



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय  
(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource of Development, Govt. of India)  
प्लस फ्लोर, आलोक भारती भवन, शाहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

### TENDER NOTICE FOR HIRING OF VEHICLES

Sealed Tenders are invited from Bhubaneswar based reputed travel agencies on behalf of the Secretary, C.B.S.E. for providing small vehicles / taxis for various Official purposes/work for a period of one year from August 2014 to July 2015 as per specification given in the tender form.

Various kind of vehicles/taxis such as Tavera, Qualis, Bolero, Innova, Indica, Indigo, Honda City of Equivalent model will be required for carrying Board's Officers/staff members/or other dignitaries during their duties and also for delivery and collection of confidential materials to various cities within India. The travelling agencies having sufficient no. of different kinds of vehicles only need to submit their bids. The agencies having experience of transportation of confidential material pertaining to Government /Autonomous Organization/Public Sector will be preferred.

The tender form along with terms & condition can be obtained from the C.B.S.E. Regional Office, 6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar-751007 on any working day between 04.07.2014 to 24.07.2014 (from 10.00 AM to 3.00 PM) on payment of Rs.500/- in cash (non refundable). It can also be downloaded from Board's website [www.cbse.nic.in](http://www.cbse.nic.in) and in such case cost of form should be enclosed in the shape of Bank Draft drawn from any Nationalized Bank in favour of "Secretary, C.B.S.E." payable at "Bhubaneswar" only with the tender form.

Interested travel agencies may submit their quotations on prescribed tender form latest by 24.07.2014 upto 03.00 PM in a sealed cover superscribed "TENDER FOR PROVIDING SAML VEHICLES" and addressed through post or can drop personally in the Tender Box kept for the purpose at Regional Office Bhubaneswar. Tenders will be opened on the same day i.e. 24.07.2014 at 04.00 PM in the presence of the tenderers who may like to be present. The Secretary CBSE reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete tender or tenders without EMD will be summarily rejected.

  
REGIONAL OFFICER



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय

(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource of Development, Govt. of India)  
छठा तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

TENDER FORM NO.: F-02/CBSE/RO/BBSR/24/2014

Cost of form: Rs.500/-

TENDER FORM FOR PROVIDING OF SAMLL VEHICLES ON HIRE BASIS

Last date for submission of Tender : 24.07.2014 upto 3.00 PM  
Opening of Tender (Technical Bid & Financial Bid) : 24.07.2014 at 4.00 PM

PART 'A'

TENDER FORM FOR PROVIDING SMALL VEHICLES 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 organization : \_\_\_\_\_  
with whom the agency is  
Registered/presently working
  - (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	Details of work executed
A	2012		
B	2013		
C	2014		

2.2 Please attach copies of work order(s) in support of work experience.

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



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय

(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource of Development, Govt. of India)  
छठा तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

3. Infrastructural details :
- (a) Physical/Capital :
- i. Total No. of Vehicle : \_\_\_\_\_  
available for such work
- ii. Details of Vehicle available (i) (ii)  
(Type of vehicles & no. of vehicles)  
(iii) (iv)  
(v) (vi)
- (b) Financial : Year Amount
- i. Annual Turnover : 2011-2012  
(During last three 2012-2013  
Financial years) 2013-2014  
(Attach copy of balance sheet)
- ii Availability of Finance (Attach : \_\_\_\_\_  
financial solvency Certificate  
issued by the Bank)
- iii PAN/VAT/S.Tax Regn. Nos : \_\_\_\_\_  
(Enclose a duly verified copy)
- (c) Personnel
- Number of employees : \_\_\_\_\_  
Technical & non-technical
4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:
- (i) Amount : Rs.5,000/-
- (ii) D.D. No. : \_\_\_\_\_
- (iii) Issuing Bank : \_\_\_\_\_  
With date of issue

SIGNATURE OF THE TENDERER  
WITH OFFICIAL SEAL AND  
COMPLETE ADDRESS

TELEPHONE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय  
(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संस्थान)  
(An Autonomous Organisation under Ministry of Human Resource Development, Govt. of India)  
छत्ता तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

(Agreement to be executed on a Non-judicial Stamp Paper of Rs.100/-)

TERMS & CONDITIONS

- a. Tenders should accompany an Earnest Money of Rs. 5,000/- (Rs. Five thousand only) in the shape of Bank Draft issued from nationalized bank only in favour of "Secretary, CBSE" payable at "Bhubaneswar". Before allotment of work, the Board reserves the right to carry out the physical inspection of the Agency along with condition of vehicles held by the Agency.
- b. The terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.
- c. Each item of the tender shall be dealt with separately and each item may be awarded to different tenderers, if necessary.
- d. Tenders will be opened at 04.00 P.M. on 24.07.2014 in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in the regard.
- e. Tenders without Earnest Money and incomplete in any respect will be summarily rejected.
- f. The earnest money of the unsuccessful bidder will be refunded without any interest.
- g. There are 04 Schedules in Part-B i.e. Financial Bid.
- h. The successful bidder is required to submit Performance Guarantee, which shall be of Rs.15, 000/-. The balance amount towards Performance Guarantee after adjusting E.M.D. shall have to be deposited by the tenderer after award of work. The tenderer shall have to execute contract document within 21 days of the issue of work order, failing which E.M.D. will be forfeited.
- i. In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority, the Earnest Money/Security Deposit will be forfeited.
- j. No alteration/modification in the bid after receipt of bids shall be permitted.
- k. The Board reserves the sole right to accept or reject any or all tenders completely or any part thereof without assigning any reasons. In case of any dispute, the decision of the Chairman of the Board shall be final and binding.
- l. Vehicle required at Schedule D i.e. TATA INDIGO eCS must not be older than two years. Registration Certificate along with other papers of the vehicle must be submitted.
- m. Rates must be quoted including cost of fuel, driver etc. In case of non attending of driver, the agency shall provide alternative without any delay.
- n. Toll tax, Octroi & Parking charges will be paid extra on submission of proof.
- o. No extra charges/expenses incurred enroute during journey on repair of vehicle will be borne by the Board.



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय  
(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource Development, Govt. of India)  
6<sup>th</sup> फ्लोर, आलोक भारती भवन, शहीद नगर, भुवनेश्वर- 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Shaheed Nagar, Bhubaneswar- 751007, Odisha

CM

- p. If the selected agency fails to provide vehicle on any official occasion during the period of contract, the same shall be hired from open market and excess amount shall be recovered from vendor. Frequent delay in reporting will lead to forfeiture of EMD / Performance Guarantee on the basis of report of the concerned branch.
- q. Income Tax or other kind of taxes leviable by the Govt. shall be borne by the Agency.

ACCEPTANCE OF THE TENDERER

The terms & conditions enumerated in this form from clause No. a to q have been read by me/us and are acceptable to me/us.

Dated: \_\_\_\_\_

SIGNATURE OF THE TENDERER  
SEAL WITH COMPLETE ADDRESS  
TELEPHONE NO.: \_\_\_\_\_



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय  
(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource of Development, Govt. of India)  
छठवां तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

CM

TENDER FORM NO.: F-02/CBSE/RO/BBSR/24/2014

TENDER FORM

PART 'B' – FINANCIAL BID

RATES FOR PROVIDING OF VEHICLE ON HIRE BASIS

SCHEDULE –A

LOCAL JOURNEY (HALF DAY)

Sl. No.	Type of Vehicle	Rates*(including all taxes etc.)		
		05 hrs 40 kms	Extra per Km	Extra per Hr
1	Indica (A/C)			
2	Indica (Non A/C)			
3	Indigo (A/C)			
4	Indigo (Non A/C)			
5	Bolero (A/C)			
6	Bolero (Non A/C)			
7	Qualis (A/C)			
8	Qualis (Non A/C)			
9	Tavera (A/C)			
10	Tavera (Non A/C)			
11	Innova (A/C)			
12	Honda City (A/C)			

SCHEDULE –B

LOCAL JOURNEY (FULL DAY)

Sl. No.	Type of Vehicle	Rates*(including all taxes etc.)		
		10 hrs 80 kms	Extra per Km	Extra per Hr
1	Indica (A/C)			
2	Indica (Non A/C)			
3	Indigo (A/C)			
4	Indigo (Non A/C)			
5	Bolero (A/C)			
6	Bolero (Non A/C)			
7	Qualis (A/C)			
8	Qualis (Non A/C)			
9	Tavera (A/C)			
10	Tavera (Non A/C)			
11	Innova (A/C)			
12	Honda City (A/C)			

\*Counting of Kms will be from CBSE Office to CBSE Office and not from Garrage to Garrage of the Agency.

Date: \_\_\_\_\_  
Place \_\_\_\_\_

Signature with seal of the Firm  
Complete Address with telephone no.





केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE / क्षेत्रीय कार्यालय

(मानव संसाधन विकास मंत्रालय के अन्तर्गत भारत सरकार का स्वायत्त संगठन)  
(An Autonomous Organisation under Ministry of Human Resource of Development, Govt. of India)  
छठम तल, आलोक भारती भवन, शहीद नगर, भुवनेश्वर: 751007, ओडिशा  
6<sup>th</sup> Floor, Alok Bharati Building, Saheed Nagar, Bhubaneswar: 751007, Odisha

CM

**SCHEDULE – C**

**OUTSTATION JOURNEY**

Sl. No.	Type of Vehicle	Rates*(including all taxes etc.)	
		Per Km. for Minimum 200 Kms in a day	Halting Charges per day
1	Indica (A/C)		
2	Indica (Non A/C)		
3	Indigo (A/C)		
4	Indigo (Non A/C)		
5	Bolero (A/C)		
6	Bolero (Non A/C)		
7	Qualis (A/C)		
8	Qualis (Non A/C)		
9	Tavera (A/C)		
10	Tavera (Non A/C)		
11	Innova (A/C)		
12	Honda City (A/C)		

**SCHEDULE – D**

Sl. No.	Type of Vehicle	Rates*(including all taxes etc.)		
9	Indigo eCS (AC) on Monthly Basis	Rs. _____ /- per month (including all taxes) for one month minimum run 1800 Kms. In case of extra run Rs. _____ /- per Km. Extra.	Normal Working Day from Monday to Saturday; in case of Sunday or Central Gazetted Holidays Rs. _____ /- per day towards deputing driver.	In case of Outstation Tour the agency will not claim for any extra charges only run Kms will be entered in the Log Book except halting charges for Driver Rs. _____ /- per day.

\*Counting of Kms will be from CBSE Office to CBSE Office and not from Garrage to Garrage of the Agency.

Date: \_\_\_\_\_

Place \_\_\_\_\_

Signature with seal of the Firm  
Complete Address with telephone no.