

**TENDER NOTICE FOR HIRING OF VEHICLES 2024-25**

Tenders are invited by the Principal, PM SHRI Kendriya Vidyalaya No. 1 Ahmednagar from reputed parties/agencies supplying vehicles with drivers on call Hire-basis for official use of PM SHRI Kendriya Vidyalaya No. 1 Ahmednagar. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids offline as given in the instructions for bid submission (Annexure-D).

Details of tender notice are also available on the website: - <https://no1ahmednagar.kvs.ac.in/>

The details of the Vehicles to be hired are as under:

Sr. No.	Category	AC / non-AC	Description	Rate Contract (Rs)
	Staff Car - Maruti Ertiga (6 Seats)	Ac & non-AC	Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
2.	Staff Car - Sedan - Normal Vehicle (Maruti Dzire, Toyota Etios, Honda – Amaze, etc.) (4 seats)	Ac & non-AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
3.	MPV (Innova etc. or equivalent) (6 Seats)	Ac & non-AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
4.	14-seater Mini Bus	Non-A/C	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
5.	20-SEATER TEMPO TRAVEL 24-SEATER MINI BUS 29-SEATER MINI BUS	Non-A/C	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
6.	35-SEATER MINI BUS 49-SEATER BUS	Non-A/C	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
<p><b>If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions;</b></p> <p>Rates are to be quoted for Petrol/Diesel &amp; CNG Vehicle/ Electric Vehicle separately</p> <p><b>* In any case, the payment would be made based on the actual usage of the vehicles, irrespective of the numbers mentioned above.</b></p>				

## Data Sheet

Item	Description
Name of the Hirer	PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR
Tender Inviting Authority	PRINCIPAL, PM SHRI K. V. No. 1 Ahmednagar.
Tender Name	Hiring of Vehicles
Tender No.	P.M.SHRI.K.V.No.1, AHEDNAGAR/2024-25/TRANSPORTATION
Method of Selection	TENDER
Availability of Tender Documents	To be downloaded from <a href="https://no1ahmednagar.kvs.ac.in/">https://no1ahmednagar.kvs.ac.in/</a>
Date and time of Tender notice issuance	Date : 17/07/2024 Time : 1100 Hrs.
Last date and time for Bid/Proposal submission (On or before)	5 PM / 1700 HRS. OF 20/07/2024
Bid Opening Time, Date	DATE : 22/07/2024 TIME : 04 PM / 1600 HRS.
Bid Opening Venue	PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	01.08.2024 to 31.03.2025

**tender for the hiring of Motor Vehicle for PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR**

**Download:** Tender documents may be downloaded from PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR website : <https://no1ahmednagar.kvs.ac.in/>. Bidders are advised to go through the instructions provided in **Annexure D** regarding Instructions for Bid Submission.

### **Bid Submission:**

Bids shall be submitted offline only at PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR.

Tenderers can access Tender documents on the website, fill them with all relevant information and submit the completed Tender to PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR.

The tenderer should ensure that the documents being submitted by him are legible.

## **GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:**

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Ahmednagar, Maharashtra only.
- 2) The service provider should have a minimum of 3 years in experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format **(Annexure G)**.
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing a requisite number of vehicles, this office may impanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (A firm that has quoted the lowest rates) tenderer.
- 4) **This office reserves the right to revise the requirements of vehicles being hired.** The number of 'staff car', 'Mid-sized & small sized, Large sized' vehicles mentioned is not fixed. It is as per the present requirement:

**If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions, as and when required.**

- 5) The payment shall be made based on the actual usage of the vehicles.
- 6) Rates to be quoted for Petrol/Diesel & CNG, Electric vehicles separately as based on the fuel type separate rates are applicable.
- 7) The tenderer should ensure that after getting the contract the vehicle deployed by him are of the latest model **(not older than two years)** and shall have clean seat covers/ towels, car perfume, and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. **Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.**
- 8) The vehicles when occupied shall be for the exclusive use of this Office and should not be used by the Service Provider for any other purpose.
- 9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
- 10) The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on the garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this Office may get the odometer of the vehicle checked from any authorized workshop at the

cost of the Service Provider.

- 11) LPG Cylinders should not be used for running the vehicle in any case.
- 12) In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle.
- 13) The service provider shall provide the name & address/es of the drivers presently employed by him **(Annexure E)**.
- 14) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. **Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.**
- 15) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.
- 16) The driver(s) deputed on duty should carry a valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
- 17) This Office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
- 18) The drivers should be well conversant with the roads and routes of Ahmednagar, Maharashtra. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
- 19) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 20) The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
- 21) This Office will reimburse taxes including GST, toll tax, and parking charges against the production of documentary evidence.
- 22) All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
- 23) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any

person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

- 24) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of the contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
- 25) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
- 26) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days' notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.
- 27) **L-1 Bidder have to submit a Bid Security (Earnest Money) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a Nationalized Bank in favor of PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR. The Bid Security should remain valid for a period of at least forty-five (45) days beyond the date of bid validity.**
- 28) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
- 29) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 30) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 31) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 32) Contract can be terminated by either party prematurely by giving advance notice of one month.
- 33) Proof of payment of appropriate GST will be required to be submitted to this Office.

Enclose:

- Annexure-A: Technical Bid
- Annexure-B: Financial Bid
- Annexure-C: Tender Acceptance Letter
- Annexure-D: Instructions for bidding
- Annexure-E: Details of Regular Drivers
- Annexure-F: Details of Current fleet of vehicles
- Annexure-G: Experience Details

**(PRINCIPAL)**

**PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR**

**Submission of tender: The tender shall be submitted offline in two parts, viz., technical bid and financial/price bid.**

**Annexure 'A'**

**TECHNICAL BID**

**Qualifying criteria for Quotation**

**(Documents to be attached to substantiate every information)**

<b>Sr. No.</b>	<b>Technical Parameter</b>
1	Name, Address (In Ahmednagar), and Telephone no. of Service provider
2	Details of the regular drivers as per Annexure E & Undertaking
3	Details of the vehicles as per Annexure F & Undertaking
4	Experience details as per Annexure G
5	Valid GST Registration & PAN
6	Undertaking to indemnify the department against all damages/charges
7	All pages of the tender document must be signed by the bidders, in token of his / their understanding/acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

## Technical BID UNDERTAKING

From: (Full name and address of the Bidder) \_\_\_\_\_

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

**TECHNICAL BID**

**HIRING OF VEHICLE (ANNUAL RATE CONTRACT)**

**TENDER NO:**

**Date:**

1) **Name of the Travel Agency : -**

2) **Name of the Owner/Proprietor : -**

3) **Postal Address with Phone/Mobile No. : -**

4) **Distance from PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR : -**

5) **PAN No. \_\_\_\_\_ GST NO: \_\_\_\_\_ Service Tax Regn. No. \_\_\_\_\_**

6) **Details about the Vehicles and Tariff:**



Type of Vehicle	Minimum Hiring charges	No. of Vehicles available	Free KMs per hour for Local Tour	Rate per hour (Rs.) for Local Tour	Rate per hour (Rs.) for Local Tor	Rate per extra KM (Rs.)		Detention Rate per hour (Applicable for long tour only)	Night halt charges (If any)	Remarks
						Local Tour	Long Tour (More than 200 KMS)			
Maruti Ertiga (6 Seats)										
Sedan - Normal Vehicle (Maruti Dzire, Toyota Etios, Honda – Amaze, etc.) (4 seats)										
MPV (Innova etc. or equivalent) (6 Seats)										
14 seater Mini Bus										
20 SEATER TEMPO TRAVEL 24 SEATER MINI BUS 29 SEATER MINI BUS										
35 SEATER MINI BUS 49 SEATER BUS										

In the event of empanelment of our travel agency in PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR, we shall be very prompt in our service. We are bound to follow the terms & conditions as and when implemented/amended by PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR. The above price is our lowest competitive price for the service.

Date:

Place:

**Signature of  
Owner/Proprietor with seal**

## PRICE BID UNDERTAKING

(Tender name/no.)\_\_\_\_\_

and related activities envisaged in the Bid document.

1. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I/We offer to work at the rates as indicated in the price Bid.
3. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature

Name of Authorized Signatory

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company/Firm Letter Head)**

**Date:**  
**To,**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:**

**Name of Tender / Work: -**

**Dear Sir,**

- 1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:**

**<https://no1ahmednagar.kvs.ac.in/>**

**as per your advertisement, given in the above-mentioned website / Daily Lokmat (Marathi Newspaper).**

- 2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.**
- 3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality / entirety.**
- 4. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.**

**Signature**  
**Name of Authorized Signatory**

**Instructions for Offline Bid Submission:**

The bidders are required to submit hard copies of their bids.

**REGISTRATION**

1. Bidders are required to deliver their bid by hand to PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR.

**SUBMISSION OF BIDS**

2. Bidders are required to deliver their bid by hand to PM SHRI KENDRIYA VIDYALAYA No. 1 AHMEDNAGAR.

**ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

(PRINCIPAL)  
PM SHRI KENDRIYA VIDYALAYA No. 1, AHMEDNAGAR

**Details of Regular Drivers**  
(Minimum 5 drivers' details required)

Sr. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Up to	Private/ commercial
1						
2						
3						
4						
5						

**Details of Current fleet of vehicles**  
(Minimum 5 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

Sr. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						
4						
5						

**Experience Details**

(Copy of completion certificates to be attached)

<b>Sr. No.</b>	<b>Name of hirer</b>	<b>Hiring Period</b>	<b>Number of vehicles supplied</b>	<b>Completion certificate date</b>
1				
2				
3				

- Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided