



No. D/...../ADE/Phy./SDMC/HQ/2015

Dated : 7/10/2015

SHORT NOTICE TENDER

Subject: Hiring of buses of Bal Diwas Celebration 2015

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 2015 at Dr. Ambedkar Stadium, Delhi Gate, New Delhi. In addition to rehearsal on 10/11/2015 & 12/11/2015, the final programme will be held on 14th November, 2015 in which around 11000 students & school staff of South DMC schools are expected to be present. For this purpose the department intends to hire buses for ferrying children from various municipal schools of South zone, Central zone, Najafgarh zone & West zone of the South DMC on pick and drop basis 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 pick and drop basis for the above programme. 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 **19/10/2015 up to 1:00 P.M.** in the Tender Box kept in the office of Admn. Officer (Edn.), Education Department (HQ), 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. Manish Kumar, Admn. Officer (Edn.) (**Mobile No. 8826690535**).

Terms & Conditions:

1. The bidder shall submit 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 on hire basis 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 bidders are required to submit copy of the Income Tax Return for the last two Financial Years.

6. The tender should have a minimum Turnover 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. The buses shall be required on 10/11/2015 and 12/11/2015 to bring the students from schools to stadium for rehearsal and ensure that students are dropped at stadium latest by 9:15 AM both days. Similarly, students will be picked up from stadium at 01:00 PM on both days and dropping them in their schools.
10. The buses shall be required on 14/11/2015 and the pickup time from school will be reach stadium at 9:30 AM and for dropping the students will be picked up from stadium at 1:30 PM for dropping in their schools.

11. The above timings are subject to change in the interest of children.

12. The Zone-wise number of buses required on 10/11/2015, 12/11/2015 and 14/11/2015 are given as under :

S.No.	Name of Zone	10/11/2015	12/11/2015	14/11/2015	Total number of Buses	Earnest Money to be deposited by the bidder	Performance Guarantee to be deposited by the bidder
1.	Najafgarh	8- Buses	8- Buses	28- Buses.	44	Rs. 5995/-	Rs. 23980/-
2.	South	12- Buses	14- Buses	64- Buses	90	Rs. 12263/-	Rs. 49050/-
3.	Central	10- Buses	10- Buses	70- Buses	90	Rs. 12263/-	Rs. 49050/-
4.	West	10-Buses	10 -Buses	40-Buses	60	Rs. 8175/-	Rs. 32700/-
		40-Buses	42-Buses	202-Buses	284	Rs. 38695/-	Rs. 154780/-

Note :- The number of buses can be increased or decreased if the need arises at the time of issuance of the Work Order.

13. The bidder can apply for supplying of buses on hire basis for one or more than one zone, as given in the table above at Sr. No. 12. The bidder's have to submit the Earnest Money accordingly in the form of Bank Draft/Pay Order in the name of Commissioner, South DMC alongwith tender.
14. Performance guarantee as given in the table above at Sr. No. 12, in the name of Commissioner SDMC, in form of irrevocable Bank Guarantee bond or in form of Bank Draft or Pay Order and same have to be submitted by successful bidder within three days of the issue of offer/acceptance letter. Work Order will be issued after receipt of Performance Guarantee.
15. The earnest money shall be returned after successful completion of work, if the work is not completed satisfactorily, the earnest money & Performance Security shall be forfeited.
16. The bidder's have to deposit tender fee of Rs. 500/- alongwith tender. The tender cost should be deposited in the form of Bank Draft in favour of Commissioner, South DMC. This tender fee is non-refundable.

17. It shall be the sole responsibility of the bidder to ensure the safety and security of students during the transit.
18. The bidder shall ensure all safety precautions as per the directions given by the Transport Authority as well as the Hon'ble Court.
19. It shall be the responsibility of the bidder to make alternative arrangement immediately, in case of any break down of any bus.
20. Any Challan imposed by Traffic Police for violation of Traffic Rules will be the liability of the bidder.
21. Successful bidder has to submit the bills along with the successful completion of work certificate form concerned principal of the school and duly countersigned by concerned zonal officers.
22. After successful completion of work the payment will be made from Plan Budget Head of Account XL-II-D-II.

Financial Bid

Bidder should quote the rates for per bus per pick and drop as per the schedule given above inclusive of all prevailing taxes and any other charges, if any. A format of Financial Bid is annexed as Annexure – 'A'


07/10/15

Asstt. Director of Education (Phy.)

Financial Bid (Proforma)**(To be given on Vendor's Letter Head)**

I / We submit Financial Bid for supply of buses on hire basis for ferrying the students from the schools of below mentioned zone(s) of South DMC to Dr. B.R. Ambedkar Stadium, Delhi Gate and to take back to their respective school on pick and drop basis for Bal Diwas Celebration -2015 and the Rate(s) quoted per bus are given as under:

S.No.	Name of Zone	Rate quoted per bus (Nett. and inclusive of all charges and taxes)	
		In Figure	In words
1.	Najafgarh	Rs.	
2.	South	Rs.	
3.	Central	Rs.	
4.	West	Rs.	
	Total	Rs.	

Authorized signature of the Bus operator/owner : _____

Name : _____

Designation : _____

Address : _____

Phone : _____

Seal: _____

Date : _____

