



**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)  
**REGIONAL OFFICE-BHUBANESWAR**  
**6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar -751007 (Odisha)**

**TENDER NOTICE**

Sealed tenders are invited from **Bhubaneswar** based reputed transporters with valid PAN & Service tax Regd. on behalf of the Secretary, C. B. S. E. for providing covered/small vehicles in the months of March/April, 2013 & for a period of one year respectively as per specifications given below: -

Approx 07 trucks of TATA 709/407/1210/1613 or Eicher 1109 or Equivalent model/or small vehicles basing upon day to day requirement/monthly basis i.e Indica, Indigo, Manza, Qualis, Tavera, Innova, Tata Sumo & Bolero etc. in a day will be required for sending and collecting the confidential materials/or to convey Board Staff in the States of **Odisha, West Bengal & Chattishgarh** from Regional Office, Bhubaneswar on different dates as per schedule of the Board. **“The Transporters having less No. of Trucks/small vehicles may also submit their bids & Transporters who can provide covered vehicles for single state are also eligible to quote their bid”**. The agency is required to submit separate bid and EMD for small/contract & covered vehicle.

The tender form along with terms & conditions can be obtained from the C.B.S.E., Regional Office, 6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar – 751 007 on any working day between 29.10.2012 to 19.11.2012 (Upto 3.00 PM) on payment of Rs.200/- (non-refundable) or can be downloaded from the 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 scheduled Bank in favour of **Secretary, C. B. S. E. payable at Bhubaneswar** only, with the tender form.

Interested transporters may submit their rates on prescribed tender form latest by 20.11.2012 upto 01.00 P.M. in a sealed cover superscribed **“TENDER FOR PROVIDING COVERED VEHICLES’** addressed to The Regional Officer, C.B.S.E., Regional Office, 6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar – 751 007 either by post or drop personally in the Tender Box kept for the purpose in the office. Tenders will be opened on the same day i.e. 20.11.2012 at 3.00 p.m. in the presence of the tenderers who may like to be present.

Tenders should accompany an Earnest Money of Rs.5,000/- (Five thousand only) in the shape of Bank Draft only, drawn on any scheduled Bank in favour of **Secretary, C. B. S. E. payable at Bhubaneswar**. Before allotment of work, the Board reserves the right to inspect the condition of vehicle held by the agency. Tenders without Earnest Money and incomplete will be summarily rejected. The Competent Authority of the Board reserves right to accept or reject, any or all the tenders without assigning any reason.

Last date for submitting

Tender Form No. \_\_\_\_\_

the Tender is 20.11.2012 (upto 1.00 PM)

Price Rs. 200/- (Non-refundable)

**TENDER FORM FOR PROVIDING OF COVERED VEHICLES FOR EXAM.2012**

M/s \_\_\_\_\_ is/are hereby authorized to submit their Tender in response to the Tender Notice appeared in Newspapers on \_\_\_\_\_ for providing of covered vehicles as per the Terms & Conditions enclosed. The tender should be superscribed as "TENDER FOR PROVIDING OF COVERED VEHICLES'.

REGIONAL OFFICER

I/We \_\_\_\_\_ hereby submit tender for providing the covered vehicles as per specifications given in the tender notice at the rates given below which are inclusive of all taxes etc.

Sl. No.	Vehicles	Rates	In case of halting more than specified average period halting charges per day for extra days
01.	TATA-407 or equivalent	@ Rs. _____ per Km. For one side (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	
		@ Rs. _____ per Km. For to and fro (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	
02.	TATA-709 or equivalent	@ Rs. _____ per Km. For one side (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	
		@ Rs. _____ per Km. For to and fro (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	
03.	TATA-1210/ EICHER 1109/ TATA 1613 or equivalent	@ Rs. _____ per Km. For one side (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	
		@ Rs. _____ per Km. For to and fro (including all taxes i. e. Road Tax, Octroi, Service Tax etc. )	

The terms & conditions given along with the tender form are acceptable to me/us. Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ Drawn \_\_\_\_\_ for Rs.5000/- as Earnest Money in favour of Secretary, C. B. S. E., payable at Bhubaneswar is enclosed.

SIGNATURE OF TENDERER \_\_\_\_\_

ADDRESS &amp; TELEPHONE NO. \_\_\_\_\_

RUBBER STAMP

Please indicate the following:

1. PAN \_\_\_\_\_
2. WCT No., if any \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE-BHUBANESWAR  
6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar -751007 (Odisha)**

**TERMS & CONDITIONS**

1. Rate should be quoted per Km. inclusive of all taxes in the prescribed form of Tender only.
2. There should not be any overwriting or erasing in the quoted rates and the terms and conditions of the contracts are to be signed by the Partner/Owner/Managing Director of the firm.
3. In case of default or abrogation of the condition stipulated, the EMD shall stand forfeited.
4. In case of delay in providing the vehicle by more than 06hours, a penalty of Rs.1000/- in each case will be imposed on the transporter as decided by the Competent Authority of the Board and the Board shall have the liberty to engage another transporter in case the vehicle is not provided by the approved Agency on the scheduled date and time and any loss to the Board shall be borne by the approved agency along with forfeiting the EMD. Also penalty @100/- per hour for delay exceeding one hour will be imposed (i.e. before six hours).
5. The transporter shall be fully responsible for damages or loss of confidential material and full cost thereof will be recovered from the transporter. In addition to this further penalty as decided by the Chairman of the Board shall also be levied.
6. The delivery of confidential material will have to be made safely and without any damage of any type and intact at the respective destinations. No extra charges will be payable, if any, for wrong delivery of consignment and the transporter shall be liable for all the damages and losses.
7. The Secretary of the Board is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
8. The successful tenderers shall have to provide the truck(s) small vehicles immediately on requisition by the C. B. S. E., failing which their earnest money will be forfeited and job will be assigned to the next lowest tenderer.
9. The payment will be made expeditiously after completion of work and submitting the bills to the Board's satisfaction.
10. Approx 07 trucks small vehicles in a day will be required on different dates for sending and collecting the confidential materials in the **State of West Bengal, Odisha & Chattisgarh** from Regional Office, Bhubaneshwar and back to Regional Office, Bhubaneshwar in the month of March & April 2013 & whole year as per requirement. The exact requirement of the vehicles will be intimated at the time of placing order. The requirement of vehicle may increase or decrease. Vehicle should be provided at any place as per requirement and schedule of the Board. The Board will prefer TATA 407, TATA 709/EICHER 1109 due to large number of confidential packets.

11. The halting charge will be paid only in case of stay beyond one days.
12. T.D.S. shall be deducted from the bill as per norms.
13. No change in the quoted rates will be allowed during/till the work is completed.
14. In the event of any dispute the decision of the Chairman of the Board shall be final and binding upon the tenderer.
15. The allotment of work will be for 2013 session only in the first instance, which may be extended on year-to-year basis upto three years maximum with the approval of Competent Authority & consent of both the parties. The extension shall be subject to performance to be reviewed after each year

**ACCEPTANCE OF THE TENDERER**

The terms & conditions enumerated in this Form from Clause No.1 to 14 have been read by me / us and are acceptable to me/us.

**SIGNATURE OF THE TENDERER**

**ADDRESS & TELEPHONE NO.**

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

**SEAL**

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

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE BHUBANESWAR**

6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar -751007  
Phone & Fax : 0674 – 2542312

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**Tender Form for Hiring of Vehicle(s) on regular/ monthly /Basing upon requirement of the Board**

Name of the Agency/Firm/Individual :

Complete Postal Address :

Tel. No(s). :

Fax No(s). :

Email :

Name of the other Organizations to whom services given by you/ your Agency earlier or presently continued. Please give their complete addresses, name of the Employer, Tel. Nos., Fax Nos. etc. in separate sheets with period of service. Valid proofs (attested photocopies of such service contract order with a letter issued by the head of the concerned Deptt. of the organization duly counter signed by the head of the organization) of the same should be enclosed.

Govt./ Govt. Undertakings/ Public Sectors

Other Private Sectors/ Private Firms

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(You may use separate sheets for extra addresses)

### General Terms & Conditions

**Last date and time of receipt of tenders : Upto 1.00 Hrs of 20<sup>th</sup> November'2012**

**Date, Time and Venue of opening of tenders : At 3.00 Hrs of 20<sup>th</sup> November, 2012 in Regional Office,  
CBSE, 6<sup>th</sup> Floor Alok Bharti Building,  
Saheed Nagar, Bhubaneswar**

*If the above stated date happens to be a Govt. holiday/bandh, then the receipt/opening of the tender will be on the next working day as per the time schedule. The interested tenderers or their authorized representatives may remain present at the time of opening of the tenders.*

### TERMS AND CONDITIONS

### **(Regular Monthly Contract Basis)**

Registered Travel Agencies/Taxi owner(s) having AC/Non-AC Indigo/Indica/Indigo/Manza/Qualis/Tavera/Innova/Tata Sumo/Bolero car(s) (manufacturing year of the vehicle 2012 or later) in good condition may apply in the prescribed format which is enclosed herewith for engagement in the official duties of this Regional Office, Central Board of Secondary Education, Bhubaneswar.

#### **Eligibility criteria for the Taxi owner(s)/ Travel agencies**

- a) Who can provide AC/Non AC car(s) as stated above (manufactured in the year 2008 or later) on monthly contract basis.
- b) Who have valid road permit and other documents as required by the RTO.
- c) Who have up-to-date tax clearance certificate and other required documents towards engagement of vehicle(s) on contract basis.
- d) **EMD of Rs. 5000.00 in shape of A/c payee Demand Draft in favour of Secretary, Central Board of Secondary Education payable at Bhubaneswar should be enclosed with the tender. Tender without EMD will be rejected. The EMD of successful bidder will be retained by the Board as security for the period of contract.**
- e) The **cost of fuel**, repair of the vehicle (minor, major even if puncture), wages of the driver will **be borne by the Agency/ Taxi owner(s)**.
- a) The travel agency/taxi owner will provide liveries like white full trouser and white shirt along with black shoe and cap to the driver at their cost. The driver should be with above uniform during his duty.
- b) Comprehensive Insurance, road permit (minimum all Orissa permit), pollution certificate and other necessary documents should be up-to-date and these documents should be the responsibility of the Agency/ Taxi owner(s). The Board is not responsible on any accident/ any kind of damage or loss to the vehicle(s) during the use of the same by the Board.
- c) Vehicle(s) will be used by the Board throughout the contract period and the vehicle(s) will be at the full disposal of the Board throughout the contract period.

#### **Other important term & conditions:**

- a) Statutory deduction will be made from the bills as per rules.
- b) The contract period will be for a period of **one year and can be extended on satisfactory performance**.
- c) The contract can be terminated by either party on one month notice.
- f) The bills will be paid on monthly basis.
- g) On breakdown of any vehicle at the time of duty, the Agency/ Car owner(s) should replace it immediately by a substitute same model of vehicle.
- h) The Tenderer(s) is/are requested to sign every page of the tender format before submitting the same.

The Board reserves the right to reject any or all quotations without assigning any reason thereof.

Please sign the following undertaking otherwise your tender will not be accepted. (Give this undertaking on your letter head)

I/We hereby undertake to abide by all the rules and regulations formulated by the Regional Office, Central Board of Secondary Education Bhubaneswar and mentioned in the above Tender Notice. I/We also undertake to follow the final decision taken by the Regional Office, Central Board of Secondary Education Bhubaneswar in case of any dispute in future.

Full Signature (authorized signatory):

Name of the Firm :

Address :

Phone :

Fax:

PAN No. -

Sl. No.	Price Bid on Regular/Monthly/As per requirement of the Board	AC Vehicle(s)	Non AC Vehicle(s)
01	<p>(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Indica</b> for <b>2000 K.M.</b> per month including the wages of the driver, cost of fuel, maintenance etc.</p> <p>(B) Rate per K. M. running of Vehicle more than 2000 K.M. per month</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>
02	<p>(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Indigo</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.</p> <p>(B) Rate per K. M. running of Vehicle more than 2000 K.M. per month</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>
03	<p>(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Manza</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.</p> <p>(B) Rate per K. M. running of Vehicle more than 2000 K.M. per month</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>
04	<p>(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Qualis</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.</p> <p>(B) Rate per K. M. running of Vehicle more than 2000 K.M. per month</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p> <p>In words:</p>
05	<p>(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Tavera</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.</p> <p>(B) Rate per K. M. running of Vehicle more than 2000 K.M. per month</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p>	<p>Rs.</p> <p>In words:</p> <p>Rs.</p>



		In words:	In words:
06	(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Innova</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.  (B) Rate per K. M. running of Vehicle more than 2000 K.M. per month	Rs. In words:  Rs. In words:	Rs. In words:  Rs. In words:
07	(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Tata Sumo</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.  (B) Rate per K. M. running of Vehicle more than 2000 K.M. per month	Rs. In words:  Rs. In words:	Rs. In words:  Rs. In words:
08	(A)Hiring (contract) charges <b>per month</b> for <b>AC/Non AC Bolero</b> for 2000 K. M. per month including the wages of the driver cost of fuel, maintenance etc.  (B) Rate per K. M. running of Vehicle more than 2000 K.M. per month	Rs. In words:  Rs. In words:	Rs. In words:  Rs. In words:

# CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

## REGIONAL OFFICE BHUBANESWAR

6<sup>th</sup> Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar -751007

Phone & Fax : 0674 – 2542312

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**TENDER FORM FOR HIRING OF VEHICLE(S) ON KILOMETRE/ HOURLY RENTAL BASIS (OCCASIONALLY)**

Name of the Agency/Firm/Individual:

Complete Postal Address :

Tel. No(s). :

Fax No(s). :

Email :

Name of the other Organizations to whom services given by you/ your Agency earlier or presently continued. Please give their complete addresses, name of the Employer, Tel. Nos., Fax Nos. etc. in separate sheets with period of service. Valid proofs (attested photocopies of such service contract order with a letter issued by the head of the concerned Deptt. of the organization duly counter signed by the head of the organization) of the same should be enclosed.

Govt./ Govt. Undertakings/ Public Sectors

Other Private Sectors/ Private Firms

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(You may use separate sheets for extra addresses)

### General Terms & Conditions

**Last date and time of receipt of tenders : Upto 1.00 Hrs of 20<sup>th</sup> November'2012**

**Date, Time and Venue of opening of tenders : At 3.00 Hrs of 20<sup>th</sup> November, 2012 in Regional Office, CBSE, 6<sup>th</sup> Floor Alok Bharti Building, Saheed Nagar, Bhubaneswar**

*If the above stated date happens to be a Govt. holiday/ bandh, then the receipt/ opening of the tender will be on the next working day as per the time scheduled. The interested tenderers or their authorized agents may remain present at the time of opening of the tenders.*

### TERMS AND CONDITIONS

#### **(Kilometre/Hourly Rental Basis (Occasionally) for long journey)**

Registered Travel Agencies/ Taxi owner(s) having Non AC Indigo/Indica/Indigo/Manza/Qualis/Tavera/Innova/Tata Sumo/Bolero and other cars in good condition may apply in the prescribed price format which is enclosed herewith for engagement in the official duties. The Board frequently hires vehicle(s) for long journey to transport office documents.

#### **Eligibility criteria for the Taxi owner(s)/ Travel agencies**

- a) Who can provide vehicle(s) (those manufactured in the year 2008 or later) as and when required by the Board as per its requirements.
- b) Who have valid road permit and other documents as required by the RTO.
- c) Who have up-to-date tax clearance certificate and other required documents towards engagement of vehicle(s) on contract basis.
- d) Who have average yearly turnover of Rs.3 lakhs during the year 2008-2009. **EMD of Rs.5,000.00 in shape of A/c payee Demand Draft in favour of Secretary, Central Board of Secondary Education payable at Bhubaneswar should be enclosed in the tender. Tender without EMD will be rejected. The EMD of successful bidder will be retained by the Board as security for the period of contract.**
- e) The **cost of fuel**, repair of the vehicle (minor, major even if puncture), wages of the driver, Toll tax/entry tax etc will be borne by the Agency/ Taxi owner(s).
- f) Comprehensive Insurance, road permit (Orissa, Chhattisgarh and West Bengal), pollution certificate and other necessary documents should be up-to-date. And these documents should be the responsibility of the Agency/ Tax owner(s). The Board is not responsible on any accident/ theft/ any kind of damage or loss to the vehicle during the use of the same by the Board officials.

#### **Other important term & conditions:**

- a) Statutory deduction will be made from the bills as per rules.
- b) The Charges for Time and Kms. are effective from the Regional Office premises.
- c) The contract period will be for a period of **one year and can be extended on satisfactory performance.**
- d) The contract can be terminated by either party on one month notice.
- e) On breakdown of any vehicle at the time of duty the Agency/ Car owner(s) should replace it immediately by a substitute vehicle.
- f) The Tenderer(s) is/are requested to sign each page of the tender format before submitting the same.

Please enclose valid proofs towards number of vehicles under your possession (*i.e.*, vehicles engaged by the car owner in your organization) with detailed information about the vehicle like its type year of manufacture, Model No., Registration No., owner's name and address etc.

The Board reserves the right to reject any or all quotations without assigning any reason thereof.

Please sign the following undertaking otherwise your tender will not be accepted. (Give this undertaking on your letter head)

I/We hereby undertake to abide by all the rules and regulations formulated by the Regional Office, Bhubaneswar and mentioned in the above Tender Notice. I/We also undertake to follow the final decision taken by the **Regional Officer, Bhubaneswar** in case of any dispute in future.

Full Signature (authorized signatory):

Name of the Firm :

Address :

Ph./Fax etc.

PAN No.



