



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

TENDER NOTICE

Sealed quotations from registered and reputed agencies/ firms operating in and around Guwahati city are invited for hiring of vehicles preferably Tata Indica (AC/ Non AC), Tata Mobile / Tata Sumo for transportation of materials and office use for a period of one year. The sealed quotations filled in the specified proforma should be deposited in the Tender Box kept at the reception in the First Floor, CBSE, Regional Office, Silpogram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037. The last date for submitting Tender is 20.08.2015 upto 3.00 PM. Blank Tender Forms costing Rs.200/- can be obtained from the office during working hours from 03.08.2015 to 20.08.2015 upto 2.30 PM. The Tenders shall be opened in the office of Regional Officer, CBSE, Guwahati at 3.00 P.M. on 20.08.2015 in the presence of such tenderers who may wish to be present. The Competent Authority of the Board reserves the rights to cancel any or all the quotations without assigning any reason. EMD of Rs.10, 000/- is required in the form of a demand draft in favour of the “Regional Officer, CBSE” payable at “Guwahati”. The Tenders without Earnest Money shall be summarily rejected. The General Terms & Conditions of the Tender are given in the Annexure-I of the Tender Document. No Tender will be accepted after specified date and time. Incomplete Tenders will not be accepted. No adjustment of earlier submitted EMD shall be entertained.

Closing date for submitting tender: 20.08.2015 at 2.30 PM.

Tender Opening Date & Time: 20.08.2015 at 3.00 PM.

Regional Officer

GENERAL TERMS AND CONDITIONS

(Tender for Hiring of Private Taxis in CBSE, Guwahati) Price – Rs.200/-

Tender No.G003 /15/

Tender Closing date: 20.08.2015 at 2.30 PM.

Tender Opening Date & Time 20.08.2015 at 3.00 PM.

1. Earnest Money of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Demand Draft in favour of Regional Officer, Guwahati from any nationalized bank must be deposited by bidders along with their duly filled up tender documents. The tenders without Earnest Money will be summarily rejected.
2. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.
3. The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract.
4. The Tender documents comprises of two parts. Part-I of the Tender Form contains particulars of the tenderer. The Registration particulars, copy of PAN Number issued in favour of the firm, Registration details of Directorate of Service Tax, details of the number of Taxis registered in the name of the tenderer or his firm with photocopies of RCs and other information are to be provided in the PART-I. Part-II Tender Form contains rates & other commercial information which should be filled up neatly without any cutting/ overwriting etc.
5. The offers should be submitted in a sealed cover.
6. The tenders shall be opened on 20.08.2015 at 3.00 PM, in the presence of such tenderers who may wish to be present.
7. CBSE reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and the decision of the Board in this regard shall be final and binding.
8. The EMD can be forfeited by the Board in the event of any breach or negligence or non-observance of any terms/ condition of contract or for unsatisfactory performance or for non-acceptance of the work order.

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9. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi from the market in the event of contractor failing to provide the requisitioned taxi(s) or not providing Taxis, the contractor shall indemnify the losses and the office shall make deductions as deemed fit.
10. In case of breach of any of terms and conditions mentioned above, the Board have the right to cancel the work order without assigning any reason thereof with notice and nothing will be payable by the Board in the event.
11. The firm shall not assign or sublet the work or any part of it to any other person or party. The tender is not transferable.
12. The contract shall commence from the date to be mentioned in the work order. To begin with, the contract will be for 1 (one year) initially extendable up to one year on the same rate (s) and terms & condition if performance/ service is found satisfactory on review after six months. The contract so awarded can be terminated by the Board at any time without any notice or conveying any reason therefore.
13. No payment shall be made in advance.
14. At the time of payment of bills, the taxes and government levies liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
15. The contractor shall submit the bill in the first week of following month in respect of previous month for payment.
16. All payments shall be made by account payee cheque only.
17. If any difference arises concerning this contract, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. The arbitration proceedings shall take place before a Sole Arbitrator to be appointed by the Competent Authority of the Board and in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force.

SPECIFIC TERMS & CONDITIONS

Tender Closing date: 20.08.2015 at 2.30 PM.

Tender Opening Date & Time 20.08.2015 at 3.00 PM.

1. The firm should be registered with Directorate of service taxes and supporting documents should be furnished along with the tender and have license/ permission to operate Taxis.
2. The firm should have minimum three years of experience of working. Satisfactory Service Certificates from existing/ past employers should be enclosed, in this regard.
3. Only such vehicle / taxi operator may apply whose taxies have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their premises / garage / stands from where such taxies are to be operated and can be requisitioned by the Board.
4. Income Tax payment certificates for the last 3 years should also be provided by the firm.
5. The Vehicle/ Taxi to be provided by the Contractor should be in perfectly sound working condition and suitable for transportation of materials,vehicles for transportation of confidential materials should be of hard top with proper locking system.
6. The list of Vehicle/ Taxis along with photocopies of registration book should be attached with the tender.
7. Vehicle/ Taxis supplied should not be more than 03 (three) years old.
8. Firms should have trained drivers having experience in driving in Guwahati/ NE States including Sikkim and around. The drivers should hold valid driving license and they should be well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
9. Driver employed by the firm must have a cell-phone duly activated.
10. No mileage will be allowed for lunch/ tea of the driver. Driver should carry his lunch.
11. Only drivers having sufficient experience of driving in Guwahati and NE States should be deployed. The firm should inform in advance the bio-data of the drivers that could be deployed. Frequent change of drivers shall be strictly avoided by the firm.
12. The time and distance in respect of hired vehicle commence and terminate at the Board's Regional Office, Panjabari, Guwahati-37
13. Revision of rates will not be entertained during the period of contract.
14. "Full Day" would imply a run of the Vehicle/ Taxi up to 80 kilometers and/ or 8 hours duration.
15. "Half Day" would imply a run of the Taxi up to 40 kilometers and/ or 4 hours duration.
16. Rates once finalized will be fixed at least for a period of one year.
17. In the event of Break down, substitute vehicle will be arranged without any extra cost.

18. All fuel charges/ maintenance charges will be borne by the Tenderer.
19. No Tender will be accepted after specified date and time.
20. Incomplete Tender will not be accepted.
21. Method of Empanelment & selection of Agency will be decided by the Competent Authority of the Board.
22. Experience of similar works in the last 3 years out of which one must be a minimum value of Rs.10 lakhs per annum.
23. Must have EPF, ESIC and Service Tax registration.

UNDERTAKING

I/ We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work and shall abide by them. I/We also undertake that I/We have understood the General Terms as well as specific terms & conditions of the tender and shall conduct the work strictly as per the same. I/ We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated : _____

At : _____

(Signature of Tenderer)
with stamp of the firm

PART-I

(Tender for hiring of Private Taxis in CBSE)

1.	Name of the Tenderer Concerned :
2.	Address (with Tel. & Mob. No.):
3.	Address and Tel. No. of Garage/ Stand and its distance from Regional Office, CBSE, Guwahati.
4.	Nature of the concern (i.e. Sole Proprietor or Partnership firm or a Company)	
5.	Registration Number of Tenderer/ Concern : (Attested photocopy of registration should be attached)	
6. (a)	PAN Number of Tenderer/ Concern : (attested copy should be attached)	
(b)	Service Tax/ Registration No.	
7.	Demand Draft No. dated..... EMD From Bank Name Amounting to Rs..... as Earnest Money Deposit	
8.	Registration Nos. of Taxis together with make : 1. _____ 2. _____ 3. _____ 4. _____ (photocopies of registration book should be attached)	

Any other information important in the opinion of the tenderer.

PART – II

RATES OF VEHICLES (OUTSIDE CITY LIMIT)

VEHICLE TYPE	Rates in words and figure per km.	Remarks if any
Max	@Rs. _____ _____	
Trax (Hard Top with proper locking facility)	@Rs. _____ _____	
Tata Sumo	@Rs. _____ _____	
Tata 407 (Hard Top with proper locking facility)	@Rs. _____ _____	
Tata Indica (Vista)	@Rs. _____ _____	
Indigo	@Rs. _____ _____	
Verna	@Rs. _____ _____	
Swift Dezire	@Rs. _____ _____	
Bollero	@Rs. _____ _____	
Maruti Van	@Rs. _____ _____	

RATES OF VEHICLES (WITHIN CITY)

VEHICLE TYPE	Rates in words and figure per km.	Remarks if any
Max	@Rs. _____ _____	
Trax (Hard Top with proper locking facility)	@Rs. _____ _____	
Tata Sumo	@Rs. _____ _____	
Tata 407 (Hard Top with proper locking facility)	@Rs. _____ _____	
Tata Indica	@Rs. _____ _____	
Indigo	@Rs. _____ _____	
Verna	@Rs. _____ _____	
Swift Dezire	@Rs. _____ _____	
Maruti Van	@Rs. _____ _____	

RATES OF VEHICLES FOR DAILY USE MONTHLY BASIS

VEHICLE TYPE	Rates in Words and Figure per Month	Remarks, if any
Tata Indica (Vista) The vehicle should not be more than 3 years old	@ _____ _____ _____	
Ambassador The vehicle should not be more than 3 years old	@ _____ _____ _____	
Indigo The vehicle should not be more than 3 years old	@ _____ _____ _____	