



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

TENDER NOTICE

The Central Board of Secondary Education, Regional Office, Patna 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 for official use from the date of award of the contract from CBSE Regional Office, Patna. The agency must have experienced and other eligibility criteria as given in tender form.

Cost of Tender Form	:Rs.300/- (Non-refundable)
Sale of Tenders	:From 23.11.2017 Upto 13.12.2017 from the Cashier, CBSE, Regional Office, Patna on all working days between 10:00 A.M to 1:00 P.M. The Tender Form can also be downloaded from our website: www.cbse.nic.in & from the website of CPPP at www.eprocure.gov.in . (free of cost).
Last date for submission of tender	: 13.12.2017 upto 1:00 P.M.
Opening of Tender	: 13.12.2017 at 3:00 P.M.

Note: For complete details visit our Website: www.cbse.nic.in & www.eprocure.gov.in


REGIONAL OFFICER

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शेखपुरा, राजा बाजार, बैली रोड, पटना- 800 014 ;बिहार

REGIONAL OFFICE

Ambika Complex, Behind State Bank Colony, Brahmsthan,
Sheikhpura, RajaBazar, Bailey Road, Patna - 800014 (Bihar)

फोन / Telephone : 0612 - 2295080/2295008 वेबसाइट/Website: www.cbse.nic.in
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Tender Form No.: CBSE/RO/PTN/Tender/_____/2017-18

TENDER DOCUMENT

Sl. 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 different types of Covered vehicle/trucks for AISSCE/AISSE- 2018 like Tata-407 or equivalent, Tata-709 or equivalent, Tata-1109 or equivalent etc. Diesel/Petrol driven covered vehicle/truck having TAXI OR PUBLIC TRANSPORT PERMIT AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for CBSE, Regional Office, Patna, Bihar.	ASSISTANT SECRETARY(ADMINISTRATION) Tel: 0612-2297050 0612-2295040 Address: Central Board of Secondary Education, Regional Office, Ambika Complex, Behind SBI Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014.

IMPORTANT DATE & TIME

Date of availability of Tender documents at Cashier: Regional Office Central Board of Secondary Education, 5 th Floor, Ambika Complex, Behind SBI Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014.	Between 10:00 A.M to 3:00 P.M. on any working day from 23.11.2017 to 23.11.2017 on payment of Rs.300/-(three hundred only) (Non-refundable) & receipt of the cash be enclosed with the tender or can also be downloaded from CBSE website www.cbse.nic.in & www.eprocure.gov.in free of cost.
Last date of submission of Tender documents	On or before 13.12.2017 at 01:00 PM
Date of opening of Technical Bid	13.12.2017 at 3:00 P.M.
EMD Amount to be submitted for the	Rs.40,000/- Only
Item stated in requirement schedule	As stated at Annexure-II

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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 Diesel/Petrol** from the date of award of the contract for **CBSE, Regional Office, Patna, Bihar**. 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 Covered vehicle/trucks for **Regional Office, Patna**. Envelope should be received /dropped in the Tender Box kept at Ground Floor of **Regional Office, Patna latest by 3:00 P.M on 13.12.17**. 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 hand/speed post /registered post/ordinary post/courier addressed to "**Central Board of Secondary Education, Regional Office, Ambika Complex, Behind SBI Colony, Brahmsthan, Sheikhpura, Raja Bazar, Bailey Road, Patna-800014**" and should be received on or before 13.12.17 upto 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.**
3. The envelope should be put in one sealed cover accompanying **Earnest Money of Rs.30,000/-** (Rupees Thirty thousand only) in the shape of a Bank Draft of any nationalized bank favouring "Secretary, CBSE, payable at Patna. The envelope superscribed as "**Tender for hiring of different types of covered vehicle/trucks to the Regional Office, Central Board of Secondary Education, Patna**" can be received/dropped in the Tender Box kept at Ground Floor of this office on or before 13.12.17 by 3:00 p.m. **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.**
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 Patna.
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 Patna journey during examinations 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.

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ANNEXURE-I

TERMS AND CONDITIONS

1. Rates quoted for **HIRING OF DIFFERENT TYPES OF COVERED VEHICLE/TRUCK BY CBSE** shall be inclusive of all the charges i.e. Road Tax, Fuel Charges, repair & maintenance charges or charges or any kind etc.
2. The price quoted and accepted by CBSE would remain same during the contract period of one year. However it can be extended up to 2 years.
3. There should not be any overwriting or erasing in the quoted rates and the terms and conditions of the contracts are to be signed by the Partner/Owner/Managing Director of the Firm
4. The tenderer shall have to deposit EMD of Rs.40,000/- (Rupees forty thousand only) through Demand Draft in favour of Secretary, CBSE, payable at Patna.
5. The Transporter shall be fully responsible for damages or loss of answer books and full cost thereof will be recovered from the transporter. In addition to this further penalty as decided by the Chairman of the Board shall also be imposed.
6. The delivery of answer books will have to be made safely and without any damage of any type and intact at the respective destinations. No extra charges will be payable, if any, for wrong delivery of consignment and the transporter shall be liable for all the damages and losses.
7. The Board is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
8. The successful tenderers shall have to provide the trucks strictly within stipulated time and date in the work order, failing which job may be assigned to the next lowest tenderer.
9. The payment will be made after completion of work satisfactorily and submission of bills.

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10. Approx. 03 trucks in a day will be required of size TATA 407 or TATA 709, TATA 1109 (covered) or equivalent to be decided by the Board on different dates for sending and collecting the confidential materials in the State of Bihar & Jharkhand from Regional Office, CBSE, Patna and back to Regional Office, Patna in the months of March, April & May, 2018. The quantity may decrease or increase as per actual requirement. The tentative exact requirement of the trucks will be intimated at the time of placing order. The requirement of trucks may increase or decrease. Trucks should be provided at any place as per requirement and schedule of the Board. The Board will prefer TATA 407, TATA 709, TATA 1109 (Covered) or equivalent due to large number of confidential packets.
11. T.D.S. or other applicable tax shall be deducted from the Bills as per norms.
12. No change in the quoted rates will be allowed during/till the contract in force.
13. In the event of any dispute the decision of the Chairman of the Board shall be final and binding upon the tenderer.
14. The rates quoted will be valid for one year only but can be extended for two more year with the consent of both the parties & satisfactory service provided by the Agency.
15. Covered vehicle/trucks should run on either petrol or Diesel. If the covered vehicle/truck is out of order, the Contractor shall provide a substitute covered vehicle/truck immediately. In case covered vehicle/truck does not report on time/does not report at all, the Department would have a right to hire a covered vehicle/truck from open market and the additional cost incurred by the Department will be borne by the Contractor (Transport Agency).
16. The Driver should have valid driving license and the covered vehicle/truck should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the covered vehicle/truck 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 should carry a mobile phone in working condition, for which, no separate payment shall be made by the Board.
17. **The mileage for the purpose of "covered vehicle/truck 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.**

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18. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel etc. Hence, the Service Provider will ensure that the fuel tank of covered vehicle/truck provided is fully filled up before sending the covered vehicle/truck for duty. Covered vehicle/truck shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.
19. Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:
- Misbehavior of the Driver and non-cooperation during the journey with occupant of covered vehicle/truck.
 - Frequently late arrival of covered vehicle/trucks as per time schedule given from time to time.
 - Providing of covered vehicle/trucks of **Model** before **January, 2013** or bad condition of covered vehicle/trucks.
 - PENALTY CLAUSE: (Amount in Rs.)**

Sl. No.	Violations	Penal amount per covered vehicle/truck			Amount To be deducted Per day Per covered vehicle/truck	Remarks
		Instances				
		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.	Misbehavior/ Misconduct of the Driver and non-cooperation during the journey with the occupant.	500/-	1000/-	2000/-	For each violation per covered vehicle/truck

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20. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency for a period of one 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.
21. 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/Performance Security will be forfeited and the bid/contract will be summarily rejected /cancelled.
22. The Board has right to reject any tender of the firm in the following cases:-
 - a) If the covered vehicle/trucks/taxies provided are not as per the required model or
 - b) Covered vehicle/truck is of model other than the model mentioned in the tender form.
 - c) If tender form is not complete.
23. While considering the rates the Board will also consider the quality of covered vehicle/truck. The Board reserves the right to examine the types of covered vehicle/truck for their quality if it so desire. The Board reserves the right to enter into parallel Contract for similar covered vehicle/trucks 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 the Board.
24. No extra claim for safe working of driver would be entertained.
25. Taxes shall be deducted as per rules.
26. 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 completion of work.
27. 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.
28. 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.
29. **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 /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.

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30. 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 (two) years on mutually agreed Terms & Conditions.
31. 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.
32. 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.
33. 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.
34. If after awarding the contract, the successful bidder (L-1) fails to provide required number of covered vehicle/trucks, 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.
35. 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, Patna. The decision of the arbitration or Secretary of the 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 office of CBSE, Patna. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated /appointed by CBSE, Patna. The parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be Patna.
36. A performance security @10% of the contract value i.e Rs 80,000/- (Rupees eighty thousand only)shall be provided by the successful bidders in shape of Demand Draft/Bank Guarantee in favour of "Secretary, CBSE, payable at Patna". After depositing of the Performance Security, Earnest Money will be refunded.
37. No advance payment shall be released by the Board on account of Hiring of Covered vehicle/truck.

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38. Goods & Service Tax Registration Number is required.
39. The successful bidders shall have to execute an agreement on a non-judicial stamp paper of Rs.100/- for which Draft agreement will be provided by the Board. Cost of the stamp paper shall be borne by the bidder.
40. The legal jurisdiction shall be within the State of Bihar.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 09 have been read by me/us and are acceptable to me/us In-Toto.

{FULL NAME WITH SIGNATURE OF THE TENDERER}
{SEAL WITH COMPLETE ADDRESS}

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ANNEXURE-II

"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> <hr/> <p>1. On DAY TO DAY REQUIREMENT/CALL BASIS" (OUTSIDE PATNA)</p> <hr/> <p>- During VARIOUS EXAMINATIONS of the Board UP TO 1500 KM APPROX. FROM CBSE OFFICE of PATNA (Destination Place is in the Bihar & Jharkhand).</p>

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ANNEXURE-III

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 two financial years i.e. 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 (see para 29) 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 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 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.

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शेखपुरा, राजा बाजार, बैली रोड, पटना- 800 014 ;बिहार

REGIONAL OFFICE

Ambika Complex, Behind State Bank Colony, Brahmsthan,
Sheikhpura, Raja Bazar, Bailey Road, Patna - 800014 (Bihar)

फोन / Telephone : 0612 - 2295080/2295008 वेबसाइट/Website: www.cbse.nic.in

E- Mail: ropatna.cbse@nic.in/examination.ropatna@gmail.com



ANNEXURE-IV

TENDER FORM

'TECHNICAL BID'

**PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF COVERED
VEHICLE/TRUCKS 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 TWO YEARS)		
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.

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

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Contd...



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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. 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, Patna _____.
- b. Annual Turnover (During Last three financial year)

2014-15	Rs. _____
2015-16	Rs. _____
2016-17	Rs. _____

(Attested Certificate 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.40,000/-
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.

Authorized Signatory
(Signature with full name and designation)

Seal: _____

Mobile No.: _____

Phone No. : _____

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ANNEXURE-V

TENDER FORM

'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, Service Tax 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. : _____

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शेखपुरा, राजा बाजार, बेली रोड, पटना- 800 014 ;बिहार

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