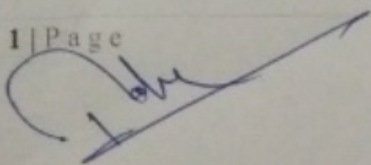


Notice Inviting Tender

Contents

SECTION I - INTRODUCTION.....	2
SECTION II - NOTICE INVITIG TENDER.....	2
SECTION III - GENERAL INSTRUCTIONS.....	3
SECTION IV - TERMS AND CONDITIONS.....	3
SECTION V - EVALUATION OF QUOTATIONS.....	7
SECTION VI - AWARD OF CONTRACT.....	7
ANNEXURE - A - TECHNICAL BID.....	8
ANNEXURE - B - FINANCIAL BID.....	9



1 Introduction

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees including Defence and Para-military personnel by providing a common programme of education and to pursue excellence and set the pace in the field of school education.

2 Notice Inviting Tender

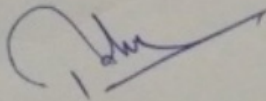
The Kendriya Vidyalaya Sector-8 RK Puram invites sealed tenders under "TWO BID SYSTEM" from interested tenderers for selection of an expert agency for the purpose of hiring tour and travel services. The interested travel agency should have reasonable experience in the relevant field and should have provided travel related services to various reputed Organizations/ Department of Government of India / Autonomous Organizations / Public Sector Undertakings / Statutory Bodies.

The details of the tender are given below:-

- a) Description of Services: selection of an expert agency for the purpose of hiring tour and travel services at the Kendriya Vidyalaya Sector-8 RK Puram New Delhi - 110022.
- b) Opening date of bid : 20.06.2023
- c) Closing date & time for submission of bids: 10.07.2023 at 04:00 pm.
- d) Date, time & place of opening of Bid:
 - i. Technical Bid: - 11.07.2023 at 10:00 am in Kendriya Vidyalaya Sector-8 RK Puram (in the presence of tenderers or their authorized representatives).
 - ii. Financial Bid: - Date will be intimated (after evaluation of technical bid)
 - iii. Bid Validity Period: 60 days of opening of financial bid.
- e) Correspondence Address: The Principal, Kendriya Vidyalaya Sector-8 RK Puram New Delhi.

Tenderer should take due care to submit the tender in accordance with requirement in sealed cover. Bids received shall be evaluated as per the Criteria prescribed in the tender document. Kendriya Vidyalaya Sec-8 RK Puram will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respect as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

The tender document is not transferable to any other person. The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which



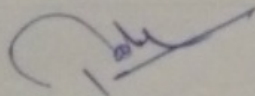
should also be sealed & duly super scribed as "Tender for Hiring of Tour and Travel Services at Kendriya Vidyalaya Sector-8 RK Puram". This main envelope should be addressed to the Principal, Kendriya Vidyalaya Sector-8 RK Puram New Delhi - 110022 and should reach on or before 04:00 pm on 10.07.2023.

3 General Instructions

- a. Tender shall be submitted in prescribed tender form only. The tender shall be liable for rejection if not submitted in the prescribed format.
- b. The list of the services to be rendered should not be altered by the tenderer. If the tenderer wants to propose any modifications / alterations to the tender document then the same should be proposed through a separate letter accompanying the tender. No paper shall be detached from the document.
- c. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender. No overwriting, cutting or change in format of financial bid. In such cases, the tender shall be summarily rejected. However, cuttings, if any, in the Technical bid Application must be attested by the person authorized to sign the tender bids.
- d. The tender is liable to be rejected if complete information is not given there-in or if the particulars of data (if any) asked for in the Tender document are not filled in.
- e. Tenders received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- f. The Tender should be submitted in two sealed envelopes :
 - i. The first sealed envelope should be super scribed as "Technical Bid" and should contain the proformas as at Annexure – I duly filled in with supporting documents. The acceptance of terms and conditions as at Annexure - III and Demand Draft for Earnest Money Deposit (EMD) of Rs. 10000/- (Ten Thousand only) should also form part of this cover.
 - ii. The second sealed envelope should be super scribed as "Financial Bid" should contain detailed information as per Annexure II.
- g. All the technical bids will be opened by the Committee authorized for this purpose in the presence of tenderers / authorized person(s) of the tenderers at 10:00 a.m. on 11.07.2023. Financial Bid of the technically qualified tenderers will be opened later on and the date and time will be informed accordingly.

4 Terms and Conditions

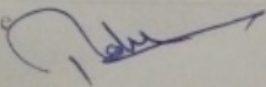
- a. A copy of PAN / GST / Sales tax Number /Vat Number / Service tax Number shall also be submitted along with the tender.



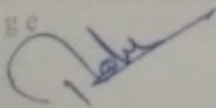
- b. The firm shall submit the proof of dealing in this field and approval of government for dealing in such business.
- c. The agency should be having experience of at least 3 years in relevant field and providing travel related services to various reputed Organizations/Department of Government of India/Autonomous Organization/Public Sector Undertaking/Statutory Bodies/MNCs.
- d. The details of inputs/information required to be submitted by the agency is as per Annexure – I (Technical Bid).
- e. The details of current / previous clients are to be submitted with Technical Bid as per the following format : -
- i. Details of current/previous clients:-
 1. Name of the Company / Organization / Office.
 2. Contact person with telephone number and e-mail IDs.
 3. Contract period.
 4. Copy of contract / agreement / experience certificate to be enclosed.
- f. The travel agency shall be responsible for compliance with all central and state laws as per rules/regulations/byelaws and order of the local authorities and statutory bodies as may be in force time to time during the contract period.
- g. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the Kendriya Vidyalaya. The successful tenderer is required to execute the agreement on a non-judicial stamp paper of Rs. 100/- within the time specified in the LOI.
- h. The bidders are required to submit an EMD (except for those bidders who are specifically exempted by NSIC certification/MSE Certification) of Rs.5000/- (Five Thousand only) in the form of demand draft along with tender document. The EMD of unsuccessful bidders will be returned after one month of signing of agreement with successful bidder.
- i. The EMD of the successful tenderer of Rs. 5000/- will be converted into Security Deposit and balance Security Deposit of Rs. 5000/- should be deposited by the successful tenderer in the form of Demand Draft in favor of Kendriya Vidyalaya payable at New Delhi within 10 days and shall be retained for the entire period of contract. The Security Deposit of Rs. 10000/- will be refunded to the agency on termination / completion of the contract without any interest.
- j. The EMD shall be forfeited to Kendriya Vidyalaya Sector-8 RK Puram in case: -
- i. If the tenderer withdraw their offer during the period of tender validity.
 - ii. If after submission of quotation the tenderer fails to owner the contract or refuses to comply with any or all terms and conditions of the tender.
- k. The contract will be initially valid for a period of one year and after expiry of one year, the performance of services of the agency will be evaluated. If the services are found

satisfactory, the Kendriya Vidyalaya Sector-8 RK Puram reserves the right to extend the contract for another year on the same terms and conditions.

- l. KV Sec-8 RK Puram reserves the right to cancel the agreement by giving one month notice in writing without assigning any reason whatsoever. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority of Kendriya Vidyalaya Sec-8 RK Puram. The unsatisfactory service shall mean and include non-compliance 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.
- m. The travel agency will have to provide the tour and travel related services in time. If the agency fails to provide the asked conveyance and other travel related services within the scheduled time, the agency will be solely responsible for the same and no payment will be made for it.
- n. The losses to the Kendriya Vidyalaya Sector-8 RK Puram which are directly attributable to the agency shall be deducted from the bills/adjusted from the Security Deposit.
- o. The Travel Agency shall not assign and or sub-let the contract or any part thereof or any benefit or interest therein or there-under without the prior approval of KV Sec-8 RK Puram in writing and such approval shall not relieve the travel agency from any liability or obligation under the contract and the agency shall be fully responsible for the acts/defaults and neglects of his agents servants or workmen as if they were the acts, defaults or neglects of the travel agency, his agents, servants or workmen.
- p. The provisions of Goods & Service Tax (GST) as applicable from time to time will be binding on travel agency.
- q. The rates of contract awarded would be subject to review on revision of fuel prices after the award of the contract. If there is any revision in the price of the fuel, the rates of the contract will stand revised. The rates of contract will decrease / increase 1 percent for every 2 percent decrease / increase in price of fuel and the change in contract price will be rounded of the nearest tens. However, such change will be effected only after a minimum 5% change take place from the original fuel price. The revision in price will take effect from the first day of the succeeding month based on the last day of the month. For example if the fuel price is decreased / Increase by 8% on 31st July, the rates of contract will decrease / increase by 4%, with effect from 1st August.
- r. 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 (BS) will be forfeited.
- s. If after award of the contract, the successful bidder (L-1) 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.



- t. By virtue of this agreement, no relationship will be created between the driver and KV Sec-8 RK Puram. 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 drivers in this regard will be entertained by the Vidyalaya.
- u. The Service Provider shall be responsible for complying with obligations under Income tax, ESI, PF, Contract Labour Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
- v. The agreement can be terminated earlier by giving two month's written notice on KV Sec-8 RK Puram 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.
- w. All the vehicles to be provided by the successful bidder should be of 2017 make or later and should be mechanically sound and should have decent interiors with other necessary accessories.
- x. The services shall be provided on 24*7 basis and no night charges will be payable.
- y. The mileage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the place of reporting or place of release as the case may be.
- z. The Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty and all drivers have live mobile phone connection so that they can be contacted whenever required.
- aa. Kendriya Vidyalaya Sector-8 RK Puram reserves its right to remove from the list of approved agency or to ban business dealing with the agency if found to have committed fraud, deception, misconduct etc. and also to suspend business dealings pending investigation.
- bb. The driver provided by the Service Provider should be well mannered, courteous and polite to students and staff of the Vidyalaya. He should be well acquainted with Delhi/NCR area, punctual have valid driving license and should wear neat and clean uniform with name badge. The driver should not smoke or drink while on duty.
- cc. The Service Provider shall be responsible for all litigation arising out of the non-payment of road tax, GST, 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.
- dd. The rates quoted by the bidder shall be fixed for the duration of the contract and the prices should be quoted in Indian Rupees only. Each bidder can submit only one proposal. Telex or Facsimile quotations are not acceptable.



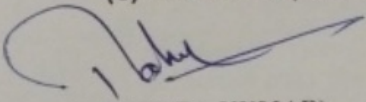
5 Evaluation of quotations

The Purchaser will evaluate the technical bid then compare the proposals determined to be substantially responsive i.e., which are:

- a) Properly signed, and
- b) Conform to the terms and conditions and specifications.
- c) The evaluation would be done for all the items separately and the award for all such items will be given to the bidder who has quoted least price.

6 Award of Contract

- (a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per Para 5 above:
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period:
- (c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- (e) The bid may be rejected on not meeting any one criteria mentioned above.


(RABINDRA KUMAR)
PRINCIPAL

FORMAT OF TECHNICAL BID

(To be sealed in envelope super scribing "Technical Bid")

1. Name and address of the Tenderer :
2. Name and designation of authorized Person signing the tender documents :
3. Telephone number :
4. Mobile number(s) of authorized person :
5. Email address(s) :
6. Nature of business carried by the tenderer :

7. **Eligibility Criteria for Selection:-**

S No.	Items	Information / inputs to be filled by the tenderer / Supporting Doc to be attached
1	Proof of minimum experience of 3 years in similar business (Purchase order may be attached)	Copy to be attached
2	GSTIN (Goods & Service Tax Regn. No) / certificate, TIN/PAN number (copy of the same must be attached)	Copy to be attached
3	Income Tax return for the last three financial years (copy of return must be attached)	Copy to be attached
4	Affidavit on non-judicial stamp paper of Rs. 100/- duly notarized that the bidder is not debarred by any Govt. Institution / PSU organization	Affidavit to be attached
5	Declaration on separate sheet that the vehicles supplied have all necessary permits to run and all such documents will be submitted when called upon.	Copy to be attached

Signature the authorized signatory of the agency: -----

Name of the Authorized Signatory: -----

Name of the Tour & Travel Agency: -----

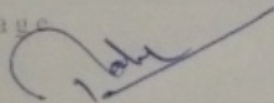
Seal of the Tour & Travel Agency: -----

Address: -----

Contact No. -----

Date:

Place:



FORMAT OF FINANCIAL BID

LIST OF TOUR & TRAVELS SERVICES FOR KV SEC -8 R. K. PURAM, NEW DELHI

S. No.	Description	Qty.	Within Delhi NCR 8 Hrs 80 Km			Outside Delhi NCR		
			Rates	Extra Hrs	Extra Km	Rates	Extra Hrs	Extra Km
1	Car - 5 seater - Hatchback (like Wagon R, Swift, I20 or equivalent)	Per Vehicle						
2	Car - 5 seater - MUV (like Nexon, Magnet, Kiger, Creta or equivalent)	Per Vehicle						
3	Car - 5 seater - Sedan (like Verna, City, Ciaz or equivalent)	Per Vehicle						
4	Car - 7 seater - Sedan (like Triber, Ertiga or equivalent)	Per Vehicle						
5	Car - 7-8 seater - Sedan (like Innova, XUV 500, Scorpio or Hexa equivalent)	Per Vehicle						
6	Tempo Travelers (12 to 15 seater) - AC	Per Vehicle						
7	Tempo Travelers (12 to 15 seater) - Non AC	Per Vehicle						
8	Mini Bus 25 seater - AC	Per Vehicle						
6	Mini Bus 25 seater - Non AC	Per Vehicle						
7	Mini Bus 32 seater - AC	Per Vehicle						
8	Mini Bus 32 seater - Non AC	Per Vehicle						

