



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

Ref No.CBSE/RO(AJM)/Admn/F2-19/Vehicle/2016

TENDER NOTICE

The Central Board of Secondary Education (Regional Office) Ajmer intends to hire different types of vehicles on Annual Rate Contract basis for District and Out-side District Limit during Examination 2017 and on Monthly basis for office as well as Regional Officer use. Sealed Tender in two bid system i.e. Technical Bid & Financial Bid, are invited for the same from the reputed agencies/firms/ registered with State Transport Authority as per Govt. norms.

Tender forms can be obtained on any working day from CBSE Regional Office, Todarmal Marg, Ajmer from **20/12/2016**. on payment of Rs. 200/- (Non refundable) till **09/01/2017 upto 3:00 PM**. The Tender Form can also be downloaded from the CBSE website i.e. www.cbse.nic.in, for which a DD of Rs. 200/- in favour of Secretary, CBSE payable at Ajmer is to be enclosed with the tender. The last date for receipt of tender is **09/01/2017 upto 3.00 PM**. The tenders shall be opened on the same day at **4.00 PM**, in the presence of willing bidders who wants to be present..


REGIONAL OFFICER

TENDER DOCUMENT

Tender form no

Sr.No.	Tender/Brief Description of the Products	Contact Person
1	<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, Indigo/Accent, Ambassador, SX4/Honda City, Indica/WagonR/EECO, Xylo/Innova , Mahindra Pick up/Max/Trax & Tempo Traveller (AC/ Non-AC) Diesel/Petrol driven ON REGULAR BASIS AND AS AND WHEN REQUIRED BASIS within City limit & Outside City limit FOR A PERIOD OF ONE YEAR from the date of award of the contract for Regional Office, Ajmer</p>	<p>ASSISTANT SECRETARY(ADMN)</p> <p>Tel.: 0145 2634100 2634106</p> <p>Address: Regional Office, Central Board of Secondary Education, Todarmal Marg, Ajmer (Raj)</p>

Date of availability of Tender documents	<p>Regional Office, CBSE, Todarmal Marg Ajmer between 10.00 A.M. to 3.00 P.M. on any working day from 20/12/2016 to 09/01/2017 on payment of Rs. 200/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 200/- be enclosed with the Tender form in favour of Secretary, CBSE payable at Ajmer or cash be remitted to the Cash Counter between 10.00 A.M. to 3.00 P.M., at R.O., CBSE, Ajmer. Photocopy of the receipt be enclosed with the Tender form before its submission.</p>
Last date of collection of Tender documents	09/01/2017 up to 1:00 p.m.
Date of opening of Technical Bid	09/01/2017 up to 4:00 p.m.
EMD Amount to be submitted	Rs 20,000/- only
Item stated in requirement schedule	As stated at Annexure II

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 (Financial Bid)

CENTRAL BOARD OF SECONDARY EDUCATION
INSTRUCTION TO BIDDERS

1. Sealed tender are invited from reputed and registered travelling agencies stationed locally in Ajmer 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, Ajmer. 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, Ajmer. Envelops should be received/ dropped in the Tender Box kept at Regional Office, CBSE, Todarmal Marg Ajmer latest by 3.00 p.m. on or before 09.01.17. 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 dropping in the Tender Box, speed post/ registered post/ ordinary post/ courier addressed to "Regional Office, CBSE, Todarmal Marg Ajmer " and should be received on or before - **09/01/2017 up to 3.00 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. The Tender will be opened on the same day at 4.00 p.m. in presence of the tenderers , who may like to be present.
3. The envelope should be put in one sealed cover accompanying **Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand Only)** in the shape of a Bank Draft Favoursing -The Secretary, CBSE payable at Ajmer The envelopes superscribed as "**Tender for hiring of different types of vehicles to the Regional Office, CBSE, Todarmal Marg Ajmer**" can be received /dropped in the Tender Box Kept at Regional Office, CBSE, Todarmal Marg, Ajmer.
4. Earnest money shall be refunded to the unsuccessful bidders 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 10% of the .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 as well as for out station journey from Regional Office, CBSE, Ajmer 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. However during the extension of the contract, if any, the change in the fuel charges (either increase or decrease in fuel price) would be affected accordingly by CBSE, as per the formula given below:

$X-Y/Z$ multiplied by total no of KM used by CBSE in a month

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

Y= The cost of 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. 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/Govt 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.N	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, 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 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. No extra claim for safe working of driver would be entertained.
15. Taxes shall be deducted as per rules.
16. Requirement of vehicles shall be communicated **over phone in advance at least before 3-4 hours** and the final payment will be released on submission of proper bills in duplicate after completion of work.
17. 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 the user department.

18. 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.

19. **The Vehicles/taxies provided must not be older than 03 (three) years and** 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.

20. **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.

21. The Contractor shall provide name address of the driver alongwith their driver license number and phone number within one week of the award of the contract.

22. 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.

23. 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.

24. 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.

25. In case of any failure or omission due to natural calamities, hurricanes or due to any statute on regulation of the government or because of any lock outs, strikes 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 continues and to extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

26. 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. Ajmer. 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, Ajmer. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/ appointed by CBSE, Ajmer. The parties shall continue to perform their obligation under this agreement during arbitration proceeding. The venue for arbitration will be Regional Office, CBSE, Ajmer.

27. The legal jurisdiction shall be within the-jurisdiction of Secretary CBSE Ajmer.

28. Written Agreement is to be executed on the non judicial stamp paper of Rs. 100/- by the successful Bidder on the terms and conditions as laid down in the tender.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 28 have been read by me/us and are acceptable to me/ us In-Toto.

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

“Specification Schedule”

Sl.no.	Types of vehicles required	Specification	Description
1	Swift Dzire/Toyota Etios	<p><u>The vehicles/ taxies are required for carrying Board's material/Board's official use.</u></p> <p>1. <u>On Monthly Basis for 2400 kms Per month and 24 hours per day for one year.</u> Normal working hours will ten only.</p> <p>2. <u>On DAY TO DAY REQUIREMENT/ call BASIS (within 100 Kms/Within district limit from CBSE office)</u> -upto 100 km & 10 Hrs per day (incase of full day) and 50 km & 05 Hrs per day (incase of Half day) for Local.</p> <p>3. <u>Out side District limit</u></p> <p>VARIOUS EXAMINATIONS related duties/ work & delivery/ collection of material/ Answer Books etc.</p>	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		
	Trax		
	Max		
Tavera			

Annexure-III

EIIGIBILITY CRITERIA

- a) The Tenderer should have all the infrastructure under one roof and his ownership in the name of agency.
- b) The Firm must furnished a self attested copy of the correct original PAN NO. & TIN NO.
- c) The Tenderer must have Average Annual turnover of **Rs. 10 Lakhs.**
- 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)
- e) The bidder must have past experience of providing minimum 20 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).

'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. Organization 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 Organization	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/taxies 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. _____

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 with 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 2400 Kms. per month and 10 working 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 2400 KM.	EXTRA CHARGES PER HOUR AFTER 10 HOURS	Night charges (From 11 P.M to 05 A.M.), if any
1	Indica					
2	Indigo eCS					
3	Innova (Diesel)					
4	Swift Dzire/Toyota					
5	Ambassador					
6	SX4/ Honda					
7	Indica/WagonR/ EECO					
8	Any other vehicle					

NOTE-

- (i) Normal Office timing or as per directives of Authority. In case of more halting Rs 20/- per extra hour will be paid.
- i) Normal working days from Monday to Saturday. In case of Sunday or national holiday Rs.200/- per day towards deputing driver.
- ii) In case of outstation tour the Agency will not claim for any extra charges only run Kms will be entered in the log book.

B. RATES OF VEHICLES (WITHIN DISTRICT) – on call basis and for requirement in Exam.

S. N.	Vehicle Type		Rate upto 50 km/ or 05 hrs	Rate upto 100 km/ or 10 hrs	Rates for add km/extra hrs
1	Qualis	Non-AC			
		AC			
2.	Tavera	Non AC			
		AC			
3	Tata Indica	Non-AC			
		AC			
4	Innova	Non-AC			
		AC			
5	Tempo Traveller	Non-AC			
		AC			
6	Indigo	Non- AC			
		AC			
7	Maruti Van (Non AC)				
8	Scorpio (Non AC)				
9	TATA Sumo (Non AC)				
10	Bolero (Non AC)				
11	Xylo (Non AC)				
12	Trax (Non AC)				
13	Max (Non AC)				

C. RATES OF VEHICLES (OUTSIDE District LIMIT with night stay, as per requirement)

Sl No.	Vehicle Type	Rates (per k.m) NON-AC	Rates (per k.m) AC	Minimum K.M. to be charged per day	Night Charges if any
1	Qualis				
2	Max				
3	Trax				
4	TATA Sumo				
5	Tata 407				
6	Tavera				
7	Scorpio				
8	Innova				
9	Bolero				
10	Xylo				
11	TATA Indica				
12	Tempo Traveller				
13	Indigo				

Note –C1- Minimum Km limit for outstation duty i.e. outside district for table C fixed by the Board is 200 Km per day on 24 hours basis.

C2- No any extra Hours charges and night charges will be paid in the case of table C duties.

C3 - The rates should included all the taxes like Octroi, Road Tax, Toll Tax, Service Tax, Fuel Charges, Driver & Helper's over time and halting charges, parking charges or charges of any kind etc.

C4 – The total km covered by the hired vehicle exceeds the minimum km limit on any day, then actual covered km charges only be paid and no any minimum km charges will be applicable in addition to the actual km for that day.

C5- The hired vehicle will be relieved on the permission of either concerned vehicle incharge or the controlling branch incharge.

C6- The hired vehicle will be used to carry Board's material/Answer Books/ as well as other office/Examination related activities.

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

Authorised Signatory

(With full name and designation with Seal)

Mobile no.: _____

Phone No.: _____