

**MILLENIUM WORLD SCHOOL, LUDHIANA**  
**OFFICE OF THE GENERAL MANAGER**

Dated 05.12.2024

No. GM(MWS)Ldh/ Tender Notice/(Hiring of School Bus)/25-26.

**TENDER NOTICE**

Sealed tenders are invited from the reputed transport companies/ Agencies for hiring of Buses on regular basis as required for School going children for a period of one years, likely to continue.

1. The vehicle should not be more than 3(Three) years old on the date of opening of this tender with valid commercial Road permit and fitness certificates of buses.
2. The vehicle should be in excellent running condition and fitted with comfortable interior.
3. The offered vehicles may be inspected for suitability of the condition to use after opening 1<sup>st</sup> Part of tender in respect of valid offerors. However, preference will be given to the latest model vehicles at the time of selection of vehicles.
4. The detail about vehicle offered for hiring must be submitted: -  
Sl. Item, CCTV facilities, GPS tracking system, Seating capacity of bus, AC capacity, Type of vehicle, Contract permit & period and other necessary vehicle documents, Estimated hiring cost Per Veh. Distance limitation.
5. The detail of buses staff & their eligibility as driving licence, police verification reports, experience and pervious driving record.
6. Earnest Money 50000/- (Rs. Fifty thousand only) DD of Earnest money in favour of Director Operations, Millenium World School payable at Ludhiana must be enclosed with the tender application.
7. Registration certificate of the firm or Transport company.

8. Last three years ITRs of the transport company / firm and minimum annual return over Rs 50 lacs (Rs fifty lacs only) is required in each year.
9. Capacity of Hiring of Buses: (15 seated, 20 seated 25 seated & 30 Seater capacity + Driver & Conductor) for approximate 8 Hrs. operations per day.
10. The operational area of the buses would be approximately 05k. mts to 35K. Mts a side.
11. Hiring cost Rs..... /- for each vehicle (Per Month ) , as per its capacity and distance of routes ( Ref No 9 & 10).
12. The number of vehicles may be increased as per requirement.
13. Posting /deployment of vehicles will be at the discretion of the school.
14. Tender documents can be had from the office of the General Manager, Millenium world school, Ludhiana, at the cost of Rs 500/- for tender document as mentioned against each set (Non-refundable), by way of Cash or DD on any working days 7<sup>th</sup> Dec .2024 .to 21<sup>st</sup> Dec.2024. (up to 12 noon) excluding Sundays and holidays.
15. No postal order or cheque will be accepted for purchase of Tender form.
16. Tender documents shall be received in the office of the General Manager from 7<sup>th</sup> Dec. 2024 and submit the tender documents 21<sup>th</sup> Dec. up to 12.00 noon in a tender box.
17. Tender offers will be opened on 22<sup>nd</sup> Dec. 2024 at 11 AM by the committee at GM Office, in the presence of attending tenderers or their authorised representatives, who desires to be present.
18. Tender not accompanied with the Earnest Money will be rejected out rightly.
19. The Earnest Money should be deposited in the shape of Demand Draft in favour of “Director Operation, Millenium world school, Ludhiana” payable

at Ludhiana, on any nationalized/ recognised by RBI bank and submit the same with the 1<sup>st</sup> part of tenderer.

20. The tender document will also be available on school Website ([www.mwsludhiana.com](http://www.mwsludhiana.com)) and tender form can be downloaded from the website. The cost of tender document shall have to be deposited by way of Bank Draft drawn on any Nationalised or recognised Bank payable at Ludhiana in a separate envelope mentioning clearly: -

“DD for the cost of tender document”

This envelop must be attached with the Part -I Envelope, at the time of submission of tender document by the scheduled date.

21. The DD for the cost of tender document must be within the selling period/ dates of the tender document, without which the offer will liable to be rejected.

22. School Bus must follow Annexure 1.

23. In case of owners offering new vehicles through P.I and the owners offering non-commercial vehicles, they should give an undertaking on a non-judicial stamp paper (in original) regarding conversion of the vehicle as commercial before engagement, failing which the payment will not be released for that particular bus or the contract may be terminated and the E/Money of the concerned party will be forfeited besides other action as deemed fit.

24. The management may hire the vehicle from any other party in these circumstances.

25. The tenderers should submit their tenders in two envelopes i.e

Part- I Envelope (Technical Bid)

Part -II envelope (Financial bid/Price Bid)

26. In addition to the separate envelope for cost of documents in case of down loading from Website.
27. In case, any information required in 1st part of tender offers is lacking, the offers of the concerned party may be disqualified.
28. If necessary, the owner book of the concerned vehicle will be verified from the concerned DTO and if any variation is found the deployment of the vehicle will be terminated immediately and the earnest money will be forfeited.
29. In case the valid lowest bidder is not capable of supplying/providing the required No. of vehicles as per NIT, negotiation may be carried out with other valid bidders.
30. All the documents should be signed by the tenderer in all the pages with date and the document submitted by the tenderer must have current validity with date.
31. e-payment clause: -  
"Payment Through Electronic Transfer System/RTGS/NEFT/CBS/Intra Bank Transfer." Service Tax will be applicable as per latest amended rules of Service Tax.
32. The number of vehicles may be varied as per requirement of the school/management. Evaluation of tender will be made on the basis of total economy including hiring charge.
33. The management reserves the right to accept or reject the tender wholly or partly without assigning any reasons.

I HAVE NOTED THE DETAILS AND INSTRUCTIONS MENTIONED IN THE TERMS AND CONDITIONS AND TENDER IS BEING SUBMITTED IN ACCORDANCE WITH THE SAME.

SIGNATURE OF TENDERER

Full Name & Address .....

.....

.....

Seal of Bidding/Firm/Company

(To be submitted with the 1st part of tender offer)

PART – I ENVELOPE (Technical Bid):-

The Part I shall contain the following documents: -

1. Proof of E/Money i.e. DD (In original).
2. Copy of Pan Card of the tenderer.
3. Statutory papers and documents of vehicle/vehicles offered for hiring duly countersigned with date by the tenderer i.e. copy of Owner Book, Valid Commercial Tax token, Insurance(latest), fitness certificate, Road /Rout Permit, Pollution fitness certificate and copy of valid driving licenses of concerned driver etc. and Conditions duly signed by the tenderer with seal as token of acceptance in each page.
4. Affidavit (In original) certifying that no employee of Millenium world school is related to him and he himself is not an employee of MWS.
5. Affidavit (In original) certifying that the owner has not been involved in any criminal case and has not been blacklisted in any way.  
(Affidavit should not be more than six-month-old)
6. Affidavit (in original) about genuineness of all papers and documents submitted for this tender purpose. (i) As the company decided for e-payment. The e-payment format (to be supplied with the tender document) must be filled up for qualification which is mandatory for all contractors.
7. Service Tax Registration Certificate.
8. Last Tree Years ITRs

Part II (Financial Bid)

1. Capacity of Hiring of Buses:

(15 seated, 20 seated 25 seated 30, seated 35, seated )

2. Driver & Conductor for approximate 8 Hrs. operations per day.

3. The operational area of the buses would be approximately 05k. mts to 35K. mts a side.

It shall contain the rates to be quoted in the prescribed tender documents.  
Rate per month / per student :

Distance kms 10	Distance Kms 15	Distance Kms 20	Distance Kms 25	Distance Kms 30	Distance Kms 35
Rs.	Rs	Rs.	Rs.	Rs.	Rs.

1. In case, any information as required in Ist part of tender offers is lacking, the offers of the concerned party may be disqualified.
2. If necessary, the owner book of the concerned vehicle will be verified from the concerned DTO and if any variation is found the deployment of the vehicle will be terminated immediately and the earnest money will be forfeited.
3. In case the valid lowest bidder is not capable of supplying/providing the required No. of vehicles as per NIT, negotiation may be carried out with other valid bidders.
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I HAVE NOTED THE DETAILS AND INSTRUCTIONS MENTIONED IN THE TERMS AND CONDITIONS AND TENDER IS BEING SUBMITTED IN ACCORDANCE WITH THE SAME.

SIGNATURE OF TENDERER

Full Name & Address.....

.....

..... Seal of Bidding/Firm/Company

(To be submitted with the 1st part of tender offer)

#### Annexure 1

1. School Bus must be written on the back and front of every bus carrying School children.
2. If it is a hired bus, 'On School Duty' should be prominently displayed.
3. No bus belonging to educational institute should carry children in excess of its permitted seating capacity.
4. Every bus must have a first-aid box.
5. Windows of the bus must be fitted with horizontal grills.
6. There must be a fire extinguisher in every bus.
7. School name and telephone number must be written on the bus.
8. Doors of the bus should be fitted with reliable locks

9. Every driver of a school bus must have a minimum of 5 years of experience, having driving heavy vehicle license, and must not have any previous record of traffic offences.
10. In addition to the driver, there must be another experienced person in every school bus... called co- Driver.
11. To keep school bags safely, space should be provided under the seat.
12. There should be an escort (from school) in the bus, preferably a teacher or female sub staff to help & to ensure safety norms specially for girls.
13. The buses provided by the contract to school shall carry all legal/ valid documents to run the buses for carrying the students.

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### **Terms & conditions of the Tender for hiring of buses**

- 1.1 This agreement is between the management of Millenium World School, Ludhiana & .....Transports company / agency for ferrying of school going children of MWS, Ranjit Avenue -2, Ludhiana, which would be probably started wef 01-04-2025.
- 1.2 This contract will be for the period of one years or as decided at the time of final agreement and can be extended with the Mutual Understanding, if permissible.
- 1.3 This agreement is neither transferable nor sublet to any other party in any circumstances.
- 1.4 The Execution of the agreement on Rs. 100/~ (Rs. Hundred only) on Non-Judicial Stamp Paper within 10 days of the receipt of award letter. The PAN Card, Aadhar card and other information/facts submitted by the transport company, if found misleading/incorrect/false etc. even after award of job contract, the school management reserves the right to disapprove or terminate the agreement.



- 1.5 The Transport company has to furnish Security Deposit Rs 100000/- ( Rs. One lac only) in favor of Director Operations, MWS, Ranjit Avenue-2 , Ludhiana as Demand Draft or Account payee Cheque of local bank within 15 days of Acceptance/Award of job letter and shall not carry any interest on this security money.
- 1.6 The security money deposit would be refunded at the completion of this contract. If the contractor does not fulfill any of this condition, the security money will be forfeited without any notice and the contract will be terminated, without assigning any reason.
- 1.7 The transport company will have to provide the detail of his employee with Aadhar card, contact number, experience & character certificate etc. and their medical fitness certificate, issued by local Government Hospital, & police verification report from concerned police station only.
- 1.8 In case of any dispute between the employees of the transport company, the school authority will have no responsibility and shall not be responsible for any compensation in any form to such employees during any mis-happening during the operation and/or after the expiry of this agreement.
- 1.9 The transport company will be responsible for maintaining the buses in good running conditions and also will maintain allied facilities in the school buses in accordance with the government guidelines and “Safe School Vahan Policy”.
- 1.10 The school authority reserves the right for random physical verification of buses, documents, at any time, if required, the necessary direction will be issued accordingly to the transporter for the compliance. The transports company will be bound to follow and do the same as directed.
- 1.11 The transports company will ensure to compliance all labour laws & Govt. guidelines, as applicable to provide buses to schools, including any additional obligations that may arise on account of any reasons in the school premises or on road.

- 1.12 In case the behavior and the conduct of the driver / codriver is non satisfactory and on the complaint, the transport company will take necessary action to remove them from duty at the earliest
- 1.13 In case any driver does not have his valid Driving license, not in proper uniform, non-satisfactory performance of the GPS & Acs of school buses, and no proper comfortable seats and other allied facilities available in school buses. In these cases, the school authority will impose penalty on the contactor which will be between Rs 1000/- to Rs.10000/-. The repeated fault may result in forfeiture of security money (partial or whole) and even termination of the contract.
- 1.14 The transport company shall not do anything in or outside the school premises which may create nuisance or any cause of annoyance to the local people and the action taken report will be demanded from the transporter.
- 1.15 The transport company shall be responsible for the ferry of these students within reasonable time, otherwise, the penalty will be imposed on the transporter for non-satisfactory performance of the contractor.
- 1.16 The transport company will be responsibility to comply with all the norms and other condition as laid down by the transport authority and fitness certificate of the buses will be provided by the transporter.
- 1.17 The school management will not be held responsible in case of any untoward incident or chalan / paneity due to any reason
- 1.18 The transport company shall not encroach upon any area of vacant land or constructed portion for any purpose and the buses will be parked outside during the school working timings, under the supervision of the staff of the transporter.
- 1.19 The transport company shall be responsible for ensuring the safety of the students, buses & property, etc.
- 1.20 In case of any accident or injury to any persons or damages caused to any reason, the contractor shall be held responsible to pay compensation for such injuries or damages as per the order of the competent authority.

- 1.21 The driver / conductors of the buses shall be accepted subjected to the medical fitness and DOPE test by the civil surgeon and the police verification from the concerned area of police station,
- 1.22 The driver of the bus must carry a complete list of students being ferried in the buses, indicating the name, class, residence address, blood group and points of stoppage and route plan etc. Attendance register in each bus is mandatory where the conductor will mark the attendance of the children.
- 1.23 Children above 12 years of age shall be one person and allowed full seat and do not overload the buses.
- 1.24 Driver will take and drop the child at the school premises as from the pickup point.
- 1.25 The transport contractor shall be bound to provide extra transport services to organizers at reasonable & genuine cost, if there is any requirement for school function/tournament or one day trips of school students / staff.
- 1.26 All the buses provided by the contactor must have emergency door on the right side. The emergency door shall be kept closed in normal conditions.
- 1.27 The transport company shall be responsible to make alternative arrangement for Ferring of students, if any kind of problem occurred to any bus of the contractor.
- 1.28 The transport contractor shall be responsible to provide alternative suitable qualified bus-staff in case of absent or leave of his regular staff.
- 1.29 The any unauthorized persons will not be allowed to travel in the school buses.
- 1.30 There should not be any kind of criminal case of POCSO women harassment against any driver or conductor.
- 1.31 No payment will be made during summer vacations and winter vacation or any long vacation.

- 1.32 All the legal disputes will be settled Ludhiana District Jurisdiction.
- 1.33 The buses hired for carrying school students will remain the part of school only, and these buses will not be allowed to use for other schools or passengers, even on holidays.
- 1.34 If the transporter does not fulfill any kind of above conditions, then the contract or agreement will be cancelled.  
If the services of the contractor are not satisfactory according to “Safe School Vahan policy” the contract / agreement will be cancelled without any notice
- 1.35 If the transporter is not interested to continue his service, he has to give at least three months prior notice, otherwise security money will be forfeited.

#### DECLARATION

1. I have read the terms & conditions mentioned in the agreement document and undertake to abide by the same during the contractual period.
2. The information given herein by the undersigned is correct & true to the best of my knowledge and belief.
3. I shall be totally responsible to run the Transport as per norms & conditions to ensure the satisfaction of school management.

(SIGNATURE OF THE CONTRACTOR )

with address and seal