

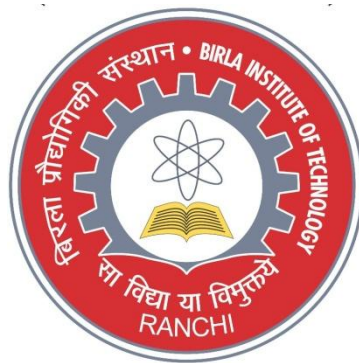
**TENDER**

**FOR**

**Hiring of Bus Services**

**in the Transport Section.**

**BIT MESRA, Ranchi**



**Tender No.: IC/000259**

**Tender date: 09/01/2018**

**Last Date of submission: 06/02/2018**

**Birla Institute of Technology, Mesra**

Birla Institute of Technology, Mesra, Ranchi invites tender for **Hiring of Bus Services in the Transport Section**, as per specifications given in the Annexure attached to the Tender.

Tender Reference No.	<b>IC/000259</b>
Last Date and Time for receipt of Tender	<b>06/02/2018 at 1500 Hrs</b>
Address for Communication	As Stated below in the Instructions to the bidders.
For technical Details Contact	<a href="mailto:rahulrai@bitmesra.ac.in">rahulrai@bitmesra.ac.in</a>
Tender opening at Conference hall	06/02/2018 at 1600 hrs.

## **INSTRUCTIONS TO BIDDERS**

All interested vendors are requested to send their sealed quotation for supply of the above item under single bid system.

**NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.**

Both the envelopes should be sealed, signed, superscribed with the Tender Reference No. and Tender notice detail as appended hereunder.

**TENDER FOR SUPPLY OF Hiring of Bus Services in the Transport Section**

**TENDER REF. NO: IC/000259, DATE 09/01/2018**

**LAST DATE FOR SUBMISSION: 06/02/2018 Till 1500 Hrs.**

The Additional Registrar (F&MM)  
Birla Institute of Technology, Mesra  
Ranchi - 835215.

From: M/s -----

Contact No: -----

E-mail ID: -----

## **Eligibility Criteria**

Sr. No.	Criteria	Comply (Yes/No)	Page number in support of compliance. Deviations (if any) should be mention clearly and details thereof should be indicated.
1.	The supplier must have at least 5 (five) years' experience in providing Bus facilities to Schools. The supplier should provide list Schools with all contact details so that BIT, Mesra can approach contact person for any feedback.		
2.	The Bus operator who have at least 3-5 Buses registered in their name can only participate in the tender.		

## **Terms & conditions**

1. The tender invites hiring of services of three buses
2. The buses should be 2017 onwards model only.
3. The buses should be 49-52 seater
4. The agreement will be valid initially for one year from date of agreement. The contract may be extended based on performance up to further two years
5. The Agreement may also be terminated by the institute at 24 hours' notice (i) due to grave misbehavior on the part of driver and or khalsi/Conductor and (ii) due to rendering erratic buses service causing much inconvenience to the students as well as their guardians.
6. The transporter must ensure that the buses provided to the institute shall be well maintained and it should be under the effective control of the person driving the vehicle. The entire responsibility of the maintenance/upkeep of the buses rests on Transporter.
7. Drivers for the hired buses shall be available for 10 hours including rest and lunch hours for institute purposes
8. The payment will be made monthly through account payee cheque/ electronic transfer.
9. Bus staff i.e. driver & Khalasi/conductor are to be provided by the transporter and their salary and two sets of uniform as prescribed by the institute will be paid /provide by the transporter.
10. It will be the responsibility of the transporter to deduct P.F. & E.S.I. from the salary of staff (Driver, Conductor/ Khalasi and any other employee) employed by him for the purpose of operation of the said buses and in any way connected in its activity.
11. The payment of preceding month will be made within 7 working days of every next month by the institute subject to submission of P.F. & E.S.I. deposit slips for the preceding month of the

members of bus staff by the transporter. Log book & bill of hired charges must be submitted to institute by 1<sup>st</sup> working day of every month.

12. Payment of hire charge of buses will be made to the transporter by the institute after deduction of TDS as per IT norms and other Government Liabilities.
13. The Transporter must have Service Tax No. and the same along with copy of PAN should be provided to the institute authorities.
14. The Buses should not be used for any other purpose except for institute use
15. In case of breakdown of the buses the transporter will have to make alternative arrangement within 90 minutes for transporting the passengers failing which, total expenditure incurred by the institute for transporting the children will be deducted from monthly hire charges. If similar situation persists, institute will also deduct twice the amount of rent for the days such incident occurred. Daily rent may be calculated on prorated basis of monthly rent
16. Transporter will be responsible for making the alternative arrangement of their Driver & Khalasi in case of absence of regular report staff, if any.
17. GST will be applicable and paid by institute as per rules applicable
18. Each vehicle on the road shall at all times carry the following valid documents (in original) and shall be produced on demand by the I/C Transport of the institute and by the officer empowered to demand documents by or under the motor Vehicle Act, 1988.
  - (i) Certificate of Registration
  - (ii) Certificate of fitness
  - (iii) Certificate of Insurance
  - (iv) Taxation certificate (Tax Token)
  - (v) Driving License with Badge of the Driver and Badge of the conductor.
  - (vi) Permit granted by the Regional Transport Authorities.
  - (vii) Pollution under control certificate.One Xerox copy of each certificate duly signed by the owner should be submitted for the institute record
19. The buses should be well designed and equipped with all accessories necessary for safe journey of students. The following safety norms as prescribed by the Hon'ble Supreme Court are also to be observed strictly before bringing the institute vehicle on road:-
  - a. The buses must have a first Aid Box with glazed front, with necessary medicines for first aid. The expiry date of medicines must be checked time to time by transporter.
  - b. The window of buses must be fitted with horizontal grills/nets
  - c. The buses must be equipped with a Fire Extinguisher, dry power type located near the Engine Compartment
  - d. The doors of the buses should be fitted with reliable locks
  - e. There should be a space fitted under the seats of the buses where school bags can be kept safely
  - f. The name of institute and Telephone No. must be written in bold on the body of the buses
  - g. The buses must be painted yellow in colour as per norms laid by the government

- h. Each bus must have the names of driver and conductor in bold letters. The buses must have doors & fitting as per the guideline issued by the Hon'ble Supreme Court
20. The transporter should provide the driver having minimum of five years experience of driving heavy vehicles with valid driving license and must not have any previous record of traffic offence and should not be drug addicted. The Driver and Khalasi/Conductor should have specific uniform while driving the institute buses
  21. The institute will not be responsible for any damage of the buses or damage caused by the buses staff to other vehicle or any injury caused to other persons while plying on the road.
  22. The transporter shall be responsible and liable for all police challans, fines and other claims (compensation etc.) arising out of accident in course of operation of buses or otherwise. The institute will bear no responsibility whatsoever in such matters.
  23. It will be the responsibility of the transporter to take adequate measures for safe travelling of the passengers in the buses.
  24. The buses must have Fog lights.
  25. The buses should be periodically checked to remove mechanical faults, if any.
  26. This agreement is also deemed to include such clauses which may emerge in the wake of fresh Govt. order with regard to operation of Educational buses issued during the currency of agreement which will be binding on the Transporter
  27. The transporter shall comply with all rules regulations regarding safety and security of their men, shall have to arrange for insurance etc. for their employees at their cost and the institute will not be responsible in any manner in case of mishap resulting in physical and or to monetary loss to their employees
  28. The person engaged by the transporter will be under direct supervision and control of the party of transporter. However for day to day working institute shall assign as it deems fit
  29. Transporter shall not sub contract the job assigned to them without prior written permission of the institute
  30. Transporter shall maintain a proper record of employees posted at premises of the institute and shall maintain their attendance in muster roll prescribed under law
  31. The institute will not permit fuel filling while passengers are plying in the buses
  32. All deployed vehicles from transporter should have GPS and speed governors
  33. Limited services will be required for summer/ winter vacations. For this, half of the fixed monthly payment will be made for month of June of financial year
  34. The tender proposals may be given in the format provided in Annexure II
  35. The Institute at its absolute discretion, reserves the right to accept or reject any of the tenders without any reason in the evaluation and comparison of the same.
  36. The decision of the Institute with respect to any of the matter pertaining to the tenders for hiring of bus or arising there from shall be final and binding and shall not be called in question.
  37. In case of the successful tenderer rates quoted shall be valid for the period of the contract. No escalation shall be payable due to any increase in rates of materials / Fuel and labour –statutory or otherwise.

38. The payment shall be released on monthly basis after satisfactory service on submission of bill in duplicate by the contractor. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
39. Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover all type risk and also cover driver, number of the passengers. The owner shall also take other necessary insurance coverage as per the motor vehicle Act at his own cost.
40. In the event of theft , loss or accident and any dispute with the local government Authority, the school authority will not be responsible and vehicle owner will settle the claims himself with any authority. During the contract period if vehicle is seized/ detained by police/ transport authority or any other authority for any reason , what so ever, it shall be the sole responsibility of the contractor. The contractor shall provide alternate vehicle immediately.
41. The contractor shall be an independent entity engaged to produce the required result and compliance with all law and regulations applicable in this behalf and also keep Institute authority and its officers indemnified for any breach or default.
42. The buses will have to ply as per timing of the schools. The officer in charge will decided the route of the buses.
43. The contract shall be required to execute contract agreement.
44. The Successful bidder will have to deposit Rupees 1,00,000/- (One Lac) as security money for the contract period.
45. The bids can be sent to us by Hand/ Speed post/ Courier so as to reach the marked address by due date and time. Late bids will not be accepted. The price bids of only those firms will only be opened who are found to be technically qualified after evaluation. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
46. The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.
47. Banker's details of quoting Firm/ Vendor should be clearly mentioned as attached
48. Conditional tenders shall not be accepted.
49. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
50. The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
51. The Institute may accept or reject any or all the bids in part of in full without assigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected Bidder or bidders. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.
52. **Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafied/ fraudulent intent.**
53. The Institute may waive off any minor informality non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

54. A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Security deposit, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
55. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
56. The payment of preceding month will be made within 7 working days of every next month by the institute subject to submission of P.F. & E.S.I. deposit slips for the preceding month of the members of bus staff by the transporter. Log book & bill of hired charges must be submitted to institute by 1<sup>st</sup> working day of every month.

## **Price bid**

1. **Bid Price:** The Bid Price should be enclosed in a sealed envelope and properly marked. The Bidder shall indicate on the appropriate price bid, the unit prices and total bid prices of the goods it proposes to supply under the contract.
2. The price quoted shall remain fixed during the contract period and shall not vary on any account.
3. **Arithmetical errors:** The arithmetical errors will be rectified as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the figures and words. The amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected.

**Profile: Transport Operator****(A) PERSONAL DETAILS:**

1. Registered Name of Company:
2. Address (with Telephone No):
3. Name of Registered owner(s):
4. Address of the Registered owner(s):
5. Registration No & Year of Registration:
6. Income Tax No:
7. PAN No :
8. TIN NO:
9. Bankers Name:
10. Turnover for the Financial Year 2016-2017:
11. PF No/ESI NO:
12. GST No .:

**(B) DETAILS OF SERVICE PROVIDED TO OTHER SCHOOLS:**

Sl. No.	Name of School/ Institute	No. of Buses provided	Since (Year)



**BILL OF QUANTITIES****Name Of The Work: Hiring Of Vehicle – 3 Nos. Of 52 Seater Bus Trips At BIT Mesra**

Sl No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
1.	Monthly Fixed charges(including fuel) for deputing vehicle with driver for running upto 700 km per month	Nos.	03		
2.	Marginal cost: 3.5 Kms per litre of diesel over and above 700 kms in a month				

Note:

- Fuel will be supplied by the Institute or by the Agency/Firm as may be decided by the Institute. Other repair and maintenance will be in the scope of Agency/Firm.

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