

केन्द्रीय विद्यालय संगठन  
(मानव संसाधन विकास मंत्रालय के अधीन)  
क्षेत्रीय कार्यालय - चेन्नै  
आई आई टी कैंपस, चेन्नै - 600 036  
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KENDRIYA VIDYALAYA SANGATHAN  
(Under Ministry of HRD)  
Regional Office - Chennai  
I.I.T. Campus, Chennai - 600 036  
E-mail : [dechennaikvs@gmail.com](mailto:dechennaikvs@gmail.com)  
Website: [www.kvsrochennai.tn.nic.in](http://www.kvsrochennai.tn.nic.in)

F.17090/Cab Service/2017-18/KVS(CHER)

Date: 29.11.2017

Sub: Quotation for Hiring Taxi for Local and Outstation - regarding.

Sir/Madam,

Kendriya Vidyalaya Sangathan is an autonomous organization under Ministry of HRD, Govt. of India. One of its Regional Office is functioning at Chennai in the IIT, Campus, Chennai. The Competent authority is Deputy Commissioner, KVS RO, Chennai wants to **hire the vehicle for official purpose whenever required.**

In this regard, sealed quotations for the following services are invited by the undersigned on behalf of KVS **up 4 pm by 19.12.2017.** Quotations should be sent to the undersigned under sealed cover marked as "**Quotation for Hiring of Taxi**" in the format annexed. The quotations will be opened in this office on the next working day (20.12.2017, 11 am.) and the bidder will be intimated by post.

**TERMS AND CONDITIONS**

1. This quotation shall be valid for a period of **One Year** from the date of acceptance of the quotation.
2. In case of any hike in the price of petrol/Diesel in between, the rates quote in the quotation only will be valid during the validity period.
3. There should not be any over writings or corrections in the quotations, if a figure is amended, it should be duly attested.
4. The competent authority does not bind himself to accept the lowest quotation and reserves the right to accept the quotations in whole or in part.
5. Quotation should be submitted in a separate letter head pad of the agency as per above format and should not fill up the above format.
6. GST/TIN number should invariably be mentioned along with the registration certificate number of the agency. A Copy of the Registration certificate issued by the Registrar of firms & societies need to be enclosed along with the quotation.
7. Rates should be quoted for all the slabs as mentioned above.
8. Any quotation submitted without fulfilling the above terms & conditions shall be summarily rejected & no further correspondence would be entertained.
9. PAN Number should be in the name of company and not in the same of proprietor for Income Tax Purpose.
10. The bidder shall deposit Rs.5000/- in the form of DD drawn in favour of **KVS ACCOUNT**, payable at IIT Campus, Chennai as earnest money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract

Yours faithfully,

(C. Mani)  
Deputy Commissioner

### FORMAT OF BID FOR CAB SERVICES

Name and Address of the Firm:

SLABS		Indica and equivalent cars		Luxury Cars like Ford, Accent and equivalent cars		Qualis, Tawera, Scorpio and equivalent cars	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
<b>Hours</b>	<b>Distance</b>						
Minimum Charges							
3 hours	30 kms						
Rate for extra Kms							
Rate for Extra Hours							
5 hours	50 kms						
Rate for extra Kms							
Rate for Extra Hours							
8 hours	80 kms						
Rate for extra Kms							
Rate for Extra Hours							
Extra per Hour							
<b>For outstation Trips per day covering minimum 225 kms.</b>							
a. Per Km rate							
b. Driver Bata							
c. Night halt per day							
d. Extra amount per km beyond 225 kms							

Note:

1. Mode of calculation of time and distance be clearly indicated.
2. Parking charges, toll free etc. are at actual
3. GST/Service tax and SC and ST are etc. as per Govt. orders.

We agree to provide Cab services by the terms & conditions contained in the Bid document and also agree to enter into the agreement. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

Bidder

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date & Time: \_\_\_\_\_