



केन्द्रीय विद्यालय क्रमांक-२ अखनूर (जम्मू व कश्मीर) -181201

KENDRIYA VIDYALAYA NO.2 AKHNOOR (J&K)- 181201

(शिक्षा मंत्रालय भारत सरकार के अधीन एक स्वायत्त निकाय)

Tel. **01924-252052** Affiliated to CBSE, New Delhi Vide No. **700019**

School Code: **24934**

Website: <https://no2akhnoor.kvs.ac.in/> **E-mail:** kv2akhnoor@gmail.com

फा.स .1-30/1648/KV2-Akhn./2023-24/
2023

दिनांक: 17-10-

निविदा सूचना

केन्द्रीय विद्यालया क्र-2, अखनूर व केवीएस 52वीं राष्ट्रीय खेल प्रीतयोगिता - 2023 के लिए किराए पर बस व इनोवा क्रयस्टा उपलब्ध कराने के लिए अनुभवी फार्मों से निविदाएं आमंत्रित की जाती है | पूर्ण विवरण के लिए हमारी वेबसाइट **Website:** <https://no2akhnoor.kvs.ac.in/> का अवलोकन /विजिट करें।

प्राचार्य
केन्द्रीय विद्यालय क्र-2, अखनूर

SALE OF TENDER FORM

THE TENDER FORM CAN BE OBTAINED FROM THE KENDRIYA VIDEYALAYA NO.2, AKHNOOR-(J&K) ON ANY WORKING DAY FROM THE DATE OF UPLOADING IN KVS WEBSITE /PUBLICATION OF ADVERTISEMTH OF 18.10.2023 ON PAYMENT OF RS 200/- (RUPEES TWO HUNDRED ONLY) BY DEMAND DRAFT /PAY ORDER DRAWN IN PRINCIPAL, KENDRIYA VIDYALAYA NO.2, AKHNOOR . IN CASE TENDER FORM IS DOWNLOADED FROM WEBSITE OF KV's, THE DD OF RS200/- (RUPEES TWO HUNDRED ONLY) IN FAVOUR OF PRINCIPAL, KENDRIYA VIDYALAYA NO.2, AKHNOOR BE SENT ALONGWITH TENDER FORM, FAILING WHICH FROM WILL BE REJECTED.



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फा.स .1-30/1648/KV2-Akhn./2023-24/

दिनांक: 17-10-2023

TENDER DOCUMENT

For providing Bus/Innova Crysta to the K V S 52 National Sports Meet-2023 by reputed firms Bus/Innova Crysta service provider

Date of issue of Tender Document Last	18 th October 2023
Date & time for submission of Tender Document	Up to 1 P M on 25 th October, 2023
Date & time for opening of Tender Document:	At 1.00 P M on 26 th October 2023
Financial Bid of eligible renderers	At later date
Tender Cost	Rs 200/- (Rupees two hundred only)
EMD	Rs 50,000/- (Rupees fifty thousand only)

Tender document can be downloaded from KV-2, Akhnoor website: [www.https://no2akhnoor.kvs.ac.in/](https://no2akhnoor.kvs.ac.in/)

केन्द्रीय विद्यालय क्रमांक-२ अखनूर (जम्मू व कश्मीर) -181201

Dated:17-10-2023

TENDER NOTICE

Hiring of Buses/ Innova Crysta- Services

1. Sealed tenders are invited under Two Bid System i.e. (Part-1 Technical Bid and Part-II Financial Bid) from reputed, experienced and financially sound Taxi service providers to provide rental Buses/Innova Crysta to Kendriya Vidyalaya Sangathan, Regional Office, Jammu for 52 National Sports Meet -2023 (Kho-Kho U-14/17, Teakwonda U14/17 and Tennis U-14/17 Girls. 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 K V S. **The quantum of requirement of vehicles is tentatively 25 buses & 03 Innova Crysta for 07 days w.e.f. 01-11-2023 to 07-11-2023,** which may increase or decrease depending on the requirements of the K V S.

2. The requirement of vehicles shall be as under:-

S. NO	Description	Vehicles	Quantity
1	Buses for Seven days w.e.f. 01-11-2023 to 07-11-2023.	Bus	25
2	Crysta (Innova) for Seven days w.e.f. 01-11-2023 to 07-11-2023.	Crysta (Innova)	03

The tender document can be downloaded from the website of

[www.https://no2akhnoor.kvs.ac.in/](https://no2akhnoor.kvs.ac.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 Principal, Kendriya Vidyalaya No. 2, Akhnoor till 1 P.M on 25th October .2023 in the tender box kept at Kendriya Vidyalaya No.2, Akhnoor. 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 26.10.2023 at 1 P M in Principal Office, Kendriya Vidyalaya No. 2, Akhnoor- 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 Committee.
5. The Competent Authority, Kendriya Vidyalaya 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 No. 2, Akhnoor are requires the services of reputed well established and financially sound Buses/Innova providers (hereinafier referred to as "Service Providers") to provide rental bus /Innova taxi services for Jammu (KV-1 & 2 Jammu, KV Bantalab, KV Sunjuwan & KV Miran Sahib, Jammu)
2. The contract shall be vol id 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 Servi ce Provider may submit t he tender document complete in a ll respects along with Bid Security of Rs.50,000 (Rupees fifty thousand only) with Technical bid till 1.00 P.M on 25 . 1 0 . 2 0 23 in the office of Kendriya Vidyalaya No.2 Akhnoor.
4. The tender shall be accepted tinder Two Bid System. The interested Service Pro viders are advised to submit Technical & Financial bids in tw o separate sealed envelopes super scribing "Technical Bid for Providing bus/ Innova services to Kendriya Vidyalaya Sangathan and "Financial Bid for Providing bus/ Innova Services to Kendriya Vidyalaya Sangathan "respectively . Both sealed envelopes shou!d be kept in a third bigger sealed envelope super scribing" Tender for Providing bus/ Innova Services to Kendriya Vidyalayas "
5. Technical Bid of the service providers must necessarily be accompanied with B i d S c c u r i t y (B S of Rs. 20,000/- (Rupees Twenty thousand only refundable (without interest), in the form of Demand Draft /Pay Oroer ot Kendriya V idyalaja No.2, Akhnoor failing which the tender shall be rejected sumarily.
6. The successful I tenderer will have to deposit Performance Security Deposit of Rs. 50000/- (Rupees fifty thousand only) in the form of an Account payee Demand Draft made in the name of the Kendriya Vidyalaya No.2, Akhnoor.
7. Conditional bids shall not be considered and wi11 be outrightly rejected.
8. AU entries in the tender form should be legible and filled clearly. If the space for furnish ing i n f o r i n a t i o n is i n s u f f i c i e n t , a s e p a r a t e s h e e t A r t l y s i g n e d b y t h e a u t h o r i z e d s i g n a t o r y m a y b e a t t a c h e d . N o o v e r w r i t i n g o r c u t t i n g i s p e r m i t t e d i n t h e F i n * i n c i a l B i d F o r m . I n n o c a s e s h o u l d t h e r e b e a n y c h a n g e i n t h e f o r m a t o f t h e f i n a n c i a l b i d . I n s u c h c r i s e s , t h e t e n d e r s h a l l b e s u m m a r i l y r e j e c t e d . H o w e v e r , t h e c u t t i n g s , i f a n y , i n t h e T e c h n i c a l B i d A p p l i c a t i o n m t i s t b e a t t e s t e d b y t h e p e r s o n a u t h o r i z e d t o s i g n t h e t e n d e r b i d s .
- 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 drily 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 firms should also be enclosed along with the tender. The name of authorized partner to interact KV's 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 1 PM on 26.10.2023), in the Principal Office, Kendriya Vidyalaya No.2, Akhnoor 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 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. It after award of the contract, the successful bidder (LI) fails to provide required number of vehicle/buses, 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 (LI) 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 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 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 noncompliance 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 KV'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 driver in this regard will be entertained by the Kendriya Vidyalaya's.

4. The agreement can be terminated earlier by giving two month's written notice on Kendriya Vidyalaya's 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 2020 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 KV's 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 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 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 Jammu MC area should be kept in the vehicle.

15. During the periodical maintenance of the vehicle, Service Provider shall provide standby vehicle of same make & year.

16. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.

17. 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. In case of dispute of any kind, the party shall abide by the decision of the Competent Authority, Kendriya Vidyalaya's. 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 in the court, it will be in the jurisdiction of courts at Jammu.
22. The service provider shall be responsible for keeping the vehicle insured in compliance of the provisions of Motor Vehicle Act.
23. The service provider shall also be responsible for compliance of the legal provision in respect of the vehicle and shall indemnify the Kendriya Vidyalaya's against any damages/claims arising out of the contract.
24. The vehicles will have to be fitted /provided with the following mandatory additional accessories/Utilities.
- | | |
|------------------------------|------------------------------|
| 1. Clean seat covers | 2. Good quality music system |
| 3. Reading lamp | 4. Tissue paper box |
| 5. Car perfume | 6. Mobile charger |
| 7. Seat Belts (Front & Rear) | 8. Umbrella during Monsoon. |
25. Service Provider should have sufficient numbers of drivers having experience of driving in Jammu.
26. A declaration on the printed letter-head of the firm, stating inter-alia that the drivers provided are of good character, duly verified by Jammu Police from security angle and have a valid driving license and are well conversant with the roads of J&K should be provided to the Principal, Kendriya Vidyalaya's.
27. The Service Provider should leave an adequate number of telephones for contact round the clock and the number of the same should be given to the Principal 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.
28. The Service Provider should have a provision to take bookings on 24 x 7 basis.
29. 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 KV's.
30. 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.
31. The authorized officer of this Kendriya Vidyalaya may conduct surprise checking of odometer of the car supplied from any workshop and cost thereof will be borne by the agency.

C. PENALTY CLASUE/

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 <i>caI</i>			Amount deducted per day per	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
04	Irregularities such as overwriting, forged entries etc. in the <i>log</i> 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's to whom vehicle	500/-				On each occasion
06	Delay (more than 30 minutes) in reporting for duty by Driver/Vehicle	500/-	1000/	20000		Rental charges for the day will also not be paid
7	Non-compliance of any other terms and conditions	500/-	1000/-	2000/-		For each violation per vehicle

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D. TECHNICAL BID QUALIFICATION CRITERIA

The Applicant must fill 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 Jammu. (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/Baulks. 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. 6500000 or 7000000/- Lac each year during three financial years' i.e. 2020-21, 2021-22 & 2022-23. A copy of turnover 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. 2020-21, 2021-22 and 2022-23.
- E. The Applicant should have its own Bank Account. Certified copy of the account maintained for last three years issued by the Bank, shall be enclosed.
- F. The Applicant agency (not individual) should be registered with Service Tax department and GST Registration. Certified copy of the registration shall be attached with the Bid document.
- G. Self certificate that the firm has not been black listed 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 applicant should have experience with govt. Department.
- J. The applicant should have registered tourism Department of J&K.
- K. 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	
05	Service Tax Registration No Attach attested copy of the Registration	
09	Principal turnover of company for last three financial year Attach financial statement certified by the CA	2020-21 2021-22 2022-23
10	I.T. returns for Assessment Years 2020-21, 2021-22 & 2022-23 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 at "F" handled in last two > year.	
12*	Self-certificate for Non-black Listing Attach certificate in format A	

Signature of authorized 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 to furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well as are of the fact that furnishing of any false information fabricated document would lead to rejection of my tender at an stage besides liabilities toward s prosecution under appropriate law.

4. I hereby undertake to work at L I 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 black listed by any Government Department nor any criminal case is registered against the firm.

Name & Signature of Proprietor/authorized signatory

F. PROFORMA FOR FINANCIAL BID

SCHEDULE: The buses / innova crista will be used 24x7 to ferry/carry students/staff within the Jammu (Kendriya Vidyalaya No.1 &2, Kendriya Vidyalaya Bantalab, Jammu, Kendriya Vidyalaya Sunjuwan, Jammu & Miran Sahib, Jammu) from the place of stay to the place of events and vice-versa.

(1) Rates (including all taxes and levies except service tax, parking and toll Charges) of buses/ innova crista taxis w.e.f. 01-11-2023 to 07-11-2023.

S. No	Vehicles	Rate of per vehicle for 24x7 days	Remarks
1	Bus (20 Seater)	Rs._____	
2	Bus (40 Seater)	Rs._____	
3	Bus (47 Seater)	Rs._____	
4	Crysta (INNOVA)	Rs._____	

Signature of authorized person
Name:
Address:

Place
Date

G. Terms of payment:

- H. 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 after closing of 52 National Sports Meet-23.
 3. AH payments shall be made by ECS/cheque only.
 4. Office of the Kendriya Vidyalaya's 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

Principal
Kendriya Vidyalaya No.2, Akhnoor-(J&K)

