

INSTRUCTIONS TO THE TENDERERS

1. Incomplete and conditional tenders shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting.
3. Interested Agencies shall be required to enclose all requisite documents alongwith catalogues etc.
4. The tenders shall be opened on 30.10.2012 at 3:30 pm in the presence of the tenderers.
5. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
6. Tenders received without EMD of Rs. 40000/- in the form of a Demand Draft shall be summarily rejected.
7. In case of down-loading the tender through the website, the agency shall have to annex DD/BD of Rs. 500/- as cost of tender form alongwith the technical-bid.
8. Technical & Price Bids must be signed by the same Authorised Signatory.
9. Analysis of rates must be attached with the Price Bid.

Accepted by me

Sign. of Prop./Manager

CENTRAL BOARD OF SECONDARY EDUCATION
2, Community Centre, Preet Vihar, Delhi-110092

Tender form No.....
 Last date of submission: 30.10.2012
 Upto 2:30 p.m.

TECHNICAL-BID

Tender for supply of Technical Manpower

Note : : Tenderer must read the instructions before filling the particulars in this part.

1. Credentials of the Tenderers

- 1.1 Name of the Agency with
 Regn. No.
- 1.2 Office Address and
 Tel. No.
- 1.3 Name(s) of the Proprieter/
 Partners
- 1.4 DVAT No.
- 1.5 Service Tax No.
- 1.6 PAN No.
 (with documentary evidence)
- 1.7 Annual turnover during last three years
 (2009-10,2010-11,2011-12)
 supported with documentary evidence.....
- 2. Past Experience (preferable last three years).....
 With all necessary documentary evidence.....
 Such as copy of work order etc.

SL. Nos.	Year	Name of the Organization	Cost of the work (executed) valuing Rs. 8.0 lack/p.a or more	Officers Concd. In the Organization with T.No.	Period From
01.	2009-2010				
02.	2010-2011				
03.	2011-2012				

- 2.2 Has the firm been ever debarred/Black
 Listed by any organization ?
 If 'Yes' the details thereof.
- 2.3 The organizational set-up including
 Technical infrastructure/staff strength
 in all the categories.

2.4 Similar work at hand in Delhi/Gurgaon/
Noida etc. and nearby cities

2.5 Particulars of Demand Draft paid as Earnest
Money :

Amount : **40,000/-**

DD NO. :

Issuing Bank with date of issue :

(Signature of the tenderer)
With complete address and seal

Tel. No. :

Mobile No.:

Place :

Date :

Note: 1. Experience documents duly attested by a Gazetted Officer are to be annexed.
2. The quantity of Manpower is tentative & likely to increase.

Accepted by me

Sign. of Prop./Manager

Terms & Conditions

1. The agency shall have to execute an agreement on standard parameters.
2. The manpower shall have to work on 6 days of the week. Sunday/ any other day could be weekly off.
3. The manpower shall be interviewed before deployment in the building to ensure competency for the said work.
4. The general duty timings shall be 08:30 A.M. to 06:00 P.M. However duty timings can be scattered on the basis of functional needs.
5. O.T.A. shall be payable at normal rates for extra duties on Sunday/ Holidays and extra hours on any working day.
6. Only 8 Gazetted Holidays shall be allowed.
7. After selection, the agency shall have to give complete bio-data of its manpower alongwith their academic & technical qualifications.
8. Before deployment, the agency shall ensure police verification and physical fitness of the incumbents.
9. The agency shall be bound to pay minimum wages and other statutory benefits like P.F., E.S.I., Edly, Bonus etc. to its manpower. The rates quoted shall be automatically revised as per notification by the Govt. of NCT/ Delhi Govt.
10. The agency shall be solely responsible for any theft, burglary, mischievous deeds committed by its manpower. The manpower deployed should be honest, courteous and well behaved.
11. No person shall be deemed to be in employment of the Board in any manner.
12. In case of unauthorised absence for more than 3 days, the Board reserves the right to replace the incumbent.
13. Concerning any dispute of wages/ arrears pertaining to the workers, the Board shall not be connected in any manner and the agency shall be directly accountable.
14. In case of any accident/ untoward incident, the agency shall be solely responsible.
15. The manpower shall have to wear uniform on duty.
16. The Electrician and Lift Operator must have knowledge of First-Aid treatment to meet any eventuality.
17. In case the Board is put to any financial loss directly or indirectly by any act of commission or omission by the manpower deployed by the agency, it shall be bound to compensate the loss.
18. Insurance and accident risks of the manpower shall be the responsibility of the agency.
19. The agency shall not further appoint sub-contractor/ agencies.
20. In case of any dispute between the agency and the Board, the Chairman, CBSE shall appoint an Arbitrator whose his decision shall be binding on both the parties. The Arbitrator could be even an Officer of the Board.
21. The agency shall deploy a Supervisor/ Nodal Officer to oversee the working efficiency and also weekly meet the Board's Engineer for optimizing the output.

Accepted by me

**Sign. of Prop./Manager
Seal of firm**

Add. _____

Tel./Mob.No. _____

PRICE BID

Name of Work: **Supply of Technical Manpower**

S.No.	Name of Post	Qty.	Rate	Amount
1.	Beldar	3 Nos.		
2.	Electrical Helper	2 Nos.		
3.	Electrician	3 Nos.		
4.	Lift Operator	2 No.		
5.	Mali	2 Nos.		
6.	Telephone Technician	1 No.		
7.	Pump Operator	1 No.		

Gross Amount:

Note:

1. The agencies can quote for one or more categories.
2. The rates should be inclusive of all taxes, and mandatory provisions like P.F., E.S.I., EDLI, Bonus etc.
3. Rates payable shall change after enhancement of Minimum Wages by Govt. of NCT Delhi.
4. Analysis of rates must be attached.
5. Any other clause the agency intends to submit.
6. Above quantity is tentative & likely to increase.

Accepted by me

Sign. of Prop./Manager
Seal of firm

Add. _____

Tel./Mob.No. _____