

केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN
क्षेत्रीय कार्यालय/BHOPAL REGION

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फा.14080/7/2024/ के.वि.सं.,भोपाल /

दिनांक: 10.07.2024

Sub:-Quotation for Hiring Taxi for Local and Outstation journeys-regarding.

Sir,

Kendriya Vidyalaya Sangathan is an autonomous organization under Ministry of Education, Govt of India. One of its Regional office is functioning at Bhopal in the campus of K V No.1 Bhopal. The competent Authority ie, Deputy Commissioner, KVS RO Bhopal wants to hire the vehicle for official purpose whenever required.

In this regard, sealed quotations for the said service is invited by the undersigned on behalf of KVS upto 10.00 hrs by 20.07.2024. Quotations should be sent to the undersigned under sealed cover marked as "Quotation for Hiring of Taxi" in the format annexed. The quotations will be opened in this office at 15.00 hrs on 20.07.2024.

Terms and Conditions

The quotation should be responsive ie, which are properly signed and confirm the terms and conditions in the following manner:

- 1.This quotation shall be valid for a period of One year from the date of execution of agreement.
2. The rates quoted in the quotation will only be valid during the validity period.
3. There should not be any over writings or corrections in the quotations,if a figure is amended, it should be duly attested.
- 4.The competent Authority does not bind himself to accept the lowest quotation and reserves the right to accept the quotations in whole or in part.
- 5.Quotation should be submitted in a separate letter head pad of the agency as per the format and should not fill up the enclosed format.
6. GST/TIN number should invariably be mentioned along with the registration certificate number of the agency. A copy of the registration certificate issued by the Registrar of firms & societies need to be enclosed along with the quotation.

7. Rates should be quoted for all the slabs as mentioned in Annexure II.

8. Any quotation submitted without fulfilling the terms and conditions shall be summarily rejected and no further correspondence would be entertained.

9. Food and stay arrangements have to be borne by the driver during local / outstation trip.

10. The successful bidder has to submit Performance Security/Bank Guarantee as per Government norms after finalizing the bid.

11. Payment will be made through digital mode NEFT/RTGS directly to the firm's account.

Evaluation of Bid

The purchaser will evaluate and compare the Bids determined to be substantially responsive ie, which are properly signed, and conform to the terms & conditions in the following manner.

Technical Bid

The bid will be treated as non-responsive if the following documents are not enclosed in the technical bid for evaluation:

- (a) The tender document downloaded from website.
- (b) Bid Security Declaration Annexure I for Bid Security.
- (c) Details of successfully executed similar work along with work order copies and amount.
- (d) A copy of PAN/TAN, registration certificate with Income Tax, GST, ESI, PF and other statutory bodies as per the requirement of the contract.
- (e) Complete copy of tender document duly signed/stamped on all pages.
- (f) Details of firm/company setup and establishment.
- (g) List of current clients for whom similar works are executed citing the no. of employees employed by the contractor (Attach documentary proof).
- (h) Audited financial statement including profit and loss account and balance sheet for last successive three years ending March 2024.
- (i) Income Tax return for last successive three years ending March 2024.
- (j) An undertaking that the bidder has not been black listed by any Government organization during the last 3 years.

* start ups may have relevant exemptions as per Govt. norms.


Financial Bid.

Financial bid in the enclosed format in sealed envelope needs to be submitted along with the Bid. Name of bid, Last date and time of receipt of quotation may be written.

Technical Bid and Financial Bid(Annexure II) should be sealed in two separate envelopes and super scribing "Technical Bid","Financial Bid" and then placed together in a single envelope super scribing Quotation for Hiring Taxi for Local and Outstation journeys".Financial Bid will be opened only if Technical Bid is in order.Therefore, both the bids("Technical bid and Financial bid") should be packed separately and put together in one envelope, failing which, quotation will be summarily rejected.

You are requested to submit the sealed quotations by speed post/by hand, latest by 10.00 hrs on or before 20.07.2024.The quotation shall be opened at Kendriya Vidyalaya Sangathan Regional Office, Bhopal at 15.00 hours on the same day (20.07.2024).

Yours faithfully,


(R. Senthil Kumar)
Deputy Commissioner

Encl:-Annexure I& II.

**FORMAT OF BID SECURITY DECLARATION FORM FOR BIDDERS IN LIEU OF EMD
(ON BIDDER'S LETTER HEAD)**

I/We the authorized signatory of M/S..... participating
in the subject tender No
For item/job of do hereby declare.

- (i) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event I/ We with draw/modify our bid during the period of validity or I/We fail to execute formal contract agreement within the given timeline or I/We fail to submit a performance Security within the given timeline or I/We commit any breach of Tender Conditions/Contract which attracts penal action of fore feature of EMD and I/We will be suspended from being eligible for bidding/award of all future contracts(s) of Kendriya Vidyalaya Sangathan Regional Office Bhopal for a period of two year from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory

Company Name

FORMAT OF FINANCIAL BID FOR HIRING TAXI FOR LOCAL AND OUTSTATION JOURNEYS.

Name and address of Firm:

Sr. No.	Item	Non AC Rate	AC Rate
1.	Etios /Desire (2 Hr/20 KM)		
	Extra KM		
	Extra HOUR		
2.	Etios /Desire (4 Hr/40 KM)		
	Extra KM		
	Extra HOUR		
3.	Etios /Desire (8 Hr/80 KM)		
	Extra KM		
	Extra HOUR		
4.	Etios /Desire (Outstation) (8 HR/80 KM)		
	Extra KM		
	Night Charge		
5.	Innova (8 Hr/80 KM)		
	Extra KM		
	Extra HOUR		
6.	Innova (8 Hr/80 KM) (Outstation)		
	Extra KM		
	Night Charge		
7.	Chrysta (8 Hr/80 KM)		
	Extra KM		
	Extra HOUR		
8.	Chrysta (8 Hr/80 KM) (Outstation)		
	Extra KM		
	Night Charge		
9.	Traveller 12 seater (8 Hr/80 KM)		
	Extra KM		
	Extra HOUR		
10.	Traveller 12 seater (8 Hr/80 KM) (Outstation)		
	Extra KM		
	Night Charge		

Note:

1. In case of tie in the received quotations/rates quoted, the firm with maximum lower rates **will be** accepted, provided they are ready for negotiation of their higher rates with the lower one.
2. Parking charges, toll charges etc will be separately paid at actual /Fast Tag is required to claim toll charge.
3. GST and other charges will be paid as per Govt. Norms.
4. All the vehicles provided will have valid registration, insurance and pollution certificate and they will be driven by drivers holding valid driving licenses & badge. All the vehicles, services will be provided at the above mentioned rates and valid for one year from the date of acceptance of bid. We agree to provide Cab/Taxi Services by the terms & conditions contained in the bid document and also to agree to enter into the agreement.

Bidder

1. Signature
2. Name
3. Date and Time: