

Price Rs 250/-

Tender form No.....

CENTRAL BOARD OF SECONDARY EDUCATION

Regional Office :

Ambika Complex, Brahmsthan, Sheikhpura, Patna – 800014

Last date for submitting the tender is 26/10/2015 upto 3:00 p.m.

TENDER FORM FOR PROVIDING SWIFT DZIRE/TATA INDIGO (Diesel Version) ON MONTHLY BASIS FOR DAILY USE OF REGIONAL OFFICER/OFFICE.

M/s _____ is /are hereby authorized to submit their Tender in response to the Tender Notice appeared in news paper for providing “**Swift Dzire/Tata Indigo**” (Diesel Version) as per the terms and conditions enclosed.

REGIONAL OFFICER

I/We _____ hereby submit tender for providing the “**Swift Dzire/Tata Indigo**” (Diesel Version) as per specification given in the tender notice given on page 2 and 3.

**Signature with stamp of the
Transport/proprietor of the
Traveling agency**

RATES OF VEHICLES FOR DAILY USE MONTHLY BASIS

VEHICLE TYPE	Rates in Words and Figure per Month (for 24 hours service and ceiling upto 2500 KMs per month)	Remarks, if any
Swift Dzire/Tata Indigo (Diesel Version) with AC, Power Window, Power Steering etc. (Tick for which rate is being quoted)	Name of the Vehicle..... Mode Details Year & Month of Purchase..... @ Rs _____	

Tenders are invited in sealed envelope super scribed there upon "TENDER FOR **Swift Dzire/Tata Indigo (Diesel Version)** from local reputed and registered traveling agencies for execution of written contract for a period of one year with the Board for hiring of **Swift Dzire/Tata Indigo (Diesel Version)** Power Window, Power Steering etc on Monthly basis for the daily use of Regional Officer/Office. The rates will be valid for one year on the following terms and conditions: -

1. The rates quoted will be valid for a period of one year. If the services are found to be satisfactory, the same may be extended for another one year with the mutual consent of both the parties.
2. The Vehicles should have a valid Registration and should have a comprehensive Insurance during the period of Contract, the cost of which shall be borne by the Service Provider.
3. The **rates should be both in words and figures** and include all the taxes like surcharge, service tax, fuel, driver, helper, maintenance charges, fuel, driver, helper charges etc.
4. A written contract of one year will have to be executed on the rates, terms and conditions laid down in this tender form on a stamp paper of Rs. 100/- by the tenderer with this office in case of approval of the tender. Stamp Paper will be provided by the agency.
5. The Regional Officer has the right to re-tender or cancel all the tenders or any tender without assigning any reason. If the services of the agency are not found up to the level of the Board's satisfaction, the contract of the firm will be terminated at any point of time and security will be forfeited.
6. In case of any dispute, the decision of the Regional Officer of the Board shall be binding and final. All disputes will be subject to Patna jurisdiction only.
7. Income tax/TDS at source as per extant rules will be deducted by the Board itself for depositing the same into the Govt. A/C as per rules as applicable from time to time.
8. The monthly payment of the bill should be submitted by the Agency in the office in the first week of the succeeding month and the payment will be made by the Board latest by 15th of the succeeding month.

9. Normal timing will be from 8.00 am to 8.00 pm. However, the vehicle will be at 24 hours disposal of CBSE, RO, Patna and may be used as and when required at odd hours. Maximum ceiling of KMs will be 2500 per month.
10. Tenders will be opened on 26.10.2015 at 03:30 p.m. by a committee constituted by the Regional Officer for the purpose, in presence of the tenderers who would like to be present at the time of opening of the tenders.
11. No cutting/erasing is permitted in the columns meant for quoting rates. Rates should be quoted both in words and figures.
12. The tenders duly filled-in in all respects should reach Regional Office, Patna on or before 26.10.2015 by 3.00 P.M. alongwith an earnest money of Rs 10000/- (Ten thousand only).
13. The earnest money of Rs. 10000/- should be paid in the shape of Bank Draft in favour of the "Secretary, CBSE" payable at Patna. No tender form without D.D. of earnest money will be entertained.
14. The Agency whose rates will be approved by the Board being lowest and of suitable terms and conditions will have to deposit security money of Rs 25000/- through Bank Draft in the name of the Secretary, CBSE, Patna for the contract period. This security money will be refunded after expiry of contract period. However, it can be forfeited in case of refusal or any serious lapse or default found during service etc.
15. Preference will be given to the vehicle purchase on or after 01.01.2015.

The undersigned has absolutely gone through all the above mentioned terms & conditions in the tender form in sound state of mind which are acceptable to me in-too.

Signature with stamp of the
Transport/proprietor of the
Travelling agency.

Bank Draft No. _____ dated _____ Drawn on
_____ for Rs 10,000/- (Rs. Ten Thousand only) as an earnest money in
favour of Secretary, CBSE, payable at Patna is enclosed.

Please indicate the following:

1. PAN NO. _____

2. WCT NO., IF ANY _____

SIGNATURE OF THE TENDERER _____

ADDRESS AND TELEPHONE NO. _____

Mobile no. _____

Email ID _____

RUBBER STAMP