

E-Mail: roguwahati.cbse@nic.in  
www.cbse@nic.in



☎ Phones : 0361-2229995  
0361-2229994  
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## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)  
क्षेत्रीय कार्यालय, शिल्पग्राम रोड, शंकरदेव कलाक्षेत्र के समीप, पांजाबाड़ी, गुवाहाटी- 781037

### **CENTRAL BOARD OF SECONDARY EDUCATION REGIONAL OFFICE, GUWAHATI**

An Autonomous Organisation Ministry of Human Resource Development (Govt. of India)  
Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037

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Date: -31.01.2014

#### TENDER NOTICE

Tenders are invited from well established Travel agents in and around the city of Guwahati, Assam for awarding annual contract of booking for individual bulk air and Railway tickets. Registered Agencies, having a minimum turn over of Rs. 5 lakhs per annum during the last three years only need to apply. The value of the contract is estimated to be approximately Rs. 4 to 5 lakhs per annum.

Interested agencies may obtain the tender documents from the Reception Counter Regional Office, CBSE, Guwahati on all working days w.e.f 03.02.2014 to 14.02.2014 between 10:00 a.m. to 1:00 p.m. on payment of Rs.500/- (non-refundable). The tender form can also be downloaded from the Central Board of Secondary Education website at [www.cbse.nic.in](http://www.cbse.nic.in) and can be submitted along with Rs.500/-. The tenderers will be required to bid separately for technical and financial specifications. Sealed envelopes containing separately sealed technical and financial bids along with a bank draft of Rs.10,000/- in favour of Regional Officer, CBSE, Guwahati payable at Guwahati, may be deposited as earnest money in Board's account.

The last date of submitting the tender is 14.02.2014 by 2:30 p.m. Technical Bids will be opened at 3:00 P.M. in the presence of representatives of the tenderers, who may like to be present and financial bids of only technically qualified tenderers will be opened later on and date will be informed to them. The R.O. reserves the right to accept or reject any or all tenders without assigning any reason.

Regional Officer

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**Tender No. G002/14/**

### **TENDER FORM FOR RESERVATION OF AIR/RAILWAY TICKETS**

**Last date of sale of Tender Form 14.02.2014 upto 1:00 p.m.**

The tenders for the above work are required to be submitted in two bids: Technical and Financial separately. Technical details (Form – A) along with Bank Draft of earnest money may be sealed in one envelope are superscripted as:

#### **“TECHNICAL BID FOR RESERVATION OF AIR/RAILWAY TICKETS”**

The Financial Bid (Form – B) may be separately sealed and superscripted as:

#### **“FINANCIAL BID FOR RESERVATION OF AIR/RAILWAY TICKETS”**

Both envelopes should be sealed in a single envelope and superscripted as:

#### **“TENDER FOR RESERVATION OF AIR/RAILWAY TICKETS”**

The duly filled Tenders should be dropped in the Tender Box at the reception area at Regional Office, CBSE, Guwahati latest by 2:30 p.m. on 14.02.2014 only.

Regional Officer

Encl.: As above

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### **TERMS & CONDITIONS**

1. Sealed tender, under two bid system complete in all respect along with a bank draft for Rs. 10,000/- towards earnest money drawn in favour of The R.O., CBSE, GHY placed in Technical bid envelopes should be dropped in the Tender Box kept at Reception at 1<sup>st</sup> Floor, CBSE, Guwahati latest by 2:30 P.M. on 14.02.2014. Incomplete/conditional/late tenders or those without earnest money will be summarily rejected. Technical Bids will be opened at 3:00 P.M. in the presence of representatives of the tenderers, who may like to be present and financial bids of only technically qualified tenderers will be opened later on and date will be informed to them. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm.
2. Registered agencies having a minimum turn over of Rs. 5 lakhs per annum during the last three years only need to apply. Agency must have registered with Government Agencies viz. Ministry of Tourism and Directorate of Sales Tax, etc.
3. The agencies must have experience of booking Rail/Air tickets for Government and Autonomous organization for similar volume/nature.
4. EMD of unsuccessful bidders will be returned without interest. EMD of successful bidders will be retained and will be converted into security deposit and remain with the Board during the period of contract.
5. The EMD of successful tenderers will be forfeited in case he fails to accept the order.
6. The agency may explore the possibility of Economy/Promotional apex fare(s) at the first instance for making the Air/Rail booking, in case more than three tickets are booked for any sector it must be considered as bulk bookings and accordingly discount would be applicable for bulk bookings.
7. No advance payment will be made for any kind of booking. However, the board will arrange for expeditious payment after actual journey is performed.

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8. **PENALTY CLAUSE:** In case of agency is not able to supply tickets on time, the penalty will be as under:-
    - (a) 2% in case of bulk air tickets booking on the value of tickets not provided by the agency.
    - (b) 5% in case of individual air tickets booking.
    - (c) In case of Railway tickets, reservations charges will not be payable.  
# These conditions will come into force only where the agency is at fault and not under unforeseen circumstances.
  9. No revision of rates will be permitted during the period of the contract. The Rate contract shall be valid for a minimum period of one year from the date of notification of the rate contract. The contract can be extended further on year to year basis for a maximum period of 02 (two) years on mutually agreed Terms & Conditions.
  10. In case of unsatisfactory services i.e. non-booking of the Air/Railway tickets timely as per requirement of the Board, the contract shall be terminated by giving notice of 10 days.
  11. In case of any dispute or abrogation of conditions stipulated, the decision of the R.O., CBSE, GHY in all the matters concerning tender shall be final and binding upon the tenderer.
  12. **In addition to discounts** mentioned in rates quoted, the agency shall intimate and transfer all additional discounts that are given by Authorities/Airlines.
  13. The legal jurisdiction will be the Court of Guwahati only.

#### **Acceptance of the Tenderer**

The terms and conditions enumerated in this form from clause 01 to 13 have been read by me/us and are acceptable to me/us.

AUTHORIZED SIGNATORY  
(FULL NAME WITH RUBBER STAMP OF TENDEREERS)

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FORM A

-1-

### TECHNICAL BID PROFORMA FOR RESRVATION OF RAIL/AIR TICKETS

#### 1. ABOUT THE AGENCY:

(a) NAME & ADDRESS OF THE AGENCY:

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(b) Year of Establishment:-----

(c) Name of Proprietor:-----

(d) Telephone No./Mobile No.:-----

(e) Fax No.-----E-mail:-----

(f) Whether Govt. Undertaking/Private Limited /MNC/Cooperative Agency :-----

#### 2. CURRENT LIST OF CLIENTS

S.No.	Particulars	Period		Name & Volume of Booking	
		From	To	Air	Railway
A.	Govt. Deptt./Ministries				
B.	MNC				
C.	Public Undertaking				
D.	Private Sector				
E.	Any Other				

Note : Attach the list of Clients.

**3. DETAILS OF TURN OVER FOR THE LAST THREE YEARS**

Years	Total Amount (In Rs.)
2010 – 2011	
2011 – 2012	
2012 - 2013	

**4. REGISTRATION NUMBER OF THE FIRM WITH IATA (ENCLOSE A COPY OF THE REGISTRATION)-----  
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**5. INFRASTRUCTURE DETAILS:**

(a)	Number of computers:	
(b)	Whether online:	
(c)	Number of employees:	
(d)	Mode of Delivery:	

**6. WHETHER THE AGENCY CAN PROVIDE ROUND THE CLOCK SERVICE FOR BOOKING AIR/RAIL TICKETS : (YES/NO)-----  
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**7. OTHER SERVICES: (a) Booking Facility:-----  
(b) Response Time:-----**

**8. Any other Information:-----  
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**9. Earnest money of Rs. 10,000/- in favour of The Regional Officer., CBSE, Guwahati payable at Guwahati through Bank Draft No.-----  
date-----& Bank -----  
-----.**

**AUTHORIZED SIGNATORY  
(WITH FULL NAME AND DESIGNATION)  
SEAL**

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**FORM B**

### **FINANCIAL BID PROFORMA FOR RESERVATION OF RAIL/AIR TICKETS**

S.N.	Particulars	Reservation of Tickets		
		Rail	Air Domestic	Air International
01.	Reservation Charge (Per Sector/Per person)			
02.	Bulk Booking(More than 3) Charge (per person/per sector)			
03.	Cancellation Charges (per ticket/Per person)			
04.	Group Discounts**(in percentage)			

\*\*Give details of discounts.

**AUTHORIZED SIGNATORY  
(WITH FULL NAME AND DESIGNATION)  
SEAL**

