

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
35-B, M.G.MARG, CIVIL LINES, ALLAHABAD-211001 (UP)
Ph.:(0532)-2407970, 2408971, 2407972 Fax: 2408977

TENDER NOTICE

Date: 13.02.2018

Central Board of Secondary Education(CBSE) Regional Office, Allahabad invites Online Tender from Allahabad/Varanasi/Lucknow/Kanpur or nearby city based reputed transporters on behalf of the Secretary, C.B.S.E. for providing covered trucks in the months of March/April/May 2018 as per specifications given below:-

Approx 03 to 05 trucks of TATA 407 / TATA 709(COVERED) or Equivalent model in a day will be required in each trip for sending and collecting the confidential materials at different places of Uttar Pradesh from Regional Office, Allahabad on different dates as per schedule of the Board. However, the number may decrease or increase as per requirement of the Board.

Interested Transporters can download the Tender document from the CBSE website, www.cbse.nic.in (for perusal & reference only). The interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under up to 05.03.2018 (03.00PM).

CRITICAL DATE SHEET

Published Date	13 FEB 2018 (05.00 PM)
Bid Document Download/Sale Start Date	14 FEB 2018 (05.00 PM ONWARDS)
Clarification Start Date & Time	15 FEB 2018 (10.00 AM)
Clarification Closing Date & Time	16 FEB 2018 (04.00 PM)
Bid Submission Start Date	17 FEB 2018 (11.00 AM)
Bid Submission End Date	05 MARCH 2018 (03.00 PM)
Bid Opening date (Only Technical Bid)	06 MARCH 2018 (03.00 PM)

Bids shall be submitted only in online mode at cppp website : <https://eprocure.gov.in/eprocure/app>. The cost of the Bid Document is Rs.500/- (Rupees Five hundred only) which is non-refundable and the same is to be deposited online at the time of submission of bid document. Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The Hard Copy of original instruments in respect of cost of tender document, EMD to be sent to the Regional Officer, Central Board of Secondary Education, Regional Office, 35-B, M.G.Marg, Civil Lines, Allahabad-211001(U.P.) on or before bid opening date/time as mentioned in critical date sheet.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The Competent Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

REGIONAL OFFICER

INSTRUCTIONS FOR ONLINE BIDS SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This should enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of the bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further this key is subject to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date :.....

To,
The Regional Officer
Central Board of Secondary Education
Regional Office
35-B, M.G.Marg, Civil Lines
Allahabad-211001 (U.P.)

Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No.: **<Tender reference no>**

Name of Tender/Work :- **<Name of the tender needs to be filled in>**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely : <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. **<From Page no>** to **<To page number>** (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt.Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Note : The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CBSE.

**CENTRAL BOARD OF SECONDARY EDUCATION
(REGIONAL OFFICE)
35-B, Civil Station, M. G. Marg, Civil Lines, Allahabad –211001 (U.P.)**

TERMS AND CONDITIONS



1. Only Online Tenders may be submitted strictly as per Critical Date Sheet attached.
2. Hard copy of Demand Draft/FDR/BC/BG of Rs.25,000/-(Refundable) & Cost of Tender Form Rs.500/-(Non Refundable) drawn in any commercial bank in favour of “Secretary CBSE” payable at Allahabad(Minimum validity of 60days) may be forwarded to this Office. However a copy of the same must be uploaded alongwith Tender Form.
3. DD/BG/FD towards EMD in respect of unsuccessful bidders will be refunded as it is. However selected agency shall have to deposit performance security @8% of work value i.e. Rs.40,000/- through DD/BC/FDR/BG drawn in any commercial bank in favour of “Secretary, CBSE” payable at Allahabad; then DD towards EMD will be refunded. The Performance Security will be returned after successful completion of the work without any interest. Validity of DD towards cost of Tender and EMD/Performance Security must not be less than 60Days. In case of default or abrogation of the condition stipulated, the EMD or performance security or both shall stand forfeited.
4. Transporters must possess minimum three years experience in this field and they must enclose relevant experience certificate alongwith ITR for last three years alongwith tender.
5. Rates should be quoted per Km. inclusive of all taxes in the prescribed form/BoQ in the Financial Bid field only.
6. 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.
7. In case of delay in providing the vehicle by more than 6hours, a penalty of Rs.1000/- in each case will be imposed on the transporter as decided by the Competent Authority of the Board and the Board shall have the liberty to engage another transporter in case the truck is not provided by the approved Agency on the scheduled date and time and any loss to the Board shall be borne by the approved agency along with forfeiting the EMD/Performance Security.
8. 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 levied.

9. 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.
10. The Competent Authority of 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.
11. The successful tenderers shall have to provide the trucks strictly within stipulated time and date in the work order, failing which job will be assigned to the next lowest tenderer. And in this case the excess amount paid by the Board shall be recovered from the Transporter.
12. The payment will be made expeditiously after completion of work satisfactorily and submission of bills.
13. Approx 03 to 05 trucks in a day will be required of size TATA 407 or TATA 709 (covered) or equivalent to be decided by the Board on different dates for sending and collecting the confidential materials in the **State of UP** from Regional Office, CBSE, Allahabad and back to Regional Office, Allahabad in the month of March, April & May 2018 which can be decreased or increased as per actual requirement. The 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(Covered) or equivalent due to large numbers of confidential packets.
14. Definition of Halting : We require Trucks for 05 Routes which are appended below with average justified period:

Route No.	Route	Only for Dispatch Trip	Trip for Dispatch & Collection both	Remarks
01.	JAUNPUR-VARANASI-GHAZIPUR-BALLIA	03days	05days	In case of more than specified days will be treated as extra halting days.
02.	SULTANPUR-FAIZABAD-GORAKHPUR	03 days	05days	
03.	RAE BARELI-LUCKNOW-BARELI	03 days	05days	
04.	KANPUR-JHANSI	03 days	05days	
05.	FIROZABAD-AGRA-MATHURA	03 days	05days	

*In case of more/less routes, days will be calculated on the basis of run Kms(Approx).

15. T.D.S. or other applicable tax shall be deducted from the Bills as per norms.
16. No change in the quoted rates will be allowed during/till the work is completed.
17. In the event of any dispute the decision of the Competent Authority of the Board shall be final and binding upon the tenderer.
18. Tenderers must ensure that they have valid PAN(Enclose last three years copy of IT Return), Regn.No.(Enclose a copy), Experience of Transportation Work of Govt. /PSU/Autonomous Organizations/Universities (Enclose copies of Experience Certificate),

never been debarred/blacklisted by any Govt/PSU/Other Deptt.(Enclose an Undertaking as per Ann.). Tenders without these enclosures may summarily be rejected and no correspondence in this regard shall be entertained.

19. The quoted rates are valid for one year only but can be extended for another 01 or maximum 02 years on the basis of performance of the Transporter and with the mutual consent of both the parties.

ACCEPTANCE OF THE TENDERER

The terms & conditions enumerated in this Form from clause No.1 to 19 above have been read by me/us and are acceptable to me/us.

SIGNATURE OF THE TENDER
ADDRESS & TELEPHONE NO.

SEAL

DATE:_____

REGIONAL OFFICER

Acceptance of the bidder:

I _____ hereby undertake that, before submission of Tenders the terms and conditions enumerated in this form from clause 01 to 19 have been read by me/us and are acceptable to me/us.

Mention following details and enclose a copy of the same with the Tender:-

- ✓ PAN.....(Copy Enclosed alongwith last 03 years ITR)
- ✓ Regn.No.....(Copy Enclosed)
- ✓ Experience Certificate/Proof of last 03three years (Copy Enclosed)
- ✓ Service Tax/GST Registration No.....(Copy Enclosed)
- ✓ Undertaking as per Annexure-I(Enclosed)
- ✓ Cost of Tender Form through DD/.....No.....Dt.....(Copy enclosed)
- ✓ D.D./..... towards EMD No.....Dated.....for Rs.25,000/- of any Commercial Bank(Enclosed).
- ✓ List of Covered Trucks alongwith Regn.Details (Copy enclosed).

Signature of the bidder: _____
Seal with complete address: _____
Telephone No.: _____

(To be given on Company Letter Head)

Annexure-I

UNDERTAKING (TO BE SUBMITTED WITH THE TENDER)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/agency as on 01.02.2018.

(Authorized Signature)

Name of the Authorized person:_____

Name of the Company:_____

Address of the Company:_____

Contact No.: _____

Email ID: _____

Seal of the company:

Place:_____Date_____

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TENDER FORM NO.RO(Alld)/Admn./F-16/2017-18/06

TENDER FORM FOR PROVIDING OF COVERED TRUCKS FOR EXAM 2018

**FINANCIAL BID
(To be sealed separately)**

I/We_____hereby submit tender for providing the covered trucks as per specifications given in the tender notice at the rates given below which are inclusive of all taxes etc.

Sl. No.	Vehicle	Rates (Including all taxes i.e. Road Tax, Octroi, GST, etc.)	In case of halting more than specified average period halting charges per day for extra days
01.	TATA-207 or equivalent (COVERED)	Rs._____ per Km. for one side	
		Rs._____ per Km. for to and fro (both side)	
02.	TATA-407 or equivalent (COVERED)	Rs._____ per Km. for one side	
		Rs._____ per Km. for to and fro (both side)	
03.	TATA-709 or equivalent (COVERED)	Rs._____ per Km. for one side	
		Rs._____ per Km. for to and fro (both side)	

The terms & conditions given along with the tender form are acceptable to me/us.

SIGNATURE OF TRANSPORTER
ADDRESS & TELEPHONE NO.