

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
45, Gandhi Road, Hotel Drona, DEHRADUN-248001 (UK)
Ph.:(0135)-2717711, 2717722 Fax: 0135-2717711**

TENDER NOTICE

Sealed Tenders are invited from Dehradun based reputed travel agencies on behalf of the Secretary, C.B.S.E. for providing **SMALL VEHICLES/TAXIES** for various Official purposes/work for a period of one year from as per specification given in the tender form.

Various kind of vehicles/taxies such as Bolero, Innova, Swift Dzire, Indica, Indigo, Honda City or Equivalent model will be required for conveying Board's Officers/staff members/or other dignitaries on hour of their duties. The travelling agencies having sufficient no. of different kinds of vehicles only need to submit their bids.

The tender form along with terms & conditions can be obtained from Syndicate Bank 45, Rajpur Road, Dehradun on any working day between (from 10.00AM to 03.00PM) on payment of Rs.500/- in cash (non refundable). It can also be downloaded from Board's website 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 Dehradun" only with the tender form.

Interested travel agencies may submit their rates on prescribed tender form latest by 07.02.2014 upto 01.00 PM in a sealed cover superscribed "**TENDER FOR PROVIDING SMALL VEHICLES**" addressed to the Regional Officer, C.B.S.E., Regional Office, 45, Gandhi Road, Hotel Drona, Dehradun either by post or can drop personally at Regional Office, Dehradun. Tenders will be opened on the same day i.e. at 03.00 PM in the presence of the tenderers who may like to be present.

REGIONAL OFFICER

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TENDER FORM NO.RO(DDN)/Admn./Veh(s)/2014/ Cost of form: Rs.500/-

TENDER FORM FOR PROVIDING OF SMALL VEHICLE ON HIRE BASIS

M/sis/are hereby authorized to submit their tender in response to the Notice appeared in the Newspapers on22.01.2014...(AMAR UJALA DEHRADUN EDITION)...for PROVIDING OF SMALL VEHICLE ON HIRE BASIS.

Regional Officer

**Last date for submission of Tender : 07.02.2014 upto 1.00 P.M.
Opening of Tender (Bid) : 07.02.2014 at 03.00 P.M.**

TENDER FORM

PART 'A'

TENDER FORM FOR PROVIDING OF SMALL VEHICLE 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 : _____
- (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	From	To	Details of work executed
A	2011				
B	2012				
C	2013				

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

2.3 Detail(s) of Award/Certificate of Merit etc. (if any) received from any Organization [Please attach

Copy of Certificate(s)].

3. Infrastructural details

(a) Physical/Capital

i. Total No. of Vehicle:

Available for such work

ii. Type of Vehicle : _____

(b) Financial : Year Amount

i. Annual Turnover : 2011

(During last three 2012

Financial years) 2013

(Attach copy of balance sheet)

ii. Availability of Finance/Bank : _____

Guarantee (Attach financial solvency

Certificate issued by the Bank)

iii. PAN/VAT/S.Tax Regn.Nos : _____

(Enclose a duly verified copy)

(c) Personnel

Number of employee : _____

Technical and non-technical

4. PARTICULARS OF DEMAND DRAFT PAID AS EARNEST MONEY:

(i) Amount : Rs. 15,000/-

(ii) D.D.No. : _____

(iii) Issuing Bank : _____

With date of issue

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND
COMPLETE ADDRESS

TELEPHONE NO.: _____

DATE:

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

TERMS & CONDITIONS

- a. Tenders should accompany an Earnest Money of Rs. 15.000/- (Rs.Fifteen thousand only) in the shape of Bank Draft issued from nationalized bank only in favor of 'Secretary, CBSE, payable at Dehradun'. 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. Tenders without Earnest Money and incomplete tender 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.
- 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. Tenders will be opened at 03.00 P.M. on in the presence of the tenderers, who may like to be present at the time of opening. No separate communication will be sent in this regard.
- d. The earnest money of the unsuccessful bidder will be refunded without any interest.
- e. The earnest money of the successful bidder will be converted into Security Deposit, which shall be 10% of the contract value i.e. total 15,000/- (For Sl.No.1 to 8) & Rs.15,000/- (For Sl.No.9); Rs.30,000/- (In case of Sl.No. 1 to 9). The balance amount towards Security 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.
- f. 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. No alteration/modification in the bid after receipt of bids shall be permitted.
- g. The Board reserves the sole right to accept or reject any or all tenders without assigning any reason, thereof. In case of any dispute, the decision of the Chairman of the Board shall be binding.
- h. In case of quoting rates for monthly rental basis it must be mentioned about extra halting charges etc. Normally the working hours will be 8:30 AM to 7:00 PM from Monday to Saturday. However agency will depute its driver on Sunday or Holidays also and after 7 PM also if required for which they must quote their rates in prescribed tender form at Sl.No.9.
- i. Vehicle required at Sl.No.9 i.e. TATA INDIGO Ecs/ Swift Dzire or equivalent must not be older than two years. Registration Certificate along with other papers of the vehicle must be submitted.
- j. Rates must be quoted including cost of fuel, driver etc and in case of non attending of driver the agency shall provide alternative without any delay.
- k. No extra charges/expenses occurring enroute on journey in repair of vehicle will be borne by the Board.

l. In case the selected agency fails to provide vehicle on any official occasion during the period of contract, the same shall be hired from other 2nd lowest agency and excess amount paid by the Board shall be recovered from them or from their EMD. In case of frequent delay in arrival it will lead to forfeiture of EMD on the basis of report of the concerned branch.

m. Income Tax or other kind of taxes leviable by the Govt, shall be borne by the Agency.

REGIONAL OFFICER

ACCEPTANCE OF THE TENDERERS

The Terms & conditions enumerated in this form from clause No.a to m have been read by me/us and are acceptable to me/us. Dated:

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

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TENDER FORM NO.RO(DDN)/Admn./Veh(s)/2014/.....

TENDER FORM
PART *B* - FINANCIAL BID

M/s _____ are hereby authorized to submit their tender in response to the Tender Notice appeared in newspapers on and for providing of vehicle on hire basis.

REGIONAL OFFICER

RATES FOR PROVIDING OF VEHICLE ON HIRE BASIS

S.NO	Type of Vehicle	Rates*(including all taxes etc)			
		Local		Out Station	
	10 Hrs 80 kms	Extra Per Km	Extra Per Hrs	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	Swift Dzire(A/C)				
6	Swift Dzire(Non A/C)				
7	Innova (A/C)				
8	Honda City (A/C)				
9	Indigo eCS/ Swift Dzire(AC)/ or equivalent on Monthly Basis	(i)Rs. _____ /- per month (including all taxes) for one month maximum run 1800Kms. In case of extra run Rs. _____ /- per Km. (ii)Normal Timing to be 8.30 AM to 7 PM; in case of more halting Rs. _____ /-per extra hour. (iii)Normal Working Day from Monday to Saturday; in case of Sunday or Central Gazetted Holidays Rs. _____ /-per day towards deputing driver. (iv)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.

*In case outstation vehicle couldn't reach on the particular day or night due to traffic jam etc or stay on the way and reaches on next day morning before 9.00 A.M. the agency will not claim any charges for that day.

Date: _____

Place: _____

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

