA	8
CHANDIGARH	CHANDIGARH	9
CHHATTISGARH	RAIPUR	10
DADRA&NAGAR HAVELI	DADRA & NAGAR HAVELI	11
DAMAN & DIU	DAMAN & DIU	12
DELHI/NCR	DELHI CENTRAL	13
	DELHI EAST	14
	DELHI NORTH	15
	DELHI SOUTH	16
	DELHI WEST	17
GOA	PANAJI	18
GUJARAT	AHMEDABAD	19
	VADODARA	20
HARYANA	FARIDABAD	21
	GURGAON	22
	KARNAL	23
	KURUSHETRA	24
	PANCHKULA	25
HIMACHAL PRADESH	HAMIRPUR	26
	SHIMLA	27
JAMMU & KASHMIR	JAMMU	28
	SRINAGAR	29
JHARKHAND	BOKARO	30
	RANCHI	31
KARNATAKA	BANGALORE	32
KERALA	ERNAKULAM	33
	TRIVANDRUM	34
LAKSHYADEEP	KAVARATI	35
MADHYA PRADESH	BHOPAL	36
	JABALPUR	37
	INDORE	38
MAHARASHTRA	MUMBAI	39
	NAGPUR	40
	PUNE	41

STATE/UT	CITY	CITY CODE
MANIPUR	IMPHAL	42
MEGHALAYA	SHILLONG	43
MIZORAM	AIZWAL	44
NAGALAND	KOHIMA	45
ORISSA	BHUBANESHWAR	46
PUDUCHERRY	PUDUCHERRY	47
PUNJAB	AMRITSAR	48
	BHATINDA	49
	JALANDHAR	50
	MOHALI	51
RAJASTHAN	AJMER	52
	JAIPUR	53
	JODHPUR	54
SIKKIM	GANGTOK	55
TAMIL NADU	CHENNAI	56
	MADURAI	57
TELANGANA	HYDERABAD	58
TRIPURA	AGARTALA	59
UTTARAKHAND	DEHRADUN	60
	HALDWANI	61
	ROORKEE	62
UTTAR PRADESH	AGRA	63
	ALIGARH	64
	ALLAHABAD	65
	BAREILLY	66
	GHAZIABAD	67
	GORAKHPUR	68
	KANPUR	69
	LUCKNOW	70
	MORADABAD	71
	NOIDA	72
	VARANASI	73
WEST BENGAL	DURGAPUR	74
	KOLKATA	75