

# TENDER DOCUMENT

Sl.No.	Tender No. / Brief Description of the products	Contact Person
<b>01</b>	CBSE invites Sealed Tender in two bid system from registered/ reputed agencies/firms for Annual Rate contract for hiring of <b>one monthly vehicles like Swift Dzire/ Indigo/ Toyota Etios. (AC)</b> Diesel/Petrol driven vehicle having TAXI OR PUBLIC TRANSPORT PERMIT ON REGULAR MONTHLY BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for <b>Regional Office, CBSE, Guwahati, Assam .</b>	<b>SECTION OFFICER (ADMINISTRATION)</b> Tel.: 0361-2338994 0361-2331995 <b>Address:-</b> Central Board of Secondary Education, Regional Office, Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037

## IMPORTANT DATE & TIME

Date of availability of Tender documents at <b>Reception counter:-</b>  Regional Office Central Board of Secondary Education Shilpagram, Near Shankardev Kalashetra Panjabari Guwahati- 781037	Between 10:00 A.M. to 3:00 P.M. on any working day <b>from 04.10.2017 to 25.10.2017</b> can also be downloaded from CBSE website <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> for which Bank Draft of Rs.200/- be enclosed with the Tender form in favour of Regional officer, CBSE, Guwahati, payable at Guwahati or cash to be remitted to the Syndicate Bank Extension Counter, CBSE, Guwahati and Photocopy of the receipt be enclosed with the Tender Form before its submission.
Last date of submission of Tender documents	_____
Date of opening of Technical Bid	_____
EMD Amount to be submitted for the	<b>Rs.10,000/- (2-5% as per work value)</b>
Item stated in requirement schedule	<b>As stated at Annexure II</b>

**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)

## **CENTRAL BOARD OF SECONDARY EDUCATION**

### **INSTRUCTIONS TO BIDDERS**

1. Sealed Limited Tender is invited from reputed and registered travelling agencies stationed locally in Guwahati only for hiring of **one vehicles like Swift Dzire/ Indigo/Toyota Etios. (AC) Diesel/Petrol ON REGULAR MONTHLY BASIS FOR A PERIOD OF ONE YEAR from the date of award of the contract for Regional Office, Guwahati.** 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, Guwahati.** Envelope should be received/dropped in the Tender Box kept at **Regional Office, Guwahati latest by 3:00 p.m. on 25/10/2017.** 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 speed post/registered post/ordinary post/courier or by hand addressed to **“Central Board of Secondary Education, Regional Office, Shilpagram Road, Near Shankardev Kalakshetra, Panjabari, Guwahati - 781037”**and should be received on 25/08/2017 up to 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. 10,000/-** (Rupees Ten thousand only) in the shape of a Bank Draft Favouring **“The Regional Officer, - Central Board of Secondary Education, Guwahati”**. The envelope superscribed as **“Tender for hiring of different types of vehicles to the Regional Office, Central Board of Secondary Education, Guwahati”** can be received/dropped in the Tender Box kept at reception counter of this office on or before 23/10/2017 **by 3:00 p.m. The Tender will be opened on the same day at 3.30- pm. in presence of the renderers, 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 expiry of contract.
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 basis (on call basis).
8. The Regional Officer, reserves the right to accept or reject any or all the tenders without assigning any reason.

**Annexure-I****TERMS AND CONDITIONS**

1. Rates quoted for **HIRING OF MONTHLY VEHICLE ON REGULAR BASIS VEHICLES BY CBSE** (Refer Annexure-II) shall be inclusive of all the charges i.e. Road Tax, Fuel Charges, repair & maintenance charges or charges of any kind etc
2. The Parking charges will be borne by the Board (in case of local duty only) subject to submission of original receipt/evidence (s) at the time of final payment.
3. The price quoted and accepted by CBSE would remain same during the contract period of one year.
4. 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 Department would have a right to hire a vehicle from open market and the additional cost incurred by the Department will be borne by the Contractor (Transport agency).
5. 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 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 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.
6. 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.
7. **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.
8. **The services 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.

9. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:
- Misbehaviour of the Driver and non-co-operation during the journey with occupant of vehicle.
  - Frequently late arrival of vehicle as per time schedule given from time to time.
  - Providing of vehicles of **model** before **January 2013** or bad condition of vehicles.
  - 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)	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.

- 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 Secretary of the Board shall be final and binding upon the firm.
- 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/PBG will be forfeited and the bid/contract will be summarily rejected/ cancelled.
- The Board has right to reject any tender of the firm in the following cases:-
  - If the vehicles/taxis provided are not as per the required model or
  - Vehicle is of model other than the model mentioned in the tender form.
  - If tender form is not complete.
- 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 desire. 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's notice by either party.
- No extra claim for safe working of driver would be entertained.

15. Taxes shall be deducted as per rules.
16. 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.
17. 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.
18. 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.
19. **The Vehicles/taxies provided must not be older than 01(One year) in case of monthly regular basis and for other category must not be older than 03 (three) years** and should 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/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.
20. **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.
21. 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.
22. 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.
23. 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.
24. If after awarding the contract, the successful bidder (L1) fails to provide required number of vehicles/taxies, 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.
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 award 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 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, Guwahati. 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, Guwahati. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by CBSE, Guwahati. The parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be Guwahati.
27. The legal jurisdiction shall be within the state of Assam.

**ACCEPTANCE OF THE TENDERER**

**The terms and conditions enumerated in this form from clause 01 to 40 have been read by me/us and are acceptable to me/us In-Toto.**

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

## ANNEXURE-II

**“Specification Schedule”**

Sl. no.	Types of Vehicles required	Specification	Description
1	Swift Dzire/ Indigo/ Toyota Etios	<u>The vehicles/taxies are required for</u>  On Monthly Basis	On 24x7 Hours  Basis

**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. 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, from 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).

**Annexure-IV****TENDER FORM****'TECHNICAL BID'****PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF VEHICLES/TAXIES 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. Organisation 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 Organisation	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 / Black listed by any Organisation? If 'Yes" the details thereof.'

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**Contd...**

2.3 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 (-----). \_\_\_\_\_

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. SALES TAX NO. \_\_\_\_\_

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

6. EARNEST MONEY DETAILS :-

Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs. \_\_\_\_\_/-

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. 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 Chartered Accountant)**
5. Copy of PAN should be attached with the tender.
6. Copy of Certificate of registration under Service Tax or any other registrations.

**“FINANCIAL BID”**A. Rates for hiring of vehicle for Regional Director (NE):-

1. Swift Desire/ Indigo/ Toyota Etios (AC) on Monthly basis for RD (NE)	Rs._____ per month (including all taxes). However the maximum ceiling of the vehicle including taxes, hiring charge, fuel charge, Driver charges, late hour charges shall not exceed Rs. 28,000/- per month.
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**Authorised Signatory**

(With full name and designation)

Seal :

Mobile no. :\_\_\_\_\_

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