

TENDER DOCUMENT

Sr.No.	Tender/Brief Description of the Products	Contact Person
01	<p>CBSE, Regional Office, Panchkula invites sealed Tender in two bid system from registered/reputed Transport agencies for annual Rate contract for transportation charges to different stations for dispatch of blank answer books on Godown delivery basis for 2018 Examination.</p> <p>{FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF THE CONTRACT}.</p>	<p>JOINT DIRECTOR</p> <p>Tel.: 0172 2583547</p> <p>Address: Regional Office, Central Board of Secondary Education, Sector 5, Panchkula</p>

IMPORTANT DATE & TIME

Date of availability of Tender documents at	Regional Office, CBSE, Sector – 5, Panchkula between 10.00 A.M. to 1.00 P.M. on any working day from 24.11.2017 to 15.12.2017 on payment of Rs. 200/- in cash (non-refundable) or can also be downloaded from CBSE website www.cbse.nic.in for which Bank Draft of Rs. 200/- be enclosed with the Tender form in favour of Secretary, CBSE payable at Panchkula or cash be remitted to the Cash Counter between 10.00 A.M. to 1.00 P.M., at R.O., CBSE, Panchkula. Photocopy of the receipt be enclosed with the Tender form before its submission.
Last date of collection of Tender documents	15.12.2017 up to 1.00 p.m.
Date of opening of Technical Bid	15.12.2017 up to 3.00 p.m.
EMD Amount to be submitted	Rs 15000/- only
Item stated in requirement schedule	As stated at Annexure II

CONTENT

Annexure	Description of Section
I	Terms & Conditions on the Tender and on the basis of which order will be placed
II	Requirement Schedule
III	Eligibility Criteria
IV	Technical Bid
V	Financial Bid

CENTRAL BOARD OF SECONDARY EDUCATION
INSTRUCTION TO BIDDERS

1. Sealed tender are invited from reputed/registered transport agencies stationed locally in Panchkula, Chandigarh & Mohali only for dispatch of blank answer book packets/bundles at different station situated at Punjab, J & K, Himachal Pradesh and Haryana 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, Panchkula. The contract value shall be around **Rs. 5,00,000/- (Rupees Five Lakh)** approximately.
2. Tender Form/Document Should be complete in all respects and placed in two parts i.e. – Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (Clearly mentioning “Technical Bid” and “Financial Bid”) which in turn are to be placed in one sealed cover bearing “Comprehensive Bid for Dispatch of Blank Answer Books packets at Different Places for Regional Office, Panchkula.
3. One sealed cover accompanying Earnest Money of Rs. 15000/- (Rupees Fifteen Thousand Only) in the shape of a Bank Draft Favouring “The Secretary, CBSE, Panchkula” superscribed as “EMD for Tender for dispatch of blank answer books packets at different stations for Regional Office, CBSE, Sector – 5, Panchkula” and Cash Receipt/DD for cost of form should also be put in the Technical Bid Envelope.
4. Envelops should be received/dropped in the Tender Box kept at Regional Office, CBSE, Sector – 5, Panchkula latest by 1.00 p.m. on 15.12.2017. Incomplete /conditional/late tenders or those without earnest money will be rejected. There should be no over writing or amendment in the rates quoted or in the terms and conditions of the contract. All the forms should have sign and seal of the firm.
5. Tender bids may also be submitted by speed post/registered post/ordinary post/courier addressed to “Regional Office, CBSE, Sector – 5, Panchkula ” on or before 15.12.2017 upto 1.00 p.m. Tender received after due date and time shall not be considered. CBSE shall not be responsible for any delay on postal/courier account.
6. Earnest money deposited shall be refunded to the unsuccessful bidders after expiry of the final bid validity of 120 days or after the final approval of the competent authority.
7. Earnest money deposit of successful bidder shall be refunded after receipts of performance security of 5% of contract value i.e Rs.25000/-.
8. Terms and conditions of the tender shall be read in conjunction with the General conditions of contract & other documents being part of this contract.
9. The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason.

TERMS AND CONDITIONS

1. Rates quoted for **TRANSPORTATION OF BLANK ANSWER BOOKS AT DIFFERENT STATIONS** (Refer Annexure-II) Shall be inclusive of all taxes , Labour Charges etc.
2. The contract shall be valid for a period of one year. However, it could be extended for further two years on mutually agreed rates and terms & conditions between the contractor and the CBSE if the services of the agency found to be satisfactory.
3. In case the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately.
4. All the material should be lifted from the Regional Office, CBSE, Sector – 5, Panchkula by the agency itself.
5. Agency will be fully responsible for the timely delivery of the bundles/packets at the stations mentioned in the Financial bid.
6. The material should reach the station within 15 days from the lifting of bundle/packet from the Regional office, CBSE, Sector – 5, Panchkula.
7. After reaching the material at its destination, the agency will make calls to schools/centres (will be provided to the agency) for uplifting the material from the godown of the agency.
8. **The services shall be provided on 24X7 basis.**
9. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:
 - (a) Misbehavior and non-co-operation of the Driver.
 - (b) Frequently late arrival of vehicle as per time schedule given from time to time.
 - (c) Providing of vehicles of bad condition of vehicles.
 - (d) **PENALTY CLAUSE (Amount in Rs.)**

S.No	Violations	Penal amount per vehicle			Remarks
		Instances			
		First	Second	Third	
1.	Failure to provide alternate arrangement within one hour of vehicle breakdown.	500/-	1000/-	2000/-	Amt. to be deducted from bill
2.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle	500/-	1000/-	2000/-	
3.	Non-compliance of requirements/order and any other terms & conditions of any Tender.	500/-	1000/-	2000/-	
4.	Misbehavior /Misconduct and non-co-operation of the Driver.	500/-	1000/-	2000/-	

10. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarring 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 Secretary of the Board shall be final and binding upon the agency/firm.
11. The Firm has to give a self-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 or has suppressed facts or manipulated the documents, etc. or any attempt is made to scuttle this Tendering process in any manner, the EMD/PBG will be forfeited and the bid/ contract will be summarily rejected/cancelled.
12. The Board has right to reject any tender of the firm in the following cases:-
 - a) If the vehicles provided are not as per the requirement of the Board or
 - b) If tender form is not complete.
13. The Board reserves the right to terminate the contract at any time by giving one month's notice.
14. Taxes shall be deducted as per rules.
15. Requirement of vehicles shall be communicated well in advance and the final payment will be released on submission of proper bills in duplicate after completion of work.
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 user department/schools/centres.
17. 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.
18. **The Vehicles provided must** have 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 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. Any delay at any stage/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 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 (L1) fails to provide required number of vehicles, 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, R.O. 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 R.O. of the offices of CBSE, Panchkula. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by CBSE, Secretary. The parties shall continue to perform their obligation under this agreement during arbitration proceeding. The venue for arbitration will be R.O Panchkula.
23. The legal jurisdiction shall be within the-jurisdiction of Secretary CBSE Delhi.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 23 have been read by me/us and are acceptable to me/ us In-Toto.

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

“Specification”

Specification
Transportation of blank Answer Books Packets/Bundles weighing 25 kg. to 30 Kg. (approximately) to various stations at Punjab, Jammu & Kashmir, Himachal Pradesh and Haryana.

ELIGIBILITY CRITERIA

- a) The Tenderer should have all the infrastructure 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., GST No. & TIN NO.
- c) The Tenderer must have Average Annual turnover of **30-40% of the exact work value of contract** or more during the last three financial years i.e. 2015, 2016 & 2017 for the same field.
- d) The Tenderer should have minimum three years past experience in the same field with State Govt. Educational institutions /Any Board/University (attach documentary evidence in Technical bids)

‘Technical Bid’

PROFORMA FOR TRANSPORTATION OF BLANK ANSWER BOOKS TO DIFFERENT STATIONS FOR 2018 EXAMINATION.

ABOUT THE FIRM	
A. Name and address of the Firm	
B. Telephone No.	
C. Type of Firm Proprietary/ Firm/ Company registered under Transport Authority.	
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 With mobile nos.	

2. PAST EXPERIENCE IN THE SAME FIELD WITH EDUCATIONAL INSTUTION/ BOARD/UNIVERSITY (PREFERABLY FOR LAST THREE YEARS)			
Sl. No.	Year	Name of Organization	Details of work executed (with proof)**
1	2014-15		
2	2015-16		
3	2016-17		

* Please attached attested copies of work order.

2.1 Has the firm ever been debarred/Black listed by any Organization? If “Yes” the details thereof.

2.3 Whether the firm is capable to dispatch the material at all stations in H.P., J & K, Punjab and Haryana

3. INFRASTRUCTURAL DETAILS:-

- a. No. of Offices located in : _____
Chandigarh, Punjab, J&K,
Himachal and Haryana.
- b. No. of vehicles available : _____
- c. Annual Turnover (During Last three financial year)
- | | |
|-----------|-----------|
| 2014-2015 | Rs. _____ |
| 2015-2016 | Rs. _____ |
| 2016-2017 | Rs. _____ |
- d. No. of Employees/ Drivers _____

4. SALES TAX NO. _____

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

5. EARNEST MONEY DETAILS:-

Bank Draft No. _____ Date _____ for Rs. _____/-

Name of the Drawee Bank _____

6. PAN/TIN NO./GST No. _____**7. 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 and designation)

Seal:

Mobile no.: _____ Phone No.: _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, SECTOR 5, PANCHKULA [HARYANA]**

“Financial Bid”

**PROFORMA FOR TRANSPORTATION OF BLANK ANSWER BOOKS TO DIFFERENT STATIONS FOR 2018
EXAMINATION**

{RATE SCHEDULE FOR TRANSPORTATION OF BLANK ANSWER BOOKS TO DIFFERENT STATIONS}

S.No.	Station	Rate Per Nag {Inclusive All Taxes and Labour Charges etc.}	S.No.	Station	Rate Per Nag {Inclusive All Taxes and Labour Charges etc.}
1	Abohar		48	Khajurla	
2	Ambala		49	Khanna	
3	Amritsar		50	Kotkapura	
4	Anantnag		51	Kullu	
5	Bahadurgarh		52	Kumharhatti	
6	Barnala		53	Kunihar	
7	Batala		54	Ludhiana	
8	Beas		55	Malerkotla	
9	Beri		56	Malout	
10	Bhatinda		57	Manali	
11	Bhiwani		58	Mandi	
12	Bilaspur		59	Mansa	
13	Chamba		60	Moga	
14	Dalhousie		61	Muktsar	
15	Dasuya		62	Nabha	
16	Dehra		63	Nahan	
17	Dharampur		64	Palampur	
18	Dharamshala		65	Pandoh	
19	Dhuri		66	Panipat	
20	Faridabad		67	Paprola	
21	Faridkot		68	Parwanoo	
22	Fazilka		69	Pathankot	
23	Ferozepur		70	Patiala	
24	Gaggal		71	Phagwara	
25	Gagrat		72	Pipli	
26	Gobindgarh		73	Poanta Sahib	
27	Gurdaspur		74	Rajgarh	
28	Gurgaon		75	Rampur Bushar	
29	Hamirpur		76	Rekong Peo	
30	Hansi		77	Rewari	
31	Hissar		78	Rohtak	
32	Hoshiarpur		79	Samba	
33	Jagadhari		80	Sangrur	
34	Jagron		81	Sarahan	
35	Jalandhar		82	Shimla	
36	Jammu		83	Solan	
37	Jassur		84	Sonipat	
38	Jeori		85	Srinagar	

S.No.	Station	Rate Per Nag {Inclusive All Taxes and Labour Charges etc.}	S.No.	Station	Rate Per Nag {Inclusive All Taxes and Labour Charges etc.}
39	Jind		86	Subathu	
40	Kaithal		87	Sujanpur Tira	
41	Kandaghat		88	Sunder Nagar	
42	Kangra		89	Rampura Phul	
43	Kapurthala		90	Theog	
44	Karnal		91	Udhampur	
45	Kasauli		92	Una	
46	Kathua		93	Yamuna Nagar	
47	Kathua		94	Yol Camp	

The undersigned has gone through all the above mentioned terms and conditions and these are acceptable to me.

Signature with stamp
Of the Transporter

Name of the Agency/ Address

Proprietor of the Agency

Phone No:-

Date: _____

Mobile No:-

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/Cost of form (in the shape of DD/Cash Receipt).
3. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Tender 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 Chartered Accountant)
5. Copy of PAN/GST should be attached with the tender.
6. Copy of Certificate of registration under Service Tax.