

Mail : [rojmer.cbse@nic.in](mailto:rojmer.cbse@nic.in)  
Website : [www.cbse.gov.in](http://www.cbse.gov.in)  
[www.cbse.nic.in](http://www.cbse.nic.in)



Phone : 0145-2627451, 2627139  
FAX : 0145-2421543

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

Ref No.CBSE/RO(AJM)/Admn/2013

**TENDER NOTICE**

The Central Board of Secondary Education intends to hire different types of vehicles during Exam-2014 for local as well as out station journeys and 01 vehicle preferably Innova (Diesel version with 6+1 seats) for office use. Sealed quotations are invited for the same from the reputed 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 24.12.2013 upto 3:00p.m. on payment of Rs. 200/- (Non refundable) till 08.01.2014 upto 1:00 p.m. It can also be downloaded 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 08.01.2014 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**

**:1:**

**Price Rs 200/-**

**Tender form No.....**

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**Regional Office :**  
**Todarmal Marg, Ajmer – 305030**

1. TENDER FORM FOR PROVIDING OF COVERED VEHICLES FOR EXAMS-2014.
2. One Innova (diesel version with 6+1 Seats) ON MONTHLY BASIS FOR DAILY USE OF REGIONAL DIRECTOR/OFFICE.

**Last date for submitting the tender is 08/01/2014 upto 3:00 p.m.**

M/s \_\_\_\_\_ is /are hereby authorized to submit their Tender in response to publication of Tender Notice for providing of covered vehicles as per the terms and conditions enclosed.

**REGIONAL DIRECTOR**

I/We \_\_\_\_\_ hereby submit tender for providing the covered vehicle as specified on tender form at page no. 2 and 3, 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**

**RATES OF VEHICLES (OUTSIDE CITY LIMIT)**

VEHICLE TYPE	Rates in words and Figure per km.	Remarks, if any
Quallis	@Rs _____ _____	
Tavera	@Rs _____ _____	
Max	@Rs _____ _____	
Trax	@Rs _____ _____	
Tata sumo	@Rs _____ _____	
Tata 407	@Rs _____ _____	
Tata Indica	@Rs _____ _____	
Scorpio	@Rs _____ _____	
Innova	@Rs _____ _____	
Bolero	@Rs _____ _____	
Xylo	@Rs _____ _____	

:3:

RATES OF VEHICLES (WITHIN DISTRICT)

<b>Vehicles type</b>	<b>Rates upto 40 kms and /or 4 hrs</b>	<b>Rates upto 80 kms and /or 8 hrs</b>	<b>Rates for additional km/extra hours</b>
Qualis	@ _____ _____	@ _____ _____	
Tavera	@ _____ _____	@ _____ _____	
Tata sumo	@ _____ _____	@ _____ _____	
Tata indica	@ _____ _____	@ _____ _____	
Maruti van	@ _____ _____	@ _____ _____	
Scorpio	@ _____ _____	@ _____ _____	
Innova	@ _____ _____	@ _____ _____	
Bolero	@ _____ _____	@ _____ _____	
Xylo	@ _____ _____	@ _____ _____	

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) with (6+1 Seats)	@Rs _____ _____	

**:4:**

Tenders are invited in sealed envelope superscribed there upon “ TENDER FOR HIRING OF VEHICLES” which should be dropped in Tender Box kept in the office premises on or before **08/01/2014 upto 3.00 pm**. The rates shall be valid for one year on the following terms and conditions: -

**(A) Terms and conditions (Within City/Outside City) :-**

- 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 one year 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 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 In case of Examination duty, the payment of the bills submitted in the office shall be made immediately after completion of each assignment as early as possible.
- 8 The agencies quoting for Innova Diesel version (6+1 seats) on monthly basis 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 and those for examination duty should submit on Affidavit stating that they have own vehicles/vehicles under agreement and shall be able to provide good vehicle and driver on short notice/telephonic information.

- 9 The tenders duly filled in all respects should reach Regional Office, Ajmer on or before **08/01/2014** by 3.00 P.M. alongwith an earnest money of Rs 20,000/- and the same will be opened on the same day at 4.00 P.M. in the presence of willing bidders.
- 10 The earnest money of **Rs. 20,000/-** should be paid 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.
- 11 Vehicles should be in good operating condition and preferably not prior to “2009 make”.
- 12 Vehicles should be commercially registered and all necessary papers should be completed by agency side.
- 13 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.
- 14 The agency / operator should have office in Ajmer City with means of communications like landline, mobile and e-mail etc.
- 15 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.
- 16 The agency shall provide list of reputed Govt. organizations/Private clients or organization, where the vehicles are engaged currently.
- 17 The hired vehicles should comply with current pollution norms applicable in Rajasthan/ Madhya Pradesh/ Gujarat/Delhi.
- 18 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.

19 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.

20 Terms and conditions given below in para 'B' from Sl.no. 1 to 12 shall also be read as a part of these terms and conditions.

**(B) Terms and conditions for Vehicles for office use.**

1. All the vehicles proposed to be hired to CBSE, Ajmer by the applicant agency should not have been registered before 1<sup>st</sup> January 2009. Each bid should be for at least two vehicles (In any category).

2. 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 licence, with a minimum experience of 5 years and their antecedents should be verified by police authorities, at the instance of the agency.

3.(a) Payment of minimum charges agreed upon shall be made every month, provide that if the contract does not commence / end in the beginning / end of month, payment of minimum charges shall be made on proportionate basis.

(b)The vehicle shall be deemed to be at the disposal of CBSE Office during the period of official use.

4.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.

5. 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.

6. The separate Earnest Money amounting to Rs. 20,000/- (Rupees Twenty Thousand only) shall be deposit by the bidder.

7. The agency shall indemnify for loss/damage of property or life because of negligence or poor maintenance of vehicle or due to an accident.

**8.** 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 :-

SI.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.

**9.** 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.
- 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.

**10.** 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.

**11.** 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.

**12.** Terms and conditions at part- A shall also be read as a part of these terms and conditions.

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

Signature with stamp of the  
Transport/proprietor of the  
Traveling agency.

Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn on \_\_\_\_\_ for  
**Rs 20,000/-** ( Rs. ten thousand only) as an earnest money in favour of Secretary, CBSE, payable at Ajmer is enclosed.

Please indicate the following:

1. PAN NO. \_\_\_\_\_

2. WCT NO., IF ANY \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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