



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

F-2035/CET/GRG/2014

Date: 27.06.2017

M/s

Subject: Quotation for Supply of Electrician cum D. G. Operator at Centre of Excellence for Teachers, Gurugram

Sir,

Sealed quotations are invited from reputed agencies to engage an Electrician cum D.G. Operator on contractual basis through 'out sourcing'. The rates to be quoted on the prescribed format. An EMD of Rs. 5,000/- in the form of DD/BD Payable in favour of the Secretary, CBSE Delhi is to be annexed. The agencies having experience for supply of technical Manpower need to be apply. Incomplete & conditional tenders shall be summarily rejected. The last date to submit the quotation is 17.07.2017 up to 2:00 PM. Sealed quotations duly completed must be reach in the office of Asstt. Engineer (Civil), 4th floor, CBSE HQ, Preet Vihar, Delhi.

Yours faithfully

(V.N. Mishra)
Assistant Engineer (Civil)

**CENTRAL BOARD OF SECONDARY EDUCATION,
Shiksha Kendra, 2 Community Centre, Preet Vihar, New Delhi - 110092**

Instructions to the agency

1. Incomplete and conditional quotation shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting.
3. Price Bids and all paper of quotations should be signed by the same Authorized Signatory.
4. The Tenders shall be opened on 17.07.2017 at 03:30 pm in the presence of agencies, who may like to be present.
5. Any additional information required by CBSE in r/o of the work experience shall be submitted by the Tenders within Three days, failing which the offer shall not be entertained.
6. Technical Bid received without of EMD of Rs. 5000/- in the form of a Demand Draft/ Banker's Cheque shall be summarily rejected.

(Signature of Authorized Signatory)

With complete address and seal

Telephone No : _____

Mobile No : _____

Place : _____

Date : _____

**CENTRAL BOARD OF SECONDARY EDUCATION,
Shiksha Kendra, 2 Community Centre, Preet Vihar, New Delhi – 110092**

Technical Bid

Last Date of Receipt of Tender: 17.07.2017

Up to: 2.00 pm

Name of the Work :- Supply of Electrician cum D.G. Set operator for COE, Gurugram

1.0 Credentials of Tender :-

(i) Name of the Agency : _____

(ii) Office Address : _____

Telephone No : _____

E-mail ID : _____

(iii) Registration No: -- _____

(iv) Service Tax-Regd. No :- _____

(v) PAN No. :- _____

(vi) TIN/Vat No. :- _____

1.1 Eligibility Criteria: The contractor should have completed

- i. Two similar completed works, each of value not less than Rs. 1.10 Lacs.
- ii. Three similar works, each of value not less than Rs. 72,000/-
- iii. One similar work of value not less than Rs. 1.50 Lacs.

1.2 Experience last two years: (support with documentary evidence)

S. No.	Year	Name of the organization	Cost of the work (executed)	Officer concerned in the organization with T. No.
1.	2016-17			
2.	2015-16			

1.3. Earnest Money Deposit (EMD):-

1. EMD's of unsuccessful Tenders shall be refunded after award of work without interest.
2. The Tenders without EMD of partial EMD shall be summarily rejected.
3. Particulars of EMD:-

Amount Rs. :

DD/BD No's :

Issuing Bank With Date of Issue :

Declarations:- All terms and conditions as mentioned in the Tenders are acceptable to me/us.

**(Signature of Authorized Signatory)
With complete address and seal**

Telephone No : _____

Mobile No : _____

Place : _____

Date : _____

Schedule of Work

Name of Work: Supply of Electrician cum D.G. Operator at Centre of Excellence for Teachers, Gurugram

S.No.	Name of Job	Qty.	Rate	Amount	Remarks
1.	Supply of Electrician cum D.G. operator	One			

**(Signature of the Agency)
With complete address and seal**

Add. _____

Tel. No. _____

Mobile No. _____

Date: _____

Place: _____

TERMS & CONDITIONS

1. The validity of rates shall be 60 days from the date of tendering.
2. The contract shall be valid for a period of one year.
3. The rates quoted shall be firm for a period of one year. However the enhancement of minimum wages as per State Govt. norms would be admissible.
4. The contract can further be extended for another year on mutual consent, provided the services are found suitable/ excellent.
5. The agency shall be responsible to meet all statutory obligations w.r.t. deployment of personnel. For any violation, the agency shall be accountable.
6. The technician deployed shall be purely employees of the agency and there will be no direct or indirect relation with the Board whatsoever.
7. The Board shall not consider any report for revision of rates during the contract period except that statutory minimum wages or other statutory payment is impressed upon.
8. The agency shall be required to make payment to the staff before 7th of every month irrespective of whether the Board has paid the bills or not.
9. The agency shall be fully responsible for any loss of any kind to the Board's property/material.
10. The agency shall be responsible for the punctuality of attendance as well as the safety of the Technician. The technician must have the following minimum qualification:
 - a. Should be at least 10th pass
 - b. Should have at least 2-3 years experience as Electrician/D.G. Operator.
 - c. Should have aptitude to attend other misc. works.
 - d. Should have age below 50 years as on 01.01.2014.
 - e. Should possess good health.
 - f. Should be preferably a qualified/I.T.I. Certificate holder.
 - g. Should be hardworking, honest, polite & courteous.
11. If any additional manpower is required, the same shall be supplied on the approved rates.
12. In case the technician avails leave or absents the duty, the agency shall be bound to provide a substitute without causing any disruption of services.
13. The agency shall be bound to submit the copies of complete bio-data of the manpower deployed along with the copies of their police verification Report.
14. An attendance register shall be maintained at site and will be signed every day by the technician. The attendance register duly attested be submitted for verification of the Board on Monthly Basis.
15. The agency shall be required to maintain a Register of Payment to Personnel including all components of statutory payment duly verified. The register shall be made available for inspection and verification by the Board from time to time.
16. The personnel deployed should be adequately qualified, well trained and courteous having a qualification.
17. The agency shall provide identity cards to its technician.
18. The agency shall provide proper uniform, equipment/articles/tools etc. required for

providing effective service.

19. In case of any complaint of poor performance, misbehavior, poor manners, dereliction of duty, intoxication etc., the agency shall be bound to replace the incumbent immediately.
20. The Board reserves the right to terminate the contract any time, if the services are not found satisfactory. Also in normal condition the Board can terminate the contract by giving one month notice in writing.
21. In case of any dispute, the Secretary CBSE shall appoint an Arbitrator whose decision shall be final and binding on the agency.
22. On award of work, the agency shall be required to execute an agreement and deposit a sum of Rs. 20,000/- as Security Deposit.

(Signature of the Agency)
With complete address and seal
Add. _____

Tel. No. _____
Mobile No. _____

Date: _____
Place: _____