

415



**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 stationed locally in and around Patna for hiring of different type of vehicle ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR for official use from the date of award of the contract from CBSE Regional Office, Patna. The agency must have experience 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 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: <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> & from the website of CPPP at <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .
Last date for submission of tender	: 13.12.2017 upto 1:00 P.M.(free of cost)
Opening of Tender	: 13.12.2017 at 3:00 P.M.

Note: For complete details visit our Website: [www.cbse.nic.in](http://www.cbse.nic.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

**REGIONAL OFFICER**

क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान  
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](http://www.cbse.nic.in)

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Page 1/14

Tender Form No.: CBSE/RO/PTN/Tender/F-65A/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 vehicles like Swift Dzire/Indigo/Accent, Innova, Tata Sumo/ Pick up Van etc. (AC/NON-AC) Diesel/Petrol driven vehicle 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.	<b>ASSISTANT SECRETARY (ADMINISTRATION)</b> 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 Regional Office Central Board of Secondary Education, 5 <sup>th</sup> 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 23.11.17 to 13.12.2017 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 <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> & <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> 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

Page 2/14

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 travelling agencies stationed locally in and around Patna only for hiring of **different types of vehicles like Swift Dzire /Indigo/Tata Sumo, Indica /Innova/Pick Up Van etc. (AC/NON-AC) Diesel/Petrol AS AND WHEN REQUIRED BASIS FOR A PERIOD OF ONE YEAR** from the date of award of the contract from **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 Vehicles for **Regional Office, Patna**. Envelope should be received /dropped in the Tender Box kept at Ground Floor of **Regional Office, Patna latest by 1:00 P.M on 13.12.2017**. Incomplete/conditional/late tenders or those without earnest money will be rejected There should not be any over writing or amendment in the rates quoted, the terms and conditions of the contract. All the form/documents 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 13.12.2017 upto 1:00 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 vehicles 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 13.12.2017 by 1:00 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 deposited by 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 vehicles are required on hiring basis for local journey as well as for out station journey during various examinations of the Board or for any other purposes as and when required (on call basis).
8. The Board 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 VEHICLES/TAXIES BY CBSE** shall be inclusive of all the charges i.e. Road Tax, Fuel Charges, repair & maintenance charges or charges of any kind etc.
2. The price quoted and accepted by CBSE would remain same during the contract period of one year.
3. Vehicles should run on either petrol or Diesel. 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 CBSE would have a right to hire a vehicle from open market and the additional cost incurred by CBSE will be borne by the Contractor (Transport Agency).
4. 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 must adhere 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.
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 No any additional KM and hours charges (like Garage to Garage charges etc.) will be applicable in addition; to actual KM and Time.
6. **The service shall be provided on 24x7 basis.** 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 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.

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**CENTRAL BOARD OF SECONDARY EDUCATION**

Page 5/14

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

- a) Misbehavior of the Driver and non-cooperation during the journey with occupant of vehicle.
- b) Frequently late arrival of vehicles 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.)**

Sl. No.	Violations	Penal amount per vehicle			Amount 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/duty slip (to be maintained in prescribed format)	1000/-	2000/-	3000/-	.....	---do---
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 and conditions of Tender.	500/-	1000/-	2000/-	.....	For each violation per vehicle
7.	Misbehaviour/Misconduct of the Driver and non-cooperation during the journey with the occupant.	500/-	1000/-	2000/-	.....	For each violation per vehicle

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CENTRAL BOARD OF SECONDARY EDUCATION

Page 6/14

8. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency due to late/non-supply/short supply and supply not in consonance with the approved model, the decision of the Board shall be final and binding upon the firm.
9. 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.
10. 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.
11. 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 the Board.
12. Taxes shall be deducted as per rules.
13. Requirement of vehicles 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.
14. 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.
15. 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.
16. The **vehicles/taxies provided must not be older than 05 (five) 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 vehicles /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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**CENTRAL BOARD OF SECONDARY EDUCATION**

Page 7/14

17. 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 03 (three) years** on mutually agreed Terms & Conditions and satisfactory report.
18. 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.
19. 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.
20. 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.
21. 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 as deemed appropriate will be initiated.
22. 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 arbitrator / 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.
23. A performance security @10% i.e **Rs 80,000/- (Rupees eighty thousand only)** of the contract value 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.
24. No advance payment shall be released by the Board on account of Hiring of Vehicle.
25. Goods & Service Tax Registration No. is required.

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**CENTRAL BOARD OF SECONDARY EDUCATION**

Page 8/14

26. 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.

27. 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 27 have been read by me/us and are acceptable to me/us In-Toto.

{FULL NAME & SIGNATURE OF THE TENDERER)  
{SEAL WITH COMPLETE ADDRESS)  
LANDLINE NO.:  
MOBILE:

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Page 9/14

**ANNEXURE-II**

**“SPECIFICATION SCHEDULE”**

Sl. No.	Types of Vehicles required	Specification	Description
1	Swift Dzire/Indigo/Accent/ Indica/Innova/Tata Sumo/Pick up Van/Scorpio/Bolero	<p>The Vehicles/Taxies are <b>required</b> for</p> <hr/> <p>1. On DAY TO DAY REQUIREMENT/CALL BASIS” (WITHIN DISTRICT –LOCAL)</p> <hr/> <p>- Upto 80 km &amp; 8 Hrs per day (in case of full day) and 40 km &amp; 04 Hrs. per day (in case of half day) for LOCAL.</p> <hr/> <p>2. 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.</p>	On 24x7 Hours Basis

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Page 9/14

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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 furnish 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 vehicles/taxies/tour operations. Balance Sheet duly certified by a CA may be enclosed.
- D) The Agency should have minimum Two 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).

**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 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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**ANNEXURE-IV**

**TENDER FORM**

**'TECHNICAL BID'**

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

1.	<b>ABOUT THE FIRM</b>	
	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.	<b>PAST EXPERIENCE (PREFERABLY FOR LAST TWO YEARS)</b>		
Sl. No.	Year	Name of Organization	Details of work executed (with proof)**
1	2015-16		
2	2016-17		

\*\* Total period of experience of 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 Organization? If 'Yes' the details thereof.'

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Contd...

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Page 12/14

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

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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 two financial year)

2015-16 Rs. \_\_\_\_\_  
2016-17 Rs. \_\_\_\_\_

(Attested Certificate by the 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**  
(with full name, designation and address)

Seal:

Mobile No.: \_\_\_\_\_

Phone No. : \_\_\_\_\_

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Page 13/14

ANNEXURE-V

TENDER FORM

'FINANCIAL BID'

Rate schedule of Vehicles required For

A. Rates of Vehicles (outside Patna)					
Sl. No.	Vehicle Type	Rates/per km. NON-AC	Rates/Per Km. AC	Minimum KM to be charged per day	Night Stay charges, if any.
1.	Quallis				
2.	Swift Dzire				
3.	Indigo				
4.	Tata Sumo				
5.	Pick up 207				
6.	Tavera				
7.	Scorpio				
8.	Innova				
9.	Bolero				
10.	Xylo				
11.	Tata Indica				
12.	Tempo Traveler (18 Seaters)				

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Page 14/14

**B. Rates of Vehicle (Within District i.e. LOCAL)**

Vehicle Type		Rate upto 40 kms/or 4 hrs	Rates upto 80 kms /or 8 hrs	Rates for add. Km/extra hrs.
Quallis	Non-AC			
	AC			
Tavera	Non-AC			
	AC			
Tata Indica	Non-AC			
	AC			
Innova	Non-AC			
	AC			
Tempo Traveller	Non-AC			
	AC			
Swift Dzire	Non-AC			
	AC			
Tata Indigo	Non-AC			
	AC			
Scorpio	Non-AC			
	AC			
Tata Sumo	Non-AC			
	AC			
Bolero	Non-AC			
	AC			
Xylo	Non-AC			
	AC			
Pick up 207 (Non-AC)(Covered)				
Pick up 207 (Non-AC) -(Open)				

1. No. any extra hour charges will be paid in the case for Outside Patna.
2. The rates should include of all the charges like Octroi, Toll-Tax, Parking Charges or Charges of any kind etc.
3. 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. Night Stay charges not applicable for Local Duty.
4. The hired vehicle will be relieved on the permission of either concerned vehicle In-charge or the controlling Branch In-Charge.

**Authorized Signatory**  
(with full name and designation)

Seal:

Mobile No.: \_\_\_\_\_

Phone No. : \_\_\_\_\_

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