

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

**INVITATION TO TENDER**

Ref: JVM/OT-03/2018-19

Date 06.07.2018

**Sub: Enquiry for providing services of Bus for School children to  
Jawahar Vidya Mandir, Shyamali.**

<b>DESCRIPTION OF WORK.</b>	FOR PROVIDING SERVICES (52/56 SEATER) OF BUS TO THE STUDENTS ON HIRE SYSTEM TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
<b>LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.</b>	ON OR BEFORE 27.07.2018 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI, RANCHI-83402
<b>DATE &amp; TIME OF OPENING OF TENDER.</b>	27.07.2018 AT 1.00 PM IN JVM SHYAMALI, RANCHI
<b>REFERENCE NO. OF TENDER .</b>	JVM/OT-03/2018-19

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to **providing Bus Services (52/56) seater to the students** to JAWAHAR VIDYA MANDIR, SHYAMALI, on hire system and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

- |      |              |                               |
|------|--------------|-------------------------------|
| i)   | Annexure-I   | : Instruction to tender       |
| ii)  | Annexure-II  | : Technical and commercial    |
| iii) | Annexure-III | : Qty. of reqd. hiring buses. |
| iv)  | Annexure-IV  | : Price format                |

Thanking you,

Yours faithfully,  
For Jawahar Vidya Mandir Shyamali

( Samarjit Jana)  
Principal

**( Instruction of tender)**

**1) Eligibility Criteria**

- a. The tenderer must have at least 17 (seventeen) nos. of buses (52/56seater) in good running conditions.
- b. The buses to be provided must be registered on commercial licence.
- c. The buses to be provided during the proposed period, should not be more than 15 years old from the date of manufacturing.
- d. The bidder should have past experience of providing minimum 17 vehicles (buses) on hire to at least one school/college/government organization.
- e. Fitting of speed governor, CCTV camera and GPS in every bus as norms laid by District Administration/Hon'ble court/CBSE.
- f. Should be ready to include others gadgets as and when required by District Administration/Hon'ble court/CBSE - All expenses in this regard shall be born by the bidders.

**2) Requirement**

- a. Approximately 17 nos. of buses with 52/56-seater capacity will be required for first trip. However exact requirement will assessed at the time of awarding contract.
- b. About 13 nos. of buses with 52/56 seater capacity will be required for second trip also Utilize for second trip also.
- c. Average run per bus per day would be approx. 50 K.M. (for each trip)

**3) Submission of bid**

- a) Quotation should be sent in sealed covers super scribed as i.e. QUOTATION FOR HIRING OF BUSES, in two parts 1) Techno-commercial bid and 2) Price bid. Both the bids are to be placed in two separate envelopes (clearly super scribing "Techno-commercial Bid" and "Price Bid:)
- b) The 1<sup>st</sup> sealed envelop duly marked as "Techno-commercial Part" should contain the following documents:
  - i) Cost of Tender Document & EMD.
  - ii) Copy of un-priced price bid.
  - iii) Self attested copies of proof showing ownership status of the firm viz proprietorship, partnership deed, Article of Association, proof of registration.
  - iv) Documents in support of the Eligibility Criteria mentioned above.
  - v) Self attested copy of Valid Income Tax Clearance Certificate/copy of proof of PAN No.

- vi) Vehicle Registration Certificate/document, Fitness Certificate, Road/Route Permit, Contract Permit from RTO, Road Tax, Comprehensive Insurance/T.P. Insurance, PUC certificate.
  - vii) Driver's Licence with three years experience along with permanent address.
  - viii) Photocopy of Service Tax/GST Registration Certificate.
  - ix) Copy of Registration Certificate from EPF & ESI.
  - x) Declaration regarding acceptance of all terms & conditions (as per Annexure-II)
- c) Price bids of only those parties shall be opened whose techno-commercial bids are found to be acceptable.
- d) The bids shall be received at the following address:

The Principal  
JAWAHAR VIDYA MANDIR, SHYAMALI,  
RANCHI-834002.

**4) Cost of Tender Documents:**

The tender (techno-commercial part) must be accompanied by Cost of Tender Document, which is non-refundable, in the form of Demand Draft on any Nationalized Bank in favour of Jawahar Vidya Mandir, Ranchi for a value of 2000/- (Rupees Two thousand only). Tenders not accompanied by Cost of Tender shall be liable for rejection. SSI/Firms registered with NSIC are exempted from submission of cost of tender. Tenderer claiming for such exemption shall submit copy of valid registration certificate.

**5) Earnest Money Deposit :**

The tenderer shall submit Earnest Money Deposit (refundable) in the form of a Demand Draft on any Nationalized Bank in favour of Jawahar Vidya Mandir, Ranchi for a value of 25,000/- (Rupees Twenty five thousand only).

**6) Hiring Charges:**

- a) The tenderer shall quote monthly hiring for each school bus (52/56 seater) considering approx. average run per bus per day as 50 km.
- b) Charges for bus services shall be inclusive of expenses like, diesel, lubricants, licence fee, road tax, insurance premium, PUC certificate, repair and maintenance, wages of drivers, helpers any other incidental charges Service Tax/GSTetc.

c) Charges of extra teip, i.e. second trip shall be paid based on following formula:

$$\frac{\text{Contract rate per month} \times \text{Actual no. of days of extra trip run}}{30 \text{ days}}$$

d) School will remain closed in summer/winter/Durga Puja and on account of other holidays. Hence the bus hired charges will be paid for 11 months only each year. However, extra trip charges will be paid based on actual running of bus every month.

e) Payment towards hiring charges shall be made on monthly basis by 15<sup>th</sup> of following month against submission of bill.

7)

**Terms & Conditions**

- i. The make, model & date of registration of the vehicle (buses) to be offered, should be specified separately. All the vehicles must have valid permit to run in the territory of Ranchi and should have permission to be used for the school/college purpose.
- ii. The successful bidder shall have to provide the desired number of vehicle (buses). However, in case the successful bidder expresses his inability to supply the total number of vehicle required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.
- iii. The children are to be picked-up from the respective pick-up points and dropped at the school gate and vise-versa.
- iv. The buses after dropping the children at the school gate will remain under the disposal of the school.
- v. The vehicle (buses) will be kept neat and clean and in perfect running condition provided with seat covers & curtains and iron net fixed on both side of the windows and also the School name should be clear and readable on both side of the buses.
- vi. Annual fitness certificate has to be obtained from MVI, Ranchi and must be submitted to the school authority.
- vii. If the vehicle (buses) goes out of order, the successful bidder shall provide a substitute vehicle immediately. In case vehicle (buses) does not report on time/does not report at all, the School would have a right to hire a vehicle from the market and additional cost incurred by the School will be borne by the successful bidder.
- viii. In the case of any accident, all the claims arising out of it shall be met by the successful bidder.
- ix. In the event of any brake down the bus owner must be able to provide substitute bus of same capacity within half an hour. Otherwise, the Proportionate amount, as deemed fit, will be deducted from the monthly bill.

- x. The School Management reserve the right to increase and decrease the number of buses during the contract period, as & when required.
- xi. Eligible party must have registered with Provident Fund Department and P.F. contribution in respect of bus staff deposited in RPFCS has to be produced monthly. Any obligation in this respect is to be borne by the bus owner.
- xii. The bus owner should also provide proper medical facility to the drivers and helpers in the form of enrolment with ESI, or otherwise and would provide the proof for the same.
- xiii. The bus owner should also ensure that he is also providing the requisite Bonus, Gratuity as per the statute to the staff.
- xiv. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and must carry a mobile phone while on duty, for which no separate payment shall be made by the school.
- xv. The Transport operator and driver shall be bound to carry out the instructions of the School as well as of the Officers assigned to the vehicle (buses) regarding operation buses.
- xvi. A daily record indicating time and mileage for each vehicle (buses) shall be maintained in a log book.
- xvii. Dedicated vehicles (buses) must be provided & changes will be allowed only in exceptional circumstances.
- xviii. First Aid box with medicines should be kept in every bus and expiry date of medicines to be checked every month.
- xix. Bus conductor /Staff should check Bus pass of the students, without bus pass not to allow to avail the School Bus facility.
- xx. JVM reserves the right to accept or reject any tender or annual tender process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever to the affected bidders.
- xxi. In case of any dispute, decision of the Principal, Jawahar Vidya Mandir shall be final and binding on the parties.
- xxii. In case of any legal dispute the jurisdiction of courts of the Ranchi only will remain in force.

8) **Tenure of Contract**

The successful and competitive bidder would initially be awarded the contract for a period of 3 (three) years with exclusive right of the school authority to terminate the contract for deficiency in the services.

If, however the services of the contract is found satisfactory the same may be extended for further period as may be decided by school authority.

9) **Variation in Hiring Charges**

- a) The service charges/GST per bus per month including all taxes & duties if any, would remain fixed and firm during the period of contract or for any extended period considering price of diesel as on date of order.
- b) Increase or decrease in the price of diesel oil only would be considered for determining the new monthly rate based on the following:
  - i) Run per liter of diesel 3 km/Ltr
  - ii) Average km run per day per bus 50 km.
  - iii) Actual number of days school remained opened in previous year and 1/12 of it would be considered as 'KM run per month'.
  - iv) On the basis of the above data, effect of increase/decrease in the price of diesel price would be given to determine the new monthly rate.
  - v) The new monthly rate for increase/decrease in diesel price would take effect from 1<sup>st</sup> day of the following month in which the price of diesel increase/decrease. There will not be any part/frictional calculation.

10) **Termination**

The School Authority reserves the right to terminate the contract at any point of time within the contract period by giving one month notice, in case of the performance of successful bidder is found to be not satisfactorily.

PRINCIPAL

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

**Annexure –II**

**Technical - Commercial Bid**

Sl no.	General requirement:-	Please confirm
1	Name, Permanent address & telephone number of the agency / firm	
2	Driver's Licence with 3 years experience along with permanent address.	
3	Consent regarding validity of contract for a period of three years.	
4	Successful tenderer shall be required to complete the activity within a weeks from date of receipt of work order.	
5	The Tenderer must have at his disposal at least 17 nos. of buses of 52/56 seater in good running conditions.	
6	Hiring buses must be registered on commercial licence	
7	Hiring buses should not be more then 15 years old	
8	The bidder should have past experience of providing minimum 17 buses on hire to at least one School/Institution.	
9	Copy of un-priced price bid.	
10	Copies of proof showing ownership status of the firm viz proprietorship, Partnership deed, Articles of Association, proof of registration.	
11	Incomes tax clearance certificate and Copy of PAN card issued by Income Tax Department	
12	Vehicle Registration certificate/document, Fitness certificate, Road/Route permit, Contract permit from RTO, Road Tax, Comprehensive Insurance/T/P Insurance .	
13	Photocopies of Service Tax Registration Certificate with GST Number	
14	Copy of Registration Certificate from EPF & ESI	
15	Declaration regarding acceptance of all terms& conditions ( as per Annexure-I)	
16	Hiring charges quoted on monthly basis	
17	Charges for bus services shall be inclusive all expenses, taxes and all maintenance, wages of Driver, Khalasi, any other incidental charges/Service tax etc.	
18	Payment shall be released within 15 days.	
19	Details of Tender Cost and EMD Money Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:	

This is to certify that I / We before signing this tender have read and fully understood about the requirement of the 52/56 seater School Bus for students on hire system for JVM Shyamali, Ranchi

Signature o the tenderer with Seal

**Annexure-III**

**JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2**

Ref No. JVM/OT-03/2018-19

Date 06.07.2018

**List of Bus**

<b>Sl. No.</b>	<b>Particular of Hiring buses</b>	<b>Reqd. qty.of hiring buses</b>
1.	Bus (52/56 seater) Average run per bus per day as 50 km	17 nos.



## **Annexure-IV**

### **PRICE SCHEDULE FORMAT**

Sl. No.	Particular of Hiring buses	Reqd. qty. of hiring buses	Rates (with inclusive of all charges)
1	Bus (52/56 seater) charge per bus per month for one trip of approx. average run per bus per day as 50 Km. including all operational expenses /charges	17 nos.	

Signature of the tenderer with Seal

