

TENDER DOCUMENT

**For providing rental Taxi services
By reputed Taxi service provider**

Date of issue of Tender Document	: -14-01-2016
Last Date & Time for submission of Tender Document	: -29-01-2016, 04:30 PM
Last date for pre-bid clarification	: - 29-01-2016
Date and time for opening of tender Document Technical Bid	: - 01-02-2016, 02:30 PM :
Financial Bid of eligible Tenderers	: Will be informed later

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents
1	A. Tender Notice
2	B. Scope of work and general instruction for tenderer
3	C. Technical qualification criteria
4	D. Criteria for evaluation of tender
5	E. Proforma for Technical Bid
6	F. Proforma for Financial Bid
7	G. Terms and Conditions

(A) TENDER NOTICE

1. Sealed tenders are invited under Two Bid System that is (Part-I Technical Bid and Part-II Financial Bid) from reputed, experienced and financial sound Taxi service providers to provide rental taxies to KVS, RO, Patna. The contract will be for a period of one year and extendable upto two years and is likely to commence from the date of agreement. The quantum of requirement of vehicles may increase or decrease during the period of contract.
2. The tender document can be downloaded from the website of KVS, RO, Patna. Those who download the tender document from website should enclose an additional DD for Rs. 500/- in favour of KVS, RO, Patna.
3. The interested agency may put the tender document complete in all respects along with **Earnest Money Deposit (EMD) of Rs.10,000/-** refundable without interest in the form of demand draft/ Pay order drawn in favour of KVS, RO, Patna up to the tender will not be accepted beyond the stipulated date and time under any circumstances what so ever.
4. The Technical bid shall be opened hours in the conference room of office of in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by a committee constituted for the purpose. At the second stage financial bid of only technically acceptable offers shall be opened at latter date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.
5. The KVS, RO, Patna reserves the right to cancel the tender at any time of amend/withdraw any of the terms and condition contained in the Tender Documents without assigning any reason, thereof.

(A) SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. KVS, Regional Office requires the services of reputed well established and financially sound taxi service provider company/Firm/Agency (hereinafter referred to as Agency) to provide rental commercial taxi services for its office at Patna.
2. Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility forms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

3. The contract will be for a period of one year and extendable upto two years and is likely to commence from the date of agreement. The KVS however, reserves right to terminate/curtail the contract term at any time after giving one week's notice to the selected service providing Agency without assigning any reason.
4. The interested Agency may put the tender document complete in all respects along with Earnest Money Deposit (EMD of Rs.10,000/- (Rupees Ten Thousand only) with technical bid up to _____ in the KVS regional office.
5. (*As the responses as mentioned in (d) will be released on e-mail bidders are required to provide the necessary information for communications and check the website www.kvsropatna.org)
 - (a) The bid must be submitted in three separate inner covers, which should be addressed to Sh. R. Radhakrishnan, Assistant Commissioner, KVS, RO, Patna. These covers should be superscripted as under and should be sealed separately.

EN-01- "Tender for hiring of taxi services to KVS, RO, Patna.

EN-02- "Tender for hiring of taxi services to KVS, RO, Patna, Technical Bid" as per Annexure-A.

EN-03- "Tender for hiring of taxi services to KVS, RO, Patna, Financial Bid" as per Annexure-B.
 - The Envelop EN-01 must contain demand draft for EMD.
 - The envelope EN-02 must also contain the document in support of the Technical/eligibility criteria as mentioned above. The technical bid should be submitted in form given in Annexure-A along with registration particulars. Copy of PAN number issued in favour of the firm, full details of the number of Taxis registered in the name of the bidder or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-A.
 - The envelop EN-3 must contain the financial bid as per Annexure-B.

The price quoted shall be firm and final for the entire contract period.

The outer cover in which these three sealed covers are placed should be superscripted "Tender for hiring of taxi services to KVS, RO, Patna and address to:-

The Assistant Commissioner, KVS, RO, Patna, P.O-Lohia Nagar, Pin-800020.
 - (b) The Offers submitted by telex/telegram/fax/email or any manner other than specified above shall not be considered. No. correspondence will be entertained on this matter.
6. Earnest Money Deposit

The bidder should deposit Earnest Money Deposit (EMD) of Rs. 10,000/ (Rupees Ten Thousand only) refundable in the form of demand Draft/Pay order payable to cheque drawing and Disbursing officer, KVS, RO, Patna. The bid without EMD shall be rejected and no Correspondence will be entertained on this subject.
7. Bid Validity

The bids shall be valid for a period of 90 days from the date of opening of the tenders.

