



NOTICE INVITING TENDER

The Central Board of Secondary Education , Regional Office, Dehradun intends to invite Sealed tenders on behalf of Secretary,CBSE under “Two-Bid System” from reputed & experienced agencies/firms for hiring of different types of Covered Vehicles i.e. TATA 407,709,1109 for AISSCE/AISSE-2018. The agency must have experienced and other eligibility criteria as given in tender from.

1	Name of Work	Hiring of different Types of Covered Vehicle / Truck for Transporting confidential materials.
2	Cost of tender fee	Rs. 500/-(Non-refundable and to be submitted along with the tender form)
3	EMD	Rs. 25,000/- payable through Bank Draft in favour of The Secretary CBSE, Dehradun
4	Downloaded the tender	11.12.2017to 03.01.2018 The Tender Form can also be downloaded from the e procurement portal https://eprocure.gov.in / epublish / app and CBSE website www.cbse.nic.in .
5	Last date for submission of tenders	03.01.2018 upto 2.30 P.M.
6	Opening of Tender	03.01.2018 at 3.00 P.M

Tender duly completed should be dropped in the tender box placed at Reception Counter, CBSE, Regional Office, Dehradun, 99, Kaulagarh Road, Dehradun, U.K. – 248001 Tender may be download from the e procurement portal <https://eprocure.gov.in> / epublish/app and CBSE website www.cbse.nic.in.

REGIONAL OFFICER

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड – 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



CONTENT

Annexure	Description of Section
I	Instructions to Bidders
II	Terms & Conditions
III	Specification Schedule
IV	Eligibility Criteria
V	Tender form (Technical Bid)
VI	Tender form (Financial Bid)



ANNEXURE-I

3/12

CENTRAL BOARD OF SECONDARY EDUCATION
INSTRUCTIONS TO BIDDERS

1. Sealed tender are invited from reputed and registered transporters for hiring of different types of covered vehicle/trucks for AISSCE/AISSE-2018 like Tata-407 or equivalent, Tata-709 or equivalent, Tata-1109 or equivalent etc. Tender Form/Documents 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 Covered vehicle/trucks for Regional Office, Dehradun. Envelope should be received / dropped in the Tender Box kept at Ground Floor of Regional Office; Dehradun latest by 2:30 P.M on 03.01.2018, 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 hand/speed post/registered post/ordinary post/courier addressed to "Central Board of Secondary Education, Regional Office, 99, Kaulagarh Road, Dehradun, Uttarakhand – 248001, and should be received on or before 03.01.2018 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 accompanying Earnest Money of Rs. 25.000/- (Rupees Twenty Five thousand only) in the shape of a Bank Draft of any nationalized bank favouring "Secretary, CBSE, payable at Dehradun. The envelope superscribed as" Tender for hiring of different types of covered vehicle/trucks to the Regional Office, Central Board of Secondary Education, Dehradun" can be received/dropped in the Tender Box kept at Ground Floor of this office on or before 03.01.2018 by 2:30 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 after finalization of contract.
5. Earnest money deposit of successful bidder shall be refunded after receiving of performance security @ 10% of the total value of the contract in shape of demand draft in favour of Secretary, CBSE, payable at Dehradun.
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 covered vehicle/trucks are required on hiring basis for outstation Dehradun journey during examination of 2018 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.

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड – 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand – 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



ANNEXURE-II

4/12

TERMS & CONDITIONS:

1. The transporters will arrange to pick up the Answer Books / confidential Material from CBSE or guided by the CBSE Regional Office, Dehradun for delivering the Answer Sheet / Confidential materials to the various destinations in Uttarakhand and Western UP on door delivery basis. The list of school/ destinations may be collected from Regional Office, CBSE, Dehradun and will be tentative. The no. of destination can increase / decrease from time to time.
2. No tender will be accepted after expiry of the schedule date and time i.e. 03.01.2018 upto 02.30 pm. The sealed Tenders will be opened at 03.00p pm in the office of the CBSE on the same day i.e. on 03.01.2018 in the presence of the transporter/ agency who may like to be present.
3. The minimum rates quoted shall be per kilometre (on door delivery basis) inclusive of all Taxes.
4. All taxes as applicable will be deducted at source.
5. Earnest money of Rs.25,000/- (Rupees Twenty Five thousand only) is to be deposited in the CBSE alongwith Tender in the form of Demand Draft in favour of Secretary, CBSE, payable at Dehradun.
6. The payment will be released after completion of delivery of the Answer Sheet/ Confidential materials satisfactory to the various destinations in Uttarakhand & Western UP after submission of delivery report & bills in duplicate. No advance/ extra payment will be made.
7. Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:
 - a) Misbehaviour of the Driver and non-cooperation during the journey with occupant of covered vehicle/truck.
 - b) Frequently late arrival of covered vehicle/trucks as per time schedule given from time to time.
 - c) Providing of covered vehicle/trucks provided must not be older than 10(ten) years or bad condition of covered vehicle/trucks.
 - d) **PENALTY CLAUSE: (Amount in Rs.)**

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



SL NO	Violations	Penal amount per covered vehicle/truck			Amount to be deducted per day per covered vehicle/truck	Remarks
		Instance				
		First	Second	Third		
1	Failure to provide alternate arrangement within three hours of covered vehicle/truck breakdown	500/-	1000/-	2000/-	Rental charges of the covered vehicle/truck for that day will also not be paid.
2	Tempering of meter of covered vehicle/truck.	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/duty slip (to be maintained in prescribed format)	1000/-	2000/-	3000/-	--do--
4	Delay (more than 03 hours) in reporting for duty by driver/covered vehicle/truck.	1000/-	2000/-	3000/-	Rental charges of the covered vehicle/truck for that day will also not be paid.
5	Non-compliance of requirement/order and any other terms and conditions of tender.	500/-	1000/-	2000/-	For each violation per covered vehicle/truck.
6	Misbehaviour/Misconduct of the driver and non-cooperation during the journey with the occupant.	500/-	1000/-	2000/-	For each violation per covered vehicle/truck.

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



8. 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 orders suppressed facts or manipulated the documents, etc or any attempt is made to scuttle this tendering process in any manner, the EMD/Performance Security will be forfeited and the bid/contract will be summarily rejected / cancelled.

9. No extra claim for safe working of driver would be entertained.

10. Requirement of covered vehicle/trucks shall be communicated well-in-advance or on short notice as per requirement and the final payment will be released on submission of proper bills along with the duly signed duty slip in duplicate after satisfactory completion of work.

11. The full and final payment for the covered vehicle/truck hired on 'as and when required basis' shall be made after receipt of satisfactory report for completion of work from the user department.

12. 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 other involved parties in the event of death/injuries/damages arising out of accident and/or use to various other causes etc.

13. The covered vehicle/trucks provided must not be older than 10(ten) years and submit 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 covered vehicle/trucks 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. The Regional Officer, CBSE, Dehradun reserves the right to accept or reject any or all the Tender without assigning any reason.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

7/12

14. The decision of the Board will be binding on Transporters in case of any dispute and action with regard to debarment/ black list may also be taken against the transporter.
15. The legal jurisdiction will be the courts of Dehradun.
16. The tender is initially for 01 (one) year but extendable upto another 02 (two) years year to year basis on same rate Terms & Condition if agreed upon by both the parties.
17. The prospective tenderers shall quote rates for the entire destination as per the tentative list available in the office. Quoting for partial list shall not be entertained and tender will be summarily rejected.

The Terms & Conditions given above alongwith the Tender form are acceptable to me/ us. A sum of Rs.25,000/- (Rupees Twenty Five thousand only) Bank Draft No..... dt..... has been attached with tender form

Signature
Name & Address with seal

Contact No. (R).....
(O).....
Mobile No.....
GST No.
PAN No.....



ANNEXURE -III

"SPECIFICATION SCHEDULE"

Sl. No.	Types of Covered vehicle/trucks required	Specification
1	Tata-407 or equivalent, Tata-709 or equivalent, Tata-1109 or equivalent etc.	<p>The Covered vehicle/trucks are required for AISSCE/AISSE in the month of March, April & May 2018.</p> <p>1. On DAY TO DAY REQUIREMENT/CALL BASIS" (OUTSIDE DEHRADUN)</p> <p>- During VARIOUS EXAMINATIONS of the Board FROM CBSE OFFICE OF DEHRADUN to the Destination Place in Western U.P. and Uttrakhand.</p>

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



ELIGIBILITY CRITERIA

- A) The Tenderer should have all the infrastructure or office 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. GSTIN or any other Regulatory Registration.
- C) The Tenderer must have suitable Annual turnover during the last three financial years i.e 2014-2015, 2015-16 & 2016-17, for the work of hiring of covered vehicle/trucks. Balance Sheet duly certified by a practicing CA may be enclosed.
- D) The Agency should have minimum Three years past experience of supplying on hiring basis of such covered vehicle/ trucks to the Central State Govt. and Educational Institutions/Any Board/University/ other Govt./Semi-Govt./Institutions (attach documentary evidence in Technical Bids)

IMPORTANT NOTES:-

The Tender Form duly filled in the 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 in it.
- 4- The specified Annual Turn Over in the Tender Notice for each financial year should be from Hiring charges of covered vehicle/ trucks/Cargo Service (Duly Authenticated by a practicing Chartered Accountant).
- 5- Copy of PAN should be attached with the tender
- 6- Copy of Certificate of registration under GST or any other registrations.



ANNEXURE-V

TENDER FORM

'TECHNICAL BID'

**PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF COVERED
VEHICLE /TRUCK 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	
	F. Name of the Proprietor/Partners	

(Certificate must be enclosed)

2.	PAST EXPERIENCE (PREFERABLY FOR LAST TWO YEAR)		
Sl. NO.	Year	Name of Organization	Details of work executed (with proof)**
1	2014-15		
2.	2015-16		
3.	2016-17		

** Total period of experience of supply of different types of covered vehicle/trucks on hiring basis along with the name of the institution with supporting documents.

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



2.1 Has the firm ever been debarred/ Blacklisted by any organization? If 'Yes' the details thereof.

2.2 Whether the firm is capable of providing the all types of covered vehicle / trucks.
.....

3. CLIENTS OF THE FIRM ATTACH Work Orders)" -

(A) Govt. Deptt. / Ministries - YES/No (B) MNC - Yes/No (C) Proprietorship - Yes/No
(D) Private sector / Public Sector Undertaking - Yes/No (E) PVT. LTD. CO - 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, Dehradun _____

b. Annual Turnover (During Last three financial year)

2014-15 Rs. _____

2015-16 Rs. _____

2016-17 Rs. _____

(Attested Certificates by a practicing CA in this regard must be submitted).

c. No. Of Employees/Drivers: _____

5. GST Registration No. _____

6. EARNEST MONEY DETAILS:-

Bank Draft No. _____ Date _____ for Rs. 25,000/-

Name of the Drawee Bank _____

7. PAN /TIN No. _____

8. Certificate No. (if any) _____

11/14

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 tendrs are acceptable to me/us.

Authorized signatory

(Signature with full name and designation)

Seal :

Mobile No. : _____

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड - 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand - 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email - roddn@cbse.gov.in, roddn.cbse@gmail.com,



'FINANCIAL BID'

LIMITED TENDER FORM FOR PROVIDING OF COVERED

VEHICLE/TRUCKS FOR EXAM-2018

M/S. _____ is / are hereby authorized to submit their tender in response to the Tender uploaded on website on _____ for providing of covered vehicles/trucks as per terms & Conditions enclosed. The tender should be superscribed as "TENDER FOR PROVIDING OF COVERED VEHICLE/TRUCKS.

(REGIONAL OFFICER)

I/We _____ hereby submit Rates for providing the covered vehicles/trucks as per specifications given in the tender notice as per details given below which are inclusive of all taxes etc.

Sl. No.	Vehicle	RATES (Including all taxes i.e Road Tax Octroi, GST etc.)	In case of halting more than specified average period halting charges per day for extra days
01.	TATA-407 or equivalent (covered)	Rs. _____ per Km. for one side Rs. _____ per Km. for to and fro (both side)	
02.	TATA-709 or equivalent (covered)	Rs. _____ per Km. for one side Rs. _____ per Km. for to and fro (both side)	
03.	TATA-1109 or equivalent (covered)	Rs. _____ per Km. for one side Rs. _____ per Km. for to and fro (both side)	

Authorized Signatory
(Signature with full name and designation)
Seal:

Mobile No.: _____
Phone No.: _____

क्षेत्रीय कार्यालय - देहरादून, 99, कौलागढ़ रोड, देहरादून, उत्तराखण्ड – 248001
Regional Office - Dehradun, 99, Kaulagarh Road, Dehradun, Uttarakhand – 248001
Phone: 0135-2757744 / 0135-2757766. Fax : 0135-2757733
Email – roddn@cbse.gov.in, roddn.cbse@gmail.com,