




केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 संस्थागत एरिया शहीद जीत सिंह मार्ग
18 INSTITUTIONAL AREA, SHAHEED JEEET SINGH MARG
New Delhi/नई दिल्ली -110016 दूरभाष/टेलीफोन 26858570

निविदा सूचना

केन्द्रीय विद्यालय संगठन (मुख्यालय) के लिए किराए पर टैक्सी (सीएनजी) उपलब्ध कराने के लिए अनुभवी फ़र्मों से निविदाएं आमंत्रित की जाती हैं। पूर्ण विवरण के लिए हमारी वेबसाइट www.kvsangathan.nic का अवलोकन/विजिट करें।


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(यू एन खवाड़े)

संयुक्त आयुक्त (प्रशासन)

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SALE OF TENDER FORM

THE TENDER FORM CAN BE OBTAINED FROM THE ROOM NO 213 KENDRIYA VIDYALAYA SANGATHAN (HQ) 18 INSTITUTIONAL AREA SHAHEED JEET SINGH MARG, NEW DELHI -110016 ON ANY WORKING DAY FROM THE DATE OF UPLOADING IN KVS WEBSITE /PUBLICATION OF ADVERTISEMTNT TILL 12.30 PM OF 27.10.2014 ON PAYMENT OF RS 1000/- (RUPEES ONE THOUSAND ONLY) HUNDRED ONLY) BY DEMAND DRAFT /PAY ORDER DRAWN IN FAVOUR OF KENDRIYA VIDYALAYA SANGATHAN (HEAD QUARTER) PAYABLE AT NEW DELHI. IN CASE FORM IS DOWNLOADED FROM WEBSITE OF KVS, THE DD OF RS1000/- (RUPEES ONE THOUSAND ONLY) IN FAVOUR OF KENDRIYA VIDYALAYA SANGATHAN, HEAD QUARTER, NEW DELHI BE SENT ALONGWITH TENDER FORM, FAILING WHICH FROM WILL BE REJECTED.

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**KENDRIYA VIDYALAYA SANGATHAN
18 INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI -110016.**

TEL No. 26855532 FAX 26514179

TENDER DOCUMENT

**For providing Taxi services (CNG fuel) to the K V S Head Quarter, at Delhi
by reputed Taxi service provider**

Date of issue of Tender Document	16 th October 2014
Last Date & time for submission of Tender Document	Up to 1 P M on 27 th October, 2014
Date & time for opening of Tender Document:	At 3 P M on 27 th October 2014
Financial Bid of eligible renderers	At later date
Tender Cost	Rs 1,000/- (Rupees one thousand only)
EMD	Rs 50,000/- (Rupees fifty thousand only)

Tender document can be downloaded from kvs website www.kvsangathan.nic.in

KENDRIYA VIDYALAYA SANGATHAN
18 INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI -110016.
TEL No. 26855532 FAX 26514179

Dated 16th October 2014

TENDER NOTICE

Hiring of Taxi services (CNG fuel)

1. Sealed tenders are invited under Two Bid System i.e. (Part-I Technical Bid and Part-II Financial Bid) from reputed, experienced and financially sound Taxi service providers to provide rental CNG-fuel taxis to Kendriya Vidyalaya Sangathan, Head Quarter, in Delhi and National Capital Region. The contract will be initially for a period of three year which may be extended further for a period of another two year on review of performance depending upon the requirement and administrative convenience of K V S. The quantum of requirement of vehicles is tentatively 5 on a regular basis which may increase or decrease depending on the requirements of the K V S.
2. The tender document can be downloaded from the website of www.kvsangathan.nic.in.
3. The interested service providers may submit the tender complete in all respects along with Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi till 1 P.M on 27th October .2014 in the tender box kept at the Room No 213 of Kendriya Vidyalaya Sangathan, Head Quarter, New Delhi . No tenders will be accepted after the stipulated date and time under any circumstances what so ever.
4. The Technical bid shall be opened on the same day i.e. on 27.10.2014 at 3 P M in Room No. 107, Kendriya Vidyalaya Sangathan, Head Quarter New Delhi- in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be evaluated by a Tender Evaluation Committee (TEC) constituted for the purpose by the K V S . At the second stage financial bids of only those firms who qualify in the technical bid stage shall be opened at a later date. The scheduled time, date and venue for opening the financial bids will be communicated separately. The Tender Evaluation Committee (TEC) shall, after evaluation of the Technical/ Financial bids, give its specific recommendations regarding the lowest responsive bid, which is to be selected alongwith a comparison statement duly signed by the members of TEC.
5. The Competent Authority, Kendriya Vidyalaya Sangathan reserves the right to cancel the tender at any time or amend /withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Kendriya Vidyalaya Sangathan (Head Quarter) , situated at 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Service Providers") to provide rental taxi services for Delhi & NCR
2. The contract shall be valid for a period of three year from the date of letter awarding the contract, which can be extended for such period not exceeding two more year as may be decided by the competent authority, after review of performance.
3. Interested Service Provider may submit the tender document complete in all respects along with Bid Security of Rs.50,000 (Rupees fifty thousand only) with Technical bid till 1.00 P.M on 27.10.2014 in the Tender Box kept at the Room No 213 of Kendriya Vidyalaya Sangathan (Head Quarter), New Delhi..
4. 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 super scribing "Technical Bid for Providing Taxi services to Kendriya Vidyalaya Sangathan and "Financial Bid for Providing Taxi Services to Kendriya Vidyalaya Sangathan "respectively. Both sealed envelopes should be kept in a third bigger sealed envelope superscribing "Tender for Providing Taxi Services to Kendriya Vidyalaya Sangathan ".
5. Technical Bid of the service providers must necessarily be accompanied with Bid Security (BS) of Rs. 50,000/- (Rupees fifty thousand only), refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour of Kendriya Vidyalaya Sangathan (Head Quarter), New Delhi failing which the tender shall be rejected summarily.
6. The successful tenderer will have to deposit Performance Security Deposit of Rs. 1,00,000/- (Rupees one lacs only) in the form of an Account payee Demand Draft made in the name of the Kendriya Vidyalaya Sangathan (Head Quarter), , New Delhi .
7. Conditional bids shall not be considered and will be outrightly rejected.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender bids.
- 9 In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by the entire partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender. The name of authorized partner to interact with Kendriya Vidyalaya Sangathan should also be mentioned.

10. Each page of the tender document as well as annexure should be signed by the tenderer or by authorized signatories with seal of the firm.
11. The Technical bid shall be opened on the scheduled date and time (At 3 PM on 27.10.2014), in the Room No 107 of (KVS Head Quarter), New Delhi- 110016 in the presence of the representatives of the Agency/firm if any, who wish to be present at the time of opening the tender.
12. The financial bid of only those tenderers will be opened who qualify in the technical bid. The scheduled time and venue etc. for opening financial bids will be communicated to only those agencies/firms who have qualified in the technical bid stage.
13. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/Department/PSUs/Banks etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/cancelled.
14. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its Bid Security (B S) will be forfeited.
15. If after award of the contract, the successful bidder (L1) fails to provide required number of vehicle/taxi, the contract is liable to be cancelled alongwith forfeiture of performance security and other consequential actions such as blacklisting as deemed appropriate.
16. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form

B. TERMS AND CONDITIONS

1. The contract shall be valid for a period of Three year from the date of awarding of the contract, which can be extended for such period as may be decided by the competent authority, but not more than Two year after review of performance.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority of Kendriya Vidyalaya Sangathan. The unsatisfactory service shall mean and include non-- compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the competent authority of Kendriya Vidyalaya Sangathan. .
3. By virtue of this agreement, no relationship will be created between the driver and K V S. It will be the sole responsibility of the Service Provider to pay salary and other perks to its drivers meeting all statutory obligations and no complaints by any of its drivers in this regard will be entertained by the Kendriya Vidyalaya Sangathan.
4. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya Sangathan side and three months' notice on the side of Service Provider without assigning any reason and the decision of the competent authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. All the vehicles to be provided by the successful bidder should be of **2010 make** or later and should be mechanically sound and should have decent interiors with other necessary accessories as defined in the contract.
6. The quoted rates will be all inclusive and no other charges will be paid extra except the parking charges / toll road charges paid for official duty on production of original parking/toll coupons and the applicable service tax and Interstate Tax for outstation Tours.
7. No night charges will be payable.
8. The services shall be provided on 24x7 basis.
9. The mileage for the purpose of "vehicle run" and hours of duty" shall be reckoned from KVS (HQ) to duty point as the case may be.

10. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel etc.
11. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometres in a day/month.
12. The Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
13. The Service Provider will ensure that all drivers have live mobile phone connection so that they can be contacted whenever require
14. The driver provided by the Service Provider should be well mannered, courteous and polite to officers with whom he is attached along with vehicle. He should be well acquainted with NCR area, punctual, have valid driving license and should have neat and clean uniform with name badge. The driver should not smoke or drink while on duty and should not play cards, etc. during idle time. A detailed map book of NCR area should be kept in the vehicle.
15. Out of the vehicles supplied by the firm to Kendriya Vidyalaya Sangathan at least three vehicles should have all necessary permits to run in NCR area i.e. NOIDA, Ghaziabad, Faridabad and Gurgaon etc.
16. During the periodical maintenance of the vehicle, Service Provider shall provide standby vehicle of same make & year.
17. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.
18. The Service Provider shall be responsible for complying with obligations under income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident, etc.
19. The Service Provider shall be responsible for all litigation arising out of the non-payment of road tax, service tax, traffic violations, etc. and other dues to the appropriate authority and also the payment of compensation to drivers and any other involved parties in the event of death/injuries/damages arising out of accidents and/or due to various other causes, etc.
20. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.
21. Bills for supply of vehicle for a month along with certificate of the number of hours and the mileage (Kms. run during the month by the official). The bill will be submitted by 05th of the following month to the Assistant Commissioner (S &S) , Kendriya Vidyalaya Sangathan or any other officer authorized for this purpose by the competent authority, for payment.

22. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Kendriya Vidyalaya Sangathan . In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
23. The service provider shall be responsible for keeping the vehicle insured in compliance of the provisions of Motor Vehicle Act.
24. The service provider shall also be responsible for compliance of the legal provision in respect of the vehicle and shall **indemnify** the Kendriya Vidyalaya Sangathan against any damages/claims arising out of the contract.
25. The vehicles will have to be fitted /provided with the following mandatory additional accessories/utilities.
- | | |
|------------------------------|------------------------------------|
| 1. Clean seat covers | 2. Good quality radio music system |
| 3. Reading lamp | 4. Tissue paper box |
| 5. Car perfume | 6. Mobile charger |
| 7. Seat Belts (Front & Rear) | 8. Umbrella during Monsoon. |
26. Service Provider should have sufficient numbers of drivers having experience of driving in Delhi and in NCR.
27. A declaration on the printed letter-head of the firm, stating inter-alia that the drivers provided are of good character, duly verified by Delhi Police from security angle and have a valid driving license and are well conversant with the roads of Delhi and NCR should be provided to the Assistant Commissioner (S &S) , Kendriya Vidyalaya Sangathan.
28. The Service Provider should have an adequate number of telephones for contact round the clock and the number of the same should be given to the Assistant Commissioner (S &S) or any other officer authorized for this purpose by the competent authority, Kendriya Vidyalaya Sangathan as well as to the officer to whom the vehicle has been provided.
29. The Service Provider should have a provision to take bookings on 24 x 7 basis.
30. A daily record indicating time and mileage run for each vehicle shall be maintained by the driver and submitted to the concerned officer in the Kendriya Vidyalaya Sangathan for providing monthly certification.
31. The Service Provider shall ensure that the odometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance travelled.
32. The authorized officer of this Kendriya Vidyalaya Sangathan may conduct surprise checking of odometer of the car supplied from any workshop and cost thereof will be borne by the agency.
33. If there is hike in the prices of CNG more than 10%, the rates of contract will stand increased by 2.5-%, with effect from the following month.

C. PENALTY CLAUSE

Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:

(Amount in Rs.)

SL No	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First instance	Two instance	Three Instance		
01	Non functioning of AC in a Car	-	-	-	500/-	
02	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-		Rental charges for the day will also not be paid
03	Tampering of meters of vehicle	1000/-	2000/-	3000/-		Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security/ blacklisting of firm
04	Irregularities such as overwriting, forged entries etc. in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-		Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security/ blacklisting of firm
05	Changes of driver without prior intimation of Kendriya Vidyalaya Sangathan & officers to whom vehicle	500/-				On each occasion
06	Delay (more than 30 minutes) in reporting for duty by Driver/Vehicle	500/-	1000/-	2000/-		Rental charges for the day will also not be paid
07	Non-compliance of any other terms and conditions	500/-	1000/-	2000/-		For each violation per vehicle

D. TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:

- A. The Office of the Applicant should be located either in Delhi/ New Delhi. (Proof of address to be provided)
- B. In case of partnership firms, a copy of the partnership agreement, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Applicant must have a minimum of Three years' experience in supply taxis to Central Government Departments/Public Sector Companies/Banks. Proof of at least one contract relating to supplying of taxi services to Central Government/State Governments/ PSUs/Bankl in last three years along with attested copies of the supply order should be enclosed.
- D. The Applicant should have had a minimum annual turnover (billing amount) of Rs. 40 lakhs each year during three financial years i.e.2011-12, 2012-13, 2013-14. A copy of turn over statement duly certified by Chartered Accountant must be enclosed with the tender document and copy of Income Tax return for the assessment years, i.e. 2012-13, 2013-14, and 2014-15.
- E. The Applicant should have its own Bank Account. Certified copy of the account maintained for last three yer issued by the Bank, shall be enclosed.
- F. The Applicant agency (not individual) should be registered with Service Tax department. Certified copy of the registration shall be attached with the Bid document.
- G Self certificate that the firm has not been blacklisted by any Central Govt Departments/Ministries/PSU /Banks etc should be enclosed.
- H If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be ignored and Bid Security /Performance security forfeited.
- I The Vehicles supplied to Kendriya Vidyalaya Sangathan should be only CNG fuel Driven.
- J The Agency should have more than 30 vehicles at his disposal. The copies of the R.C book for the vehicle should be enclosed. The original R.Cs will be checked before awarding the contract.

PROFORMA FOR TECHNICAL BID

Criteria		
01	Name of Agency	
02	Nature of the concern(Sole/Partnership/company)	
03	Full Address of Reg. Office	
04	Telephone Number ,Fax No, Email address	
05	Full address of Operating/ Branch Office in Delhi Telephone Number ,Fax No, Email address	
06	Banker of Agency with full address Attached banker certificate of accounts of maintenance of account for the last three year	
07	Registration No. of the Agency Attach attested copy of the/firm Attach attested copy of the Registration	
08	Service Tax Registration No Attach attested copy of the Registration	
09	Financial turnover of company for last three financial year Attach financial statement certified by the CA	2011-12 2012-13 2013-14
10	I.T. returns for Assessment Years 2012-13,2013-14,2014-15-) Attach Copy of the IT return and assessment order	
11	Details of major contracts handled in last three year (Attach as per Format F) Attach as per format a t "F" handled in last two year	
12	Self certificate for Non-black listing Attach certificate in format A	

Signature of authorised person

Place

Name

Date

Seal

DECLARATION

1. I, Son/Daughter/Wife of Shri _____ Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby undertake to work at L1 rates as per the terms and conditions given in the tender documents.

Signature of authorized person

Date:

Place:

Full Name

(On letterhead of firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. (name & address of firm) is neither blacklisted by any Government Department nor any criminal case is registered against the firm.

Name & Signature of Proprietor/authorized signatory

F. Details of major contracts with Central Government/State Governments/PSUs/ Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format {attested copies of the last three years work award may be enclosed):

5. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. Lakh per year)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

G. PROFORMA FOR FINANCIAL BID

SCHEDULE : Delhi / New Delhi/ NCR area

(1) Rates (including all taxes and levies except service tax, parking and toll charges) of taxis on monthly basis:

Sl No	Make (2009)	Rate per Month (For 2400 KM and 300 hours)	Rate on daily basis For 4hours/40kms	Rate on daily basis For 8hours/80kms	Rates for per extra Km on monthly/daily basis	Rates for per extra hour on monthly/daily basis
1	Tata Indica/ Wagnor/Santro (AC)					
2	Tata Indiacar/ Wagnor/Santro (Non AC)					
3	Tata Indigo(AC)					
4	D Zire(AC)					
5	SX 4/Honda City(AC)					

3. The extra per kilometer and per hour rate beyond the minimum monthly prescribed rate will be after 2400 Km. and 300 hr., respectively.

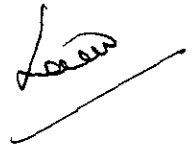
4. If vehicles are hired on daily basis, the applicable rate will be after 8 hours/80 km

5 Weightage

Sl No	Make (2012)	Rate per Month (For 2400 KM and 300 hours)	Rate on daily basis For 4hours/40kms	Rate on daily basis For 8hours/80kms	Rates for per extra Km on monthly/daily basis	Rates for per extra hour on monthly/daily basis
1	Tata Indica/Wagnor/Santro (AC)	10%	05%	10%	1%	1%
2	Tata Indica/Wagnor/Santro (Non AC)	02%	02%	02%	0.5	0.5
3	Tata Indigo(AC)	05%	05%	10%	1%	1%
4	D Zire(AC/Etos)	05%	05%	10%	1%	1%
5	SX 4/Honda City(AC)	05%	05%	10%	1%	1%

H. Terms of payment:

1. No payment shall be made in advance nor would any loan from any bank or financial institution be recommended on the basis of the order of award of work.
2. The Service Provider shall submit the bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
3. All payments shall be made by ECS/cheque only.
4. Office of the Kendriya Vidyalaya Sangathan shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
5. The term 'payment' mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
6. Wherever applicable all payments will be made as per schedule of payments as per contract.



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Joint Commissioner(Admn)