

CENTRAL BOARD OF SECONDARY EDUCATION, DELHI  
2, Community Centre, Shiksha Kendra, Preet Vihar , Delhi-110092

Tender for Hiring of AC Buses for  
Mini Tour 2018

CBSE/Admin.II/MT/2018



**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
**2, Community Centre, Shiksha Kendra, Preet Vihar , Delhi-110092**

**NOTICE INVITING BIDS FOR HIRING OF AC BUSES FOR MINI TOUR 2018**

Tender No: CBSE/Admin.II/MT/2018

Central Board of Secondary Education (CBSE), HQ, invites Online bids in Two Bid System— Technical and Financial from reputed agencies/companies/transporters registered with the Department of Tourism/Govt.Organisation in Delhi having adequate experience and who fulfil the eligibility conditions as given in the Tender Form for hiring of A.C Buses for Mini Tour organised by the Board w.e.f 29.06.2018 (Friday Night) to 01.07.2018 (Night).

Interested organizations can download the Tender document from the CBSE website, [www.cbse.nic.in](http://www.cbse.nic.in) (for **perusal** reference only) **and 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.

**CRITICAL DATE SHEET**

Published Date	10.05.2018 (04:00 PM)
Bid Document Download Start Date	10.05.2018 (04:00 PM)
Clarification Start date & Time	11.05.2018 (11:00 AM)
Clarification Closing date & Time	13.05.2018 (03:00 PM)
Bid Submission Start Date	14.05.2018 (11:00 AM)
Bid Submission End Date	04.06.2018 (03:00 PM)
Bid Opening Date	05.06.2018 (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. 1000/- (Rupees One Thousand 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 send to the Dy. Secretary (Admin & Legal) at the address indicated below 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 authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Earnest Money Deposit (EMD) of Rs 50,000/- in form of an Account Payee Demand Draft, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi

**Address :**

The Deputy Secretary (Admin & Legal) , 3rd Floor ,  
2 Community Centre, Shiksha Kendra,  
Preet Vihar , Delhi -110092

Sd/-

**Deputy Secretary (Admin & Legal)**

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**NOTICE INVITING BIDS FOR HIRING OF AC BUSES FOR MINI TOUR 2018**

Tender No: CBSE/Admin.II/MT/2018

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**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
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**DOCUMENT CONTROL SHEET**

1	Name of Organization	Central Board of Secondary Education
2	Scope of Work	Open Tender for hiring of 2x2 Deluxe AC Buses for Mini Tour 2018 wef 29.06.2018 (Night) to 01.07.2018 (Night)
3	Tender document download start date	10.05.2018 (04:00 PM)
4	Tender document download end date	04.06.2018 (03:00 PM)
5	Bid Validity	180 days beyond the closing date of tender
6	Location of work	Delhi to various destinations with sightseeing & back to Delhi
7	Tender Fee (non-refundable)	DD of Rs. 1000/- (non-refundable) in favour of "Secretary, CBSE"
8	Earnest Money Deposit (EMD)	Rs 50,000/- in form of an Account Payee Demand Draft, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi
9	Date of publication	10.05.2018 (04:00 PM)
10	Last date and time for submission of bids	04.06.2018 (03:00 PM)
11	Date of opening of technical bids	05.06.2018 (03:00 PM)
12	Tender should be addressed to	Deputy Secretary (A&L), CBSE, 3rd Floor, Shiksha Kendra, 2,Community Centre, Preet Vihar, Delhi – 110092
13	Address for communication	Deputy Secretary (A&L), CBSE, 3rd Floor, Shiksha Kendra, 2,Community Centre, Preet Vihar, Delhi – 110092
14	Period of completion of work	As per terms & conditions of tender and Award letter
15	Validity of contract/rates	Upto completion of the said work

**CENTRAL BOARD OF SECONDARY EDUCATION, DELHI**  
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**A INSTRUCTION TO THE BIDDERS**

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
3. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
4. The technical bids will be opened on 05.06.2018 (03:00 PM). The date and time for opening of financial bids shall be informed later to those who will be found technically suitable.
5. The bidders should write the name of their organization on the backside of the Demand Drafts.
6. In the case of those Bidders who fail to qualify the eligibility criteria and whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest within one month from date of finalization of technical bids
7. Earnest Money Deposit of the successful bidder will be returned after successful/satisfactory completion of the said work.
8. Performance Security Deposit/ Bank Guarantee: The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order.
9. The Board reserves the right to reject any or all the tenders without assigning any reasons.

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**B TERMS & CONDITIONS**

1. The transporter will arrange to pick up the participants from different points for leaving Delhi & NCR i.e. Noida, Vaishali, Vasundhara, Brij Vihar, Loni Border, Mundka Palam, Najafgarh, Bawana, Tikri Border, Nangal Thakran, Badarpur Border & other places of Delhi and will drop them at the same points while coming back to Delhi.
2. **The rates quoted should be inclusive of all Taxes, Parking Charges, Toll Tax, Driver's award and sightseeing etc., excluding GST as CBSE being an Educational Institution is not liable to pay GST on input services such as Transportation of Staff.**
3. All taxes as applicable will be deducted at source.
4. The approximately 20-25 AC buses would be required. This can be vary depending upon the actual number of participants.
5. Earnest money of **Rs.50,000/- (Rupees Fifty Thousand Only)** is to be deposited in form of an Account Payee Demand Draft, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi
6. The payment will be released after arrival of the participants in Delhi provided report of performance of journey period is found satisfactory. No advance/Extra payment will be made. The transporter are directed to submit a photocopy of the RC to the party-in-charge of Bus before departure of journey or the same be submitted along with the bill.
7. In case the price of petroleum/diesel products increase or decrease the rate offered will not be effected. No escalation will be considered except Government levies. Govt. Levies will only be considered on production of original receipt along with the bill.
8. The office will impose 15% penalty + forfeiture of entire EMD/Performance Security on the transporter or as deem fit for any of the following reason: -
  - a. Misbehaviour of the Bus Driver, non-co-operation during the tour period with the participant.
  - b. Late arrival of buses at the pickup points as per the time schedule given in the list of the participants.
  - c. Providing of buses of model before 2014 or bad condition.
  - d. Taking inner routes/alternate routes other than National Highway
9. The Competent Authority of the Board, reserves the right to accept or reject any or all the tender without assigning any reason.

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**from pre-page:**

10. The Tenderer shall furnish copy of registration under GST and Income Tax giving its GST & Income Tax registration number.
11. In case, it is found before/after award of work that the same agency /person is proprietor/proprietress/partner of two or more separate agencies and have quoted for the same work, than punitive action to the extent of debarring /black listing for all future tenders shall be imposed. The work so awarded shall be annulled with all the cost & risk to be recovered from the agency.
12. Withdrawal of offer after the opening of the tender shall make whole offer invalid, attracting forfeiture of the Earnest Money Deposit (EMD).
13. In case of exceptionally unsatisfactory service, the Board may debar the agency for all future work in addition to penalty stated at clause No.09 above.
14. The decision of the Competent Authority of the Board will be binding on Transporters in case of any dispute and action with regard to debarment/black list may also be taken against the transporter.
15. The legal jurisdiction will be the courts of Delhi/New Delhi.
16. **The Performance Security shall be 10% of the total contract value and shall be in the form of D.D. or Bank Guarantee and shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations. The EMD shall be refunded on receipt of Performance Security of successful bidder. EMD of unsuccessful bidders shall be refunded after notification of the work order.**

The above terms & Conditions are accepted by me/us.

Signature  
Name & Address with seal

\_\_\_\_\_  
\_\_\_\_\_

Contact No. (R) \_\_\_\_\_  
(O) \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
GST No. \_\_\_\_\_

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**C ELIGIBILITY CONDITIONS**

1. The Tenderer must have at least 03 years of experience in the field of providing 2x2 Deluxe AC buses on hiring basis to the Govt. Organizations/Autonomous Bodies/Educational Institutions. (Enclose copy of work orders/contract agreement)
2. The agency/transporter must have Minimum Average Annual Turn Over of Rs. 20 Lakhs or more during the last three financial years i.e 2014-15, 2015-16 and 2016-17. (Attached Income Tax Return & Balance Sheets). The turnover should not include receipts and expenditure of subsidiary or sister concern.
3. The agency/transporter registered with the Department of Tourism/Govt. Organisation.
4. The agency/transporter would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved and well conversant with the traffic rules/regulations and city roads/routes through National Highways.

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**INSTRUCTIONS FOR SUBMISSION OF BID**

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

**“Part 1: Technical Proposal”** which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

**“Part 2: Financial Proposal”** which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
  - ii. CBSE reserves the right to reject any proposal which is not substantially responsive.
- Any Proposal received after the time stipulated will not be accepted by CBSE

**Part 1- Technical Proposal**

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Annexure I & III
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in eligibility conditions and T&C.

**Part 2- Financial Proposal**

- a) Schedule of price bid in the form of BOQ\_XXXX.xls

**Proposal Evaluation**

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bids of those qualified technically will only be opened online.

**Instructions For Process Of 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>.

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**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 Enrolment**” 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 would 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.

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- 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 bids etc. The bidders should follow this time during bid submission.

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- 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 subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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 the date & time of submission of the bid with all other relevant details.
- 9) 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.

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**ANNEXURE-I**

**TENDER FORM**

**1. Particulars of Agency:**

- I. Name: \_\_\_\_\_
- II. Registration No. and year : \_\_\_\_\_
- III. Name (s) of the Proprietor/Partners \_\_\_\_\_

**2. Past Experience (Last three Calendar years)- (Self Certificate or Attach photocopy of work orders)**

Sl. no.	Year	Number of buses supplied	Value of Contract	Name of organisation
1	2015			
2	2016			
3	2017			

**3. Has the firm ever been debarred/Black listed by any Organisation:\_\_\_\_\_**

**4. Annual Turnover (During last 03 financial year)**

Sl. no.	Financial year	Annual Turnover (in lakhs)
1	2014-15	
2	2015-16	
3	2016-17	

**5. Particulars of Earnest Money Deposited**

- i. Amount (in Rs.) : \_\_\_\_\_
- ii. B.D/B.G No. with Date : \_\_\_\_\_
- iii. Name of the Bank : \_\_\_\_\_

**6. Details of Infrastructure:**

- I. Total A.C Buses : \_\_\_\_\_
- II. Total Drivers : \_\_\_\_\_

**Signature of the tenderer:\_\_\_\_\_**  
**with official seal and complete address:\_\_\_\_\_**  
**Telephone/Mobile no. :\_\_\_\_\_**  
**Date:\_\_\_\_\_**

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**ANNEXURE-II (Financial Bid)**  
**(To be filled separately in BOQ)**

**Duration 29.06.2018 (Night) to 01.07.2018 (Night) for 02 Days**

I/We \_\_\_\_\_ hereby submit Tender for Hiring of A.C Buses for Mini Tour 2018 as per Terms and Conditions given in the Tender Form at the rate given below which are **Inclusive of All Taxes and exclusive of GST**

S.No	Name of the places	Seater	Rate quoted for each Bus
1	Delhi-Haridwar-Rishikesh-Neelkanth-Delhi & Local scene	35	Rs.
		27	Rs.
2	Delhi-Dehradun-Shestradhara-Mussoorie- Kempty Fall-Haridwar-Delhi & Local sight scene	27	Rs.
		21	Rs.
3	Delhi-Shimla, (via Ambala) Pinjore garden, Rock Garden at Chandigarh-Delhi & Local sight scene	35	Rs.
		27	Rs.
4	Delhi-Amritsar, Golden Temple, Attari Border- Delhi & Local sight scene	35	Rs.
		27	Rs.
5	Delhi-Khattoo Shyamji-Mehandipur Bala ji-Delhi & local sight scene	35	Rs.
		27	Rs.
6	Delhi-Chandigarh-PinjoreGarden-Rock Garden-Kausoli-Delhi & local sight scene	35	Rs.
		27	Rs.
7	Delhi-Jawalaji-Kangra-Chamunda & local sight scene	35	Rs.
		27	Rs.
8	Delhi-Mathura-Agra-Vrindavan-Iscon Temple-Giriraj Maharaj-Delhi & local sight scene	35	Rs.
		27	Rs.
9	Delhi-Jaipur-Amer Fort-Delhi & local sight scene	35	Rs.
		27	Rs.
10	Delhi-Paonta Sahib-Haridwar-Rishikesh-Dehradun - Delhi & local sight scene	35	Rs.
		27	Rs.
11	Delhi-Salasar Balaji-Khattoshyamji-Jaipur-Delhi & Local sight scene	35	Rs.
		27	Rs.
12	Delhi-Lansdowne(Kotdwar)-Tarkeshwar Temple-Delhi & local sight scene	27	Rs.
		21	Rs.
13	Delhi-Nainital-Bhimtal-Delhi & local sight scene	27	Rs.
		21	Rs.

The Terms and Conditions for 'Hiring of A.C Buses for Mini Tour 2018' given along with the Tender are acceptable to me/us. Taxes as applicable shall be deducted by the CBSE as per rules.

Signature of the Tenderer with Rubber stamp \_\_\_\_\_

**Note:** The aforesaid 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, DELHI**  
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**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,

The Deputy Secretary (Admin & Legal) , 3rd Floor ,  
2 Community Centre, Shiksha Kendra,  
Preet Vihar , Delhi -110092

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: CBSE/Admin.II/M.T./2018

Name of Tender / Work: - Tender for Hiring of AC Buses for Mini Tour 2018

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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. 1 to 15 (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/ organisation too has 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/ organisation 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)