



केन्द्रीय विद्यालय का.हि.वि.वि. परिसर, वाराणसी  
KENDRIYA VIDYALAYA BHU CAMPUS VARANASI

शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय  
An Autonomous Body Under Ministry of Education, Govt. of India



E-mail: [kvbhuvaranasi@gmail.com](mailto:kvbhuvaranasi@gmail.com)

Contact No. **0542-2985804**

Website: <http://bhuvaranasi.kvs.ac.in>

CBSE AFF. No.- 2100031

CBSE School No. 74119

644-646

पत्रांक फा0 43089/केविकाहिविवि वाराणसी/2023-2024/

दिनांक : 10 अक्टूबर 2023

To

M/s .....


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Sub-: **QUOTATION DOCUMENT FOR HIRING OF TAXI/BUS SERVICES IN KENDRIYA VIDYALAYA BHU Campus, BHU, Varanasi.**

**QUOTATION DOCUMENT**

1. Sealed quotations are invited from reputed, experienced and financially sound Taxi/Bus service providers to provide rental taxis/buses to Kendriya Vidyalaya BHU, BHU Campus, Varanasi.
2. The contract will be initially for a period of one year which may be extended further for a period of another one year on review of performance depending upon the requirement and administrative convenience of the Vidyalaya. The quantum of requirement of vehicles is occasionally depending upon the requirement of the event/function etc.
3. If interested you may send the quotation complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees ten thousand only)** refundable without interest, in the form of demand draft / cheque drawn in favour of "VVN KV BHU VARANASI"
4. You are requested to submit the sealed quotations (**in the enclosed proforma Annexure-II**) in the Tender Box or by speed post {in front of Room No. 3-A} or Speed Post superscribed on the envelope as "**FOR HIRING OF TAXI/BUS SERVICES**", latest by **29-10-2023 before 12:00 PM**. The quotations shall be opened at **01.00 p.m. on 30-10-2023**. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.
5. No quotation will be accepted after the stipulated date and time under any circumstances what so ever.
6. The Competent Authority, Kendriya Vidyalaya BHU, BHU Campus, Varanasi 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.

  
Principal  
Kendriya Vidyalaya BHU  
BHU Campus, Varanasi

डा० दिवाकर सिंह/Dr. Diwakar Singh  
प्राचार्य/Principal  
के०वि०बी०एच०यू० वाराणसी-05  
K.V. BHU Campus, Varanasi-05



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**A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR QUOTATIONERS-**

1. Kendriya Vidyalaya BHU, Varanasi is situated at BHU Campus, Varanasi, UP-221005 requires the services of reputed well established and financially sound taxi/bus service providers (hereinafter referred to as "Service Providers") to provide rental taxi/bus services for Uttar Pradesh.
2. The contract shall be valid for a period of one year from the date of letter awarding the contract , which can be extended for such period not exceeding one more year as may be decided by the competent authority, after review of performance.,
3. Interested Service Provider may submit the quotation complete in all respects along with EMD of Rs. 10,000 (Rupees ten thousand only).  
The rates of contract awarded would be subject to review on revision of Diesel prices after the award of the contract. If there is any revision in the price of the Diesel, the rate of contract will stand revised by one fourth (1/4) of the per cent revision in Diesel fuel price. The revision will take effect from the first day of the following month of the month in which revision takes place. For illustration, if the Diesel price is increased/ decreased by 10 % on 2<sup>nd</sup> June, the rates of contract will stand increased/ decreased by 2.5% with effect from 1<sup>st</sup> July.
4. 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 with the quotation along with -the name of authorized partner to interact with Kendriya Vidyalaya BHU, BHU Campus, Varanasi.**
5. Each page of the quotation document as well as annexures enclosed should be signed by the firm or by authorized signatories with seal of the firm.
6. The 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 selected 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.
7. 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 along with forfeiture of performance security and other consequential actions such as blacklisting as deemed appropriate.
8. The lowest (L1) bidder will be decided on the basis of weighted sum.

**B. TERMS AND CONDITIONS**

1. The contract shall be valid for a period of one 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 one 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 BHU. The unsatisfactory service shall mean and include non- compliance and non-fulfillment 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 quotation/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the competent authority of Kendriya Vidyalaya BHU.
3. By virtue of this agreement, no relationship will be created between the driver and Kendriya Vidyalaya BHU. It will be the sole responsibility of the Service Provider to pay salary and other perks to its drivers





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- meeting all statutory obligations and no complaints by any of its drivers in this regard will be entertained by the Kendriya Vidyalaya BHU.
4. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya BHU side and three months 'notice on the side of Service Provider without assigning any reason and the decision of the competent authority shall be the 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 firm should be 2013 model and should be mechanically sound and 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.
  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 the place of reporting 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 kilometers 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 required.
  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 the state locations, 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 the state should be kept in car).
  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, EPF, 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/day by the official). The bill will be submitted to the Principal, 'Kendriya Vidyalaya BHU, BHU Campus, Varanasi or any other officer authorized for this purpose by the competent authority, for payment.
  24. The service provider shall be responsible for keeping the vehicle insured in compliance of the provisions of Motor Vehicle Act.



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25. The service provider shall also be responsible for compliance of the legal provision in respect of the vehicle and shall indemnify the Kendriya Vidyalaya BHU against any damages/claims arising out of the contract.
26. 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.
27. Service, Provider should have sufficient numbers of drivers having experience of driving in the state.
28. A declaration on the printed letter-head of the firm, stating inter-alia that the drivers provided are of good character, duly verified by UP Police from security angle and have a valid driving license and are well conversant with the roads in the state to the Principal, Kendriya Vidyalaya BHU, BHU Campus, Varanasi.
31. 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 BHU for providing monthly certification, if the vehicle hired on monthly basis.
32. 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.
33. The authorized officer of this Kendriya Vidyalaya BHU may conduct surprise checking of odometer of the vehicle supplied from any workshop and cost thereof will be borne by the agency.
- C. **PENALTY CLAUSE:**  
Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:  
(Amount in Rs.)

SN	Violations	Penal amount per month per vehicle			Amt to be deducted	Remarks
		Instances				
		First	2 <sup>ND</sup>	3 <sup>RD</sup>	Per day per vehicle	
1	Non-functioning of AC in a vehicle	----	----	---	500/-	---
2	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	---	Rental charges for the day will also not be paid
3	Tempering of meter of vehicle	1000/-	2000/-	3000/-	---	Competent authority has the discretion to terminate the contract along with forfeiture of performance security/blacklisting of firm
4	Irregularities such as overwriting, forged entries etc in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-	---	Do

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5	Changes of driver without prior intimation of Kendriya Vidyalaya BHU & Officers to whom vehicle	500/-	---	---	---	On each occasion
6	Delay(more than 30 minutes) in reporting for duty by driver/vehicle	500/-	1000/-	2000/-	---	Rental charge for will the day will also not be paid
7	Non-compliance of any other terms & condition	500/-	1000/-	2000/-	---	For each violation per vehicle.

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**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 his document;
2. I have carefully read and understood all the terms and conditions of the quotation 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 the authorized person

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

Date : \_\_\_\_\_

Place : \_\_\_\_\_

(On letter head of firm)

**TO WHOM SOEVER 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/  
Authorised Signatory

## **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 in UP state.
- 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 with the quotation along with the tender
- C. The Applicant must have at least one contract relating to supplying of vehicles services to Central Government / State Government / PSUs / Banks in last three years along with attested copies of the supply order should be enclosed.
- D. The Applicant should have its own Bank Account. Certificate copy of the account maintained for last three years issued by the Bank, shall be enclosed.
- E. The Applicant Agency (not individual) should be registered with Service Tax department. Certified copy of the registration shall be attached with Bid document.
- F. Self-certificate that the firm has not been blacklisted by any Central/State Govt departments/Ministries/PSUs/Banks etc. should be enclosed.
- G. 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.
- H. The Vehicles supplied to Kendriya Vidyalaya BHU should be 2013 model and should be mechanically sound and have decent interiors with other necessary accessories.
- I. The Agency should have more than 05 vehicles at his disposal of the make and model mentioned in the Bid.



**PROFORMA FOR TECHNICAL BID**

CRITERIA		
01.	Name of Agency	
02.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
03.	Full Address of Reg. Office :- Telephone No. FAX No. E-Mail Address	
04.	Full address of Operating/ Branch Office in the state Telephone No. FAX No. E-Mail Address	
05.	Banker of Agency with full address: (Attach Bankers certificate of account maintenance for the last three years) Telephone Number of Banker	
06.	Registration No. of the Agency Attach attested copy of the firm Registration	
07.	Service Tax Registration No. Attach attested copy of the Registration	
08.	Financial turnover of the Agency for the last three year (Attach financial statement certified by CA)	2020-21 2021-22 2022-23
09.	I.T. returns for Assessment Year 2020-21, 2021-22 & 2022-23) Attach copy of the IT return and assessment order.	
10.	Details of major contracts Attach as per format at "F"	
11.	Self-Certificate for non-black listing Attach Certificate (in Format 'A')	

Signature of authorized person

Date:

Place:

Name:

Seal:

**G. PROFORMA FOR FINANCIAL BID****SCHEDULE: UP State**

Rates (including all taxes and levies except service tax, parking and toll charges) of Vehicle on daily basis.

SN	Make (2013)	Rate per KM on daily basis 4hours/40 Kms including fuel and other charge	Rate per KM on daily basis 8hours/80 Kms including fuel and other charge	Rate per KV including fuel and other charges	Rates for extra Km	Rates for extra hour
1	Taxi (AC) up to 5 seat of similar capacity					
2	Taxi (NON-AC) up to 5 seat of similar capacity					
3	Taxi (AC) up to 7 seat of similar capacity					
4	Taxi (NON-AC) up to 7 seat of similar capacity					
5	Taxi (AC) up to 8 seat of similar capacity					
6	Taxi (NON-AC) up to 8 seat of similar capacity					
7	Tempo Traveler (AC) up to 16 seat or Bus/Van of similar capacity					
8	Tempo Traveler (Non-AC) up to 16 seat or Bus/Van of similar capacity					
9	Luxury Bus 26 seat (AC)					
10	Luxury Bus 26 seat (Non-AC)					
11	Luxury Bus 35 seat (AC)					
12	Luxury Bus 35 seat (Non-AC)					
13	Luxury Bus 49 seat (AC)					
14	Luxury Bus 49 seat (NON AC)					

(1) If vehicles are hired on daily basis the applicable extra rate will be after 8 hrs/80 Km.

**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)
3. All payments shall be made by ECS/Crossed Cheque only.
4. Office of the **Kendriya Vidyalaya BHU, BHU Campus, Varanasi** 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.