



केंद्रीय माध्यमिक शिक्षा बोर्ड

CENTRAL BOARD OF SECONDARY EDUCATION

क्षेत्रीय कार्यालय / REGIONAL OFFICE

99 कौलागढ़ रोड़, देहरादून (उत्तराखण्ड)–248001

99 KAULAGARH ROAD, DEHRADUN (UK) - 248001

Website: www.cbse.nic.in

E-Mail: roddn.cbse@gmail.com

Ph. 0135-2753251, 2753248

Fax: 0135-2757733

Tender No: RO/CBSE/DDN/Admn/Tender-Truck/2016

Date: 07.10.2016

### **Tender Notice**

Sealed tenders are invited on behalf of Secretary, CBSE from reputed dealers and suppliers for the work of transporting confidential materials in covered trucks (of the make of Tata 407, 409 or similar) from CBSE office situated in Dehradun to various places in Western UP & Uttarakhand on predefined routes. The bids be kept in one envelope duly sealed and in bold superscribed "**Tender for Hiring of Covered Trucks**" and addressed to the Regional Officer, CBSE, 99 Kaulagarh Road, Dehradun – 248001. The tender document can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) or CPP portal [HTTPS://eprocure.gov.in](https://eprocure.gov.in). The Terms and Conditions duly signed by the tenderers and the form complete in all respects along with EMD in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Dehradun from any of the scheduled commercial Banks may be dropped in the Tender Box kept on the ground floor of the CBSE Building up to 2.30 PM on or before 20.10.2016.

Tenders received after expiry of date, time and those without EMD shall be summarily rejected. Bids will be opened on the same date at 4.00 PM in the presence of the Tenderers or their authorised representatives, who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason. Canvassing in any form is strictly prohibited and may lead to summary rejection of the tender.

Gopal Datt  
Assistant Secretary (A&L)



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ATender Form No.: .....

## TENDER DOCUMENT

Sr. No.	Tender No. / 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 Covered <b>Tata 407 or Tata 409 or equivalent</b> AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for <b>Regional Office, Dehradun.</b>	<b>ASSISTANT SECRETARY (A &amp; L)</b> Tel.: 0135-2753251 <b>Address:-99, Kaulagarh Road, Dehradun</b>

### IMPORTANT DATE & TIME

Date of availability of Tender documents at	99, Kaulagarh Road, Dehradun between 9.30 A.M. to 3.00 P.M. on any working day <b>from 08.10.2016 to 20.10.2016</b> on payment of Rs. 500/- 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. 500/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Dehradun or cash be remitted to the Cashier, CBSE, 99 Kaulagarh Road Dehradun, and photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of collection of Tender documents	<b>08.10.2016 up to 2.30 p.m.</b>
Date of opening of Technical Bid	<b>20.10.2016 up to 4.00 p.m.</b>
EMD Amount to be submitted for the	<b>Rs. 25000/- (2-5% as per work value)</b>
Item stated in requirement schedule	<b>As stated at Annexure II</b>



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## 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)



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## **CENTRAL BOARD OF SECONDARY EDUCATION**

### **INSTRUCTIONS TO BIDDERS**

1. Sealed tender are invited from reputed and registered Transporting agencies stationed locally in Dehradun only for hiring of **Covered Tata 407 or Tata 409** AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for **Regional Office, Dehradun**. 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 CBSE REGIONAL OFFICE Dehradun. Envelope should be received/dropped in the Tender Box kept at 99, Kaulagarh Road **latest by 2.30 p.m. on 20.10.2016**. 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 be submitted by speed post/registered post/ordinary post/courier addressed to "Assistant Secretary ( A & L), CBSE Regional Office, 99 Kaulagarh Road, Dehradun" and should be received on 20.10.2016 upto 2.30 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. 25000/-** (Rupees Twenty Five Thousand Only) in the shape of a Bank Draft Favouring "**The Secretary, CBSE Dehradun**". The envelope superscribed as "**Tender for hiring of different types of vehicles to the Regional Office, Dehradun.**" can be received/dropped in the Tender Box kept at reception of this office on or before **20.10.2016 by 2.30 p.m. The Tender will be opened on the same day at 4.00 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 for out station journey from Regional Office, Dehradun during various examinations of the Board or for any other purposes as and when required basis.
8. The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.



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## Annexure-I

### TERMS AND CONDITIONS

1. Rates quoted for **HIRING OF DIFFERENT TYPES OF COVERED VEHICLES 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:

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

Z

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. In case of CNG vehicles, it should be factory fitted. 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



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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 **model** before **January 2013** or 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	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.
2	Tempering of meter of vehicle	1000/-	2000/-	3000/-	----	Competent Authority has the discretion to terminate the contract along with forfeiture of performance security/ blacklisting of firm.
3.	Irregularities such as overwriting, forged entries etc. in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-	----	---do---
4.	Alternate changing of driver without prior intimation to the Board & Officers to whom vehicle is hired - in case of monthly hired vehicle.	500/-	---	---	---	On each occasion
5.	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.
6.	Non-compliance of requirement / order and any other terms & conditions of Tender.	500/-	1000/-	2000/-	---	For each violation per vehicle.
7.	Misbehaviour/Misconduct of the Driver and non-co-operation during the journey with the occupant.	500/-	1000/-	2000/-	---	For each violation per vehicle.
8.						

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-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.
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 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.
14. No extra claim for safe working of driver would be entertained.
15. Taxes shall be deducted as per rules.



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16. 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.
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 from 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/taxis 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/taxis 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 be 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 along with 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/taxis, 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 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 continues and to the 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, Dehradun. 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 any of the offices of CBSE, New Delhi. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by CBSE, Dehradun. The parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be Dehradun.





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27. The legal jurisdiction shall be within the Dehradun.

### **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)





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## ANNEXURE-II

### **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. 10 Lakhs (\* It should be 30-40% of the exact work value of contract)** or more during the last three financial years i.e. 2013-14, 2014-15 & 2015-16, from the work of hiring of vehicles/taxies/tour operations.
- 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 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.)



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#### **Annexure-IV**

#### **TENDER FORM**

### **‘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.’**



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

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 contact person with telephone nos.

4. INFRASTRUCTURAL DETAILS:-

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

b. Annual Turnover ( During Last three financial year )

2013-14 Rs. \_\_\_\_\_

2014-15 Rs. \_\_\_\_\_

2015-16 Rs. \_\_\_\_\_

(Attested Certificate by the CA in this regard must be submitted).

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



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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.: \_\_\_\_\_



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### **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.



ANNEXURE-IV

**“Financial Bid”**

A. main examination:

Sl.No.	Vehicle		Rates per km (including All taxes i.e. Road Tax, Octroi, Service Tax, etc.)
01.	TATA-407 or equivalent (COVERED)	One side	Rs.---/- + (Halting Rs.----/- per day)
		Both side (TO & FRO)	Rs.---/- + (Halting Rs.---/- per day)
02.	TATA-709 or equivalent (Covered)	One side	Rs.---/- + (Halting Rs.---/- per day)
		Both side (TO & FRO)	Rs.--/- + (Halting Rs.----/- per day)
Note:			*Extra S.T. as per Govt.

NOTE:-C1. Minimum Km Limit for ----- and out station duty (for more than 100 Km with

Night Stay) fixed by the Board is 200 KM per day on 24 Hours basis.

C2. No. any extra hour charges and Night Charges will be paid in this case.

(Rate Table No. “C”.)

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. If 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 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.

**Authorised Signatory**  
(With full name and designation)  
Seal :  
Mobile no. : \_\_\_\_\_  
Phone No.: \_\_\_\_\_