



पीएम श्री केन्द्रीय विद्यालय क्रं . 4, भुवनेश्वर
PM SHRI KENDRIYA VIDYALAYA NO. 4, BHUBANEHWAR

नीलाद्रि विहार, डाक- शैलश्री विहार, भुवनेश्वर- 751021
At- Niladri Vihar, PO- Shailshre Vihar, Bhubaneswar- 751021
शिक्षा मंत्रालय, भारत सरकार के अधीन स्वयत्त संस्थान

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F. 15082/के.वि. 4 भुवनेश्वर /1148/2022-23/

Date : 01-12-2023

TENDER INVITATION FORM

To

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Subject: Quotation for hiring of Vehicles on as and when required basis.

Dear Sir,

Sealed quotations are hereby invited on behalf of Principal, Kendriya PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR, from the reputed Registered travel company/firms for **hiring of vehicles on as and when required basis**. Interested agencies should quote their rate typed (**hand written quotation not allowed**) on their official letter in the format supplied with this document only. Bids received in other format will not be considered. (The quoted rate should be inclusive of all the taxes and no other charge shall be mentioned).

Terms and conditions on which contract will be executed:

1. Agency should be registered with concerned department to provide Vehicle on hiring.
2. Mileage and time will be counted from the time of reporting and from office to office.
3. Toll Tax, Parking Charges etc. will be inclusive in the rates quoted by the firm/agency.
4. Payment will be made on monthly basis by PFMS/RTGS/NEFT on getting bill along with duty slip certificate by the officer/ teacher of this office who has used the vehicle.
5. Vehicle should be provided at short notice. Cleanness of vehicle and its condition should be excellent. If the vehicle is not in excellent condition, the contract is liable to be rejected.
6. The person/ persons whose quotations is submitted/ accepted, herein after called the contractor. On acceptance of the quotation, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation. After successful bidding process, when order will placed for vehicle; the qualified bidder has to submit a copy of registration certificate and fitness certificate of the vehicle before proceeding for destination.
7. The driver with clean police record should be in neat & clean dress, well behaved, non alcoholic/while on tour.
8. Vehicles so requisitioned should report in time.

9. Penalty etc. if imposed by Traffic Police/Department will not be paid by this office.
10. If the agency fails to provide the vehicles so requisitioned, in time after receiving the message, the contract is likely to be cancelled without assigning any reason.
11. EMD will be retained as Performance Security for only that firm/agency which is awarded the contract.
12. The quoted rate must be **valid for one year** and may be extendable on yearly basis based on the performance.
13. The last date for submitting the complete tender document is **17-12-2023 up to 3.00 PM**. The quotations received will be opened on **18-12-2023 at 4:00 PM** at Office of the Principal, Kendriya PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR. Only the quotations received through registered/speed post or deposited in drop box meant for this purpose (kept in Vidyalaya) will be acceptable and each tender is to be in a sealed cover super-scribed: "Tender for demolition work at PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR Temporary building" situated on Plot No.'4', Niladri Vihar, Chandrashekharapur, Bhubaneswar.
14. Envelope containing tender document should super scribed "**Tender/Quotation for Hiring of Vehicles**" on top along with due date of submission of tender.
15. The Principal, Kendriya PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR reserves the right to accept or reject the tender without assigning any reason.

ESSENTIAL DOCUMENTS TO BE ATTACHED WITH QUOTATION:

1. Three years of experience in this field (list of clients to be attached at least two clients should be from Govt.).
2. Registration No. of the company/firm/agency, Service Tax registration No., Income Tax Clearance, **TAN & PAN (in the name of Firm)** Certificate should be submitted by the firm/agency.
3. A demand draft of ` **5,000/- (Rupee Five Thousand Only)** in favour of 'VVN Account KENDRIYA VIDYALAYA NO-4 BHUBANESWAR as **Earnest Money Deposit** be submitted by the firm. The tenders not accompanied by the EMD amount will be summarily rejected, but the SSI (MSME) Unit, registered with The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'.

Encl: List of vehicles with specification.

Principal,

PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR

All the above condition are accepted by me/us

Signature of the Tenderer
with seal of firm

FORMAT FOR SUBMISSION OF QUOTATION
(Hiring of Vehicles on as and when required basis)

Kendriya PM SHRI KENDRIYA VIDYALAYA NO-4 BHUBANESWAR

1. Name of firm/agency : _____
2. Owner's Name : _____
3. Address : _____

4. Date of establishment : _____
5. Contact No./Mobile No. : _____
6. Fax No. : _____
7. Email address : _____
8. Registration No. : _____
9. Service Tax registration No.: _____
10. TAN No. : _____
11. Details of Demand draft for EMD :

Name of issuing bank	Date of issue	D.D. No.	Amount, Rs.

12. Income Tax Clearance, PAN and TAN No with latest return for the last 3 years submitted : Yes / No

(latest certificate should be enclosed).Experience not less than three years (list of current institution hiring vehicle/clients to be attached).

Sl. No.	Name of clients	Address	Contact No.	Fax No.	Email address	Date		Total experience
						From	To	
1								
2								
3								

13. No. of vehicles (**With RC**) available (No vehicle make before 2016 should be considered):

Make of year	Less than Five	05-10	11-15	16-20	More than Twenty	Remarks
2016						
2017						
2018						
2019						
2020						
2021						

*** Copy of RC of Vehicles to be enclosed.**

14. Vehicle availability after message received:

15 min	30 min	45 min	1hr.	Immediate	Remark

P.T.O

15. Specify the name, quantity of vehicle availability with firm/agency and rate for each vehicle:

Sl. No.	Type of Vehicles	Seating Capacity	Local Booking			
			Fixed Rate of Vehicle per day with minimum 50 Km. running (Inclusive all taxes)	Rate per KM 51 to 100 (Inclusive all taxes/charges)	Rate per KM 100 above (inclusive all taxes/charges)	Night halt charges, if any
1.	Four Wheeler- light Motor Vehicle					
2.	Innova					
3.	Traveler					
4.	Mini Bus(Express)					
5.	Mini Bus(Express)					
6.	Bus (Express)					

- I/ We also confirmed that vehicles are registered for commercial uses.
- I/We agree to supply the above Vehicles(Hiring of vehicles) in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,
- I/We also confirm that the normal **the feasibility of hiring vehicles as per the norms of RTO, Govt of Odisha.**

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

(Bidder)

Signature :

Name :

Date :