

# TENDER DOCUMENT

Sr.No.	Tender/Brief Description of the Products	Contact Person
01	CBSE invites sealed Tender in two bid system from registered/ reputed agencies /firms for Annual Rate contract for hiring of <b>different types of vehicles like Swift Dzire/ Toyota Etios, Indigo/Accent, Ambassador, SX4/Honda City, Indica/WagonR/EECO, Xylo/Innova , Mahindra Pick up &amp; Tempo Traveller(AC/ Non-AC)</b> Diesel/Petrol driven ON REGULAR BASIS AND AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract <b>for Regional Office, Panchkula</b>	<b>ASSISTANT SECRETARY(ADMN)</b>  Tel.: 0172 2583547  Address: Regional Officer, Central Board of Secondary Education, Sector 5, Panchkula

## IMPORTANT DATE & TIME

Date of availability of Tender documents at	Regional Office, CBSE, Sector – 5, Panchkula between 10.00 A.M. to 1.00 P.M. on any working day from 04.10.16 to 18.10.16 on payment of Rs. 200/- 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. 200/- be enclosed with the Tender form in favour of Secretary, CBSE payable at Panchkula or cash be remitted to the Cash Counter between 10.00 A.M. to 1.00 P.M., at R.O., CBSE, Panchkula. Photocopy of the receipt be enclosed with the Tender form before its submission.
Last date of collection of Tender documents	<b>18.10.2016 up to 1.00 p.m.</b>
Date of opening of Technical Bid	<b>18.10.2016 up to 3.00 p.m.</b>
EMD Amount to be submitted for the	<b>Rs 20000/- only</b>
Item stated in requirement schedule	<b>As stated at Annexure II</b>

## **CONTENT**

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

**CENTRAL BOARD OF SECONDARY EDUCATION****INSTRUCTION TO BIDDERS**

1. Sealed tender are invited from reputed and registered travelling agencies stationed locally in Panchkula, Chandigarh & Mohali only for hiring of different types of vehicles like Swift Dzire/ Toyota Etios, Indigo/ Accent, Ambassador, SX4/ Honda City, Indica/ WagonR/ EEco, Xylo/ Innova & Tempo Traveller etc. (AC/ NON AC) Diesel/ Petrol driven ON REGULAR BASIS AND AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the date of award of the contract for Regional Office, Panchkula. 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, Panchkula. Envelops should be received/ dropped in the Tender Box kept at Regional Office, CBSE, Sector – 5, Panchkula latest by 1.00 p.m. on 18.10.16. 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 be submitted by speed post/ registered post/ ordinary post/ courier addressed to “Regional Office, CBSE, Sector – 5, Panchkula ” and should be received on - 18.10.16 up to 1.00 p.m. 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. 20000/- (Rupees Twenty Thousand Only) in the shape of a Bank Draft Favouring “The Secretary, Panchkula”. The envelopes superscribed as “Tender for hiring of different types of vehicles to the Regional Office, CBSE, Sector – 5, Panchkula” can be received /dropped in the Tender Box Kept at Regional Office, CBSE, Sector – 5, Panchkula of this office on or before 18.10.16 by 1.00 p.m. The Tender will be opened on the same day at 3.00 p.m. 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 Or after the final approval of the competent authority.
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 condition of contract, bill of quantities & other documents being part of this contract.
7. The vehicles are required on hiring basis for local journey s well as for out station journey from Regional Office, CBSE, Panchkula during various examinations of the Board or for any other purposes and as when required basis.
8. The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.

## **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.
4. Vehicles should run on either petrol or Diesel. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from open market and the additional cost incurred by the Department will be borne by the Contractor (Transport agency).
5. The Driver should have valid 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 provided 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 and should follow/wear the dress code as decided by the CBSE and should carry a mobile phone in working condition, for which, no separate payment shall be made by the Board.
6. A daily record indicating time and mileage for each vehicle shall be maintained in a 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 24X7 basis.** NO mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel/CNG (Fuel) etc. 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. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:

(a) Misbehavior of the Driver and non-co-operation during the journey with occupant of vehicle.

(b) Frequently late arrival of vehicle as per time schedule given from time to time.

(c) Providing of vehicles of bad condition of vehicles.

**(d) PENALTY CLAUSE (Amount in Rs.)**

S.No	Violations	Penal amount per vehicle			Amt. to be deducted Per day Per vehicle	Remarks
		Instances				
		First	Second	Third		
1.	Non-functioning of Ac in a car	-----	-----	-----	500	-----
2.	Failure to provide alternate arrangement within one hour of vehicle breakdown.	500/-	1000/-	2000/-	-----	Rental charges of the vehicle for that day will also not be paid.
3.	Tempering of meter of vehicle	1000/-	2000/-	3000/-	-----	Competent Authority has the discretion to terminate the contract along with forfeiture of performance security/blacklisting firm.
4.	Irregularities such as overwriting ,forged entries etc. in the log book (o be maintained in prescribed format)	1000/-	2000/-	3000/-	-----	----do----
5.	Alternate changing of driver without prior intimation to the Board &Officer to whom vehicle is hired – in case of monthly hired vehicle.	500/-	---	---	---	On each occasion
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle	500/-	1000/-	2000/-	-----	Rental charges of the vehicle for that day will also not be paid
7.	Non-compliance of requirements/order and any other terms & conditions of any Tender.	500/-	1000/-	2000/-	----	For each violation per vehicle
8.	Misbehavior /Misconduct of the Driver and non-co-operation during the journey with the occupant.	500/-	1000/-	2000/-	----	For each violation per vehicle

10. In case of any dispute regarding imposition of penalty, forfeiture of performance security, department 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 Secretary of the Board shall be final and binding upon the firm.
11. The Firm has to give a self-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.
12. The Board has right to reject any tender of the firm in the following cases:-
  - a) If the vehicles/taxies provided are not as per the required model or
  - b) Vehicle is of model other than the model mentioned in the tender form.
  - c) If tender form is not complete.
13. While considering the rates the Board will also consider the quality of vehicles. The Board reserves the right to examine the types of vehicle/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.
14. Taxes shall be deducted as per rules:
15. 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.
16. The full and final payment for the vehicle hired on 'as and when required basis' shall be made after receipt of satisfactory report for completion of work form user department.
17. 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.
18. **The Vehicles/taxies provided must** 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.
19. **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 extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years** on mutually agreed Terms & Conditions.
20. 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.

21. 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.
22. If after awarding the contract, the successful bidder (L1) 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.
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, R.O. The decision of the arbitration or Secretary of Board 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 R.O. of the offices of CBSE, Panchkula. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by CBSE, Secretary. The parties shall continue to perform their obligation under this agreement during arbitration proceeding. The venue for arbitration will be R.O Pkl.
24. The legal jurisdiction shall be within the-jurisdiction of Secretary CBSE Delhi.

### **ACCEPTANCE OF THE TENDERER**

**The terms and conditions enumerated in this form from clause 01 to 40 have been read by me/us and are acceptable to me/ us In-Toto.**

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

## ANNEXURE-II

**“Specification Schedule”**

Sl.no.	Types of vehicles required	Specification	Description
1	Swift Dzire/Toyota Etios	<p><b><u>The vehicles/ taxies are required for</u></b></p> <ol style="list-style-type: none"> <li><b><u>On Monthly Basis for 1500 kms. Per month and 10 hours per day for one year.</u></b></li> <li><b><u>On DAY TO DAY REQUIREMENT/ call BASIS (within 80 Kms limit from CBSE offices)</u></b> For Local</li> <li><b><u>For out side (more than 100 kms.) &amp; outside with Night Stay after 10.00 p.m.</u></b> <ul style="list-style-type: none"> <li>- During VARIOUS EXAMINATIONS of the Board UP To -----KM APPROX. FROM CBSE OFFICES of Panchkula.</li> </ul> </li> </ol>	On 24X7 Hours Basis
	Indigo/Accent		
	Ambassador		
	SX4/ Honda City		
	Indica/ WagonR/ Ecco		
	Xylo/ Innova		
	Mahindra pickup		
	Mini Tempo Traveller-18 Seater		
	Mini Tempo Traveller-22 Seater		



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 furnish a self attested copy of the correct original PAN NO. & TIN NO.
- c) The Tenderer must have Average Annual turnover of **Rs. -----(\* It should be 30-40% of the exact work value of contract)** or more during the last three financial years i.e. 20-14, 2015&2016, from the work of hiring of vehicles/taxies/ tour operations.
- d) The Tenderer 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)

**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 of vehicle/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 Organization? If “Yes” the details thereof.’

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**Contd....**

2.3 Whether the firm is capable of providing the all types of vehicles/ taxis

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

- |                              |        |
|------------------------------|--------|
| A. Govt. Dept./ 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 contact person with telephone nos.**

4. INFRASTRUCTURAL DETAILS:-

- a. No. of Offices located at nearby CBSE (-----).\_\_\_\_\_
- b. Annual Turnover (During Last three financial year)
- |           |           |
|-----------|-----------|
| 2013-2014 | Rs. _____ |
| 2014-2015 | Rs. _____ |
| 2015-2016 | Rs. _____ |
- (Attested Certificate by the CA in this regard must be submitted).
- c. No. of Employees/ Drivers \_\_\_\_\_

5. SALES TAX NO. \_\_\_\_\_

(The firm should be registered with Sales Tax/ VAT/Excise/ IT Authorities)

6. EARNEST MONEY 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 | : | _____ |

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

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 Tender 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.

**ANNEXURE-IV****“Financial Bid”****A. RATE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLES.**

Details of all inclusive rates quoted for requirement of vehicles on Monthly Basis for 1500 Kms.  
Per month and 10 hours per day for one year.

S.No.	NAME OF THE VEHICLE	RATE FOR NON-AC VEHICLE	RATE FOR AC VEHICLE	EXTRA CHARGES PER KMS AFTER 1500 KM.	EXTRA CHARGES PER HOUR AFTER 8 HOURS	Night charges (From 11 P.M to 05 A.M.)If any*
1.	Swift Dzire/ Toyota Etios					
2.	Indigo/ Accent					
3.	Ambassador					
4.	SX4/ Honda City					
Any other						

**RATES FOR VEHICLES(LOCAL) FOR TRAVELING**

Sl. No.	Vehicle Type	Charges(per k.m)	Minimum Charges per day	K.M. Limit	Night Charges	How many vehicles can be provided in a day
1.	<b>INDICA(with/ without carrier )</b> Any other vehicle of same class					
2.	<b>Maruti Swift (with/without carrier)</b> Any other vehicle of same class					
3.	<b>INDIGO/DESIRE/ETIOS( with/without carrier)</b> Any other vehicle of same class					
4.	<b>INNOVA/XYLO(with/without carrier)(6Seater +Driver)</b> Any other vehicle of same class					
5.	<b>MAHINDRA PICK UP</b> Any other vehicle of same class					

### **RATES FOR VEHICLES(OUTSIDE ) FOR TRAVELING**

Sl. N o.	Vehicle Type	Charges(per k.m)	Minimum Charges per day	K.M. Limit	Night Charges	How many vehicles can be provided in a day
1.	<b>INDICA(With/ Without carrier )</b> Any other vehicle of same class					
2.	<b>Maruti Swift (with/without carrier)</b> Any other vehicle of same class					
3.	<b>INDIGO/DESIRE/ETIOS (with/without carrier)</b> Any other vehicle of same class					
4.	<b>INNOVA/XYLO(with/ without carrier)(Seater +Driver)</b> Any other vehicle of same class					
5.	<b>MAHINDRA PICK UP</b> Any other vehicle of same class					
6.	<b>Tempo Traveller</b> Any other vehicle of same class					

The undersigned has gone through all the above mentioned terms and conditions and these are acceptable to me.

Signature with stamp  
Of the Transporter

Name of the Agency/ Address

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

Proprietor of the Agency  
Date:\_\_\_\_\_

Phone No:-  
Mobile No:-