

Email:  
cbstedli@nda.vsnl.net.in  
Website: [www.cbse.nic.in](http://www.cbse.nic.in)



Phones: 22509252-59  
Fax: 22515826

Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

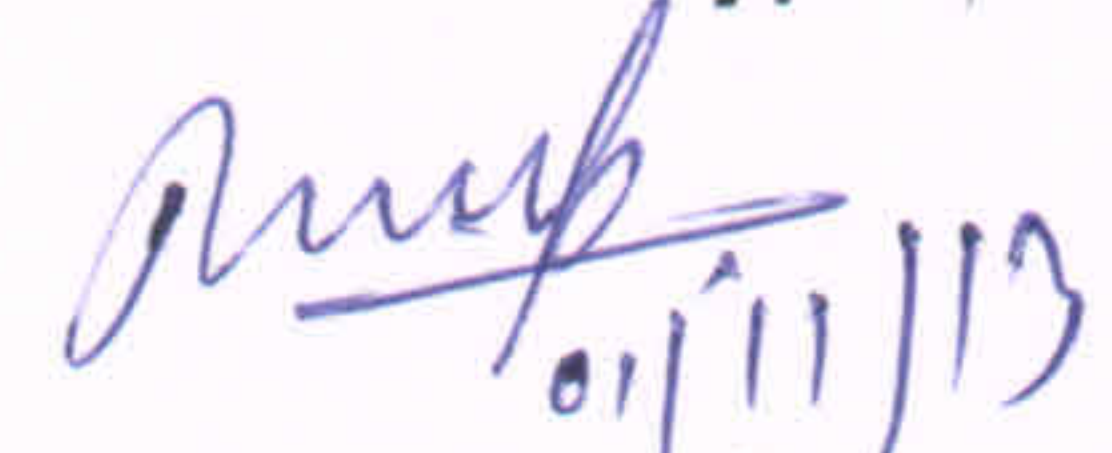
F.16/CBSE/Admn-II/Hiring of Buses/403-20 Dated: 01.11.2013

Subject: Providing (2X3) ordinary buses 52 Seater (Non-AC)-reg.

Dear Sir/Madam,

The Board intends to invite rates through sealed Tender for hiring of (2X3) ordinary buses 52 Seater (Non-AC) of 2011 and onwards models. You are, therefore, requested to quote your competitive rates in the attached performa (Annexure-I). The rates quoted should be inclusive of all the taxes including Service Tax, parking charges, toll tax, driver award etc. An earnest money of Rs.5000/- (Rupees Five Thousand Only) in the shape of Bank Draft in favour of Secretary, CBSE, Payable at Delhi may also be enclosed with the tender. Incomplete, conditional or those received without EMD and after due date & time shall be summarily rejected. The Limited Tender in sealed cover superscribed "LIMITED TENDER FOR HIRING OF BUSES TO DELIVER THE QUESTION PAPER" may be put in the Box kept near the Security Guard counter at ground floor on or before 26.11.2013 upto 2:30 p.m positively and will be opened by the committee at 3:00 p.m on the same day. The Board reserves the right to cancel any or all tenders without assigning any reason thereof. The EMD of successful/unsuccessful tenderers shall be returned without interest. The limited tender documents can also be downloaded from the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in). The rates will be valid for a period of one year and liable to be extended upto three years or more subject to satisfactory work.

Yours faithfully,



(RAM SAROOP)

Assistant Secretary (Admn-II)

Encl:-

1. Annexure-I
2. Terms & Conditions

Copy to :- 1. Director (I.P) for information please.  
2. The A.V.O for information please.

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**ANNEXURE-I**

**LIMITED TENDER PERFORMA FOR HIRING OF BUSES FOR QUESTION PAPER**

**Rate Quotation**

Sl.no	Description	Hours	Distance in kms	Seater	Rate quoted for each bus inclusive of all taxes including Service Tax
01	Rates for Full Day	8	80	52 Non AC	
02	Rates for Full Day	10	100	52 Non AC	
03	Rates for Full Day	12	120	52 Non AC	
04	Rates per Extra Kilometer	-	-	52 Non AC	
05	Rates per Extra Hour	-	-	52 Non AC	

**2. Earnest money details bank draft:**

Bank Draft No. \_\_\_\_\_ date \_\_\_\_\_ for Rs.5000/-

Drawee Bank \_\_\_\_\_

**3. PAN No. \_\_\_\_\_ /Sale Tax no./TIN No. \_\_\_\_\_**

The terms and conditions of the tender are acceptable to me/us.

Signature \_\_\_\_\_

Name & address with seal & Date \_\_\_\_\_

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

Phone (O) \_\_\_\_\_

(M) \_\_\_\_\_

(R) \_\_\_\_\_

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### TERMS AND CONDITIONS

1. Sealed tender complete in all respect along with a bank draft for Rs.5000/- (Rupees Five Thousand Only) towards earnest money drawn in favour of the Secretary, Central Board of Secondary Education, payable at Delhi, placed in Envelope should be dropped in the Tender Box kept with Security Guard at Ground Floor, CBSE office, Preet Vihar, Delhi latest by 2:30 p.m. on **26.11.2013**. Incomplete/conditional/late tenders or those without earnest money will be rejected. Tender will be opened on the same day at 3:00 p.m. in the presence of the representatives of the tenderers, who may like to be present. There should be 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. The tenders bids submitted by speed post/registered post/ordinary post/courier may be rejected by the Board in participation process in tender.
2. Rates should be quoted for **SINGLE BUS ONLY** including all the taxes like service tax, parking charges, toll tax, drivers award etc. The delivery of question paper will be made from Head Quarter office, Preet Vihar, Delhi to different banks in Delhi/NCR only.
3. The Board reserves the right to terminate the contract at any time without any notice. The penalty as deemed fit or forfeit part or whole of the earnest money of the tender if tenderer fails to make the supply the buses within the prescribed period or the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of the tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender, fail to accept it.
4. The office will impose 15% penalty (on bill) + forfeiture of entire EMD on the transporter or as deem fit for any of the following reasons:
  - i. Misbehavior of the Bus Driver, non-co-operation during the tour period with the staff.
  - ii. Late arrival of buses at the given points as per the time schedule.
  - iii. Providing of buses of older model or bad condition.
5. In case of any dispute or abrogation of conditions stipulated, the decision of the Board in all the matters concerning tender shall be final and binding upon the tenderer.
6. The buses should be supplied within the time, place and date as specified in the work order. The rates should strictly be in accordance with the specifications and terms specified in the Tender form. Submission of incomplete tender or of different specification other than the specifications mentioned in the tender form shall be 'Rejected'.

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**TERMS AND CONDITIONS**

7. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/New Delhi.
8. Taxes shall be deducted as per rules.
9. The revision of rates will not be allowed during the contract period.
10. No advance/extra payment shall be made. The payment will be released after completion of work provided the report of performance of journey period is found satisfactory. The transporters are directed to submit a photocopy of the RC to the in-charge of Buses before departure of journey or the same be submitted along with the bill.
11. In case of price of petroleum/diesel/CNG products increase or decreased the rate offered will not be effected. No escalation will be considered except Government levies. The Government levies will only be considered on production of original receipts along with the bill.
12. There shall be no change in prices structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notification/regulations change. Hence, the firms who can give valid price for one year need only apply.
13. The tenderer must submit the copy of the Service Tax Number.
14. The exact number of buses required, time, dated and place will be intimated at the time of placing order to the agency concerned.
15. The Rate Contract shall be valid for a minimum period of one year from the date of notification/work order of the rate contract. However, the contract period shall be extended further, subject to satisfactory services, on year to year basis for a maximum period of 03 years on mutually agreed Terms & Conditions.

**ACCEPTANCE OF THE TENDERER**

The terms and conditions enumerated in this form from clause 01 to 15 have been read by me/us and are acceptable to me/us.

(SIGNATURE OF THE TENDERER)  
(SEAL WITH COMPLETE ADDRESS)