



CENTRAL BOARD OF SECONDARY EDUCATION  
(Regional Office)  
*(An autonomous Organization under the Union Ministry of HRD, Govt. of India)*  
Todarmal Marg, Ajmer (Raj.) – 305001

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Ref No: CBSE/RO(AJM)/Admn/Hirring of Vehicle/2014

**TENDER NOTICE**

Central Board of Secondary Education, Regional Office, Ajmer intends to hire 01 Innova (Diesel version with 6+1 seats) for Regional Director/official use on monthly rent basis. Sealed quotations are invited for the same from the reputed local agencies/firms/operators / companies / registered with State Transport Authority as per Govt. norms.

Tender form can be obtained on any working day from CBSE Regional Office, Ajmer from **12-05-2014 upto 3:00** p.m. on payment of Rs. 200/- (Non refundable) till **26-05-2014 upto 12:00** Noon. Tender form may also be download from the CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in) for which a DD of Rs. 200/- in favour of Secretary, CBSE payable at Ajmer is to be enclosed along with the tender. The last date of receipt of tender is **26-05-2014 upto 3:00 p.m.** The tenders shall be opened on the **same day at 4:00** p.m. in the presence of willing bidders.

**Regional Director**

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**CENTRAL BOARD OF SECONDARY EDUCATION**

**Regional Office :**

**Todarmal Marg, Ajmer – 305030**

**TENDER FORM**

(For **Vehicle Hiring** on monthly basis for daily use of Regional Director/Office)

**Tender Date Schedule**

	Date	Time
Last date of submitting the tender	26-05-2014	3:00 PM
Date of Opening the tender	26-05-2014	4:00 PM

**Earnest Money**

Rs.10,000/- payable in the shape of Bank Draft in favour of the "Secretary, CBSE payable at Ajmer. **No tender form without D.D. of earnest money shall be entertained.**

M/s \_\_\_\_\_ is /are hereby authorized to submit their Tender in response to publication of Tender Notice for providing vehicle on monthly rent basis for daily use of Regional Director/Office as per the terms and conditions enclosed.

**REGIONAL DIRECTOR**

I/We \_\_\_\_\_ hereby submit tender for providing vehicle on monthly rent basis for daily use of Regional Director/Office as specified in tender form which are inclusive of all taxes i.e. Octroi, Road tax, Service tax and Night Halt Charges, toll tax, parking, any other expenses etc.

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

Name and Address of the Agency :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

**RATES OF VEHICLE FOR DAILY USE ON MONTHLY BASIS**

<b>VEHICLE TYPE</b>	<b>Rates in Words and Figure per Month</b>	<b>Remarks, if any</b>
Innova Diesel version (six seater)	Rs. (Figure)  Rs. (Words)	

Other Details –

1. Details of Draft Enclosed on account of EMD

Draft Amount	Draft NO.	Draft Date

2. PAN NO. : \_\_\_\_\_  
3. WCT NO., IF ANY \_\_\_\_\_

**Note:**

Tenders are invited in sealed envelope superscribed there upon **“TENDER FOR HIRING OF VEHICLE”** which should be dropped in Tender Box kept in the office premises on or before scheduled date. The rates shall be valid for two year unless contract extended with mutual consent of both the parties on the enclosed terms and conditions.

Signature of the Proprietor .....  
(with rubber stamp & date)

**Terms and conditions**

1. The agency whose rates shall be approved by the Board after examining terms and conditions as per Govt. norms as well as performance under previous contract, if any. The selected agency/agencies shall have to **deposit security money of Rs. 10,000/-** through Bank Draft in the name of the Secretary, CBSE payable at Ajmer for the contract period. This security money shall be refunded after expiry of contract period. However, it can be forfeited in case of refusal or any serious lapse or default found towards transportation etc.
2. 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.
3. A written contract of two years shall 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 bidder with this office in case of approval of the tender.
4. 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.
5. 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 Ajmer jurisdiction only.
6. 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.
7. The bidders participating in the bid should show their vehicle to the committee members on the date of opening of tender so as to see the fitness for use by senior officers/officials.
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 Ajmer 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 his 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 other such Acts.

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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. The driver should be having transport license, with a minimum experience of 5 years and their antecedents should be verified by police authorities, at the instance of the agency.
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. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under :-

Sl.No.	Name of Default	Penalty Rs.
1.	Late Reporting	75% of proportionate contract charges per day.
2.	Non-reporting	150% of proportionate contract charges per day.
3.	Poor maintenance of vehicle	Rs, 2000/- per month
4.	Refusal of duties	100% of proportionate contract charges per day.
5.	Change of drivers without permissions	Rs. 1000/- Per instance.
6.	Vehicle kept unclean	50% of proportionate contract charges per day.

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer.

22. 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 Ajmer City and should have experience in city driving.

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- 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 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.
24. 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.
25. 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.
26. The vehicle will be used by this office for local, as well as out station journey in Rajasthan and other states. Maximum ceiling for kilometers shall be 2400 kms. for entire month

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

SIGNATURE OF THE TENDERER\_\_\_\_\_

ADDRESS AND TELEPHONE NO.\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile no.\_\_\_\_\_