



TENDER DOCUMENT FOR TRANSPORTATION OF MATERIAL FROM VARIOUS LOCATIONS IN INDIA TO CBSE OFFICES IN DELHI/NCR



CENTRAL BOARD OF SECONDARY EDUCATION
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI 110092



TENDER DOCUMENT
FOR
TRANSPORTATION OF MATERIAL

- To be deposited in Tender Box available at Reception Counter in CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar Delhi-92.
- Closing Date & Time of submission of Tender Form: **20.09.2017** up to **02.30 pm**.
- Date & Time of opening of Bid: **20.09.2017** at **03.00 pm**.

NOTE:

1. This tender Document contains 13 pages and bidders are requested to sign on all the pages.
2. This tender document can be downloaded from the website – www.cbse.nic.in.
3. The Technical Bid & the Financial Bid should be sealed by the bidder in separate covers duly superscribed as "Technical Bid for Tender For Transportation of Material" and "Financial Bid for Tender for Transportation of Material" respectively & both these sealed covers are to be put in a bigger cover which should also be sealed and bear the name & address of the tenderer and superscribed with "Comprehensive Bid for Tender for TRANSPORTATION OF MATERIAL".
4. The tender should be addressed to The Secretary, CBSE, and be deposited at the Tender Box available at Reception Counter, CBSE (HQ), Preet Vihar, Dehi-92 on or before 02.30 PM on 20.09.2017.





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:: TENDER NOTICE ::

No. CBSE/ADMN/TRANSPORTATION TENDER/2017

Dated: 30.08.2017

CBSE invites sealed tenders in two Bid System (Technical & Financial Bid) from Experienced & Professionally competent agencies for Transportation of Material from various location in India to CBSE offices in Delhi/ NCR in Trunks/ Boxes.

1. **Cost of Tender Document (Non-Refundable):**Rs. 1,000/- (*Rupees One Thousand only*) by way of Demand Draft in favour of Secretary, CBSE, payable at Delhi.
2. The bidder shall also enclose a Demand Draft from any of the commercial bank as **EMD** amounting to **Rs. 1,30,000/- (Rupees: One Lakh Thirty Thousand Only)** favouring Secretary, CBSE and the same will be refunded to the unsuccessful tenderers after finalization of the contract.
3. **Contract Period:-** The Period of Contract is initially for One year from the date of Agreement/Work Order and it may be further extended mutually upto a maximum of three years (on year to year basis) subject to providing of satisfactory service and on same terms & conditions of the tender.
4. **Last Date for Submission of Tender:-** *The last date for submission of tenders is 20.09.2017 before 02.30 PM, and this shall be opened at 03.00 PM on the same day.* The tender form can be downloaded from CBSE website www.cbse.nic.in or CPPP Portal.
5. **Pre-Bid Meeting :-** A Pre-Bid Meeting for clarifications is scheduled on 15.09.2017 at 04:00 PM in the chamber of Assistant Secretary (Admin-II), 3rd Floor, CBSE, Preet Vihar, Delhi.

Joint Secretary (A&L)





QUALIFYING/ELIGIBILITY REQUIREMENTS FOR BIDDING

1. The bidders/ agencies should have their own infrastructure and set up where the agency is experienced and recognized in transportation of material (**Trunks etc**) place to place across India and abroad.
2. The Agency/ Bidders should provide the proof of Turnover of the last 03 Financial Years where the Annual Turnover should be Rs. 2 crores per year.
3. The Agency/ Bidders should have stations/ network in all State capitals and major cities of the states across India to carry out the assigned work perfectly. The agency should have branch offices at least in Capital of States & UTs (**list to be furnished**).
4. The Agency/ Bidders must submit affidavit that they have not been blacklisted or suspended by any of Govt./Semi Govt./Autonomous/PSUs etc and have not been held guilty by any court of law for any offence involving fraud, dishonesty and moral turpitude.
5. The Agency/ Bidders should have registered/ corporate office in Delhi/NCR.
6. The Agency/ Bidders must furnish a self attested copy of the PAN NO & TIN No/ GST Registration No. of the firm.
7. The agency should have minimum 05 years past experience of the same work in the Govt./PSU/Autonomous organization etc. (attach documentary evidence in Technical bids).
8. The Agency/ Bidders must enclose a List of organizations to which such work has been performed by the firm.
9. All the relevant documents must be signed/ attested by the tenderer.





3.0 INSTRUCTION TO TENDERERS/BIDERS

1. The tender is processed in **Two parts** viz.

Part A: Technical bid.
Part B: Financial Bid.

Part A of the tender form which is the technical bid be submitted along with duly filled Annexure I & II, EMD and other enclosures such as documents for qualifying requirements, branch list, Copy of IBA certificate etc in one sealed envelope Super scribed as **“Technical Bid for Transportation of Material”**.

Part B of the tender form which should contain **only the financial bid** must be submitted in another separate sealed envelope Super scribed as **“Financial Bid for Transportation of Material”**. The format is at Annexure-III.

Any detail which the tenderer wish to submit must be enclosed with Technical bid only and Financial bid envelope must contain only rates.

2. Both separately sealed ‘Technical bid’ and ‘Financial bid’ must be put in a single envelope super scribed as “Comprehensive bid for Transportation of Material” and must be dropped in the tender box kept at the Ground Floor Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi- 92 within specified date and time by the representative of the tenderer. Any tender document received after the due date through email/ fax/ courier shall be summarily rejected.
3. All tenderers can witness the opening of Technical bid. After evaluation of Technical bids, financial bids of only those agencies whose Technical Bid is found suitable will be opened on a subsequent date which will be informed to concerned parties in advance for witnessing financial/price bid opening.
4. All entries in a tender document should be in one ink. Corrections, over writings, cuttings, etc is not permitted in the tender document. All the columns in the tender form should be filled without leaving blank any page of the tender and **all the pages must be duly signed & sealed by the tenderer.**
5. The Tender forms can be downloaded from CBSE website www.cbse.nic.in and be submitted along-with tender fee by way of Demand Draft of **Rs. 1,000 /- (Rupees One Thousand only)** in favour of **Secretary, CBSE, payable at Delhi.** Any amendments to the tender will be put on the CBSE’s website.





4.0 GENERAL TERMS AND CONDITIONS

1. The bidders should quote per Km per Kg rates for different destinations across country as per Financial bid proforma.
2. While quoting the rates, the tenderers/ bidders are advised to quote rates including all taxes, toll charges, entry charges, loading/ unloading, compulsory insurance, labour charges etc. No claim shall be entertained on this account after acceptance of the tender or during the existence of the Contract (except taxes payable).
3. Before tendering, the tenderers are advised to carefully go through the **Terms and Conditions of the Contract** and the Tender Notice which form part of the Agreement to be entered into.
4. The rates quoted shall remain valid for **3 MONTHS** from the date of opening of tenders. Withdrawal of tender during the above period of three months shall entail forfeiture of the full amount of the Earnest Money Deposit.
5. In the event of the tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, the person holding the power of attorney on behalf of the firm.
6. The tenderer should take care that no column in the **e-tender** should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
7. The tender must be accompanied by a Demand Draft for Rs. **1,30,000/- (Rupees One Lakh Thirty Thousand only)** drawn in favour of Secretary CBSE, Payable at Delhi, towards Earnest Money. This money shall not carry any interest and the money will be refunded to the unsuccessful tenderers after three months from the date of opening of the tender or within one week from the date of finalisation of the award whichever is earlier. EMD can be deposited by a Demand Draft favouring Secretary, CBSE payable at Delhi. The EMD of unsuccessful tenderers will be refunded without any interest.
8. Tenders without Earnest Money Deposit will not be accepted. **Payment by Cheque towards Earnest Money Deposit is not acceptable.** Any request for adjusting outstanding bills with CBSE in lieu of Earnest Money Deposit will under no circumstances be accepted. In the case of the successful tenderers, the Earnest Money Deposit will be released on receipt of Performance Guarantee/ Security Deposit which should be deposited, in any case, within 01 month of issuance/ award of Work Order. Performance Gurarantee/ Security Deposit should be 8% of estimate work value which is around Rs. 5,20,000/- (Rupees Five Lakhs Twenty Thousand only).
9. Performance Security deposit is accepted in any one of the following methods:
 - a) Demand draft.
 - b) Online through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.
10. The Firms/Tenderers registered with NSIC/DGS&D or concerned ministry or department shall be exempt from depositing EMD. However, the performance security shall be obtained from every successful bidder irrespective of their registration status etc. The **Micro, Small and Medium Enterprises and the Public Sector Enterprises** are exempted from the requisite fee and EMD amount (if any).



11. Successful tenderers have to execute an agreement on stamp paper of Rs.100/- containing all the necessary terms and conditions of this Contract.
12. If any Tenderer withdraws his offer after submission and before acceptance of their tender then the Earnest Money deposited by him is liable to be forfeited.
13. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
14. Secretary, CBSE, reserves the right to accept or reject any tender in part or full at their discretion without assigning any reason.
15. The offers should be in full conformity with the terms and condition of this tender. No counter conditions are acceptable, and incorrect and incomplete tenders will be rejected. **Rates must be quoted in Annexure- III.**
16. Tenders not submitted on the prescribed forms will be rejected.
17. The Contract shall be in force for **ONE YEAR** from the date of award of contract. It may be further extended upto three years (on year to year basis) subject to providing of satisfactory service and on same terms & conditions of the tender.
18. The Tenderer shall provide vehicles as per requirement of the Board and as and when required at a short notice (**including early in the morning and late in the evening**). The Department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
19. If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, CBSE, reserves the right to reject such tender at any stage and any damage/ loss caused by such incident is liable to be recovered from the tenderer apart from all legal consequences.
20. The Work Order/ activities of the CBSE are confidential and time bound which are of national interest and any loss or negligence in performance of the duty will invoke penalty which may be from 20% to 30% of awarded work value at one time.
21. In case of delayed delivery/ non-delivery or loss of material during transit will invoke penalty of 4% per week of the work value and subject to imposition of penalty in preceding paragraph. In such situations, the additional cost incurred for transportation of the material through other agency, such additional amount, shall be borne by the firm/ agency.
22. The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
23. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and



not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

24. The contract can be determined/ termination at the lapse of period. In case, either party wants to bring the contract at an end, six months prior notice is essential from either side and in case of loss by such determination/ termination by the party terminating the contract, loss shall be borne by the same.
25. If any unethical practice like collusive bidding, bid rigging etc are found to be adopted for securing the Contract, the offer of such a tenderer shall be rejected and EMD's shall be forfeited.
26. In addition, the following documents are also to be submitted along with the tender.
- (i) Names and Addresses of reputed firms / Government of India Undertakings / State Government establishments/ Autonomous Bodies, with whom Contracts have been entered into by the tenderers, during the last five years (Please indicate the details separately year-wise giving value of the Contracts);
 - (ii) Latest Tax Deduction/ Payment Certificate;
 - (iii) A Certificate to the effect that tenderer is an Independent Contractor working on his own in case of no Partnership firm is in existence;
 - (iv) Printed list of the branch offices with full address and telephone numbers of the tenderers/ agency;
 - (v) List of the associates with their addresses of the tenderers/agency;
 - (vi) Duly filled in Questionnaire as per Annexure II;
27. Non-submission of any of the above information and testimonials with the tender may result in the tender being not considered.
28. The CBSE reserves the right to award the Work Contract to one or multiple agencies based on the rates quoted by them.
29. In case of any dispute, the legal jurisdiction shall be within the Union Territory of Delhi/NCR.

All the terms & conditions stated above from Point No. 1 to 29 are accepted to me/us.

Date: _____

Signature of Tenderer _____

Seal/Stamp/Address _____

Phone No. : _____



5.0 PART- A TECHNICAL BID

ANNEXURE- I

Date: _____

To

Joint Secretary (A&L),
Central Board of Secondary Education,
Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi- 92

Dear Sir,

I/We hereby offer to carry out the work of Transportation of Material from various location in India to CBSE offices in Delhi/ NCR as per the requirement of the CBSE from time to time.

I/We have carefully perused the following documents connected with the above mentioned work and agree to abide by the same.

1. Notice inviting tenders;
2. Tender Notice;
3. Terms and Conditions of contract;
4. Details of Schedule of Rates;

I/We forward herewith a Demand Draft No. _____ dated _____ for Rs.1,30,000/- (Rupees One Lakh Thirty Thousand only) towards Earnest Money which shall be refunded in case this tender is not accepted. I/We further agree to deposit the Security Deposit and also Bank Guarantee as stipulated under Point 7 of the General Terms and Conditions.

I/We further agree to execute all the work referred to in the said documents as per the terms and conditions contained or referred to in tender notice and as per schedule of rates.

I/We further agree to refer all disputes in case arises to the sole arbitration of the CBSE, Preet Vihar, Delhi, or its appointee for Arbitration in his sole discretion, whose decision shall be final and binding on both parties. I/We agree that all disputes are subject to jurisdiction at Delhi only.

Witness:
(Signature with Address)

Signature of the tenderer
Date:

1.....

2.....





6.0 PART-A TECHNICAL BID

ANNEXURE- II

QUESTIONNAIRE

(Forming part of the Contract to be filled in by the tenderer)

1. Name in full under which the Tenderer is trading : _____
2. Address of the Official premises : _____
: _____
3. Telephone No. / Telegraphic Address : _____
4. Registered as : Public Ltd. Co./Pvt Ltd/ Partnership/
others(specify)
5. Address of the Partner/ Proprietors : _____
of the tenderer's firm/concern and : _____
in case of companies particulars as : _____
to Manager, Managing director, Directors or : _____
Managing Agents as the case may be
6. Have you regular schedule service between : Yes / No
Important places in the Country?
7. Since how long you are in the business : _____
8. Are there safety systems at the collection : _____
station/ godown of the agency?
9. Whether godowns and consignments : _____
are insured against fire, theft and other risks?
10. Name of your important clients. : Please attach separate sheet
11. Printed list of your branch offices : Please attach separate sheet with
full address & telephone numbers
12. Demand Drafts No. _____ Amount Rs. _____ dated _____ towards EMD drawn in
favour of **Secretary, CBSE, Payable at Delhi** is enclosed.
13. Details of Annual Turnover of last 03 Financial Years:-

Year	Annual Turnover (in Rupees)
2013-14	
2014-15	
2015-16	





14. Past Experience (05 years):-

S.N	Year	Name of the Organization	Quantity	Value of Contract	Details of work executed (with proof)
1	2012				
2	2013				
3	2014				
4	2015				
5	2016				

15. Details of PAN No, TIN No and GST Registration No (Attach Copy) : _____

I/ We hereby certify that to the best of my / our knowledge the particulars furnished above are true. Please treat the above information as confidential and should not be divulged to unauthorized persons.

Signature & seal of the Tenderer

Place :

Date :

Witness with their address

1.

2.





7.0 FINANCIAL BID

ANNEXURE- III

This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with "Financial Bid for Transportation of Material".

After opening of technical bid, the capability and suitability of the tenderers shall be evaluated and Financial Bid of the qualified tenderers shall be opened later on and the date will be informed accordingly.

In response to your notification calling sealed tenders for job of Transportation of material, we quote our rates as under:-

1. Contractor's / Firm's Name : _____
2. Full Address & Phone Nos. : _____
- _____

Rates (including all taxes) may be mentioned as per the following tables A and B:-
(A)

Delhi / NCR	Rate per Kg per Km. (Kilometre)

(B) Cities other than Delhi/NCR (throughout India):

Places	Rate per KG per KM.
J&K and North Eastern States including Sikkim	
UTs of Andaman & Nicobar and Lakshadweep	
Rest of the India	

The agency/bidders must attach a list of per KG per KM rates for destination/ cities.

