



केन्द्रीय विद्यालय संगठन  
क्षेत्रीय कार्यालय, एरणाकुलम

KENDRIYA VIDYALAYA SANGATHAN REGIONAL  
OFFICE ,ERNAKULAM, KOCHI – 682 020

PhoneNo.0484- 2205111 , 0484-2203091  
E -mail : dcernakulamregion@gmail.com,  
Website: <https://roernakulam.kvs.gov.in/>

F.31089/02 /2020-21/KVS RO (EKM)

Date : 12.11.2020

Sub: Quotation for Hiring Taxi for Local and Outstation – regarding.

Sir/Madam,

Kendriya Vidyalaya Sangathan is an autonomous organization under Ministry of HRD, Govt. of India. One of its Regional Office is functioning at Ernakulam in the KV Ernakulam Campus. The Competent authority Deputy Commissioner, KVS RO, Ernakulam wants to **hire vehicle for official purpose whenever required.**

In this regard, sealed quotations for the following services are invited by the undersigned on behalf of KVS **up 10.00 hrs by 01.12.2020.** 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 12.00 hrs. on **01.12.2020.**

**TERMS AND CONDITIONS**

1. This quotation shall be valid for a period of **One Year** from the date of acceptance of the quotation.
2. In case of any hike in the price of petrol/Diesel in between, the rates quoted in the quotation only will 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 above format and should not fill up the above 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 above.
8. Any quotation submitted without fulfilling the above terms & conditions shall be summarily rejected & no further correspondence would be entertained.
9. PAN Number should be in the name of company and not in the name of proprietor for Income Tax Purpose.
10. Food and stay arrangements have to be borne by the driver during local and Outstation trip.
11. Payment will be made through digital mode

**Evaluation of Bid:**

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

**The bid will be treated as non-responsive if following documents are not enclosed in the bid cover:**



- (a) The tender document downloaded from <https://roernakulam.kvs.gov.in> website .
- (b) Demand Draft of Earnest Money Deposit (EMD) of **Rs.5,000/-** drawn in favour of **DC KVSRO Account** payable at **Ernakulam**.
- (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) Solvency Certificate from Nationalised/Scheduled Bank not to be more than 3 months old.
- (f) Complete copy of tender document duly signed/stamped on all pages
- (g) Details of firm/company setup and establishment.
- (h) List of current clients for whom similar works are executed citing the no. of employees employed by the contractor.(Attach documentary proof)
- (i) Audited financial statement including profit and loss account and balance sheet for last successive three years ending March 2020.
- (j) Income Tax Return for last successive three years ending March 2020.
- (k) An undertaking that the bidder has not been black listed by any government organization during the last 3 years.

**Last date and time of receipt of quotations:**

**Technical Bid and Financial Bid should be sealed in two separate envelopes and then placed together in a single envelope superscribing "Technical Bid", "Financial Bid" and "Quotation for Hiring Taxi for Local and Outstation". Financial Bid will be opened only if Technical Bid is in order. Therefore, both bids must not be placed in a single envelope.**

You are requested to submit the sealed quotations by speed post/by hand superscribed on the envelope as **"Technical Bid", "Financial Bid" and "Quotation for Hiring Taxi for Local and Outstation"** latest by **10.00 hrs on or before 01.12.2020**. The quotations shall be opened at **Kendriya Vidyalaya Sangathan, Regional Office, Ernakulam** at 12.00 hours **on the same day(01.12.2020)**. An earnest money Rs.5000/- (Rupees Five thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the quotation and appreciate the interest of the bidders in the KVS.

Yours faithfully,

  
(R Senthil Kumar)  
Deputy Commissioner



**FORMAT OF FINANCIAL BID FOR HIRING TAXI FOR LOCAL AND OUTSTATION**

Name and Address of the Firm:

SLABS		Indica and equivalent cars		Cars like Swift Dezire, Ford, Accent and equivalent cars		Laxury cars such as Innova, SUVs and equivalent cars	
Hours	Distance	AC	Non-AC	AC	Non-AC	AC	Non-AC
Minimum Charges							
3 hours	35 kms						
Rate for extra Kms							
Rate for Extra Hours							
5 hours 50 kms							
Rate for extra Kms							
Rate for Extra Hours							
8 hours 80 kms							
Rate for extra Kms							
Rate for Extra Hours							
Extra per Hour							
<b>For outstation Trips per day covering minimum 225 kms.</b>							
a. Per Km rate							
b. Driver Bata							
c. Night halt per day							
d. Extra amount per km beyond 225 kms							

Note:

1. Mode of calculation of time and distance be clearly indicated.
2. Parking charges, toll charges etc. are at actual
3. GST/Service tax and SC and ST are etc. as per Govt. orders.

We agree to provide Cab services by the terms & conditions contained in the Bid document and also agree to enter into the agreement.

Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Bidder

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date &amp; Time: \_\_\_\_\_