

## **CENTRAL BOARD OF SECONDARY EDUCATION**

'Shiksha Sadan' 17- Rouse Avenue, Near Bal Bhavan New Delhi-110002

### **Notice Inviting Tender For Empanelment Of Agencies For Booking Hotel Accommodation for Officials of CBSE On Tours In India**

Sealed tenders are invited for Hotel Tie-up arrangements from reputed companies / firms (for making hotel tie-up arrangements) that have experience of providing such services for at least three years to Government / Public Sector Undertakings. The tours/visits of the CBSE Officers include various cities of the Country as well as abroad. The firms should be registered with appropriate authorities and have license for the same. The Companies / firms may apply for the tender forms furnishing the detailed profile of the company / firm and proof of their registration, etc. The Hotel tie-up arrangements are to be made within the entitled limits of the respective officers.

Eligibility conditions, instructions and terms and conditions are given in tender document which can be downloaded from the CBSE website [www.cbseacademic.in](http://www.cbseacademic.in) . Interested Agencies may submit sealed tenders to the undersigned latest by 11/02/2014 till 2.00 PM along with E.M.D. amount of Rs.10,000/- through Demand Draft in favor of Secretary, CBSE payable at Delhi . The quotations will be opened on the same day at 3.00 PM. .

**Professor and Director (Academic, Research, Training and Innovation)**

## **TENDER DOCUMENTS**

The Central Board of Secondary Education is an autonomous organization under MHRD, Govt. of India .The board invites tender for hotel tie-up arrangement from reputed hotel tie-up agency. The eligibility conditions for tenderer agency are as follows :-

1. The Agency has at least three years of experience for providing such services to Governments/Autonomous Bodies/Public Sector Undertakings.
2. The agency should be registered with appropriate authorities and have license for the same. The hotel tie-up agency has to furnish the detailed profile of the agency and proof of their registration, etc.
3. The bidder shouldn't have been blacklisted by any Central/State government agency in the past three years. (Attach self declaration in the enclosed format).
4. The bidder should have a regular office with a functional telephone for round the clock booking of the requirements.
5. The bidder should be registered with the service tax department and carrying a valid Service Tax registration number.
6. The bidder must be carrying a PAN number.

**NB:**

Copy of requisite documents in support of above mentioned eligibility conditions may be enclosed with the tender

### **Terms and Conditions of the agreement**

1. The agency will provide hotel accommodation to the officials/ officers of the CBSE on official tours at various places in the country as per entitlement given in the annexure. The agency will provide the list of hotels with which the agency has the tie-up arrangements in various cities in the enclosed Performa.
2. The hotel accommodation provided by the agency will not be below the standard of officials/officer's entitlement as per the rules of the CBSE given in the annexure.
3. The officers stay in the hotel through the agency are not required to pay any money to the hotel but will verify their stay and any additional services availed of at the time of checking out of the hotel.
4. The agreement shall be valid for one year extendable further on satisfactory performance on year to year basis.

**SELF-DECLARATION**

Date : \_\_\_\_\_

**To**

**Professor and Director**

Central Board of Secondary Education

Shiksha Sadan, 17 Rouse Avenue

Institutional Area

New Delhi 110002

Madam,

In response to the Tender dated \_\_\_\_\_, I/we Ms. / Mr. \_\_\_\_\_, as a \_\_\_\_\_ hereby declare that our agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of Witness

Signature of the Bidder

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Company

Seal

BIDDER'S DETAILS

Name of the Bidder: \_\_\_\_\_

Complete address: \_\_\_\_\_

\_\_\_\_\_

Name of the company Head(s): \_\_\_\_\_

Contact details: Office Tel: \_\_\_\_\_ Email id \_\_\_\_\_

Mobile No: \_\_\_\_\_

Permanent Account Number (PAN): \_\_\_\_\_

Registration details with appropriate authority : \_\_\_\_\_

Service Tax Number : \_\_\_\_\_

Financial capability (turnover): Attach copy of balance sheet for last three years duly audited:

\_\_\_\_\_

Names of the Government/Autonomous/PSUs to which the agency is empanelled for similar work:  
(Attach supporting documents)

\_\_\_\_\_

\_\_\_\_\_

Signature of the Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal

**List of Hotels tied up by the bidder**

Sr.No	City	Name of the Hotel with address	Contact No.

Signature of the Bidder

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal

Annexure-4

CBSE Approved rates of Hotel Accommodation per day

Sr.No	Grade Pay	Hotel Accommodation rate per day (Rs)
1	Rs.10,000 and above and those in pay scale	Rs.6250-00
2	Rs.7,600 to Rs.8,900	Rs.3750-00
3	Rs.5,400 to Rs.6,600	Rs.1875-00
4	Rs.4,200 to Rs. 4,800	Rs.625-00
5.	Below Rs.4200	Rs.375-00

As per office order CBSE/ADMN.I/TA-DA/2012/2312-61