

### TENDER DOCUMENT

Tender No./Brief Description of the products	Contact Person
<p>CBSE invites Sealed Tender in two Bid system from registered/reputed agencies/firms for Annual Rate contract for hiring of different types of vehicles like Swift Dzire /Toyota Etios, Indgo/Amaze/Innova Diesel/Petrol on monthly basis and as and when required ON CALL BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for Regional Office, CBSE, Thiruvananthapuram, Kerala-695004.</p>	<p>ASSISTANT SECRETARY (Administration) Central Board of Secondary Education, LIC Divisional Office Campus, B-Block, 2<sup>nd</sup> Floor, Pattom, Thiruvananthapuram, Kerala- 695004. Telephone No.0471-2534404</p>

### IMPORTANT DATE & TIME

Date of availability of Tender documents at	Central Board of Secondary Education, LIC Divisional Office Campus, B-Block, 2 <sup>nd</sup> Floor, Pattom, Thiruvananthapuram, on any working day from 24.10.2016 to 01.11.2016 on payment of Rs. 100/- in cash (non-refundable or can also be downloaded from CBSE website <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> for which Bank Draft of Rs.100/- be enclosed with the Tender Form in favour of <b>Secretary, CBSE payable at Trivandrum</b>
Last date of collection of Tender documents	<b>01.11.2016 up to 3.00 pm.</b>
Date of opening of Technical Bid	<b>01.11.2016 up to 3.30 pm.</b>
EMD amount to be submitted	<b>Rs. 10,000/-</b>
Item stated in requirement schedule	<b>As stated Annexure II</b>

# CENTRAL BOARD OF SECONDARY EDUCATION

## INSTRUCTIONS TO BIDDERS

### CONTENT

Annexure	Description of Section
I	Terms & Conditions on the basis of which order will be placed
II	Financial Bid
III	Eligibility Criteria
IV	Tender form (Technical Bid)

# CENTRAL BOARD OF SECONDARY EDUCATION

## INSTURCTIONS TO BIDDERS

1. Sealed Tenders are invited from reputed and registered travelling agencies stationed locally in Thiruvananthapuram only for hiring of different types of vehicles like Swift Dzire/Toyota Etios, Amaze/Indigo/Indica/Innova Diesel/Petrol/on **MONTHLY BASIS / CALL BASIS (as and when required)** FOR A PERIOD OF ONE YEAR from the date of award of the contract for Regional Office, Thiruvananthapuram. Tender Form/Document should complete in all respect placed in two parts i.e.- **Technical Bid and Financial Bid**. Both the bids are to be placed in two sealed envelopes (clearly mentioning "Technical Bid" and "Financial Bid") and which in turn are to be placed in one sealed cover bearing "Comprehensive Bid for Hiring Different types of Vehicles for Regional Office CBSE, Trivandrum. Envelope should be dropped in the Tender Box kept at **Regional Office Thiruvananthapuram latest by 3.00 pm. on 01.11.2016**. Incomplete /conditional/ late tenders or those without earnest money will be rejected. 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. Tender bids may also be submitted by speed post/registered post/ordinary post/courier address to " **The Regional Officer, Central Board of Secondary Education, LIC Divisional Office Campus, Block -B, 2<sup>nd</sup> Floor, Pattom, Thiruvananthapuram, Kerala 695004**" and should be received on 01.11.2016 upto 3.00 pm. Tender received after the due date and time shall not be considered. CBSE shall not be responsible for any delay on postal/courier account.
3. The envelope should be put in one sealed cover accompanying Earnest Money of Rs. 10000/- (Rupees Ten thousand only) in the shape of Bank Draft Favouring "The Secretary, CBSE, Regional Office Thiruvananthapuram". The envelope super scribed as "Tender for hiring of different types of vehicles to the Regional office, CBSE, Trivandrum" can be received/ dropped in the Tender Box kept at Reception of this office on or before 01.11.2016 by 3.00 pm. The Tender will be opened on the same day at 3.30 pm. in presence of the tenderers who may like to be present.
4. Earnest money deposited shall be refunded to the **unsuccessful** bidders shall be returned after expiry of the final bid validity of 120 days.
5. Earnest money deposit of **successful** bidder shall be refunded after receipts of performance security of 10% of contract value.
6. 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.
7. The vehicles are required on hiring basis for local journey as well as on some occasion for out station journey during various examinations of the Board or for any other purposes as and when required basis (on call basis).
8. The Regional Officer, reserves the right to accept or reject any or all the tenders without assigning any reason.

## Annexure-I

**TERMS AND CONDITIONS**

1. Rates quoted for HIRING OF DIFFERENT TYPES OF VEHICLES/TAXIES BY CBSE (Refer Annexure-II) shall be inclusive of all the charges i.e. Octroi, Road Tax, Toll-Tax, Inter-state tax, Fuel Charges, Driver & helper's over-time, repair & maintenance charges, and halting Charges, Parking Charges or Charges of any kind etc.
2. **The Parking charges will be borne** by the Board (in case of local duty only) subject to submission of original receipt/evidence (s) at the time of final payment.
3. The price quoted and accepted by CBSE would remain same during the contract period of first one year. However, during the extension of the contract, if any, the change in fuel charges ( either increase or decrease in fuel price) would be affected accordingly by CBSE, as per the formula given below:

$$\frac{X - Y}{Z} \text{ multiplied by total no. of KM use by CBSE in a month}$$

X = The Cost of fuel ( after change) per Ltr/Kg used in the vehicle

Y= The Cost of the fuel before increase / decrease per Ltr/Kg

Z= The mileage being provided by the respective vehicle per Ltr/ Kg as mentioned in the tender document.

4. **Vehicles should run on either petrol or Diesel.** If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately.
5. The Driver should have valid Commercial driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provide must adhere to traffic rules and other regulations prescribed by the Government/Competent/authorized authority from time to time. He must observe all the etiquette and protocol while performing the duty. He shall be neatly dressed.
6. A daily record indicating time and mileage for each vehicle shall be maintained in as separate log book which will be provided by the agency.
7. The mileage for the purpose of "vehicle run" and " hours of duty" shall be reckoned from the place of reporting as the case may be and No any additional KM and hours charges (like Garage to Garage charges etc.) will be applicable in addition to actual KM and Time.
8. The services shall be provided on 24 x 7 basis. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel. Hence, the Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella etc.

9. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency for a period of two years due to late/non supply/short supply and supply not in consonance with the approved model, the decision of the Regional Officer, CBSE, Trivandrum shall be final and binding upon the firm.
10. The firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/Department/PSU/Bank etc. If it is subsequently found that any false information is provided has suppressed facts or manipulated the documents, etc. or any attempt is made to scuttle this Tendering process in any manner, the EMD/PBG will be forfeited and the bid/contract will be summarily rejected/ cancelled
11. While considering the rates the Board will also consider the quality of vehicles. The Board reserves the right to examine the types of vehicles/taxies for their quality if it so desire. The Board reserves the right to enter into parallel Contract for similar vehicles/taxies during the period of Contract with one or more parties. The Contract can be terminated at any time by giving one month's notice by either party.
12. No extra claim for safe working of driver would be entertained.
13. Taxes shall be deducted/ paid as per rules.
14. Requirement of vehicles shall be communicated well in advance and the final payment will be released on submission of proper bills in duplicate after completion of work.
15. Payment shall be paid on monthly basis.
16. The service provider shall also be responsible for all litigation arising out of non-payment of road tax, traffic violations, etc, and other dues to appropriate authority and also the payment of compensation to drivers and any other involved parties in the event of death/injuries/damages arising out of accident and/or due to various other causes etc.
17. **The Vehicles/taxies provided** should have a valid Registration Certificate along with other papers and comprehensive insurance during the period of contract. The agency should have a minimum experience of three years. If the vehicles/taxies so provided are not found as per standard, the same are to be replaced by the agency at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
18. **The Rate shall be valid for a minimum period of one year** from the date of notification of the contract except of the statutory levies which are made applicable by the Govt. **The contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years** on mutually agreed Terms & Conditions.
19. Taxes and other levies, if any are to be specified clearly in the bid and should be included in the rates quoted in the bid.

SIGNATURE OF THE TENDERER  
REAL WITH COMPLETE ADDRESS

20. The Financial Bid(s) shall be opened in respect of successful technical bidder only. The decision of Tender Committee/Technical Evaluation Committee shall be final with regard to technical bids.
21. If after awarding the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled along with forfeiture of Security Deposit/Performance Guarantee amount and other consequential actions such as blacklisting as deemed appropriate will be initiated.
22. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war whether declared or not) civil war or state of insurrection, the award or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence of default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure provided notices as above are given and the force majeure is established as provided herein above.
23. In the event of any question, disputes or abrogation or differences arising between the parties relating to the interpretation and application of the provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of CBSE, Regional office Trivandrum. The decision of the arbitration or Regional officer, CBSE, Trivandrum in all the matters concerning tender/agreement in this regard shall be final and binding upon both parties. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the office of CBSE, Regional office, Trivandrum. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by CBSE, Regional office Trivandrum. The parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be Regional Office, CBSE, Trivandrum.
24. The legal jurisdiction shall be within the State of Kerala

#### ACCEPTANCE OF THE TENDERER

**The terms and conditions enumerated in this form from clause 01 to 24 have been read by me/us and are acceptable to me/us In-Toto.**

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

## ANNEXURE-II

**"Financial Bid"**

Sl. No.	Types of Vehicles required	Rates on monthly basis 12 hours/25 days in a month for 1000 KMS.	Rates on call basis				
			4 hours/ 40 KMS	8 hours/ 80 KMS	12 hours/ 120 KMS	Rate for Extra per KMS	Rate for Extra per Hour
1	Swift Dzire						
2	Toyota Etios						
3	Indigo						
4	Amaze						
5	SX4						
6	Honda City						
7	Innova						

**Authorised Signatory**

(With full name and designation)

Seal:

Mobile no. : \_\_\_\_\_

Phone no. : \_\_\_\_\_

**Annexure-III****ELIGIBILITY CRITERIA**

- a) The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- b) The Firm must be furnished a self attested copy of the correct original PAN No. & TIN NO.
- c) The Tenderer must have Average Annual turnover of Rs.12 to 15 Lakh.
- d) The agency should have minimum three years past experience of supplying on hiring basis of such vehicles /taxies to the Central/State Govt. and Educational institutions/Any Board/University (attach documentary evidence in Technical bids).
- e) The bidder must have past experience of providing minimum 5 vehicles to any Govt. Organization on hire basis to at least one single entity in last three calendar year. The bidder shall provide a satisfactory service report from the client. (Proof/certificate from the client in respect of this clause is must.)

**TENDER FORM****Annexure-IV****'TECHNICAL BID'****PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF VEHICLES/TAXIES TO CBSE  
ON HIRING BASIS**

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone NO.	
	C. Type of Firm Proprietary/Firm/Company registered under Companies Act.	
	D. Registration No. & year of Regn. ( with documentary evidence)	
	E. Organisation to whom the Agency has been registered with	
	F. Name of the Proprietor/Partners	

(Certificate must be enclosed)

2.	PAST EXPERIENCE (PREFERABLY FOR LAST THREE YEARS)		
Sl.No.	Year	Name of Organisation	Details of work Executed (with proof)**
1	2013-14		
2	2014-15		
3	2015-16		

\*\* Total period of experience of supply of different types of vehicles/taxis on hiring basis along with the name of the institution with supporting documents.

2.1 Has the firm ever been debarred/Black listed by any Organisation? If "Yes" the details thereof.

---



---



---

Authorized Signatory

(With full name and designation)

Seal

Mobile no.:

Phone no.:

Contd...

2.2 Whether the firm is capable of providing required vehicles.

3. CLIENTS OF THE FIRM (Attach Work Orders) :-

A. Govt. Deptt./Ministries	Yes/No
B. MNC	Yes/No
C. Public Sector Undertaking	Yes/No
D. Private Sector	Yes/No
E. PVT. LTD. Co.	Yes/No
F. Proprietorship	Yes/No

Note: Please attach a list of clients as per above categorization, indicating what services were rendered for how long and name of the contract person with telephone nos.

4. INFRASTRUCTUREAL DETAILS:-

a) No. of offices located at nearby CBSE (.....)

b) Annual Turnover (During Last three financial year)

2013-14	Rs. _____
2014-15	Rs. _____
2015-16	Rs. _____

(Attested Certificate by the C.A in this regard must be submitted.

c) No. of Employees/Drivers \_\_\_\_\_

5. EARNEST MONEY DEPOSIT DETAILS:-

Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs. \_\_\_\_\_ /-

Name of the Drawee Bank \_\_\_\_\_

7. PAN/TIN NO. \_\_\_\_\_

8. Certificate No. (if any): \_\_\_\_\_

9. For RTGS/NEFT details:

i) Bank Name	:	_____
ii) Nature of Account	:	_____
iii) Account No.	:	_____
iv) IFSC Code NO.	:	_____
v) Beneficiary Name/Company Name	:	_____

**Authorised Signatory**  
(With full name and designation)

Seal:

Mobile no. : \_\_\_\_\_

Phone no. : \_\_\_\_\_

**Important Notes:-****The Tender Form dully filled in for Technical Bid should contain –**

1. All the tender documents duly signed and stamped.
2. Earnest money deposit.
3. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tenderer with seal on it.
4. The specified Annual Turn Over in the Tender Notice for each financial year should be from **Hiring charges of vehicles. (Duly Authenticated by Chartered Accountant)**
5. Copy of PAN should be attached with the tender
6. Copy of Certificate of registration under Service Tax.