

South Delhi Municipal Corporation
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New Delhi-110002
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No. D/DDE/Phy./SDMC/HQ/2013/1676

Dated:22-10-2013

SHORT NOTICE TENDER

Subject: Hiring of buses of Bal Diwas Celebration 2013

Introduction: The Education Department, South Delhi Municipal Corporation is going to organize Bal Diwas Programme on the occasion of Children's Day on 14th November 2013 at Dr. Ambedkar Stadium, Delhi Gate, New Delhi. In addition to rehearsal on 11th November & 12th November 2013, the final programme will be held on 14th November 2013 in around 15500 children & staff of Municipal Schools are expected to participate. For this purpose the department intend to hire buses for ferrying children from various municipal schools of South Zone, Central Zone, Najafgarh Zone & West Zone which are under the jurisdiction of SDMC on all three days.

Invitation for bids: Technical and Financial bids are invited from eligible vendors on their firm's letterhead for providing buses on hiring basis for ferrying children & staff on appointed dates. Offers prepared in accordance with the procedures enumerated in this document should be submitted by dropping in a single sealed envelope containing two separate envelopes each marked as Technical and Financial bid, on or before 23-10-2013 up to 1.00 p.m. in the tender box kept in the office of Dy. Director Education, South Delhi Municipal Corporation 23rd Floor, Dr. SPM Civic Centre, Minto Road, New Delhi-110002.

Due Diligence: The bidders are expected to read and examine all instructions, terms and conditions. In case of any clarification, they may contact Sh. N.K. Ghai Dy. Director Education (**Mobile: 9717750208**).

Terms & Conditions.:

1. The bidder shall submitted self attested copy of RC's of at least 10 CNG (47 seaters) buses as above which are in the name of owner/company, as this is a primary requirement to participate in the tender.
2. Bidder should be registered with Service Tax Department.
3. The bidder must have an experience to supply of buses to any Government Department in the past.

4. The bidder shall furnish a non-blacklisting certificate that their firm has not been blacklisted in the last five years by any Govt. Department.
5. The bidder is required to submit copy of the income tax return for the last two financial year.
6. The tender should have a minimum Turn Over of Rs. 20,000,00/- (Rupees Twenty Lacs) during the last two financial years.
7. The bidder shall submit the Technical Bid and Financial Bid in separate envelop. Both the envelops shall be kept in one big envelop before submitting.
8. The Financial Bid will be opened only for those firms who will qualify in the Technical Bid.
9. Bidder should submit a Bank Draft/Pay Order in the name of Commissioner, SDMC for an amount Rs. 24,360/- (Twenty four thousand three hundred sixty only) towards earnest money along with tender.
10. Performance guarantee amounting Rs. 1,00,000/- (One Lac only) in the name of Commissioner SDMC, in the form of irrevocable Bank Guarantee bond have to be submitted by successful bidder within four days of the issue of offer/acceptance letter.
11. The earnest money shall be returned after successful completing of work. If the work is not completed satisfactorily, the earnest money & performance Security shall be forfeited.
12. The buses shall be required on 11/11/2013 and 12/11/2013 from 8:00 AM to 2:00 PM. These timing will be from the pickup time from school and dropping time at school.
13. The buses shall be required on 14/11/2013 from 11:00 noon to 5:00 PM. These timing will be from the pickup time from school and dropping time at school. This timing on 14/11/2013 may change but number of hours remains same change:

| S.No. | Date of hiring of buses | No. of buses | Time | Remarks |
|--------------|--------------------------------|--|---------------------|------------------|
| 1. | 11.11.2013 | 34- Buses for 4 zones. | 8:00 am to 2:00 pm | For participants |
| 2. | 12.11.2013 | 37- Buses for 4 zones. | 8:00 am to 2:00 pm | For participants |
| 3. | 14.11.2013 | 37- Buses for 4 zones. | 12:00 am to 6:00 pm | For participants |
| 4. | 14.11.2013 | 232-Buses for 4 zones. (58 buses for each zone) | 12:00 am to 6:00 pm | For participants |

14. It shall be the sole responsibility of the bidder to ensure the safety and security of children during the transit.
15. The bidder shall ensure all safety precautions as per the directions given by the transport authority as well as the Hon'ble Court.
16. It shall be the responsibility of the bidder to make alternative arrangement immediately, in case of any break down of any bus.

17. Any challan imposed by traffic police for violation of traffic rules will be the liability of the bidder.
18. Successful bidder has to submit the bills along with the successful completion of work certificate from concerned principal of the school and duly countersigned by concerned zonal DDE/ADE.
19. After successful completion of work the payment will be made from plan budget head of account XL-II-D-I.

Financial Bid

Bidder should quote the rates for per bus per day as per the schedule given above inclusive of all prevailing takes and charges, if any.

Sd/-

**Addl. Director(Edn.)-II
SDMC**

Copy to:-

1. CD(IT): with a request to upload online in the MCD website for wide publicity.
2. All DCs-for display on their notice board.
3. All zonal DDEs/ADEs – for display on their notice board.
4. Director (Vig.)/SDMC
5. Senior Manager Commercial (Special Hiring), DTC, Scindia House, New Delhi.
6. General Manger, IRCTC, New Delhi. Railway Station.
7. Manager (TPT), DT&TDC, Sri Aurbindo Marg, West Kidwai Nagar, New Delhi.