

**CENTRAL BOARD OF SECONDARY EDUCATION**

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

**TENDER NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from the individual /Tour/ taxi operator for providing cars/taxi on monthly and day to day basis. For more details please visit our official website [www.cbseacademic.in](http://www.cbseacademic.in)

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

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**Sealed TENDERS are invited from the Individual/Tour/Taxi Operator for providing cars on monthly and day to day basis:**

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|---|---|---|
| 1. Duration of contract   | : | One year from the date of award of contract. (Extendable up to one more year on same rates and Terms & conditions on satisfactory performance). |
| 2. Earnest Money Deposit  | : | Rs. 10,000/- (Rupees Ten thousand only)   |
| 3. Issue of tender document                                     | : |   |
| From  | : | CBSE website ( <a href="http://www.cbseacademic.in">www.cbseacademic.in</a> )   |
| 4. Last date and time for Issue/ downloading of tender document | : | From 21/01/2014 to 10/02/2014   |
| 5. Last date and time for submission of tender document         | : | Upto on 10/02/2014 at 2:00 P.M.   |
| 6. Date of opening of Tender                                    | : | same day at 3:00 P.M.   |
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**Note:**

1. A set of tender documents (Non-transferable) may be downloaded from CBSE website ([www.cbseacademic.in](http://www.cbseacademic.in)). Tender fee of Rs.300/- (Non Refundable) is to be enclosed at the time of submitting the tender.
2. Tender fee/EMD is to be paid by Pay order or Demand Draft only in favour of Secretary, CBSE payable at Delhi.
3. Contract will be governed by all statutory requirements amended from time to time & General terms & conditions of the contract of CBSE.
4. CBSE reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of CBSE in this regard shall be final & binding to all parties.
5. Technical & Financial Bid & EMD be kept in a separate sealed Envelopes and three bids be kept under one sealed cover super scribed with words "Tender for Hiring of vehicle, Due Date 10/02/2014 & Time 02:00PM.
6. Technical bid should contain Annexure "A" duly filled and signed, DD for tender fee and EMD, Certificate of Registration of the firm/agency, Copy of PAN and Service tax Registration No., list of vehicle (with Make, Model No. Type & Registration No.) available with tenderer and copy of Certificate of experience/ Work orders and Contract with any govt. department. Financial bid should contain Annexure -B (i) and B (ii).

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

### **INFORMATION TO BIDDERS**

1. Tenderers are required to go through instructions carefully and complete all the formalities as required. Clarification, if any, may please be obtained by visiting the office, Accounts Section, CBSE Academic and Training Wing , 17-Rouse Avenue New Delhi on any working day from between 2:00 to 4:00 PM or visit CBSE Website [www.cbseacademic.in](http://www.cbseacademic.in)
2. The bidder shall accept all the terms and conditions of the tender.
3. Name of the bidder should be written on the contractor seal to be put on the sealed envelope.
4. All entries in the tender document should be in one ink. Corrections, over writing, cuttings etc. are not permitted. All the columns in the tender form should be filled without leaving any column blank in any page of the tender. In case any of the columns are left blank, the tender can be rejected.
5. Competent Authority, CBSE reserves the right to assess the capacity and capability of the parties for prequalification. The Board also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The Board has no obligation to accept the lowest tender. Offer of the Bidder if prima-facie found not comparable with the quantum of work envisaged and the bid is an effort to be LI, then the offer is liable to be rejected. Competent Authority ,CBSE decision in this regard shall be final and binding.
6. The Tenderers are required to submit their quotation for all the items listed as per format given along with the tender documents. The price should be quoted for each item after careful study of the actual job requirement so that, in case the contract awarded, contractor should not express any difficulties in execution of the contract.
7. The single rates quoted shall be completed inclusive of the fuel charges for the vehicle, wages for the driver, maintenance charges for the vehicle, taxes, comprehensive insurance for the vehicle and the passengers and other expenses. The service tax / Toll Tax shall be excluded from the rates, which will be reimbursed on producing the proof of payment.
8. The Tenderers should note that the Income Tax as applicable will be deducted from the bills of contractor.
9. In the event of furnishing false information/ incomplete information, the offer(s) shall be rejected.
10. Any written communication required to be sent to the Tenderers in writing shall be sent at the address mentioned on the tender form or to any other address subsequently intimated by contractor in writing to Professor and Director (Academic, Research, Training and Innovation), CBSE for the contract purpose.

11. Competent Authority, CBSE shall not be responsible for any acts and omissions of the staff of bidders and liabilities arising out of the acts and omissions as such will be borne by the bidders.
12. The requirement of number of cars may increase or decrease during the validity of the contract and contractor shall accordingly provide the vehicles at the same rates and terms & conditions of the Work Order finally placed on the Tenderers. Any increase or decrease in the number of cars will be intimated by CBSE in advance contract is initially for one year & may be extended for further years against satisfactory services as per same rate and conditions and may be revised according to ratio of increased in rates of Diesel/Petrol.
13. After entering into the contract, the cars/taxi identified for CBSE contract shall be at sole disposal of CBSE only and shall not be let or sublet to others or taken to any other place other than CBSE office & residence of officers to whom vehicle is allotted.
14. CBSE requires vehicles preferably indigo /Swift Dezire/Ambassador/SX4 (A/C)/Innova or any other equivalent vehicle on monthly basis. The usage of vehicle is from 8:30 AM to 8.00 PM in Delhi and NCR. Further usage of vehicle beyond this time period will be treated as additional service for which extra hours charge will be paid and the rates be quoted by the tenderer in the tender. If gazetted holidays falls in between week days and CBSE office requires vehicle on those days then the vehicle should be provided with no extra charge. Apart from this vehicles for day to day need basis and for seasonal Academic/Examination duty will also be required for which rates should be quoted separately as mentioned in tender document.

## **Terms & Conditions**

### **A. QUALIFICATION CRITERION:**

The tenderers participating in the tender shall meet the following conditions failing which their offer is liable for rejection.

1. The individuals /Tour & Taxi Operators should have office in Delhi with means of communication like land line telephone, mobile telephone and e-mail.
2. The vendor should have registered as Tour & Taxi Operator / Travel Agency. A copy of registration certificate shall be enclosed.
3. The Tour & taxi operator / Travel agency shall have the experience of successfully operating hiring cars during last one year with reputed organizations. The proof of the same shall be produced to whom the services were provided etc.
4. Transport contractors should have a fleet of minimum 5 (five) vehicles.
5. The vendor should have a valid bank account number and shall provide the account details for payment by cheques only .
6. Transport contractors should have valid PAN Number. Income tax will be deducted at source as per the Income Tax rules prevailing.
7. Earnest Money Deposit (EMD) as indicated to be submitted along with tender documents. EMD is payable Demand Draft favouring Secretary, CBSE .
8. EMD given by all unsuccessful tenderers shall be refunded after acceptance of award of work by the successful tenderer. EMD shall not carry any interest.
9. Successful tenderer has to submit Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) before commencement of the work.
10. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract awarded. The security deposit shall be refunded within six months after the date of expiry of the contract period subject to the contractor fulfilling all obligations and operations as required under the contract.
11. The name of the tenderer with full official address, e-mail, landline and mobile phone numbers shall be furnished. In case of partnership firm, the name and address of all the partners together with a certified copy of the partnership deed shall be furnished along with the tender.
12. All entries in the tender document shall be typed or neatly written in one ink without any alterations and eraser.
13. The tender document shall be deemed to form an integral part of the contract to be entered for this work.
14. CBSE reserves the right to have parallel/ similar contract with any number of contractors.
15. In case of any suit or other legal proceedings arising under or relating to this contract, the courts at Delhi shall only have jurisdiction.

B. **General Terms & conditions**

1. The vehicles deployed for the contract should not be owned by any government employees or CBSE Staff or their dependents, the ownership details of the vehicle to be submitted by the successful bidder before deployment and if there is any contravention of this clause, the contract will be terminated immediately and the Security Deposit will be forfeited.
2. The vehicle deployed for the contract shall not be older and any new vehicles shall be provided.
3. The vehicle deployed shall be well maintained, in good running condition and road worthy to ensure smooth and trouble free service during the entire contract period.
4. The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty.
5. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized .
6. While deploying the vehicle, the contractor shall ensure the following always:
  - (a) Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid challan / endorsement, insurance, fitness certificate, population certificate, driving license, commercial use permit.
  - (b) Vehicle shall be in full preparations for the full day service including the fuel in the tank, preparedness of the driver and reasonable money with the driver for meeting contingency requirements.
  - (c) A mobile phone with the driver in working and charged condition.
  - (d) A first aid kit in the vehicle.
  - (e) Car audio system to play at the discretion of the users.
  - (f) Good upholstery for the seats and with cotton cloth covering on the top. The cotton cloth shall be regularly washed and maintained in hygienic condition.
  - (g) Vehicle washed daily and maintained cleanly both exteriors and interiors.
  - (h) Essential minimum spares viz., fan belt, stepney wheel properly inflated, spare bulb & fuses, jack, standard tools and tacklets to attend to emergencies.
7. If the distance is calculated from garage to garage, then distance between garage to CBSE shall be allowed as per actual or 6 Kms. preside/ per vehicle/per day. whichever is less.
8. **Duties and responsibilities of the driver:**
  - a. Driver employed for the vehicle should be an experienced driver physically and having good eyesight and reflexes.
  - b. Driver shall have valid driving license for the type of vehicle and keep its updates as and when required.
  - c. Driver should be aware of the localities and routes within Delhi/NCR.
  - d. Driver should have working knowledge of Hindi.
  - e. Driver shall wear good looking uniform while on duty.
  - f. While deployed for duty, the driver should be courteous to the passengers and well behaved. The driver shall open and close the doors for all the passengers while getting into and getting out of the vehicle.

- g. The driver should get inside the vehicle only after the passengers are seated and made comfortable.
  - h. While on duty to pickup guests from Railway station/bus stand /airport, the driver should display the placard at the EXIT or suitable location for welcoming the passenger.
  - i. The driver shall park the vehicle only in the designated parking area always.
  - j. The driver shall not smoke cigarettes / biddies nor use other tobacco products while on duty as in Govt. Office/ Public places.
  - k. The driver shall not spit, belch and make unsavory gestures while performing duty.
  - l. The driver shall not consume alcohol and shall not be under the influence of alcohol while on duty.
  - m. The driver shall not use mobile phone while driving; calls if any shall be attended only by stopping the vehicle at suitable location.
  - n. The Driver shall abide by all the Traffic Rules and Regulations in force, any penalties/ disciplinary actions by authorities will be to the account of the contractor only.
9. The log book provided by Competent Authority CBSE and the driver has to ensure its proper filling and acknowledgement while performing the duty. The details as recorded and signed will be the basis for preparing the bills.
10. Penalties:-

S.No.	Causes of penalties	Amount(Rs.)
1.	Not reporting at all for duty	Rs.1000/- per day.
2.	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
3.	For late reporting per occasion	Rs. 100/- per hr. or part thereof.
4.	Unclean or non road worthiness of vehicle deployed	Rs 200/- per incident.
5.	Misbehavior of driver / not followed instruction of Director (A,R,T and I) , Delhi	Rs 200/- per day or part thereof.
6.	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs 200/- per incident.
7.	For not providing mobile phone to driver.	Rs 50/- per day.

11. In the event of contractor failing to provide the vehicle as above and Competent Authority , CBSE shall be at liberty to make alternative arrangements, the expenditure for such arrangements and for the loss / damage incurred by Competent Authority , CBSE as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. Competent Authority, CBSE reserves the right to determine the cost of deduction at its sole discretion.
12. For repeated non-compliance of contract conditions, Competent Authority, CBSE reserves the right to terminate the contract and make alternative arrangements. The cost of making such alternative arrangements will be levied on the contractor and will be deducted from the running bills or the security deposit of the contractor.

13. Competent Authority, CBSE reserves the right to check the speedometer/ odometer of the deployed vehicle at any point of time and if it is found inaccurate/ tampered, suitable action deemed fit will be taken.
14. Accidents during the course of the work should be reported by the contractor/ driver immediately to the Competent Authority, CBSE . Delayed information may be permitted however not later than 12 hours. Contractor shall submit detailed report of any such accident or incident.
15. The contract will operate their vehicles entirely at their own risk and Competent Authority, CBSE shall not be held responsible for any damage/ losses incurred both for the vehicle or persons travelling in the vehicle any time.
16. The Board will make arrangements in office for parking the monthly vehicles overnight and during off days and holidays.
17. The successful tenderer shall ensure that all their vehicles under the contract are covered by a comprehensive insurance by a leading/ reputed insurance provider. The insurance policy shall cover compensation for the loss/ damage to the vehicle, driver and co-passengers as well. Under no circumstance shall Competent Authority, CBSE be liable to compensate any loss / damage that may be caused to/ by the vehicle while engaged in discharge of the contractor's obligations under this contract.
18. As and when required, route permit/national permit/ clearance from Competent Authority, CBSE or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by you at your cost, Competent Authority CBSE will not take any responsibility and will not bear any additional expenses in this regard.
19. The tenderer shall quote for the vehicles on lump sum basis for 2000 km running cumulative per month for vehicles required on monthly basis. The charges shall be inclusive of all expenses like fuel, payment to driver/staff, maintenance charges for vehicle, taxes, insurance etc. to be incurred.
20. The contract of one year can also stop before the completion of one year if the services of agency not found satisfactory.
21. CBSE reserves the right to cancel the tender/tenders without any intimation.

**(Signature of Tenderer with seal )**

**ANNEXURE-A**  
**TECHNICAL BID**

**FORMAT FOR PROVIDING INFORMATION PERTAINING TO TENDER**

S.No.	Particulars	Information
1.	NAME OF THE INDIVIDUAL/ TRAVEL/ TOUR/TAXI OPERATOR AND ADDRESS	
2.	e-mail ID Telephone No.- Land Line Telephone No.- Mobile	
3.	Registration of Tour & Taxi operator /Travel agency	
4.	Annual Turnover for the last three Year	
5.	Experience credentials for operating Taxi on Hire services (Please provide the contract details along with copies of contract/work order copies, certificates etc.)	
6.	Contractors' Fleet strength (Please provide the fleet details viz., type of vehicle, model, registration number etc.)	
7.	Banker's Name & Address Account Number	
8.	PAN No.	
9.	Service Tax registration number	
10.	Agreeable for Tender Terms and Conditions (Please provide a copy of the tender document duly signed and stamped) YES/NO	
11.	EMD of Rs.10,000/- draft/Cheque no./date	
12.	Details of vehicles available with the agency.	

(Signature of Tenderer with seal )

**ANNEXURE-B(I)**  
**FINANCIAL BID**

A. **PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE.**

Details of rate quoted for requirement of vehicle on monthly basis for 2000 kms per month except Sunday.

Sl.No.	For A/C vehicle	Rates for monthly basis(Rs)		Extra Charges per kms after 2000 km (Rs)		Extra Charges per hour after 08 P.M. to 8.30A.M. (Rs)	
		In figure	In words	In figure	In words	In figure	In words
1.	Swift Dezire						
2.	Indigo						
3.	Ambassador						
4.	SX4						
5.	or any other equivalent vehicle						

(Signature of Tenderer with seal )

**ANNEXURE-B(I)**  
**FINANCIAL BID**

A. **PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE.**

Details of rate quoted for requirement of vehicle on monthly basis for 2000 kms per month except Sunday.

Sr. No.	Type of Vehicle (A/C)	Rates for 80 kms and 8 hours (Full Day)		Extra Charges per kms after 2000 km		Extra Charges per hour after 08P.M. to 8.30A.M.	
		In figure	In Words	In figure	In words	In figure	In words
1.	Swift Dezire						
2.	Indigo						
3.	Ambassador						
4.	SX4						
5.	or any other equivalent vehicle						

(Signature of Tenderer with seal)

**ANNEXURE B(II) FINANCIAL BID**

**B. PRICE SCHEDULE FOR DAY TO DAY/REQUIREMENT BASIS**

Sr. No.	Type of vehicle	Rates for 80 kms and		Rates for 40 kms. And 4		Extra charges per km after 80 km & 8 hour		Extra charges per km after 40 km & 4 hour		Extra charges per hr after 10 pm to 6 am	
		In figure	In words	In figure	In words	In figure	In words	In figure	In words	In figure	In words
1.	Indica A/C										
	Non A/C										
2.	Indigo A/C										
	Non A/C										
3.	Swift Dezire A/C										
	Non A/C										
4.	Innova A/C										
	Non A/C										
5.	Tavera A/C										
	Non A/C										
6.	Any other equivalent vehicle A/C										
	Non A/C										

(Signature of Tenderer with seal)