

**APPLICATION FORM (DRIVER)**

**The Principal  
Delhi Public School  
Mathura Road,  
New Delhi - 110 003.**

Ref: Your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_.

Dear Sir,

I/We hereby apply for provision of **Drivers** in your school from 01.04.2017 to 18.05.2018. I/We have gone through the terms and conditions and agree to the same. The details are as under: -

1. Name of Company/Firm/Agency: \_\_\_\_\_
2. Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number : \_\_\_\_\_
4. Constitution (whether : \_\_\_\_\_  
individual/ Firm/Company/  
Co-operative Society)
5. Date of Establishment : \_\_\_\_\_
6. a) Regn. No. Under CPWD/1 : \_\_\_\_\_  
Railway etc. if any  
b) Regn. No. Under DVAT : \_\_\_\_\_  
c) PAN No : \_\_\_\_\_  
d) PF Code : \_\_\_\_\_  
e) ESI No. : \_\_\_\_\_  
f) Service Tax No. : \_\_\_\_\_
7. Past Experience (Please : \_\_\_\_\_  
attach separate sheet)  
a) Total Experience : \_\_\_\_\_  
b) Experience in other School : \_\_\_\_\_  
c) Experience other DPS School : \_\_\_\_\_
8. Rates offered per guard : Rs. \_\_\_\_\_ per month
9. a) Application Form Fee : Banker's Cheque to be issued for Rs. 500/-  
in favour of **Delhi Public School, Mathura  
Road, New Delhi.**  
b) Earnest Money : Banker's Cheque No. \_\_\_\_\_  
dt. \_\_\_\_\_ for Rs . 50,000/- drawn on  
\_\_\_\_\_ Bank  
\_\_\_\_\_ Branch

Date: \_\_\_\_\_

(Signature of Applicant with Stamp)

(Please attach additional information/brochure/Price-list, if necessary)

# **DPS Mathura Road, New Delhi**

## **Terms and Conditions for Driver**

1. The period of contract will be from **01.04.2017 to 18.05.2018**. However, the period can be changed as per the time table of the School. School is five days working from Monday to Friday. However, in case of need, driver will observe school timing and schedule.
2. The contractor shall provide uniformed and trained driver who will perform the duties and will endeavor to provide best possible services.
3. **Minimum Educational Standard:** The driver should have passed minimum Class 12<sup>th</sup> (copy of passing certificates to be submitted separately). He should possess a good moral character,
4. **Driving License and Badge:** The driver should have valid Heavy PSV license & Badge issued by State Transport Authority of Delhi. Preference will be given to ex-servicemen.
5. **Experience:** The driver should have at least five years of experience of driving a vehicle of the concerned category.
6. **Physical Standard:** Should be physically robust and medically fit including eye testing.
7. **Fire Fighting/ First Aid Training:** Driver must be trained in Fire fighting and First Aid operations.
8. A driver should not be challaned more than twice in a year for offence like red light jumping & violation of lane discipline etc.
- 9 A driver should not be challaned even once for the offence of over speeding, drunken driving and dangerous driving etc.

### **10. Duties:**

- a) Bus driver must be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers/students.
  - b) He must ensure that the vehicle is operating properly each day by testing brakes, tyres and other components etc.
  - c) He will be responsible for maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
  - d) He must keep track of the amount of fuel used, number of students transported and miles driven and will report to supervisors on daily/weekly basis as per the requirement.
  - e) He will perform the duties as per the instructions issued by the School from time to time.
11. The driver shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the school property/ students/ staff traveling in the bus/vehicle.
  12. The Contractor shall abide by the rules and shall be responsible for all the statutory requirements like Minimum Wages, ESI, EPF, labour laws or any other legal requirement laid down by state or Government/Authorities from time to time in respect of driver deployed in the School.
  13. No escalation will be allowed on account of revision of minimum wages or any other reason by the School during the currency of the agreement. In case of absenteeism of driver proportionate deductions shall be made from the monthly bills.
  14. The payment shall be made to the contractor on monthly basis after submission of bill with the EPF, ESI (ECRs and Challans) and other statutory requirements along with the bill. The payment will be subject to deduction of Income Tax (TDS) or any other statutory deduction as per Govt. rules. No payment will be made for summer vacations.
  15. In case of absenteeism of drivers, the contractor will made alternate arrangements. In case alternate arrangements are not made, the School will make proportionate deduction for the same from the bill.

16. The Contractor will keep an interest free security deposit of **Rs. 1,00,000/- on award of work**. The same shall be refunded to the contractor on expiry/termination of contract. Damages, if any on the part of the security services shall be recovered/adjusted against the said security deposit.

17. The agreement can be terminated by either of the parties by giving 30 days notice. In case of 30 days notice not given by the Contractor, the Contractor shall be liable to pay one-month charges to the School. In case the School terminates the contract without 30 days notice it shall pay one-month charges to the Contractor. However, in case of severe lapse on the part of the contractor, the agreement can be terminated by the School forthwith and without giving any notice to the Contractor.

18. All differences or disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such differences can not be resolved by discussions and negotiations then the same shall be referred to the arbitration of Chairman Delhi Public School, Society or Chairman DPS Mathura Road, whose decision shall be final & binding on both the parties & shall not be questioned in any court of law.

19. The form completed in all respect must be sent to **Principal, Delhi Public School, Mathura Road, New Delhi-110003 in a sealed envelope through Regd./Speed Post latest by 18th March 2017**. Please do mention **Tender for the Drivers** on top of the envelope.

(Stamp and Signature)