



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 annual rate contract for hiring of **different types of Vehicles like Swift Dzire/Toyota Etios/SX4, Indigo/Accent, Indica/Wagonr/EECO, Xylo/Innova** etc 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 for Regional Office of CBSE, Dehradun.

1	Name of Work	Hiring of different types of Vehicles like Swift Dzire/Toyota Etios/SX4, Indigo/Accent, Indica/Wagonr/EECO, Xylo/Innova etc, (AC/ NON-AC) Diesel/Petrol.
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	11.12.2017 to 04.01.2018 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	04.01.2018 upto 2.30 P.M.
6	Opening of Tender	04.01.2018 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, Rajender Nagar, Dehradun, U.K. – 248001 Tender may be download from the e procurement portal <https://eprocure.gov.in> / [epublish/app](https://epublish.gov.in) and CBSE website www.cbse.nic.in.

REGIONAL OFFICER



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

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

1. Sealed tender are invited from reputed and registered travel agencies stationed locally in Dehradun only **for hiring of different types of vehicles like Swift Dzire/Toyota Etios/SX4, Indigo/Accent, Indica/WagonR/EECO, Xylo/Innova 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 contract for office of CBSE, Regional Office, Dehradun.** Tender Form/Document should be complete in all respect and 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. Sealed envelope should be received / dropped in the Tender Box kept at Ground Floor (Reception Counter), CBSE, Regional office - Dehradun **latest by 2:30 p.m. on 04.01.2018** Incomplete/conditional/late tenders or those without Tender Fee & EMD 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 (Admn- A & L) 99, Kaulagarh Road, Dehradun" and should be received/dropped in CBSE by 04.01.2018 upto 02:30 p.m. **Tender received after the due date and time shall not be considered.**
3. The envelope should be put in one sealed cover accompanying **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only)** in the shape of a Demand Draft favouring "**The Secretary, CBSE payable at Dehradun**", Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any commercial Bank. The envelope superscribed as "**Tender for hiring of different types of vehicles to the CBSE, Dehradun**" can be received/dropped in the Tender Box kept at Ground Floor of this office on or before **04.01.2018 by 2:30 p.m. The Tender will be opened on 04.01.2018 at 3:00 pm. in the presence of the bidders, who may like to be present.**
4. Those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids.
5. Earnest money deposit of successful bidder shall be refunded after receipts of **performance security** of 5% -10% of contract value from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
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 CBSE, Dehradun during various assignments of the Board or for any other purposes as and when required basis.
8. The Competent Authority, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.



9. The Board reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
10. The Board reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
11. The terms and conditions duly signed by the Tenderers/bidders should accompany the specific Tender Form.
12. C.B.S.E., in its discretion, reserves the right to reject all or any part of the tender bid without assigning any reason thereof.
13. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on CBSE website www.cbse.nic.in.



Annexure-II

TERMS AND CONDITIONS

1. Rates quoted for **HIRING OF DIFFERENT TYPES OF VEHICLES/TAXIES BY CBSE** (Refer Annexure-VI) shall be **inclusive of all applicable taxes & charges** i.e Octroi, Road Tax, Toll-Tax, Inter-state tax, Fuel Charges, Driver & helper's over-time, repair & maintenance charges, and halting Charges, G.S.T, Parking Charges or Charges of any other kind etc.
2. Vehicles should run on either petrol/Diesel. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case of late delivery and not show/non delivery of vehicles/taxies, the Board would have a right to hire a vehicle from open market and the additional cost incurred by the office will be borne by the Contractor.
3. 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 driver of the vehicle/Taxi provided must adhere to the 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.
4. 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.
5. **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 any additional KM and hours charges (like Garage to Garage charges etc.)/ Dead mileage will not be applicable in addition to actual KM and Time.
6. **The services shall be provided on 24x7 bases.** No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel (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.
7. The transport agency will be liable to pay any excess costs incurred for procurement of vehicles/taxies or services not delivered in time.



8. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:

- e) Misbehavior of the Driver and non-co-operation during the journey with occupant/user of vehicle.
- f) Frequent late arrival of vehicle as per time schedule given from time to time.
- g) Providing of vehicles of model before **2014** or bad condition of vehicles.
- h) **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 of firm.
4.	Irregularities such as overwriting, forged entries etc. in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-	----	---do---
5.	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
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle) and no show of vehicle/taxi.	500/-	1000/-	2000/-	---	Rental charges of the vehicle for that day will also not be paid.
7.	Non-compliance of requirement / order and any other terms & conditions of Tender.	500/-	1000/-	2000/-	---	For each violation per vehicle.
8.	Misbehaviour/Misconduct of the Driver and non-co-operation during the journey with the occupant.	500/-	1000/-	2000/-	---	For each violation per vehicle.

9. 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 Competent Authority of the Board shall be final and binding upon the firm.
10. The firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/State Government/Semi Government/Department/PSUs/Banks etc. If it is subsequently found that any false information or facts or has suppressed facts or manipulated the documents, etc. or any attempt is made to scuttle this Tendering process by any manner, the EMD/Performance Guarantee will be forfeited and the bid/contract will be rejected/ cancelled.
11. The Board has right to reject any bidders/agencies/tendering firms in case of non submission of following document & papers:-



- a. Registration Certificate as per existing norms (Indicating the legal status - Company/Partnership firm/Proprietorship concern, etc.)
 - b. Copy of CST/VAT/TIN Registration Certificates.
 - c. Copy of PAN Card & GST No.
 - d. Proof of experience for supply of different types of vehicles/taxis on hiring basis to at least one Deptt./Ministry of the Govt. of India/Govt. of Dehradun/Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (Photocopies of proof should be attached)
 - e. If tender form is not complete or in different model other than the model mentioned in the tender form or receiving of any conditional tender.
12. While considering the rates the Board will also consider the quality of vehicles. The Board reserves the right to examine the types of vehicles/taxis for their quality if it so desires. The Board reserves the right to enter into parallel Contract for similar vehicles/taxis during the period of Contract with one or more parties. The Contract can be terminated at any time by giving one month notice by either party.
 13. CBSE being an educational institution are exempted from payment of Service Tax / GST as per Govt. of India notification.
 14. Requirement of vehicles shall be communicated well in advance and the final payment will be released on submission of proper bills in duplicate after satisfactory completion of work.
 15. In case of exigencies/emergencies required vehicles/taxis are to be provided on short notice also.
 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 from the user department.
 17. The service provider shall also be responsible for all litigation arising out of the 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/taxis provided must not be older than 03 (three) years i.e. 2014** and should have a valid Registration Certificate along with other papers and comprehensive insurance during the period of contract. 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.
 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 be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms & Conditions.**
 20. The contractor shall provide name & address of deputed driver along with the driving license number and phone number within stipulated time period.
 21. Taxes and other levies, if any are to be specified clearly in the bid and the rates quoted in the bid should be **all inclusive**.
 22. 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.
 23. If after awarding the contract, the successful bidder (L-1) 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 or as deemed appropriate will be initiated.
 24. In the event of failure of supply or breakdown of vehicles/taxis to the Board by the firm, the Board reserves the right to hire vehicle from any other source at the firm's risk and expenses.



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 Directorate 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 or 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 disputes 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, Dehradun. 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.
27. The legal jurisdiction shall be within the state of Uttarakhand.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 29 have been read by me/us and are acceptable to me/us In-Toto.

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

ANNEXURE-III

"Specification Schedule"

Sl. no.	Types of Vehicles required	Specification	Description
1	Swift Dzire/ Toyota Etios/SX4 Indigo/Accent Indica/WagonR/EECO Xylo/Innova 	<p><u>The vehicles/taxis are required for</u></p> <p>1. On Monthly Basis for 1500 kms./2000kms. /2400kms for Dehradun</p> <p>_____</p> <p>2. On DAY TO DAY REQUIREMENT / CALL BASIS"</p> <p><u>(without night stay)</u></p> <p>- upto 100 km & 10 Hrs. per day (in case of full day) and 50 Km & 05 hrs. per day (in case of half day) for Dehradun.</p>	On 24x7 Hours Basis

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



Annexure-IV

ELIGIBILITY CRITERIA

- a) The agency/firm must have been registered as Travel Agency or operation of Transport Business with Government of India/Uttarakhand.
- b) The agency/firm must have atleast 10 cars/taxis registered in the name of agency/firm or owner of the agency/firm and atleast 10 cars/Taxis in operation.
- c) The agency/firm must have office in Dehradun.
- d) The Tenderer must have Average **Annual turnover** of **Rs. 25,00,000/- (Rupees Twenty Five Lacs Only)** or more during the last 03 (Three) financial years i.e. 2014-15, 2015-16 & 2016-17.
- e) The agency should have minimum 03 (Three) years past experience of supplying on hiring basis of such vehicles/taxies to the Central/State Govt./PSU and Educational institutions/Any Board/University (attach documentary evidence in Technical bids).



Annexure-V

TENDER FORM

'TECHNICAL BID'

PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF VEHICLES/TAXIS TO CBSE ON HIRING BASIS

2- ABOUT THE FIRM

F. Name and address of the Firm

.....
.....

G. Telephone No.....

Type of Firm (Proprietary/Firm/Company registered under Companies Act.)

H. Registration No. & year of Registration

(with documentary evidence)

I. Organisation to whom the Agency has

been registered with.

J. Name of the Proprietor / Partners.....
(Certificate must be enclosed)

2. PAST EXPERIENCE (PREFERABLY FOR LAST 03 (THREE) YEARS)				
Sl. No.	Year	Name of Organisation	No. of vehicle	Details of work executed (with proof)**
1				
2				
3				

** Total period of experience for supply of different types of vehicles/taxies on hiring basis along with the name of the institution with supporting documents.

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

2.2 Details of Award / Certificate of Merit etc. received from any Organisation (Please attach copy of certificate(s)) _____

Contd...



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

3. CLIENTS OF THE FIRM :-

- | | |
|------------------------------|--------|
| 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 the services rendered alongwith duration of the services with name of the contact person & telephone nos.

4. INFRASTRUCTURAL CAPABILITIES (must be submitted):-

a. No. of offices located at nearby CBSE (Dehradun). _____

b. No. of taxis/cars registered in the name of agency/firm or owner of the agency/firm

b. List of vehicles/taxies available with the bidder/agency _____

c. No. of Employees/Drivers _____

d. Annual Turnover (During Last 03 financial year)

2014 -15 Rs. _____

2015 - 16 Rs. _____

2016 - 17 Rs. _____

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

5. SALES TAX NO. _____

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

6. EARNEST MONEY DETAILS :-

Bank Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee No. _____

Dated _____ Rs. 25,000/- (Rupees Twenty Five Thousand Only)

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. Tender Fee & 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 certificates as mentioned in the Tender Notice for every financial year.
5. Copy of PAN should be attached with the tender documents.
6. Copy of Certificate of registration under Service Tax / GST No.
7. Copy of entire Tender Documents must be Numbered page wise and duly attested and stamped on each page as a token of acceptance as Terms & Conditions.



ANNEXURE-VI

“Financial Bid”

A RATE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLES.

Details of **all inclusive rates** for requirement of vehicles on **Monthly Basis** For 1500 **kms**, **2000 Kms & 2400 Kms** with **300 Hours per month** for Dehradun are to be submitted separately in below mentioned format.

S	Name	Rate for AC Vehicle			Extra Charges per KM after MIN KM/ Month	Night Charges (From 11 P.M. to 05 A.M) if any.
		A1 For 1500 Kms per month)	A2 For 2000 Kms per month)	A3 For 2400 Kms per month)		
1	Swift Dzire/Toyota Etios/SX4					

x rates sale be inclusive of all the taxes and other charges.

B. RATE SCHEDULE FOR “DAY TO DAY REQUIREMENT/ON CALL BASIS”

FOR DEHRADUN (within 100 KM FROM CBSE OFFICES) WITHOUT NIGHT STAY.

S.No	Types of Vehicle	Rates for 50 Kms & 05 Hrs. (for half day)		Rates for 100 Kms. & 10 Hrs. (for full day)		Extra charges Per km		Extra Charges Per hour		Night charges (From 11P.M. To 5 A.M.) if any.*
		For Non-A/C	For A/C Vehicle	For Non-A/C vehicle	For A/C Vehicle	For Non-A/C vehicle	For A/C Vehicle	For Non-A/C vehicle	For A/C Vehicle	
1.	Swift Dzire/ Toyota Etios/SX4									
2.	Indigo/Accent									
3.	Indica/WagonR/ EECO									
4.	Xylo/Innova									
Any other	Honda City Or EQUIVALENT									

x rates sale be inclusive of all the taxes and other charges.



C. RATE SCHEDULE OF VEHICLES REQUIRED *OUT SIDE DEHRADUN*.

S.No.	Type of Vehicle	<u>Rates of vehicles Per KM with Night stay</u> {For outside Dehradun }		
		For Non-A/C Vehicle	For A/C Vehicle	Minimum KM to be charged per day*
		1.	2.	3.
1.	Swift Dzire/ Toyota Etios/SX4			
2.	Indigo/Accent			
3.	Indica/WagonR/EEC O			
4.	Xylo/Innova			
	Honda City			

x rates sale be inclusive of all the taxes and other charges.

Authorized Signatory

(With full name and designation)

Name : _____

Designation: _____

Mobile no. : _____

Phone No.: _____

Seal of the fir