

NOTICE INVITING TENDER

TENDER FOR PROVIDING RENTAL TAXI/CAR SERVICES TO THE KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, JAMMU, BY REPUTED TAXI/CAR SERVICE PROVIDERS

INDEX

SECTION	DESCRIPTION	PAGE NUMBERS
1	CHAPTER -1 SCHEDULE OF TENDER PROCESS	2
2	CHAPTER -2 SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS	3
3	CHAPTER -3 ELIGIBILITY CRITERIA	4
4	CHAPTER -4 TERMS AND CONDITIONS	5-7

ANNEXURE

S. NO	NAME	PAGE NO
ANNEXURE- 1	PROFORMA FOR TECHNICAL BID	8
ANNEXURE -2	PROFORMA FOR FINANCIAL BID	9
ANNEXURE- 3	TENDER ACCEPTANCE LETTER	10



CHAPTER-1

SCHEDULE OF TENDER PROCESS

a) Sealed quotations are invited on two bid system viz., Technical Bid & Financial Bid for providing rental Taxi/Car services to the Kendriya Vidyalaya Sangathan, Regional Office, Gandhi Nagar Jammu by reputed taxi service providers for hiring of commercial vehicles (Petrol/Diesel) for official use of the KVS, RO, Jammu, initially for a period of (01) one year. The Contract can be extended further for two more years, one year at a time subject to mutual consent/agreement on the same terms and conditions and based on satisfactory performance.

b) The Tender document can be downloaded from Kendriya Vidyalaya Sangathan, Regional Office, Jammu website – <https://rojammu.kvs.gov.in>. The tender shall be accepted under two bid system. The interested Service Providers are advised to submit Technical & Financial bids in two separate sealed envelopes superscribing as :- (1) "TECHNICAL BID FOR PROVIDING RENTAL TAXI/CAR SERVICES" (2) "FINANCIAL BID FOR PROVIDING RENTAL TAXI/CAR SERVICES". Both sealed envelopes should be kept in a third bigger sealed envelope superscribing as:- "TENDER FOR PROVIDING RENTAL TAXI/CAR SERVICES" and be sent through REGD POST/ SPEED POST only to Kendriya Vidyalaya Sangathan, Regional Office, Govt Hospital Road, Gandhi Nagar, Jammu- 180004 latest by 23.02.2026 latest by 17.00 hrs. Tenders sent by any other mode will not be accepted. Tender will be opened in the office of the undersigned at 11.00 hrs. on 24.02.2026.

c) The firms should deposit an **Earnest Money of Rs. 5000/- (Rupees Five thousand only)** alongwith the quotation through DD in favour of "DC,KVS, RO, Jammu" payable at Jammu. Earnest Money shall be refunded in the event of rejection of quotation/ unsuccessful bidders. The earnest money will be forfeited in the event of failure to provide the services. The selected firm has to furnish performance security in the form of Demand Draft for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only)**. In the event of acceptance of the quotation, the earnest money will be adjusted towards performance security.

Note :- If any of above documents are not found proper or not received within the prescribed time limit, then the bidder will be treated as unresponsive.



CHAPTER-2

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Kendriya Vidyalaya Sangathan, Regional Office, Jammu requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Service Providers") to provide rental Petrol/Diesel commercial Taxi/Car services for J & K.
2. The contract shall be initially for a period of (01) one year from the date of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (up to a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
3. The interested service providers have to submit the tenders through Speed Post/ Registered Post as per required packet/cover contents.
4. The firms should deposit an **Earnest Money of Rs. 5000/- (Rupees Five thousand only)** alongwith the quotation through DD in favour of "DC,KVS, RO, Jammu" payable at Jammu. Earnest Money shall be refunded in the event of rejection of quotation/ unsuccessful bidders. Bids shall not be considered in case the earnest money is not submitted. The earnest money will be forfeited in the event of failure to provide the services.
5. The successful bidder will have to deposit performance security in the form of Demand Draft for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only)**. In the event of acceptance of the quotation. The earnest money will be adjusted towards performance security.
6. Conditional bids shall not be considered and will be rejected summarily.
7. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be enclosed. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid.
8. The bidding firm has to give a self-certificate to the effect that it has not been blacklisted by any Central Ministry/Department/State Govt. Department, PSUs or Banks etc. The certificate has to be enclosed alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the Earnest Money Deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained thereof.
9. No bidding firm will be allowed to withdraw its bids after receiving the bid at KVS, RO, Jammu. If any firm intends to withdraw after receiving the bids, its EMD will be forfeited.
10. If after award of the contract, the successful bidder (LI) fails to provide required vehicles/taxis, the contract is liable to be cancelled alongwith forfeiture of Performance Security deposit and other consequential actions such as blacklisting of the firm etc.
11. In case the rates quoted by two or more firms are found equal the firm having higher average turnover during the last three preceding financial years will be termed as qualified firm subject to other terms & conditions.
12. If the rates quoted by two or more firms are found to be different for different items (Local and outstation trip), then the firm quoting the lowest total in column (i) (Including GST) of Annexure 2 will be considered eligible and this firm will have to accept the L1 rate of all the items.



CHAPTER-3

ELIGIBILITY CRITERIA

1. The firm must have average annual turnover of at least **Rs. 10,00,000/- [Rupees Ten Lakhs Only]** per annum during the last 3 years, ending 31st March of the previous financial year. CA Certificate and Balance Sheet must be enclosed with the Technical Bid.
2. The Firm must have at least 3 years of experience in the Tour and Travels Business in providing vehicle/taxi in the offices of Govt. Department/PSUs / Semi Govt./ Autonomous Bodies etc..
3. The Firm should have at least 3 vehicles of the type of commercial vehicles required i.e. Maruti Suzuki Ciaz , Dezire, Amaze, Honda City, Hyundai Verna or its equivalent/ Innova, XUV-500, Scorpio , Tata Hexa or its equivalent registered in the name of the firm or in the name of the owner of the firm in 2022 or thereafter, failing which offer will be rejected. The copies of the RCs of the vehicles registered are to be enclosed with the Technical Bid.
4. Experience certificates, award letters, fitness certificate and performance certificate should be enclosed with the Technical Bid.
5. The Firm should also have (i) GST No. and (ii) PAN No. Copies of GST No. and PAN No. are to be enclosed with the Technical Bid.
6. An undertaking from the bidder firm on its letter head stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.



CHAPTER -4

TERMS AND CONDITIONS

1. Definition of Similar work : The words "Similar work" shall mean the experience in providing commercial vehicles to Govt. Department/PSUs / Semi Govt./ Autonomous Bodies etc.
2. Kendriya Vidyalaya Sangathan, Regional Office, Jammu requires Taxi/Car services. The vehicles required are Maruti Suzuki Ciaz , Dezire, Amaze, Honda City, Hyundai Verna or its equivalent/ Innova, XUV-500, Scorpio, Tata Hexa or its equivalent. The type/make of vehicle to be hired will be at the sole discretion of the KVS, RO, Jammu but it must not be registered prior to 2022.
3. **The contracting firm will be solely responsible for strict compliance of all the Rules and Regulations notified by Govt. from time to time for plying of commercial vehicles.**
4. There will be no dead mileage. The kilometer age for the purpose of vehicle "run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch / breakfast or for drawal of petrol/Diesel etc.
5. The vehicles should be in very good as well as perfect working condition and well maintained during the contract period. **None of the vehicles supplied should be registered prior to 2022.** Technical Bids must be accompanied with copies of RCs of **commercial vehicles of required class only.**
6. The firms should have at least 3 years of experience in the tour and travel business in providing commercial vehicle in the Govt. Department/PSUs / Semi Govt./ Autonomous Bodies etc. and should have an annual turnover of **Rs. 10 Lakhs or more for the last three years.** Experience, fitness and performance certificate should be enclosed along-with the tender documents.
7. The firm should possess at least 3 commercial vehicles of the type indicated above i.e. Maruti Suzuki Ciaz , Dezire, Amaze, Honda City, Hyundai Verna or its equivalent/ Innova, XUV-500, Scorpio , Tata Hexa or its equivalent registered in **2022** or thereafter, which may be registered in the name of the Firm or in the name of owner of the firm.
8. The vehicles supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body/ upholstery etc. should be decent looking.
9. The owner/Firm should be in a position to supply commercial vehicles on short notice as and when needed.
10. The drivers of the taxis should be professional drivers and should be fully conversant with the routes of Jammu and Kashmir especially and should possess valid driving license to drive the commercial vehicles in their names. The drivers will always be decently dressed in uniform and courteous. The Drivers must be proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with them. Drivers not found upto the mark as per above condition or in the event of misbehavior on the part of drivers, the KVS, RO, Dehradun may impose penalty as deemed fit on the firm.
11. The owner/firm should be in a position to provide standby vehicle in case of any breakdown.



12. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the broken down vehicle will have to be provided.

13. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the KVS, RO, Jammu will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/ Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.

14. The owner/firm should be available round the clock on his own direct telephone, so as to respond to the call for taxis in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays/Sundays also.

15. All the charges towards repair/servicing, salary of the Driver, Petrol/Diesel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.

16. The car would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and the KVS, RO, Jammu shall not be liable in any matter whatsoever.

17. The taxi with the Driver would be placed at the disposal of the KVS, RO, Jammu as and when required. The KVS, RO, Jammu would be free to use the hired taxi in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.

18. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Jammu only.

19. Tenderers may please submit their unconditional rates strictly in the proforma.

20. No advance payment, in any case, would be made to the firm.

21. The firm will obtain the duty slips every day duly signed by the officer or will maintain the log book daily, duly signed by the officers concerned.

22. The Bills for hiring of taxis would be submitted after the completion of the month. Bills for supply of commercial vehicles for any month along with signed duty slips and copies of the log book signed by the officers shall be submitted in the first week of the following month to KVS, RO, Jammu.

23. The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.

24. The KVS, RO, Jammu will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury. In case of any such incident occurring, the transporter firm shall inform KVS, RO, Jammu in writing and replace vehicle serving the KVS, RO, Jammu immediately.

25. In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.

26. A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Taxis supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting Officer, a penalty of Rs.500/- on each fault will be imposed.



27. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.

28. The KVS, RO, Jammu reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

29. Bills for supply of vehicle for a month alongwith certificate of the no. of hours and the mileage (kms. run during the month by the officers). The bill will be submitted by first week of the following month to the Deputy Commissioner, Kendriya Vidyalaya Sangathan, Regional Office, Jammu.

30. An undertaking from the bidder firm on its letter head stating that the firm has not been blacklisted by any Central Government Department/Ministry/State Govt. Department/PSU/Bank, or State Government etc. must be attached with the bid documents.

31. The driver provided by the agency should not have criminal case against him. In this connection, documentary evidence such as police verification etc. should be produced.

32. The TDS under Income Tax Act and Goods and Services Tax Act will be deducted as per rules.

33. Toll charges and parking charges will be paid by the Firm which will be reimbursed by KVS, RO, Jammu subject to production of necessary bills and vouchers alongwith the monthly bill.

34. It will be sole responsibility of the vendor to send the vehicles for duty with enough fuel.

35. The rate should not be higher then the rate notified by the UT of J&K Transport Deptt. for all type of LMV

Note :- If there is any dispute or discrepancy for any reason, the English version will be valid.



ANNEXURE -1
PROFORMA FOR TECHNICAL BID

Sl. No	Description	Information/Documents required
1.	Name of the Firm/ Company/Agency	
2.	Complete Address & Telephone Number	
3.	Location of the Garage with telephone No. and address	
4.	EMD of Rs. 5000/- (Mention DD No., Date & amount)	
5.	Annual turnover of the firm for last 03 years (with proof) in the form of Balance Sheet and CA's certificate.	Copies of Balance Sheet and CA certificate for last 3 years to be enclosed.
6.	The firm must have at least 03 years of experience in the Tour and travels Business in providing vehicle/taxi in the Government/Semi Govt. Sections/ Autonomous Bodies	Copies of experience certificates and award letters is to be Enclosed.
7.	The firm must have at least 3 vehicle of the respective type (Petrol/Diesel) i.e. Maruti Suzuki Ciaz , Dezire, Amaze, Honda City, Hyundai Verna or its equivalent/ Innova, XUV-500, Scorpio , Tata Hexa or its equivalent registered not prior to 2022.	Copies of RCs are to be enclosed for which the firm wants to apply.
8.	Name & Address of the Departments / Ministries and other organizations where, at present, taxis are engaged on regular/monthly basis.	Enclosed the self-certified duly stamped copies of contract letters.
9.	Copy of GST No. and PAN No. (with proof)	Enclosed copies of GST Registration Certificate and PAN Card.
10.	Name, Address & Telephone Number of the Proprietor	
11.	Self-Certificate declaring that the firm has not been black listed by any Central Ministry/Department/State Govt. Department, PSUs or Banks etc.	Enclosed an undertaking from the bidder firm on its letter head.

(Signature of the Bidder, with Official Seal)



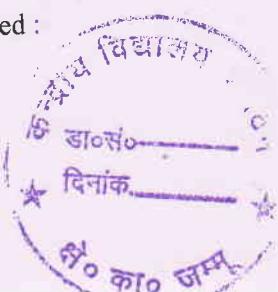
ANNEXURE -2
**PROFORMA FOR FINANCIAL BID FOR HIRING VEHICLE FOR LOCAL AND
 OUTSTATION**

Name & Address of the Firm :.....

S. No.	Particulars of Vehicle	Items Description		Rates Per Vehicle (Excluding GST)	
1	Staff Vehicle (Maruti Suzuki Ciaz , Dezire, Amaze, Honda City, Hyundai Verna or its equivalent)	Rates for journey for 2 hrs/20 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for journey for 4 hrs/40 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for journey for 8hrs/80 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for outstation Trips per day covering min. 225 km	Rate per day covering min 225 km.		
			Night Halt per day		
			Extra amount per km beyond 225 kms		
		Total (1)			
2	Mid-sized vehicle (Innova, XUV-500, Scorpio , Tata Hexa or its equivalent)	Rates for journey for 2 hrs/20 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for journey for 4 hrs/40 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for journey for 8hrs/80 kms	Rate		
			Rate for Extra Km		
			Rate for Extra Hours		
		Rates for outstation Trips per day covering min. 225 km	Rate per day covering min 225 km.		
			Night Halt per day		
			Extra amount per km beyond 225 kms		
		Total (2)			
		Grand Total (1+2)			

Note : 1. GST %age shall be quoted separately here.

Dated :



(Signature of the Bidder,
 With Official Seal)

ANNEXURE -3

TENDER ACCEPTANCE LETTER

Date :

To

The Deputy Commissioner
 Kendriya Vidyalaya Sangathan
 Regional Office, Jammu-180004

**Sub: Acceptance of Terms & Conditions of Tender for providing rental taxi services to the
 Kendriya Vidyalaya Sangathan, Regional Office Jammu.**

Dear Sir,

1. I/We have downloaded/ I obtained the tender document(s) for the above mentioned 'Tender/Work' from Kendriya Vidyalaya Sangathan, Regional Office, Jammu website – "<https://rojammu.kvs.gov.in>" as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents form (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

