

**Tender Document**  
**For**  
**Hiring of Vehicles for distribution of confidential**  
**material for HSLC/AHM Examination,2018**  
**and for other official purpose**



**For**  
**Board of Secondary Education, Assam**

Ref No: SEBA/Store/22/2002-05/pt III/2015/216

Date of Issue: 01.11.2017

Last date of Submission: 22.11.2017 up to 2 p.m.

# Board of Secondary Education, Assam

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# **Board of Secondary Education, Assam**

## **Invitation of Tender Response**

Board of Secondary Education, Assam henceforth referred as SEBA, invites tender response from reputed Travel Agency/Firm for supply of different vehicle on hiring for examination and other official purpose.

The tender response of Bidder shall be submitted along with the necessary supporting documents and Processing fee of Rs. 1000/- (One thousand ) only (Non-refundable) with EMD fee of Rs. 20,000/- ( Twenty thousand ) only (Refundable) as per the date and time mentioned in the document.

This tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-  
Secretary  
Board of Secondary Education, Assam  
Guwahati - 21

# Board of Secondary Education, Assam

## Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	01/11/2017
2.	Tender Document Download	05/11/2017
3.	Start Date of submission of Tender	15/11/2017
4.	Last Date of submission of Tender	22/11/2017 up to 2 p.m.
5.	Opening of Tender	22/11/2017 at 3.30 p.m.

### **1. Tender Procedure:**

- 1) Eligible/Interested Parties will be offered to take part in Tender and details of the Tender will be available in the website , [www.sebaonline.org](http://www.sebaonline.org)
- 2) A non-refundable processing fee for Rs. 1000/- (Rupees One thousand only) in the form of a Demand draft or a Pay Order drawn in favour of “The Secretary, Board of Secondary Education, Assam (SEBA)” payable at Guwahati has to be submitted along with the Tender Response. Tender response received without or with inadequate Tender Processing fees shall be liable to get rejected.
- 3) Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand) has to be submitted through Bank Draft, address to “The Secretary, Board of Secondary Education, Assam (SEBA)” payable at Guwahati OR Bank Guarantee of any scheduled / Nationalized Bank and should be submitted with hard copy of the Tender document.

## **Board of Secondary Education, Assam**

### **2. General Conditions:**

- I. This Invitation for Bids is restricted to Registered Party having experience in supply of different vehicle
- II. Last two years income tax return has to be submitted.
- III. The Party should have minimum 2 years experience in supply of vehicles in Govt/semiGovt/PSU, supporting documents have to be submitted.
- IV. Tender must be accompanied / uploaded by GST registration certificate, PAN CARD, Trade License and Required registration certificate etc.
- V. The price Quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account.
- VI. The terms of the contract period shall be for a period of 1 year. The extension if needed will be made as per the decision of the authority, subject to satisfactory performance.
- VII. The vehicles offered shall be registered in the state of Assam only, and not more than two years old and must be insured.
- VIII. The party should have minimum 3 vehicles, registered in his/Firm name or Agreement with other party for supply of vehicle in his Firm name, have to be submitted.

- IX. The Party need to submit hard copy of Tenders papers in sealed envelope will be put in by the parties in the sealed/locked tender box placed in front of the Chamber of the undersigned super scribing as "Tender for supply of different vehicles."
- X. The bidders may contact the Store Branch of the SEBA Office for any further information/clarifications.
- XI. Any break-down within Guwahati /Outside Guwahati , vehicles have to be replaced within a shortest possible time, falling which the user will hire an alternative vehicle for which the hiring charge of the alternate vehicle will be deducted from the bill.
- XII. The selected bidder shall have to place vehicles with sufficient POL. The selected bidder shall have to provide sufficient fund to the driver to meet the expenditure for POL, required for the journey.
- XIII. Loading and unloading expenses will have to be born by the bidder.
- XIV. The driver of the vehicle shall maintain the proper LOG SHEET and must ascertain that the LOG SHEET is duly filled and signed by the officer using the vehicle, the agent should ensure that the KM reading of the vehicle is working properly.
- XV. In case the KM reading is found to be wrong on cheking, penalty shall be imposed by the authority and necessary action will be taken by the authority.
- XVI. In circumstances the hired vehicle is involved in an accident resulting in loss or damage to property or life in respect to vehicle driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act,1986 as amended time to time and IPC, the hiring authority shall have no liability whatsoever and will not entertain any claim in this regard under the said provision of the Law.
- XVII. The agent/party, shall assign the job of driving of the offered hired vehicles only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff while on the vehicle. SEBA Authority, shall have no direct or indirect responsibility arising out of such negligent , rash and impetuous driving which is an offence under IPC and any resultant loss/damage caused to the officers /staff have to be compensated by the agent.
- XVIII. The agent shall have the responsibility for arrangement of food and accommodation of the driver.
- XIX. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.

- XX. The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.
- XXI. Late Bids :**  
Any Tender response received by SEBA after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.
- XXII. Contacting the Bidder :**  
No Party shall contact SEBA on any matter relating to its tender response, from the time of the opening of the tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's tender.
- XXIII. Authorized Signatory:**  
The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.
- XXIV. Signing of Contract**  
At the same time as SEBA notifies the successful party that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.
- XXV. Delays in the Performance.**  
Selected party for the particular item, as per the L1 rate has to supply the required items within specified time as mentioned in the work order issued from SEBA. Failure to supply the required vehicle within specified time as mentioned in the work order issued, the Earnest Money Deposited (EMD) shall be forfeited and order shall be cancelled automatically.

### **3. Prices and Taxes:**

- a. Prices quoted by the Bidder will be valid for 1 year from the date of finalisation
- b. Taxes part should be shown extra, if applicable.

### **4. Cancellation of Contract:**

In case of any breach of any terms and conditions by the successful Party Board of Secondary Education, Assam (SEBA) reserves the right to cancel the Order by giving 7 days notice to the party.

### **5. Termination for Default**

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting Party/vendor :

- a. If the Party/Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Party/Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Party/Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

#### **For the purpose of this Clause:**

"**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

### **6. Selection of Party.**

1. The interested parties may carry out any study for the queries if any, with the concerning Branch of the office, before submitting the Tender.
2. The financial proposal of the short-listed Party/vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
4. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

### **7. Right to accept or reject any bid or all bids:**

Authority SEBA, reserves the right to accept or reject any bid and to annul the whole bidding process and may reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action taken.



# Board of Secondary Education, Assam (SEBA)

## **A. Introduction:**

### **About Board of Secondary Education, Assam (SEBA)**

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

## **B. SCOPE OF WORK :**

**The Board of Secondary Education , Assam, hires different type of vehicles each year for distribution of Examination material to the different Centres , Zones etc. Across the state of Assam, on Route basis , Daily basis and Monthly basis and also for other official purpose.**

**The selected bidders after signing the agreement will have to provide vehicles. The required vehicles are as per work order to be issued as per requirement by the authority. The rates of the vehicles will be as approved by the Authority, SEBA. No any change of the rates will be accepted in the entire agreement period.**

**The carriage vehicles are needed to carry the materials from the indicated go down to destination. The selected bidder may need to arrange the vehicles as per organizations requirement. The daily hiring of vehicles may need to arrange in proper time. The reporting time and releasing time details may need to mention in the Log sheet with duly signed by the using officer. The vehicles may need to travel any place of Assam. Drivers will report to allotted officer on time.**

**Form-A**

**Eligibility Criteria and supporting documents required for Submission of Tender Response:**

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Party shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC/ Any other as applicable	
2.	Trade License from the Municipal Authority. / License from DIC/Any other	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
3.	The Party has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
5.	Copies of Documents / Work orders and letter of completion from customers for work of Similar nature.	Self-attested Copies of the purchase order of Board/Council/Universities or any Govt. organization	
6.	Processing fee of Rs. 1000/- (One thousand) <b>[non-refundable]</b>	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
7.	EMD of Rs. 20,000/- (Twenty thousand) <b>[Refundable]</b>	-Do-	
8.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
9.	PAN No.	Self-attested Copies PAN Card to be submitted.	
10.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
11.	Form B	Tender Letter Performa	
12.	Form C	Details of experience	
13.	Letter of Authorization	Authorizing signatory	
14.	Total Vehicle self/authorized	RC and Agreement with other party for using vehicle required to be submitted.	

We agree with all the terms and conditions prescribed in the Bid Document.

Seal and Signature of the Bidder .....

Date .

**FORM B**

**Tender Letter Performa**

To,  
The Secretary,  
Board of Secondary Education, Assam,  
Guwahati - 781021  
Sub : Tender for Hiring of different vehicles.

Sir,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

<b>Sl. No</b>	<b>Description</b>	<b>Response</b>
1.	Name of the Party/Travel Agency.	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Witness by – Signature:

Name:

Name:

Designation:

Address

Seal:

Date:

Date:

Place

## **FORM-C**

### **Details of Experience of similar nature of work**

SR.No.	Name of the Client	Date of start and Completion of work		Quantity	Cost of the assignment
1.					
2.					
3.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

**FORM-D**

DECLARATION BY PARTY TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,.....owner of  
..... representing  
.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner  
/Chief Executive)

Name :

Date :

Place :

Commercial BID format

(Only for reference, to be submitted in Company / Party's Letter Head)

TENDER FORM FOR TRUCK- 407/607 ( Route wise for Answer book distribution )

NAME OF THE FIRM.....

ADDRESS.....

PHONE NO.....

FULL NAME (S) OF THE PROPRIETOR/PARTNER.....

SL. NO.	ROUTE NO.	VEHICLE MODEL	QUOTED RATE	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

SL. NO.	ROUTE NO.	VEHICLE MODEL	QUOTED RATE	REMARKS
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

SIGNATURE OF THE PROPRIETOR/PARTNER

TENDER FORM FOR Star Bus/Star Bus Ultra/Winger/Traveller (Route wise for confidential material distribution)

NAME OF THE FIRM.....

ADDRESS.....

PHONE NO.....

FULL NAME (S) OF THE PROPRIETOR/PARTNER.....

SL. NO.	ROUTE NO.	VEHICLE MODEL	QUOTED RATE	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

SL. NO.	ROUTE NO.	VEHICLE MODEL	QUOTED RATE	REMARKS
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

SIGNATURE OF THE PROPRIETOR/PARTNER

(Seal and Signature of  
Proprietor/Partner /Chief Executive)

Name :

Date :

Place :



TENDER FORM FOR D. I. VAN/TATA SUMO/WINGER/TATA INDICA/INDIGO/BOLARO etc. on DAILY BASIS and MONTHLY BASIS

NAME OF THE FIRM.....

ADDRESS.....

PHONENO.....

FULL NAME (S) OF THE PROPRIETOR/PARTNER.....

SL. NO.	VEHICLE MODEL	QUOTED RATE DAILY BASIS	QUOTED RATE MONTHLY
1.	TATA SUMO	Daily Rate Fuel Cost per K.M. Halting, (if any)	Daily Rate Fuel Cost per K.M. Halting, (if any)
2.	TATA INDICA		
3.	TATA INDIGO/SWIFT DZIRE		
4.	WINGER		
5.	DI VAN		
6.	MARUTI VAN		
7.	BOLERO		
8.	ALTO		
9.	WAGONR		
10.	SCORPIO		
11.	INNOVA		
12.	TRAVELLER		

13.	ETIOS		
14.	OTHERS		

SIGNATURE OF THE PROPRIETOR /PARTNER

TENDER FORM FOR TATA SUMO/WINGER/DI VAN/CRUISER  
 DISTRIBUTION ZONE FOR DISTRICT HEAD QUARTER /I.S. OFFICE  
 Of the HSLC/AHM Examination materials, 2015  
 (Route wise)

NAME OF THE

FIRM.....

ADDRESS.....

PHONE NO.....

FULL NAME (S) OF THE PROPRIETOR/PARTNER.....

ROUTE NO.	TYPE OF VEHICLE	QUOTED RATE	REMARKS
1.	WINGER TATA SUMO CRUISER DI VAN TRAVELLER		
2.			
3.			
4.			
5.			
6			
7			
8			

SIGNATURE OF THE PROPRIETOR/PARTNER

DATE.....

PH.NO.....