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Central Board of Secondary Education  
Regional Office, Guwahati, Near Shankardev Kalakshetra, Shilpagram Road  
Panjabari, Guwahati – 781037

**Tender No.G004/15/**

## **TENDER NOTICE**

Sealed Tenders are invited for on behalf of the Secretary, CBSE from reputed Carriers/ Transporters for carrying and delivering the Blank Answer Sheet/ Confidential materials to the various destinations in North East Region including Sikkim. CBSE being an autonomous Organisation under the ministry of HRD has been conducting the Secondary and Senior Secondary Examination in respect of all CBSE affiliated schools.

The Carriers/ Transporters agency having good network and being able to deliver the parcel to all destinations where our affiliated schools exist all over the North Eastern India including Sikkim are only eligible for filling up the tender form. The list of schools with address may be collected from the Regional Office during working hours. The delivery will be on door delivery basis. The no. of destinations may increase/decrease in future.

An Earnest Money of **Rs.40,000/- (Rupees forty thousand only)** in the form of Bank Draft drawn in favour of Regional Officer, CBSE, Guwahati is to be enclosed with the tender. Blank tender forms can be obtained on submission of **Rs.200/-**(non-refundable) in form of cash/bank draft drawn in favour of Regional Officer, CBSE, Guwahati from the office during working hours from **31.07.2015** to **17.08.2015** upto 1.00 pm, to be deposited at the Extension Counter of Syndicate Bank located at CBSE, Regional Office, Guwahati, premises. Interested agencies may submit their tender upto **2.30 pm** on **17.08.2015**. The sealed tenders will be opened at **3.00 pm** in the office of the CBSE on the same day i.e on **17.08.2015** in the presence of the transporter/ agency who may like to be present. No adjustment of earlier submitted EMD shall be entertained.

Tender in the prescribed form duly filled in signed and stamped in a sealed cover superscribed on it "TENDER FOR TRANSPORTATION OF BLANK ANSWER BOOKS FOR 2016 EXAM." shall be placed in the Tender Box kept in the 1<sup>st</sup> floor Reception Counter of Central Board of Secondary Education, Near Shankardev Kalakshetra, Shilpagram Road, Panjabari, Guwahati-781037 on **17.08.2015** upto **2.30 pm** Incomplete/conditional tenders without earnest money or received after due date and time shall be summarily rejected.

The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the Tenders without assigning any reason.

**REGIONAL OFFICER**

**TERMS & CONDITIONS :**

1. The transporters will arrange to pick up the Blank Answer Books from CBSE or guided by the CBSE Regional Office, Guwahati for delivering the Blank Answer Sheet/ Confidential materials to the various destinations in North East Region including Sikkim on door delivery basis. The list of school/ destinations may be collected from Regional Office, CBSE, Guwahati and will be tentative. The no. of destination can increase / decrease from time to time.
2. No tender will be accepted after expiry of the schedule date and time i.e. 17.08.2015 upto 2.30 pm. The sealed Tenders will be opened at 3.00 pm in the office of the CBSE on the same day i.e. on 17.08.2015 in the presence of the transporter/ agency who may like to be present.
3. The minimum rates as quoted shall be for Rs.30 kgs for instance and then after subsequent per 5 kgs destination wise (on door delivery basis) inclusive of all Taxes.
4. All taxes as applicable will be deducted at source.
5. Earnest money of Rs.40,000/- (Rupees forty thousand only) is to be deposited in the CBSE alongwith Tender in the form of Demand Draft in favour of Regional Officer, CBSE Regional Office, Guwahati.
6. The payment will be released after completion of delivery of the Blank Answer Sheet/ Confidential materials to the various destinations in North East Region including Sikkim and after submission of delivery report. No advance/ extra payment will be made.
7. The office will impose 15% penalty + legal action + forfeiture of entire EMD on the transporter or as deem fit for any of the following reason :
  - (i) Late delivery of Blank Answer Sheet/ Confidential materials to the various destinations in North East Region including Sikkim.
  - (ii) Delivery of damaged material to the destination.
8. The Regional Officer, CBSE, Guwahati reserves the right to accept or reject any or all the Tender without assigning any reason.
9. The Tenderer shall furnish copy of registration under Service Tax and Income Tax giving its Service Tax & Income Tax registration number :
  - (i) Failure to execute the work after work order is given, shall make the party liable for debarment for a period of 2 (two) years in addition to forfeiture of EMD or Initial Security Deposit (ISD) as the case may be.
  - (ii) In case, it is found before/ after award of work that the same agency/ person is proprietor/ proprietress/ partner of two or more separate agencies and have quoted for the same work, than punitive action to the extent of debarring/ blacklisting for all future tenders shall be imposed. The work so awarded shall be annulled with all the cost & risk to be covered from the agency.
  - (iii) Withdrawal of offer after the opening of the tender shall make whole offer invalid, attracting forfeiture of the Earnest Money Deposit (EMD)
  - (iv) In case of exceptional unsatisfactory service, the Board may debar the agency for all future work in addition to penalty stated at clause no.08 above.

10. The decision of the Board's Chairman will be binding on Transporters in case of any dispute and action with regard to debarment/ black list may also be taken against the transporter.
11. The legal jurisdiction will be the courts of Guwahati.
12. The tender is initially for 01 (one) year but extendable upto another 02 (two) years on same rate and Terms & Condition if agreed upon by both the parties.
13. The prospective tenderers shall quote rates for the entire destination as per the tentative list available in the office. Quoting for partial list shall not be entertained and tender will be summarily rejected.

**Eligibility**

1. Proof of good network in entire North East including Sikkim (List of Branches).
2. Proof of Turn over of the Company.

The Terms & Conditions given above alongwith the Tender form are acceptable to me/ us. A sum of Rs.40,000/- (rupees forty thousand only) Bank Draft No..... dtd..... Has been deposited in the Board's Office.

Signature  
Name & Address with seal

Contact No. (R).....  
(O).....  
Mobile No.....  
Service Tax No.....  
PAN No.....

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**Regional Office, Guwahati, Near Shankardev Kalakshetra, Shilpgram Road**  
**Panjabari, Guwahati -781037**

Financial Bids of quotation for carrying & delivering of Blank Answer Books to various examination centres in the  
North-East including Sikkim

Sl.No	Destination Centre (as per list enclosed)	Minimum rate upto 30 kgs destination wise on door delivery basis (inclusive of all taxes & charges)	Rate (inclusive of all taxes & charges) for subsequent per 5 kgs destination wise on door delivery basis

Signature:-.....

Name & Address with seal:-.....  
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