

## **Director Public Instructions (EE), Punjab**

**Memo No: DySPD/PEDB/2020/tender/ 76212**

**Date:02.03.2020**

### **Tender For Hiring School Bus**

Sealed tenders are invited from bidders having digital signature certificate (DSE) issued from agency authorized by controller of certified authority (CCA) for hiring of School buses/ Vans in five districts i.e Sangrur, Fatehgarh Sahib, Fazilka, Mansa and Jalandhar.

The detailed term and conditions can be downloaded from the website [ssapunjab.org](http://ssapunjab.org) or can be obtained in person from the concerned District Education Officer (EE). The applicants are called for pre-bid meeting on 09.03.2020 at 11.00 hours for purpose of seeking clarifications or discussion on the tender terms. In wake of the discussion if any amendments are considered desirable the same shall be considered and informed on the website by way of corrigendum.

The application (s) is to be submitted by 17.03.2020 till 17 hours in the O/o Director Public Instructions (EE), Punjab, 6th floor, Vidya Bhawan, Complex of Punjab School Education Board, Phase 8, Mohali. The same shall be opened by a committee headed by the departmental committee on 20th March at 11 hours in O/o Director Public Instructions (EE), Punjab. The financial bid of the parties qualifying in the technical bid shall be opened on the same day at 03:00 pm. If due date happens to be a holiday it shall be opened on the next working day at same time. The conditional tenders, tender without requisite earnest money or submitted late shall be rejected straightaway.

The undersigned reserves the right to accept or reject any offer without assigning any reason(s).

  
**Director Public Instructions (EE), Punjab**

2/3/20

From

Mr./Messers.....

To

District Education Officer

.....

**Subject: Submission of Tender Form.**

Sir/Madam,

I/we ..... proprietor/partner/legal attorney/  
Director/Accredited of M/s..... solemnly declares that

1. I/We have no relation with any employee of office of District Education Office..... or with the O/o Director Public Instructions (EE), Punjab.
2. All information furnished is correct and genuine.
3. I/We have attached all documents prescribed in tender terms.
4. I/We have registration with CMPF/EPF authorities and shall comply with the standard guidelines as contained in the act of State/Central Governments in this context.
5. I/We are in possession of GST number or same shall be obtained within one month of the award of contract.
6. I/We have understood the terms and conditions of the tender and accepts it without any reservation (s).

**Signature of Authorized Signatory of the Firm (with stamp)**

## Tender

### 1. Tender Terms and Conditions

Description of Work	Name of the designated Schools	Villages to be linked	Earnest Money	Period of Hiring
Hiring of (Omni) Buses with a capacity to carry more than 6 persons including driver ie Mini Bus, Van having issued permit under private service vehicle policy by the Transport authority or one bus of 52 seat capacity	<b>As per Annexure 3</b>		Rs. 15000/- per school covering all routes	Two years from signing of agreement except summer vacations in the month of June

**Note:**

- i. The bus/ van shall operate upto the radius of 5 and upto 10 KM (as detailed above) of the designated school ie the school where the buses/ vans shall converge.
- ii. The maximum charges payable shall not exceed Rs.500 per student per month in case of school situated within 5KM radius and Rs.1000 per student within radius of school situated upto 10 KM. The rates quoted above this rate shall not be accepted.

### 2. Time Schedule of Tender:

Sr. No.	Particulars	Date	Time
a	Tender e- Publication date	03.03.2020	
b	Document download start date	03.03.2020	
c	Document download end date	17.03.2020	upto 17.00 hours

d	Bid submission start date	03.03.2020	
e	Bid submission end date	17.03.2020	upto 17.00 hours
f	Technical Bid Opening date	20.03.2020	11.00 am

**Note:** Tenderers are requested to visit the website from time to time upto the date of opening of the tender to ensure they do not miss out any corrigendum so uploaded.

### 3. Tender Document:

Sole responsibility of downloading the corrigendum, if any, will be that of the tenderer, since no separate intimation in respect of the corrigendum will be issued individually to the tenderers. However tenderers are free to seek any updation from the O/o Director Public Instructions (EE), Punjab or concerned O/o District Education Office (EE)

- (i) There is no tender fees for procuring the document and the bidders can download or obtain the Tender Document(s) free of cost.
- (ii) Bidders are advised to download or obtain the complete set of the Tender Document (s)/ obtain the same from concerned O/o District Education Office (EE), including the Tender Details.

### 4. Details of Tender

Mode of Tendering	Sealed Tenders
Type of tender to bid	Two set of form one technical bid and one financial bid marked as Performa 1 and 2 is to be placed in single envelop duly sealed and marked as "Technical Bid" and "Financial Bid"
Tender fee	Not applicable
Earnest Money	Rs. 15000 per school

The online mode of payment of EMD shall be through net banking from designated bank, "Axis Bank Sector 35, Chandigarh on behalf of Project Director, Meritorious Society, Mohali, Saving Bank Account No 916010035996434, IFS Code UTIB0000041 through NEFT/RTGS from any scheduled bank prior to submission of bid. The EMD received

successfully shall make the bidder entitled to participate in the bid (There is no exemption from submission of EMD).

5. The EMD of the unsuccessful tenderer shall be returned. In case of successful tenderer he/ they shall deposit the security of 10% of the value of the annual tender within 15 days which shall be released within 30 days of expiry of contract date. This release of security shall be subject to any penalty which is liable to be deducted as per the tender terms. If the value of penalty exceeds the security amount it shall be open to the department to recover the same by way of forfeiting the security, other legal means including deducting the amount payable to the successful tenderer from the amount payable to the successful tenderer.

In case the successful tenderer does not deposit the security his earnest money shall be forfeited and the tender could be recalled at his risk and cost.

#### **6. Pre bid Meeting**

The pre bid meeting shall be held on 09.03.2020 at 11 am in the office of Education department 5th floor Vidya Bhawan, Phase-8 Mohali.

No further clarification or correspondence shall be entertained after the pre bid meeting and if there is any such correspondence that will be summarily not considered and rejected straightaway.

#### **7 Scope of business**

The scope of schools to be covered is of district Sangrur, Fatehgarh Sahib, Fazilka, Mansa and Jalandhar. The detail of each school district wise is cited at annexure-3.

#### **8. Eligibility Criteria**

- (i) The bidder should not be convicted by any court and the staff (driver/ helper) engaged by him shall not be convicted by any court of Law. The driver so engaged should have valid Driving Licence to drive heavy traffic vehicle (HTV) for atleast five years from the date of opening of tender and should not have been challaned more than 3 times in this period, having adhar card and should have qualified the exam upto 8th class. The helper(male/ female) so provided to the bus should be having adhar card. The police

verification of the driver and helper have to be done within one month of award of work.

- (ii) The bidder shall comply with the Punjab motor vehicle act and as the policy of the Transport department Punjab circulated vide letter no. 4/39/2011-2T2/120628/1 dated Chandigarh 07.11.2013 and further amendment vide letter no. 4/39/2011-2T2/524550/2 Dated, Chandigarh 01.07.2015 (Copy Annexed as annexure-1).
  - (iii) The bidder should be in the line of transport or own a transport company which is related to transport field atleast one year from the date of opening of tender or prior to that and own the bus/buses.
  - (iv) The company/individual should have assets worth 20 lacs in shape of bank balance, FDR or fixed assets of this value at present.
  - (v) The company/individual which is bidding should have PAN number.
  - (vi) The company/individual should have service tax registration number certified from CA or income tax/registered sales tax advocate.
9. (i) The bidder can quote the rate for one or more than one determined school for which separate EMD is to be submitted for each school and separate form filled as per Performa 1 and 2. The Conditional Tender, tender without requisite earnest money or rates quoted on plain paper other than that of Performas shall render the bidder ineligible. Rates shall be quoted per school, which will cover all routes linked with the school.
- (ii) The financial bid of the bidder shall be opened only if he/she qualifies in technical bid.
10. The validity of bid shall be for 90 days.
11. No modification or withdrawal of bid shall be allowed after submission of the bid.
12. The tender notice/tender terms shall be deemed to be part of the contract/agreement.
13. The tenderer shall be liable for implementation of CMPF/EPF if applicable for the workers deployed by him.

14. Any matter / terms and condition not specifically mentioned here and relevant to this tender shall be dealt with provisions of relevant CIL manual.
15. Matters relating to any dispute or difference arising out of this tender and subsequent contract awarded based on this tender shall be subject to the jurisdiction of District Court, where the subject work is to be executed.
16. In case of dispute between the two parties it shall be referred for the Arbitration as per the Arbitration and Conciliation Act 1996 (with up to date amendment of year 2015).
17. Compensation in case of accident:
  - (a) The department shall not be responsible for payment of any claim or compensation of any kind to the contractor, Driver, helper or any third person arising out of any accident or any unlawful act on their part. The contractor shall be responsible for such payments of compensation if any arises during the execution of the contract.
  - (b) The department shall be in no way liable for safety and loss of school bus.
  - (c) The repair and maintains of the bus, payment of road tax or other levies shall be on the account of contractor.
18. The contractor shall make alternative arrangements for transportation in case of eventuality of the driver not available or the bus having gone for repair or mechanical reasons. In case the same is not provided for 3 consecutive schools days no payment shall be released for this period and penalty of equal amount shall be levied. Thereafter the department can terminate the contract, blacklist the contractor and get the work done at the risk and cost of contractor by issuing a notice of 7 days.
19. If there is serious lapse on the part of contractor which leads to disruption of service, inconvenience to the students due to negligence of contractor or the staff deployed by him or any incident is noticed of harassment to the students of any kind or falling in the preview of POSCO act then a show cause notice shall be issued by the department of 7 days to contractor to explain his conduct/ conduct of the persons working under him and if no reply is received or reply received is found unsatisfactory then the department can terminate the

contract and shall be liable to claim compensation arising out of the same, besides blacklisting the contractor.

20. The contract can be terminated by the department if the scheme is discontinued by the State Government with prior notice of one month.
21. **Payments:** The contractor shall submit the bills by 10<sup>th</sup> of succeeding months with the attendance of the students and invoice duly certified by school head for claiming the payment. For purpose of payment the students present on the last day of the month shall be considered for releasing the payment etc. The payment shall be released by School Management Committee (SMC) of the designated school.
22. The buses so deployed should be **air conditioned** and should comply with the directions and provision of rule 114-A specifications and criteria as detailed annexure 2.
23. After the award of the contract, the buses/ van so deployed shall be made operational after its inspection by the representatives of Education and Transport Department  
The department further reserves the rights for periodical inspection of vehicles to ascertain the buses/ van being plied are in satisfactory position and are as per the laid down conditions of rules/ regulations prevailing at relevant time.
24. The bidder must have office in Punjab or in case on the date of opening of Tender the same is not in existence the same shall have to be opened within one month of award of contract. The bidder should have GST number.



**Performa for Technical Bid**

<b>1</b>	Amount of EMD@15000/- per Bus	Attached
<b>2</b>	Copy of PAN number	Attached
<b>3</b>	Copy of the registration of the Vehicle (bearing name of the company or individual which is to be deployed	Attached
<b>4</b>	Copy of the valid Insurance of the Vehicle	Attached
<b>5</b>	Copy of the pollution certificate	Attached
<b>6</b>	Copy of the NOC by concerned transport authority (if vehicle to be deployed is more than 10 years of its manufacture/registration)	Attached
<b>7</b>	Copy of the Adhar card of the bidder quoting the rates. In case of company the registration of the Firm with the appropriate authority.	Attached
<b>8</b>	Certificate from the individual or the firm that he is in this field for last one year from the date of opening of tender.	Attached
<b>9</b>	Documentary evidence of the individual/firm for having net worth certificate duly issued by CA i.e fixed or liquid assets of at least Rs.20 lacs.	Attached
<b>10</b>	Certificate that the bidder is not black listed, bankrupt or having conviction in any criminal case or the employees to be deployed for having any criminal conviction.	Attached
<b>11</b>	Undertaking from the bidder that he shall comply with the instructions of State Government in the department of Transport, follow Road safety, traffic rules and rules under Motor Vehicle Act as applicable at present.	Attached

**Signature of Authorized Signatory of the Firm**

Financial Bid for District \_\_\_\_\_, School \_\_\_\_\_

From

Mr./Messers.....

To

Director Public Instructions (EE),  
Punjab.

Subject: Financial Bid.

Sir/Madam,

I/We quote the rates as under:

Sr No.	Determined School	Bus/Van	Rate inclusive of taxes	
			Within 5 Km radius	Within 10 Km radius

Signature of Authorized Signatory of the Firm