



## **Regional Office, Central Board of Secondary Education,**

2<sup>nd</sup> Floor, Block –B, LIC Divsnl. Office Campus, Pattom, Thiruvananthapuram – 695004

Phone – 0471-2534404, 2534406

### **Tender Notice**

Sealed Competitive Tenders are invited from the local reputed and registered Travel Agencies who can provide a small four wheeler covered vehicle for daily use of the Regional Office and **on call basis** as and when required. The tender form can be obtained from the cashier on any working day upto 2.30 p.m. on or before 17.02.2014 against cash payment of Rs. 200 (non-refundable) or can be downloaded within the same period from Board's website **cbse.nic.in**; in such cases, Bank Draft drawn on any Nationalized Bank in favor of 'Secretary, CBSE, payable at Trivandrum' should be enclosed with the form. Interested Travel Agencies may submit their rates on prescribed tender form **with Earnest Money Deposit Rs. 10,000/- in the shape of Bank Draft** latest by **17.02.2014 up to 3.00 p.m.** in a sealed envelope **by hand / post**. 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**

Price Rs 200/-



<http://cbse.nic.in>  
Tender form No.....

**Regional Office, Central Board of Secondary Education,**

2<sup>nd</sup> Floor, Block –B, LIC Divsnl. Office Campus, Pattom, Thiruvananthapuram – 695004

E-mail –[rotrivandrum.cbse@nic.in](mailto:rotrivandrum.cbse@nic.in), [cbserothiruvananthapuram9@gmail.com](mailto:cbserothiruvananthapuram9@gmail.com)

Phone – 0471-2534404, 2534406

---

Last date for submission of sealed competitive tender is **17/02/2014 upto 3:00 p.m.**

Tender form to provide **TATA INDIGO OR MARUTI SWIFT DZIRE** for daily use on contract 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 to provide Tata Indigo or Maruti Swift Dzire as per the terms and conditions enclosed.

**REGIONAL OFFICER**

I/We \_\_\_\_\_ hereby submit tender to provide Tata Indigo or Maruti Swift Dzire as per specification given in the tender notice on page 2, 3 and 4 which are inclusive of all taxes i.e. Octroi, Road Tax, Service Tax, Fuel, Driver Charges and Night Halt Charges or Charges of any kind...etc.

Signature with stamp of  
The Proprietor of the  
Traveling agency

Sealed competitive Tenders are invited in sealed envelope superscribed there upon “Tender for supply of Tata Indigo or Maruti Swift Dzire” for daily use of the Regional Office and also other small vehicles on call basis as and when required from local reputed and registered traveling agencies for execution of written contract for a period of one year with the Board for hiring of Tata Indigo or Maruti Swift Dzire with AC, Power Window, Power Steering etc. on monthly basis.

### **Terms and Conditions**

1. 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.
2. 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.
3. The Agency whose rates observed to be the lowest with suitable terms and conditions shall have to deposit security money of Rs. 10,000/- through Bank Draft in the name of Secretary, CBSE payable at Thiruvananthapuram for the contract period. The 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 services...etc.
4. **The rates should be both in words and figures** and include all the taxes like toll tax, surcharge, service tax, night halt charges, fuel, driver, helper charges...etc. The vehicle may also be used for within-district and outside-district services...etc.
5. 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.
6. 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.
7. 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 Thiruvananthapuram Jurisdiction only.
8. 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.
9. The payment of the bill submitted in the office will be made in the first week of the succeeding month.
10. Normal timing will be 9.00 am to 7.30 pm. However, the vehicle will be at 24 hours disposal of CBSE, RO, Thiruvananthapuram and may be used as and when required at odd hours, Maximum ceiling of Kilometers will be 2000 per month.

11. Tenders will be opened on 17.02.2014 at 3.30 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 tender.

12. Rates should be quoted both in words and figures.

13. The tenders duly filled-in all respects should reach Regional Office, Thiruvananthapuram on or before 17/02/2014 by 3.00 p.m. alongwith an **Earnest Money Deposit (EMD) of Rs. 10000/-** in the shape of Bank Draft drawn on any nationalized bank favouring Secretary, CBSE payable at Thiruvananthapuram. **No tender form without Bank Draft of earnest money will be entertained.**

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

Signature with stamp of  
The Proprietor of the  
Traveling agency

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 Thiruvananthapuram is enclosed.

Please indicate the following:

1. PAN No. \_\_\_\_\_

2. WCT No. If any \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Address and PIN no \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

RUBBER STAMP

**Annexure – Part A****RATES OF VEHICLES FOR DAILY USE ON MONTHLY CONTRACT BASIS**

<b>Vehicle Type</b>	<b>Rates in words and figure per month</b> (for 9.00 am to 7.30 pm and odd hours if required)	<b>Remarks</b>
Tata Indigo with AC, Power window, Power Steering...etc.	Vehicle Model details _____ Year & Month of Purchase _____ @ Rs. _____ In words _____ _____	
Maruti Swift Dzire with AC, Power window, Power Steering...etc.	Vehicle Model details _____ Year & Month of Purchase _____ @ Rs. _____ In words _____ _____	

**Note : The above vehicle should not be older more than 3 years.**

Signature with stamp of  
The Proprietor of the  
Traveling agency

**Annexure – Part B****RATES OF VEHICLES ON CALL BASIS AS AND WHEN REQUIRED****(WITHIN DISTRICT RATES)**

<b>Vehicle Type</b>	<b>Rates upto 40 kms and/or 4 hrs.</b>	<b>Rates upto 60 kms and/or 6 hrs.</b>	<b>Rates upto 80 kms and/or 8 hrs.</b>	<b>Rates for addl. K.m. per hour</b>
Indica (Non A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Indica (AC)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Indigo (Non A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Indigo (A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Swift Dzire (Non A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Swift Dzire (A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Innova (A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Xylo, Mahindra (A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____
Honda City (A/C)	@ Rs. _____	@ Rs. _____	@ Rs. _____	@ Rs. _____

Signature with stamp of  
The Proprietor of the  
Traveling agency