



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
संभागीय कार्यालय / **REGIONAL OFFICE**
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F.32029/2017-18/KVS (RO)/GGN/Admn./

Date- 08.09.2017


**QUOTATION FOR PROVIDING TAXI /CAR ON HIRE BASIS FOR
TOUR PURPOSE AND MONTHLY BASIS.**

- 1 Sealed quotations for providing Taxi services as shown in the enclosed statement are invited on behalf of Kendriya Vidyalaya Sangathan, Regional Office, Gurugram up to **14.00 hrs. by 25.09.2017**. Quotations should be sent under strong sealed cover marked as "**QUOTATION FOR Providing Services of TAXI/CAR**" and not by name. The quotations will be opened in the office of undersigned at **10.00 hrs on 26.09.2017**. (Tuesday) in the presence of the representatives of the firms.
- 2 The Quotation should be submitted according to the terms and conditions specified in paragraphs 2 to 10 unless specified otherwise in the quotation. It shall be construed that the terms and condition stipulated hereunder have been agreed to.
- 3 The rates should be F.O.R and should include all applicable taxes, rates or imposition whatever liable in respect of the supplier. The KVS shall not be liable to pay any tax etc, which has not been expressly stipulated in the quotation in the event of acceptance of the quotation.
- 4 There should not be any over writing or correction in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature, the quotation is liable to be rejected.
- 5 The undersigned does not bind him/her to accept the lowest quotation and reserves the right to accept the quotation in whole or in part.
- 6 On acceptance of the quotation it will become a contract and the contractor shall be bound by the terms & conditions of the quotations.
- 7 The firms should deposit an earnest money of Rs. 20,000/- (Rupees Twenty Thousand Only) alongwith the quotations through DD in favour of "Deputy Commissioner, KVS, RO, Gurgaon" payable at Gurugram which shall be refunded in the event of rejection of quotation. The earnest money will be forfeited in the event of failure to provide the services. In the event of acceptance of the quotation, the earnest money will be adjusted towards **SECURITY DEPOSIT**. If the contractor is not agreeable to pay Earnest Money /Security Deposit, the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.
- 8 If the contractor fails to provide the vehicle within the time stipulated in the letter of acceptance, the undersigned shall be at liberty to hire the vehicle from the market or

get the rest of contract complete by any other person or firm and the difference to hiring charges if any, shall be deducted from the Earnest Money /Security Deposit. In case any amount in excess of the Security Deposit is paid by the undersigned, the contractor shall be liable to pay this amount.

- 9 In the event of the acceptance of the quotation and placing of the order for hiring the vehicle the said vehicle would be subject to an inspection by the undersigned or the representative and is liable to be rejected if the vehicle being provided on hire is not in accordance with approved condition or do not conform to the specification prescribed.
- 10 The rates quoted by the CONTRACTOR shall hold good initially upto 12 months which may be extendable upto 3 Years provided both the parities mutually agree to if No amendment in the rate will be accepted once the contract is executed.
- 11 Rates should be quoted by the contractor in attached Performa only.

Yours faithfully,


08/09/22

(S. S. Rawat)

Deputy Commissioner

Encls:-

1. Terms & Condition to be signed by the firm **(Annexure-I)**.
2. Particulars of the Firm **(Annexure-II)**.
3. Form of Rates to be quoted by the firm for Diesel **(Annexure-III)**.
4. Form of Rates to be quoted by the firm for CNG **(Annexure-IV)**.

ANNEXURE-I

Terms & Conditions for Hiring Taxi/Car on Monthly. Basis

1. The Vehicle provided on hire basis will be made available to KVS, RO, Gurugram on a monthly basis for 8 hrs per day excluding lunch hour. Calculated on a cumulative monthly basis for each calendar month. All distances and times being calculated from the time the vehicle reported to KVS, RO, Gurugram the morning at upto the time it is released by the KVS Staff, Gurugram the end of the day. Distance from garage to this point (RO, Gurugram) will not be included in the monthly Km run.
2. The vehicle will report to the designated person(s) at the designated location at 9.00 hrs in the morning on all days including Saturday, Sunday and Govt. Holidays or other days as intimated to the transporter/ firm through the driver at least eight hour in advance.
3. Expenses on account of traffic challans by the Police/Traffic Police for commercial use of vehicle, rush and negligent driving of the Vehicle and other traffic violation will be borne by the transporter.
4. The vehicle shall be provided by the contractor/firm for running all places in Haryana, Delhi & Himachal Pradesh.
5. The contractor shall bear all Toll Taxes, Bridge Taxes, Road Taxes etc.
6. The transporter shall be solely responsible and liable for the proper maintenance and upkeep of the vehicle and for all running cost, thereof and for all expenses for maintenance and repair thereof and replacement of parts therein. KVS shall not have any liability and responsibility on this account.
7. The transporter shall ensure that the vehicle is not incapacitated or unfit to be operated at any time.
8. In the event that the vehicle is not available for any period of time for any reasons whatsoever, the transporter will be responsible to press into service a vehicle of like description in such manner that services to KVS are not disrupted and/or delayed in any manner whatsoever. However, KVS shall not be liable to pay any additional charges or expenses for such replacement.
9. The transporter shall properly upkeep the vehicle and the vehicle should be comprehensively insured during the tenure of the agreement and would be liable for timely payments of all premium and other dues. In other words all risks are to be insured/ensured/borne by the transporter in all circumstances.
10. The transporter shall keep all the documents of registration, pollution Certificate, Certificate of fitness under control, insurance papers etc for the said vehicle or any replaced vehicle in order and perform all acts to ensure that the vehicle or the other replaced vehicle is not seized or attached for any reason whatsoever by any authority during the terms of agreement. Only the authorized person of the department shall sign the duly slip/ Log book of vehicle every day.
12. During the tenure of the agreement, if any crewmember of the department is insured due to negligent or rash driving by the driver the transporter is liable to indemnify the said individual and also any other third party towards medical and any other expenses incurred by them on account of such injuries. KVS will not be liable for making good and damage to the vehicle or injury to the driver or any third person occurred during the course of performance of its legitimate business activities.
13. The transporter will provide proof of residence and Police antecedent verification of driver. The driver of the vehicle will be changed only in exceptional circumstances and that too with the advanced concurrence of the Deputy Commissioner, KVS or KVS representative.
14. It will be the sole responsibility of the transporter to make the timely payment of wages to the driver of the vehicle. In case any dispute arises the transporter will settle the same and KVS will not be held responsible for this in any case.

15. In case if transporter fails to provide the special vehicle, replacement of vehicle or driver on any day, the KVS is at liberty to hire a suitable vehicle at expense of the transporter and charges a sum equal to twice the pro-rata cost of hiring charges of the vehicle per day, or the actual cost of hiring a substitute vehicle whichever is more.
16. The transporter will ensure that the driver employed by him will have not claim whatsoever on the KVS and shall not raise any industrial dispute either directly or indirectly with KVS in respect of any of his service conditions for any matter.
17. The same vehicle and driver will be sent daily & in case the vehicle or driver is to be changed by the transporter for any reason, then intimation of same will be given in advance to KVS along with details of the new driver and vehicle being sent subject to point No. 13.
18. The vehicle will be operated under the overall administrative and technical control of the Deputy Commissioner, KVS, RO, Gurugram or such other person as may be nominated by the Deputy Commissioner, KVS, RO, Gurugram.
19. It is mutually agreed that the agreement is on a non exclusive basis and both parties are at liberty to enter into similar contract/agreement with other.
20. It is also understood that the agreement is on a Principal to Principal basis and does not create and shall not be deemed to create any employer-employee or principal-agent relationship between the transporter and KVS or its personnel KVS or its personnel shall not be entitled to any act, work deed or otherwise make any statement on behalf of the transporter or in any manner bind the transporter or hold out or represent that our company is representing or acting as an agent of the transporter. The action of KVS shall not be such as may be capable of being construed as those of a branch or agent of the transporter.
21. The billing will on a monthly basis and the transporter will submit bill and supporting documents of the month on the first day of the succeeding month. All bills will be cleared by KVS through local cheques /digital payment basis before the tenth day of succeeding month.
22. For this service, KVS will pay the transporter a sum of rupees as approved per month as vehicle hiring charges.
23. The transporter or his driver will not allow any other person other than KVS staff deputed to travel in the vehicle without the prior written concurrence of the Deputy Commissioner or any other person nominated by him/her for exercising day to day technical and administrative control over operation of the vehicle.
24. KVS is at liberty to terminate the agreement at any time without assigning any reason. However the transporter has to serve a notice of one month to terminate the contract.
25. Any dispute arising out of or in relation to the agreement shall be referred to a sole arbitrator to be appointed by the KVS as per the Indian Arbitration Act. The seat of the Arbitration shall be at Gurugram and proceeding shall be governed by the Indian Arbitration Act 1940.
26. All related legal requirements in this relation are to be complied by the transporter.
27. Transporter will have to change driver or vehicle or both on the request of Deputy Commissioner.
28. The Driver detailed by the contractor should be properly dressed in uniform. The contractor shall bear the cost of uniform of the driver.

Terms & conditions above from Para 1 to 28 are accepted.

Signature of Transporter with
Seal

ANNEXURE-II**Particulars of the Firm**

(To be furnished by the firm) .

S. No	Particulars	Required Information
1.	Name of the Firm	
2.	Address of the Firm	
3.	Phone/Mobile No.	
4.	Regn. No. of the Firm	
5.	Regn. Valid upto	
6.	PAN No.	
7.	Name of Bank	
8.	Address of the Bank	
9.	Bank A/c. No.	
10.	IFSC Code	
11.	Tender Fee Rs. 500/- (Mention DD No. Date and amount etc.)	
12.	Bid Security of Rs. 20,000/- (Mention DD No. Date and amount etc.)	

Signature of Firm with Seal & Date

FORM FOR QUOTATION FOR HIRING VEHICLE
(Please do not change the format)
RATES FOR VEHICLE (DIESEL)

S. No	Particulars of Vehicle	Hiring vehicle on monthly basis for 8 hours except lunch hour except Saturday, Sunday & Govt. Holidays (Including Point No. 03 of Terms & Conditions)			Rate per km (with fuel) for additional travel above three thousand KM (in the same month)	Night Charges, if any	Other details, if any	Over rate per hour, if any	time per hour, if any
		(a) Monthly rate with fuel upto one thousand Kilometre	(b) Monthly rate with fuel upto two thousand Kilometre	(c) Monthly rate with fuel upto three thousand Kilometre					
1	INDIGO ECS - NON AC								
2	INDIGO ECS -WITH AC								
3	DEZIRE - NON AC								
4	DEZIRE - WITH AC								
5	AMAZE- NON AC								
6	AMAZE- WITH AC								
7	INNOVA- NON AC								
8	INNOVA- WITH AC								
9.	HONDA CITY-NON AC								
10	HONDA CITY-WITH AC								

Service provider must quote the rates for all the above mentioned vehicles.
If need arise, payment will be made on proportionate basis.

Other Conditions:-

- (1) Minimum 3 (three) commercial vehicle (Car/Taxi) should be the name of owner/firm.
- (2) Model should not be less than 2016 for every vehicle.
- (3) Experience not less than 03 years in the field.
- (4) Taxi permit for Haryana, Delhi & Himachal Pradesh from the RTO concerned.
- (5) Driver should have at least 05 years experience of driving of CAR-TAXI. (Passenger Vehicle)
- (6) In other words bill will have following components i.e. Hiring Charges (vehicle with Driver) Fuel Charges i.e. Diesel/Over Time Charges/ Night Charges.

If the above conditions are not fulfilled by the firm the tender of the firm may not be considered.

Copies of documents in support of above are enclosed.

Bid Security of Rs _____ Rupees _____) is furnished herewith Vide Bank Draft No. _____
_____ Dated _____ drawn on _____

Dated:

Signature of the Proprietors/Partner

with

Seal

FORM FOR QUOTATION FOR HIRING VEHICLE
(Please do not change the format)
RATES FOR VEHICLE (CNG)

S. No	Particulars of Vehicle	Hiring vehicle on monthly basis for 8 hours except lunch hour except Saturday, Sunday & Govt. Holidays (Including Point No. 03 of Terms & Conditions)			Rate per km (with fuel) for additional travel above three thousand KM (in the same month)	Night Charges, if any	Other details, if any	Over rate hour, if any	time per hour, if any
		(a) Monthly rate with fuel upto one thousand Kilometre	(b) Monthly rate with fuel upto two thousand Kilometre	(c) Monthly rate with fuel upto three thousand Kilometre					
1	INDIGO ECS - NON AC								
2	INDIGO ECS -WITH AC								
3	DEZIRE - NON AC								
4	DEZIRE - WITH AC								
5	AMAZE- NON AC								
6	AMAZE- WITH AC								
7	INNOVA- NON AC								
8	INNOVA- WITH AC								
9.	HONDA CITY-NON AC								
10	HONDA CITY-WITH AC								

Service provider must quote the rates for all the above mentioned vehicles.

If need arise, payment will be made on proportionate basis.

Other Conditions:-

- (1) Minimum 3 (three) commercial vehicle (Car/Taxi) should be the name of owner/firm.
- (2) Model should not be less than 2016 for every vehicle.
- (3) Experience not less than 03 years in the field.
- (4) Taxi permit for Haryana, Delhi & Himachal Pradesh from the RTO concerned.
- (5) Driver should have at least 05 years experience of driving of CAR-TAXI. (Passenger Vehicle)
- (6) In other words bill will have following components i.e. Hiring Charges (vehicle with Driver) Fuel Charges i.e.Diesel/Over Time Charges/ Night Charges.

If the above conditions are not fulfilled by the firm the tender of the firm may not be considered.

Copies of documents in support of above are enclosed.

Bid Security of Rs _____ Rupees _____) is furnished herewith Vide Bank Draft No. _____

Dated _____ drawn on _____

Dated:

Signature of the Proprietors/Partner with Seal