

CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE
New No:3, (Old No:1630-A), J Block, 16th Main Road,
Anna Nagar (West), Chennai – 600 040
Phone No: 044-26162213/26162214

TENDER NOTICE

Date: **06.01.2016**

Sealed Tenders are invited from the local reputed and registered Travel Agencies on behalf of Secretary, CBSE, Delhi who can provide small Vehicles/Taxis (Diesel variant) for daily use of the Regional Office on monthly basis and on call basis as and when required. The tender form can be obtained from the cashier on any working day upto **1.00 p.m.** on or before **27.01.2016** against cash payment of Rs. 300/- (non-refundable) or can be downloaded within the same period from Board's website **www.cbse.nic.in**; in such cases, Bank Draft drawn on any Nationalized Bank in favour of 'Secretary, CBSE, payable at Chennai' should be enclosed with the form. Interested Travel Agencies may submit their rates on prescribed tender form with Earnest Money Deposit of Rs. 10,000/- in the shape of Bank Draft latest by **27.01.2016** up to **3.00 p.m.** in a sealed envelope and drop in Tender Box. Tender shall be opened on the same day at **3.30 p.m.** in the presence of tenderers who may wish to be present. The Board reserves right to accept or reject the tender without citing any reason.

REGIONAL OFFICER

Annexure -1

CENTRAL BOARD OF SECONDARY EDUCATION REGIONAL OFFICE
New No:3, (Old No:1630-A), J Block, 16th Main Road,
Anna Nagar (West), Chennai – 600 040
Phone No: 044-26162213/26162214

CBSE: RO(CHEN)/Admn./Veh(s)/2015
TENDER FORM NO. _____
Cost of form: Rs.300/-

Last date for submission of Tender : 27.01.2016 upto 3.00 p.m

Opening of Tender (Bid) : 27.01.2016 – 3.30 p.m

**TENDER FORM TO PROVIDE SMALL VEHICLE FOR DAILY USE ON CONTRACT AND/OR
OTHER VEHICLES ON CALL BASIS AS AND WHEN REQUIRED.**

M/S. _____ are hereby
authorized to submit their Tender in response to the Tender Notice appeared in news
paper(s) to provide small vehicle as per the terms and conditions enclosed.

REGIONAL OFFICER

TENDER FORM

PART 'A'

TENDER FORM FOR PROVIDING OF SMALL VEHICLE ON HIRE BASIS

(Note: Tenderer must read the enclosed Terms and Conditions before filling up the
particulars in this form)

1. Particulars of Tenderer

(i) Name of the Travel Agency : _____

(ii) Any other organisation with whom : _____
the agency is Registered

(iii) Office Address with Telephone No. : _____

(iv) Name(s) of the Proprietor/ Partner(s)/ : _____

2.Past Experience (for last three years)2.1

Sl. No.	Year	Name of the Organization/ Client	From	To	Details of work executed
A	2012				
B	2013				
C	2014				

2.2 Whether the firm has ever been debarred /Black listed by any organization? If yes, the details & reason thereof

2.3 Detail(s) of Award/Certificate of Merit etc. (if any) received from any Organization [Please attach

Copy of Certificate(s)].

3.Infrastructure details

(a) Physical

(i) Total No. of Vehicle:
(available for such work)

(ii) Type of Vehicle(s) : _____

(b) Financial : Year Amount

(i) Annual Turnover : 2012
(During last three 2013
Financial years) 2014

(Attach copy of balance sheet which is duly verified)

ii) Availability of Finance/Bank Guarantee

(Attach financial solvency Certificate issued by the Bank)

iii) PAN/VAT/S.Tax Regn.Nos:
(Enclose a duly verified copy)

(c) Personnel

Number of employee : Technical and non-technical

4. Bank Draft No. _____ dated _____ Drawn on _____
_____ for Rs. 10,000/- (Rs. Ten Thousand only) as an Earnest Money Deposit
in favour of Secretary, CBSE payable at Chennai is enclosed.

Please indicate the
following:

1. PAN No. _____

2. WCT No. If any _____

Signature of the Tenderer with stamp _____

Name of the Travelling Agency _____

Address and PIN no _____

Phone No(s) _____

Mobile No. _____

Email ID _____

Terms and conditions

1. The rates should be both in words and figures and inclusive all the taxes like toll tax, surcharge, service tax, night halt charges, Parking Charges, Fuel, driver, helper charges, any other expenses etc.
2. The rates quoted will be valid for a period of one year and contract may be extended for another one year with the mutual consent of both the parties if services found to be satisfactory.
3. The vehicle 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.
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 tender with this office in case of approval of the tender. Stamp Paper will be provided by the Agency.
5. Travel Agency should have valid ESI & EPF Registration No. of each employee (Enclose the relevant document).
6. The Competent Authority of the Board has the right to re-tender or cancel all the tenders or any tender without assigning any reason. Similarly, if the services of the agency, condition of the vehicles supplied, behavior/character of drivers, and supply of vehicle at short notice are not taken care of, the contract of the firm shall be terminated at any point of time and security deposit shall be forfeited.
7. Income tax/other taxes as per rules shall be deducted by the Board for depositing the same into the Govt. A/c as per rules, as applicable from time to time.
8. Vehicle should be in good operating condition and preferably not prior to "2010 make".
9. Driver should possess a valid driving License and should possess a minimum experience of 5 years and their antecedents should be verified by police authorities, at the instance of the agency.
10. The agency / operator should have office in CHENNAI City with means of communications like landline, mobile and e-mail etc.
11. The agency / operator must submit an undertaking on its letter head that they have not been blacklisted by any State Government / Central Government, Department/PSU/Autonomous bodies in India during past 5 years.
12. The agency shall provide list of reputed Govt. organizations/Private clients or organization, where the vehicles are engaged currently.
13. The hired vehicles should comply with the prevalent pollution norms .

- 14.** The agency / operator shall at all times indemnify and keep indemnified the Board and its Officers, officials etc against all losses, damages, accident or against any third party claims, whatsoever. The agency shall at its own cost and initiative at all times till the successful completion of the contract period, indemnify Board of all insurable liabilities, under India Motor Vehicle Act, Workmen's compensations Act, etc and such other Acts.
- 15.** The agency / operator shall also be required to submit an undertaking that no criminal case is against its proprietor / owner or any of its drivers for any violation in PF Act/ESI Act/Labour Laws, Road Accidents, and Traffic Rules etc.
- 16.** The agency shall provide dedicated vehicles & drivers and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a break down of vehicle / non availability of driver.
- 17.** The vehicle shall be deemed to be at the disposal of CBSE Office during the period of official use.
- 18.** The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of vehicles would, solely and wholly, be the responsibility of the agency and the Board shall not bear any liability apart from the hiring charges.
- 19.** The contract should be registered with the authority concerned of State and Central Government, and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1998 for hiring of vehicles.
- 20.** The agency shall indemnify for loss/damage of property or life because of negligence or poor maintenance of vehicle or due to an accident.
- 21.** The drivers employed along with the vehicle should satisfy the following conditions:-
 - a. Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicle on hire.
 - b. Driver should be well versed with the roads and the places in CHENNAI City and should have experience in city driving.
 - c. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
 - d. Driver should be provided with a mobile phone.
 - e. Driver should be decent appropriately dressed and well behaved and should not have any criminal cases against him and should not have any past history of accidents.

- f. Car should be kept clean and odour free, suitable for official use.
 - g. An “antecedent verification’ report of the driver from the Police Department should be submitted within 15 days of execution of the agreement.
22. In case of breakdown, a suitable vehicle shall be provided by the agency immediately. In case vehicle does not report within the reasonable time or does not report at all, the Board have a right to hire a vehicle from the market and the additional cost incurred by the Board shall be borne by the Agency. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Board, proportionate amount is liable to be deducted from the contract charges payable, in addition to the penalty levied as indicated above.
23. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
24. Normal timing will be from 8.00 a.m. to 8.00 p.m. However, the vehicle will be at the disposal of CBSE, RO, Chennai and may be used as and when required at odd hours . Maximum ceiling for kilometers shall be 2400 kms. for entire month .
25. The vehicles hired on call basis will be used for local purposes / outstation journeys for other districts in the TamilNadu / nearby southern states.
26. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason thereof. In case of any dispute, the decision of the Competent Authority of the Board shall be binding and final. All disputes shall be subject to Chennai jurisdiction only.

The undersigned has absolutely gone through all the above mentioned terms & conditions and are acceptable to me/us.

Signature & Seal

Annexure -II (PART – A)

RATES OF VEHICLES FOR DAILY USE ON MONTHLY CONTRACT BASIS

(Normal Timings: 8.00 a.m. to 8.00 p.m. and odd hours if required)

Rates for A.C and Non A.C. separate

Vehicle Type	Model of the Vehicle	Year and Month of Purchase	Rates (in words and figures) per month	Remarks
Tata Indica with AC, Power Window, Power Steering etc.				
Tata, Indigo with AC , Power Window, Power Steering etc.				
LIVA with AC , Power Window, Power Steering etc.				
Swift Dzire with AC , Power Window, Power Steering etc.				

Signature with the stamp of authorized
signatory of the travel agency

Annexure –II Part B

RATES OF VEHICLES ON CALL BASIS AS AND WHEN REQUIRED

(WITHIN DISTRICT RATES)

(including surcharge, fuel, driver, helper charges, maintenance any other expenses etc.)

Vehicle Type	Rates upto 40 kms and/or 4 hrs.	Rates upto 60kms and/or 6 hrs.	Rates upto 80 kms and/or 8 hrs.	Rates for addl km/ extra hours
	(Rates for A/c and Non-A/c be quoted separately)			
INDICA	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
INDIGO	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
TAVERA	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
INNOVA	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
QUALIS	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
ETIOS	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
HONDA CITY	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
TEMPO TRAVELLER	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____

Signature with stamp of authorized
signatory of the Travel agency

Annexure –II Part C

RATES OF VEHICLES ON CALL BASIS AS AND WHEN REQUIRED
(OUTSIDE DISTRICT/STATE RATES)

(including surcharge, fuel, driver, helper charges, maintenance any other expenses etc.)

VehicleType	Rate in words and figures per kilometer (with A/c and Non-A/c separately)	Remarks , if any
INDICA	@ Rs. _____	
HONDA CITY	@ Rs. _____	
INDIGO	@ Rs. _____	
TAVERA	@ Rs. _____	
INNOVA	@ Rs. _____	
QUALIS	@ Rs. _____	
ETIOS	@ Rs. _____	
TEMPO TRAVELLER	@ Rs. _____	

1. Toll Tax _____
2. Service Tax _____
3. Night halt charge _____
4. Parking Charge _____
5. Whether Registered with Tamil Nadu State Govt. Yes/No _____
6. Registration No. _____ and Validity _____
7. Whether having EPF Registration. Yes/No _____ Registration No. _____
8. Whether having ESI Registration. Yes/No _____ Registration No. _____
9. Distance from Garage to CBSE Office _____ Km

Signature with stamp of authorized
signatory of the Travelling agency

SIGNAUTRE

ADDRESS AND TELEPHONE NO. _

MOBILE NO:. _____