

PRICE Rs.500/-

Email: cbsedli@nda.vsnl.net.in  
Website: www.cbse.nic.in



Phones: 22509252-59  
Fax: 22515826

O.T.T.F-2013/1-20

## Central Board of Secondary Education

Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110 301

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

Last date of sale of Tender Form 06.02.2013 upto 2:30 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 envelop 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 the 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 CBSE Headquarters, Preet Vihar, Delhi latest by 06.02.2013 by 2:30 p.m. only.

(A.S VERMA)  
JOINT SECRETARY (A&L)

Encl.: As above.

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### TECHNICAL BID PROFORMA FOR RESERVATION 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**

Sl.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.)
2009-2010	
2010-2011	
2011-2012	

**4. REGISTRATION NUMBER OF THE FIRM WITH IATA (ENCLOSE A COPY OF THE REGISTRATION) \_\_\_\_\_**

...contd/-

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.)** \_\_\_\_\_

7. **OTHER SERVICES:** (a) Booking Facility: \_\_\_\_\_  
(b) Response Time : \_\_\_\_\_

8. **Any other Information:** \_\_\_\_\_  
\_\_\_\_\_

9. Earnest money of Rs.3,00,000/- in favour of The Secretary, CBSE payable at Delhi through Bank Draft No. \_\_\_\_\_ date \_\_\_\_\_ & Bank \_\_\_\_\_.

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

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

Sl.No.	Particulars	Reservation of Tickets		
		Rail	Air Domestic	Air International
01.	Reservation Charge (Per Sector/ per person)			
02.	Bulk Booking (More than 10) 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**



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### TERMS & CONDITIONS

1. Sealed tender, under two bid system complete in all respect along with a bank draft for Rs.3,00,000/- valid for a period of 6 months towards earnest money drawn in favour of "The Secretary, CBSE, Delhi" placed in Technical bid envelopes should be dropped in the Tender Box kept with Security Guard at Ground Floor, CBSE, Preet Vihar Delhi latest by 2:30 P.M on 06.02.2013. In complete/conditional/late tenders or those without earnest money will be 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. Agencies having IATA membership and having a minimum turn over of Rs.50 Lac 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 03 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 Chairman of the Board 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 Courts of Delhi/New Delhi 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 TENDERERS)**



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

2,सामुदायिक केन्द्र, प्रीत विहार, दिल्ली –110301

## निविदा – सूचना

भली प्रकार सुस्थापित ट्रेवल एंजेंटों को व्यक्तिगत/सामूहिक हवाई और रेलवे टिकटों के वार्षिक आरक्षण हेतु ठेका/संविदा देने के लिये निविदाएं आमंत्रित हैं। एजेंसियों के पास आई.ए.टी.ए. की सदस्यता होने चाहिये और केवल वही एजेंसियाँ आवेदन करें जिनकी पिछले तीन वर्षों से वार्षिक बिक्री कम से कम 50 लाख रु. प्रति वर्ष रही हों। संविदा की अनुमानित कीमत लगभग 75 लाख रु. प्रति वर्ष होगी।

इच्छुक एजेंसियां निविदा दस्तावेज सिंडिकेट बैंक, सी बी एस ई, प्रीत विहार, दिल्ली से सभी कार्य दिवसों में पूर्वाह्न 9.30 से अपराह्न 1 बजे तक 500 रु. का भुगतान (अप्रतिदेय) करने पर प्राप्त किये जा सकते हैं। निविदा प्रपत्र सीबीएसई की वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) से डाउनलोड करने के पश्चात् 500 रु. के साथ जमा करायें। निविदाकारों के लिये आपेक्षित होगा कि वे तकनीकी बोली और वित्तीय बोली के लिये अलग-अलग विनिर्दिष्ट करें। मुहरबंद लिफाफे अलग-अलग समाविष्ट करें। मुहरबंद तकनीकी और वित्तीय बोलियों के साथ 3,00,000 रु. का बैंक ड्राफ्ट, सचिव, सीबीएसई, प्रीत विहार, दिल्ली के पक्ष में देय, बयाना राशि के रूप में बोर्ड के कार्यालय में जमा कराएं।

निविदा प्रस्तुत करने की अंतिम तिथि **06.02.2013** के अपराह्न 2.30 बजे तक है। बोलियां उसी दिन अपराह्न 3.00 बजे उपस्थित निविदाकारों की उपस्थिति में, जो भी इच्छुक हों, के समक्ष खोली जायेंगी। केवल तकनीकी रूप से सफल निविदाकारों की वित्तीय बोलियां बाद में खोली जाएगी, जिसकी सूचना उन्हें दे दी जाएगी। सचिव, सीबीएसई की पास यह अधिकार सुरक्षित है कि वे किसी या सभी निविदाओं को बिना कारण बतायें स्वीकृत अथवा अस्वीकार करें।

संयुक्त सचिव (प्रशासन एवं विधि)

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### TENDER NOTICE

Tenders are invited from well established Travel agents for awarding annual contract of booking for individual bulk air and Railway tickets. Agencies having I.A.T.A membership and having a minimum turn over of Rs.50 lakhs per annum during the last three years only need to apply. The value of the contract is estimated to be approximately Rs.75 lakhs per annum.

Interested agencies may obtain the tender documents from the Syndicate Bank, CBSE, Preet Vihar, Delhi on all working days between 9:30 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.3,00,000/- in favour of Secretary, CBSE, Preet Vihar, Delhi may be deposited as earnest money in Board's office.

The last date of submitting the tender is 06.02.2013 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 Secretary reserves the right to accept or reject any or all tenders without assigning any reason.

JOINT SECRETARY (A&L)