



## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

“Shiksha Sadan”, 17, Rouse Avenue, New Delhi - 110002 .

No. F-1222/AE/Maint./Acad./2015

Dated: 21/01/2015

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**Sub:-Supply of Lift Operator in CBSE, Shiksha Sadan, 17 Rouse Avenue building.**

Sir,

The CBSE intends to invite Limited Tenders for supply of Lift Operator at Shiksha Sadan building, 17 Rouse Avenue, New Delhi-110002 through specialized agencies having executed minimum two similar works. Rates are to be quoted on the prescribed format annexed herewith. The tender complete in all respect along with an EMD of Rs. 5,000/- payable in favour of the Secretary, CBSE, Delhi must be submitted latest by 05/02/2015 up to 02:00 p.m. and dropped in the tender-box placed at Ground Floor near Reception Counter, CBSE Shiksha Sadan building. The tenders shall be opened on 05/02/2015 at 3.30 P.M in the presence of the tenders who may wish to be present.

Incomplete and conditional tenders shall be summarily rejected. The CBSE reserves the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully,

(RAHUL TYAGI)  
ASSISTANT ENGINEER (CIVIL)

## **INSTRUCTIONS TO THE TENDERERS**

1. Incomplete and conditional tenders shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting.
3. Interested agencies shall be required to enclose experience documents along with tender.
4. The tenders shall be opened on .05/02/2015 at 3:30 pm in the presence of the tenderers.
5. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
6. Tenders received without EMD of Rs. 5,000/- in the form of a Demand Draft shall be summarily rejected.
7. Tender can also be download from Board's website and EMD amount of Rs 5000/- shall have to annexed in form of DD/BD along with the tender.
8. Bids must be signed by the same Authorised Signatory.
9. Analysis of rates must be attached with the Price Bid.

**Accepted by me**

**Sign. of Prop./Manage**

## **Essential/ Desirable Requisites**

(A) **Lift Operator**

Essential Qualification: 10<sup>th</sup> Pass  
Experience: (i) Minimum 5 years working experience of Lift Operation.  
(ii) Knowledge in attending rescue operations, minor faults including safeties/ control panel circuits etc.  
(iii) Basic knowledge to operate D.G. Set and LT Panel etc.  
Age: Below 45 years.

## **SCHEDULE OF RATES**

**Name of Work: Supply of Lift Operator in CBSE, Shiksha Sadan, 17 Rouse Avenue building.**

<b>S.No.</b>	<b>Name of Post</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
1.	Lift Operator	1 Nos.		
<b>TOTAL</b>				

**Note:**

1. The rates should be inclusive of all taxes, service charges & other statutory payment.
3. The Rates quotes should not be less than minimum wages of Govt. of NCT of Delhi.
3. All terms & conditions enclosed are acceptable.
5. Lift Operator should have 10<sup>th</sup> class pass and Knowledge in attending rescue operations, minor faults including safeties/ control panel circuits etc.
5. Above quantity is tentative and may be increase or decrease.

Accepted by me

Sign. of Prop./Manager

Add. \_\_\_\_\_

Tel./Mob. No. \_\_\_\_\_

## **Terms & Conditions**

1. The agency shall have to execute an agreement on standard parameters.
2. The manpower shall have to work on 6 days of the week. Sunday/ any other day could be weekly off.
3. The manpower shall be interviewed before deployment in the building to ensure competency for the said work.
4. The general duty timings shall be 08:30 A.M. to 06:00 P.M. However duty timings can be scattered on the basis of functional needs.
5. O.T.A. shall be payable at normal rates for extra duties on Sunday/ Holidays and extra hours on any working day.
6. Only 8 Gazetted Holidays shall be allowed.
7. After selection, the agency shall have to give complete bio-data of its manpower alongwith their academic & technical qualifications.
8. Before deployment, the agency shall ensure police verification and physical fitness of the incumbents.
9. The agency shall be bound to pay minimum wages and other statutory benefits like P.F., E.S.I., Edly, Bonus etc. to its manpower. The rates quoted shall be automatically revised as per notification by the Govt. of NCT/ Delhi Govt.
10. The agency shall be solely responsible for any theft, burglary, mischievous deeds committed by its manpower. The manpower deployed should be honest, courteous and well behaved.
11. No person shall be deemed to be in employment of the Board in any manner.
12. In case of unauthorised absence for more than 3 days, the Board reserves the right to replace the incumbent.
13. Concerning any dispute of wages/ arrears pertaining to the workers, the Board shall not be connected in any manner and the agency shall be directly accountable.
14. In case of any accident/ untoward incident, the agency shall be solely responsible.
15. The manpower shall have to wear uniform on duty.
16. The Electrician and D.G. set Operator must have knowledge of First-Aid treatment to meet any eventuality.
17. In case the Board is put to any financial loss directly or indirectly by any act of commission or omission by the manpower deployed by the agency, it shall be bound to compensate the loss.
18. Insurance and accident risks of the manpower shall be the responsibility of the agency.
19. The agency shall not further appoint sub-contractor/ agencies.
20. In case of any dispute between the agency and the Board, the Chairman, CBSE shall appoint an Arbitrator whose his decision shall be binding on both the parties. The Arbitrator could be even an Officer of the Board.
21. The agency shall deploy a Supervisor/ Nodal Officer to oversee the working efficiency and also weekly meet the Board's Engineer for optimizing the output.

**Accepted by me**

**Sign. of Prop./Manager**

**Seal of firm**

**Add. \_\_\_\_\_**

**Tel./Mob.No. \_\_\_\_\_**