

**DELHI PUBLIC SCHOOL
MATHURA ROAD, New Delhi – 110003**

TENDER FORM

1. With reference to the advertisement in the Navbharat Times & Hindustan (Hindi) dated 20-12-2024, DPS Mathura Road, invites sealed tenders from reputed transport contractors/fleet operators for providing buses for ferrying students from their residences to school and back within NCT of Delhi, the safety and security of children as major criteria.
2. Contractors/Transporters are invited for a pre-bid meeting to know all the details and understand the requirement of the school and its transport system.
3. Contractors/Transporters have to download the Tender Form from our school website <http://dpsmathuraroad.org> and submit the duly completed tender documents along with ***Demand draft of Rs.2000/-*** in favour of **“DELHI PUBLIC SCHOOL MATHURA ROAD, NEW DELHI”** payable at New Delhi, in a sealed A4 size envelope addressed to the **Principal, Delhi Public School, Mathura Road, New Delhi - 110003** with **"Tender for School Buses on hire"** written on top of the envelope on or before the date of submission as mentioned in the Schedule of Tender. The duly completed tender form to be dropped in the Box available at School Gate No-4. The application fee for both the tenders is Rs.2000/- only.
4. The school proposes to award a Five-year contract for dedicated school branded yellow air-conditioned buses not older than 5 years vintage life on the day of beginning of the contract. The transporter willing to deploy brand new air-conditioned dedicated yellow school buses may be considered for extension of the two-year contract for a further period by the school management.

SCHEDULE OF TENDER

Download of Tender Documents: **From 21st December 2024 to 8th January, 2025**

Date and Time for Pre-bid Meeting: **7th January 2025 at 11.30 a.m.**

Last date for submission of sealed Tenders **11th January 2025**

Date of opening Tenders: **14th January 2025**

Principal
Delhi Public School Mathura Road,

Date: December 20, 2024

TENDER SUMMARY

1. **Scope of work** : Contract for providing air-conditioned dedicated yellow school buses to be used by Delhi Public School, Mathura Road, for transporting its students and staff from their residences to school and back within the area of NCT of Delhi. Present detailed bus routes are attached as **“ANNEXURE-A”**. **This is only a tentative routes, for an idea, it can be changed according to requirement.**
2. The safety and security of children as major criteria.
3. The tenderer shall submit the tender document in original, duly completed in all respects, signed and stamped on each page.
4. The tenderer shall be deemed to have carefully read, studied and understood all the clauses of the Terms and Conditions.
5. The tenderer shall submit all the requisite documents along with Tender Documents.
6. Each tenderer must submit an interest free Earnest Money Deposit (EMD) of Rs.3,00,000/- (Rupees three lakhs only) in the form of Demand Draft drawn in favour of **‘DPS Mathura Road,’** payable at Delhi. Tender forms submitted without the EMD will be summarily rejected. Vendors who are currently providing school buses to any of the DPS Core schools are exempted from depositing EMD with their quote but will have to submit a copy of valid current contract with the concerned DPS Core School.
7. Incomplete or incorrect tenders are liable to be rejected summarily.
8. DPS Mathura Road, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof. DPS Mathura Road, reserves the right to cancel the contract even after acceptance, without assigning any reason whatsoever thereof. DPS Mathura Road, is not bound to accept the lowest tender.
9. Companies/Firms already engaged for such business with reputed schools or educational institutions in Delhi may be given preference.
10. The EMD of unsuccessful tenderer shall be refunded within a reasonable time after the final decision on the tender, without any interest thereon.
11. Only transporters owning more than or equal to 15 buses are eligible to apply. No bus aggregator is eligible to respond to this tender. Vendors currently working with any of the DPS core school would get an additional point while tenders are evaluated.

FINANCIAL BID -1

**MONTHLY CHARGES FOR DEDICATED YELLOW AIRCONDITIONED BUSES
PARKING AT OWNERS RISK OUT SIDE SCHOOL**

Sl. No.	Point to point distance in kilometer (UP & DOWN morning & afternoon trip)	Slab-wise approx. number of Buses required	Monthly charges offered for buses with 25-30 seating capacity	Monthly charges offered for buses 40 seater & above capacity	Remarks mention Model No/Date of Registration
1	Upto 30 km (30*20 days) 600 km pm	2 Nos.			
2	31 km – 40 km (40*20 days) 800 km pm	6 Nos.			
3	41 km – 50 km (50*20 days) 1000 km pm	4 Nos			
4.	51 km – 60 km (60*20 days) 1200 km pm	2 Nos.			
5.	60 & above (65*20 days) 1300 km pm				
5.	NCR UP Tax (60*20 days) 1200 km pm	1 nos			

I have gone through the terms and conditions and other details mentioned in the tender form and the same are acceptable to me, I am also enclosing Pay order No..... dated..... For Rs. 2,000/- drawn on Bank as the application fee.

Note:

1. Rates for NCR Indirapuram should include state entry fee on monthly basis. No extra amount will be paid apart from the rates quoted above or finalized in the contract.
2. The slab-wise approximate average kilometer running in a day (up and down from starting point to school and back to ending point) is mentioned against each slab. Calculated on the basis of 220 working days in a year for 11 months.

**Signature of the Tenderer
(With Rubber Stamp)**

Name of Authorised Signatory: _____

Date:

Enclosed: Pay order for Rs.2000/-.

FINANCIAL BID -2

MONTHLY CHARGES FOR DEDICATED YELLOW AIRCONDITIONED BUSES
PARKING AT SCHOOL PREMISES

Sl. No.	Point to point distance in kilometer (TWO UP TWO DOWN)	Slab-wise approx. number of Buses required	Monthly charges offered for buses with 25-30 seating capacity	Monthly charges offered for buses 40 seater & above capacity	Remarks New Brand Bus/model No.
1	Upto 30 km (30*2*20 days) 1200 km pm	2 Nos.			
2	31 km – 40 km (40*2*20 days) 1600 km pm	6 Nos.			
3	41 km – 50 km (50*2*20 days) 2000 km pm	4 Nos			
4.	51 km – 60 km (60*2*20 days) 2400 km pm	2 Nos.			
5.	60 & above (65*2*20 days) 2600 km pm				
5.	NCR UP Tax (60*20 days) 2400 km pm	1 nos			

I have gone through the terms and conditions and other details mentioned in the tender form and the same are acceptable to me, I am also enclosing Pay order No..... dated..... For Rs. 2,000/- drawn on Bank as the application fee.

Note:

1. Rates for NCR Indirapuram should include state entry fee on monthly basis. No extra amount will be paid apart from the rates quoted above or finalized in the contract.
2. The slab-wise approximate average kilometer running in a day (up and down from starting point to school and back to ending point) is mentioned against each slab. Calculated on the basis of 220 working days in a year for 11 months.

**Signature of the Tenderer
(With Rubber Stamp)**

Name of Authorised Signatory: _____

Date:

Enclosed: Pay order for Rs.2000/-.

TERMS & CONDITIONS FOR PROVIDING THE SCHOOL TRANSPORT

The contractor is advised to thoroughly go through the following terms and conditions which would form an integral part of the main content.

SPECIAL TERMS & CONDITIONS FOR DEDICATED SCHOOL BRANDED AIRCONDITIONED YELLOW BUSES:

1. The contractor will provide Air Conditioned CNG propelled yellow buses as per the requirement projected by the school.
2. All the buses should be brand new buses and registered under the State Transport Authority of Delhi.
3. The minimum/maximum seating capacity of the buses should be ranging between 25 to 50 seats. The exact number buses required based on the seating capacity will be intimated after the rate negotiations.
4. The duration of the contract for airconditioned dedicated yellow CNG buses will be for a period of 5 years.
5. The performance of the contractor will be reviewed by the school authorities after completion of 3 years of the contract period and if not found satisfactory, a notice will be served upon the contractor for termination of the contract with a notice period of one year.
6. The 5 years contract may be extended for another 2 years on satisfactory performance of the contractor in the opinion of the school authorities, during the contract period.
7. The dedicated buses will be staffed by the contractor who will provide a driver and conductor in each bus.
8. The dedicated buses will be used explicitly for the duties with DPS Mathura Road, and after performance of school duty the buses will be parked within the school premises.
9. The buses will be cleaned from inside and outside before performing the school duty.
10. The buses will be painted yellow as per school bus specifications with branding of **'Delhi Public School Mathura Road,'**, which will be conspicuously written on all sides of the buses.
11. Payment of salary to the bus staff, cost of CNG, proper maintenance of the buses and obtaining requisite permits/documents to make the buses eligible for school transport from the concerned authorities will be the exclusive responsibility of the contractor.
12. All periodic safety checks as required for CNG buses will be the contractor's responsibility.
13. All statutory payments like, P.F., E.S.I, etc will be paid by the contractor to the bus staff deployed on duty with the school and proof of (Challan & ECRs) such payment must be deposited to the school authorities along with the monthly bill. The

contractor would be liable for all statutory matters labour laws, minimum wages, insurance of staff & buses deployed in the school.

14. The contractor is required to provide buses with the above specifications on various routes ranging between (i) 0 – 30 kms, (ii) 31 – 40 kms, (iii) 41 – 50 kms iv) 51-60 kms & (v) NCR Indirapuram. Rates are to be quoted separately for each slab.
15. Approximate number of working days will be 220 days in an academic session. The contractor will be paid contract rate for 11 months in a year. The payment during closure of school by the appropriate authorities shall be mutually decided and paid.

GENERAL TERMS & CONDITIONS:

16. All buses must comply with the latest bus body building code issued by the Govt. of India. In case the contractor wishes to supply fabricated bus then it will be ensured that it is a chassis bought from one of the reputed OEM's and the fabrication is done at a Government registered workshop.
17. Safety and security of any additional equipment fitted by the school for safety of the students travelling in the bus will be the responsibility of the transporter. In case of any loss or damage to such equipment's the cost will be recovered from the transporter.
18. The buses owned by the Transporter who participated in the bid only will be accepted for contract. No bus(es) registered in the name of a Transporter other than the bidder or sub-let from other Transporters will not be considered.
19. The Contractor ensures that he has to abide by all the rules and regulations laid down by the Hon'ble Supreme Court and understands the directions and violation of any condition as **stipulated by the Hon'ble Supreme court of India** and under no circumstances the management of the school will be responsible, be it repugnancy of any of the clauses as stipulated in the directives enunciated by the Supreme Court of India.
20. The school will provide the bus timings of the school for Junior Routes and Main Routes separately, and the pick/drop of the students is to be done as per the roaster prepared by the school.
21. The contractor will ensure that the buses reach the school after picking up the students and/or teachers from their respective stops in the morning on all working days in the summer and in the winter. The Contractor shall further ensure that the buses reach the school **parking area in the school premises on time**.
22. The Contractor agrees that time is the essence under this agreement. Alteration, if any, in the timings will not be followed. The Contractor shall abide by the School Timings as notified to them.
23. The bus must be in possession of a permit (Registration Certificate) issued by the competent authority to operate as "**Passenger Transport Vehicle**".
24. The buses provided should be mechanically sound (fitness certificate to this effect will be submitted at time of signing of contract) and **not more than 05 years old**, (buses against financial bid-1) also the CNG fitness certificate is to be submitted to the school from time to time.
25. The driver of the bus should have at least 5 years' experience of driving a vehicle of same class, a copy of the driver's license will be provided at the time of signing of contract. In addition, the driver should have been medically examined and

certified as FIT (Fitness certificate copy to be provided in original) to drive a heavy vehicle. The medical examination would include specific certification that he is not visually impaired especially as far as color blindness is concerned.

26. The driver detailed should not have been challaned more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive.
27. A driver who has been challaned even once for over speeding, drunken driving and dangerous driving etc. cannot be employed. This implies implicitly to offences under section 279 (rash driving); 337 (causing hurt by act endangering life or personal safety of others); 338 (causing grievous hurt) or 304 (culpable homicide not amounting to murder) of the BNS.
28. All bus staff deployed on school duty by the contractor should have a valid and current police verification. In case of any failure to this effect is found, it would be as a lapse on the contractor's part. The driver should be accompanied by a conductor holding effective conductor's license.
29. The driver and conductor should be dressed in the designated uniform, as applicable, along with nameplate for driver and Identity Card for conductor.
30. The buses should not overtake any other motorized four wheelers.
31. The buses should be driven in the designated bus lane only and should halt at the designated bus stops created by the school only.
32. The school bus should essentially carry two boards of size 400mm x 400mm (at front and at rear exterior) written '**SCHOOL BUS**' in bold and black letter of 100mm height and 16mm thickness with an **iconographic representation of school students** (As per guidelines of Hon'ble Supreme Court of India)
33. Wearing of seatbelts by children travelling in school buses is a mandatory requirement. The bus staff must ensure it is fulfilled.
34. The windows of Bus should be fitted with horizontal bars/grills on windows, hand rails on the side of the steps and stanchions.
35. All airconditioned buses must have an emergency evacuation window/rear windscreen is marked clearly with means of breaking the glass in case of emergency available within easy reach.
36. The bus should be fitted with **Speed Governor** to ensure that the bus cannot be driven over 40Kms/hour and keeping it always in working condition is the responsibility of the bus owner.
37. The doors of the buses should be pneumatically operable with reliable locks.
38. The buses should be fitted with convex cross view window panes and should not be fitted with curtains or with dark films.
39. The buses should have ample lighting with white lights inside the passenger cabin for clear visibility.
40. The bus should have a **First Aid Box** with basic medicines.
41. The buses should be **fitted with two Fire Extinguishers of 5 kg capacity** at easily accessible places in the bus. Buses have to complaint with AIS-135, Fire Alarm System and Fire Protection System in the Passenger as well as the driver Compartment.

42. No bus will carry excess of the permitted strength of the students.
43. The bus should be fitted with **GPS** to enable tracking of the bus and keeping it always in working condition is the responsibility of the bus owner, the serviceability of GPS has to be certified by the Authority authorized to do the same.
44. Only those buses equipped with **Camera and RFID Device installed by the school**, should be put on school duty. Buses where the Camera and RFID Device are not installed should not be on school duty. If a bus needs to be changes, then the information should be given to the school authorities well in advance and the cost of shifting will be borne by the contractor
45. All the buses provided by the Transporter will be duly insured with third party risk and in case of any accident or damage, it will be his sole responsibility to pay compensation to the claimants and the school will not be responsible for any payment or for other violations.
46. All buses should undergo CNG safety checks quarterly and annually as prescribed by law and this will be the responsibility of the Transport Provider who will provide proof to the school of having carried out the testing and the bus having **been certified as FIT**.
47. The buses provided by the contractor should be roadworthy and comfortable and be in all respects fit for the purpose(s). The contractor shall ensure that the drivers shall be in possession of valid license and badge, as applicable under law, and amended from time to time.
48. Details of the driver (i.e. name, address. License number, badge number) and Telephone number of the owner of the bus, Transport Department's Helpline number and Registration No. of the vehicle shall be displayed at a conspicuous place inside the bus in contrast colors as to be clearly visible to the passengers inside the bus.
49. It shall be the duty of the driver and conductor of each bus to ensure that the students are properly seated and to help the students in boarding and alighting from the bus. It shall be the duty of the driver and conductor not to leave students at their designated stops unless a parent or relative is there to receive them.
50. The reason for change of driver/conductor should be clearly communicated, in advance, to the competent authorities.
51. The drivers or the contractors while plying the buses will not allow any person other than student or teacher of the school to travel in the buses assigned on the routes for the school.
52. It is understood that the Driver and Conductor are responsible for the safe journey of the children in the bus. They should be polite, courteous and affectionate towards the children, staff & parents. In case of misconduct on their part the school authorities shall hold the contractor responsible.
53. The contractor shall issue identity cards to each driver and conductor, which they shall possess at all times during the performance of their duties under this agreement.
54. Other instructions issued from time to time by the State Transport Authority or any other law-enforcing agency will be strictly followed/adhered to.
55. The contractor shall also have the character of all persons employed by him verified by the police to the satisfaction of the authority before employment and will

provide a copy of the **Police Verification** to the School Management at the time of signing of contract.

56. The contractor will provide the **Driver Profile Sheet** in respect of all drivers and **the Conductor Profile Sheet** for all bus drivers/ conductors duly filled in the form of a folder.
57. The transporter ensures to submit the photographs of drivers / helpers, their Aadhar numbers, copy of valid Driving License and mobile numbers.
58. **Deduction of tax at source as per income tax act** and amendment from time to time and any other levy as enforced by any authorities will be made.
59. The school shall not be responsible or liable in any way for loss or damage by any means caused to the contractors' vehicles or any component or part thereof.
60. The transporter should include the aspect of daily sanitization of buses just before they leave for the morning route duty. The afternoon sanitization of buses will be carried out under arrangement of the school before start of the afternoon route duties.

Penalties:

61. In case the Helper/Conductor is not found on duty on any route, school will deduct a fine of Rs. 1000/- per trip.
62. In case the Driver/Helper/Conductor is not found in proper uniform on duty on any route, school will deduct a fine of Rs.1000/- per trip.
63. In case the bus on any route is not following the scheduled time or any other issue of not following norms as given by the concerned school authorities, school reserves the right to deduct a fine of Rs.1000/- to Rs.1000/- depending on the situation.
64. In case the bus on school duty is not found cleaned from inside and outside, a fine of Rs.1000/- will be charged per bus/per day.

DECLARATION:

I/We accept all the terms & conditions of the tender.

Date:

Signature and seal of the bidder

---END OF TENDER DOCUMENT---

ANNEXURE-A

EXISTING BUS ROUTES - SESSION 2023-2024

DELHI PUBLIC SCHOOL MATHURA ROAD, NEW DELHI-3

LIST OF BUS ROUTES SESSION 2024-2025

The following routes can be modified wef 1st April, 2025 subject to new bus user, this is just a tentative routes.

1	MR-12 ROUTE	(6.05 AM)STARTING POLICE STATION C-1 VASANT KUNJ, VASANT VIHAR DEPOT, via MUNIRKA, RK PURAM SAFDARJUNG ENCLAVE,R/T TOWARDS GREEN PARK MARKET, LODHI COLONY, PRAGATI VIHAR HOSTEL TO SCHOOL.	48 km
2	MR-13 ROUTE	(6.00am)STARTING POINT EAST PUNJABI BAGH, PUNJABI BAGH TERMINAL,via RING ROAD, MOTI NAGAR METRO STN, PATEL NAGAR, GOLE MARKET,SHIVAJI STADIUM, CP, MINTO ROAD, BJP OFFICE, KG MARG, KAKA NAGAR, SCHOOL	55 KM
3	MR-25 ROUTE	(6.25 am) STARTING POINT SURAJMAL VIHAR MARKET, MAHILA COLLEGE RED LIGHT RAM MANDIR VIVEK VIHAR , PREET VIHAR METRO, LAKSHMI NAGAR, ITO, DPS	36 KM
4	MR-27 ROUTE	(6.15 am) STARTING ABP SCHOOL IP extension apartment, U TURN NH-24 NIZAMMUDDIN BRIDE R/T MILLENIUM PARK, PRAGATI MAIDAN, DPS	34 KM
5	MR-28 ROUTE	(6.25 am) STARTING MAX HOSPITAL, VICTOR PUBLIC SCHOOL mayor vihar -2, NIZAMMUDDIN BRIDE R/T MILLENIUM PARK, PRAGATI MAIDAN, DPS	36 KM
6	MR-37 ROUTE	(6..05AM) STARTING POINT MODEL TOWN ALPANA CINEMA, GUJRAWALAN TOWN NANK PIYAO GURDWARA, RANA PRATAP BAGH, RAJPURA GUR MANDI SHAKTI NAGAR, ROOP NAGAR BUNGLOW ROAD, POLICE STATION DAULAT RAM COLLEGE R/T MALL ROAD, OLD SECTT,IP COLLEGE RING ROAD, R/T HANUMAN MANDIR LAL QUILA DARYAGANJ, L/T RIND ROAD ITO PRAGATI MAIDAN SCHOOL	54 KM
7	MR-39 ROUTE	(6.15AM) STARTING POINT ALI VILLAGE, BADAR PUR BOARDER U TURN, SARITA VIHAR B VIA ASHRAM DPS	48 KM
8	MR-40 ROUTE	(6.15 AM) STARTING POINT TUGLAKA BAD FORT, TARA APART.E BLOCK GK -II, KALKA PUBLIC SCHOOL, CR PARK, DESHBANDHU COLLEGE, GK_I, LAJPAT NAGARTO SCHOOL.	34 KM
9	MR-41 ROUTE	(6.15 AM) STARTING POINT A2 PKT JASOLA , NFC ASHOKA PARK TO SCHOOL.	36 KM
10	MR-44 ROUTE	(6.15AM) STARTING POINT KALINDI KUNJ STRAIGHT ROAD THOKAR ABUL FAZAL, JAMIA NAGAR, OKHLA TERMINAL, VIA ASHRAM BACK TO SCHOOL	26 KM
11	MR-45 ROUTE	(6.30 AM)STARTING POINT, TIKONA PARK, VIA ASHRAM, BHOGAL, BACK TO SCHOOL	17 km
12	MR-49 ROUTE	(6.20 am) STARTING POINT DDA FLATS SUKHDEV VIHAR ASHRAM U TURN FLYOVER, SIDDHARTH ENCLAVE, DESU COLONY, BACK TO SCHOOL	38 KM
13	MR-60 ROUTE	(6.10 am) STARTING POINT MAYUR VIHAR PHASE-3 CHILLA VILLAGE S STRAIGHT MV-I METRO STATION, VIA NH-24, MILLENIUM PARK, PAGATI MAIDAN, ZOO, DPS	44 KM
14	MR-62 ROUTE	(6.00am) STARTING POINT DDA MARKET INDIRAPURAM ABHAY KHAN-I, VAISHALI SHOPRIX MALL SECTOR-5, ANSAL PLAZA, KAUSHAMBI, MALAIGIRI CWC VILLAGE AND TURN NH-24 NIZAMMUDDIN BRIDE R/T MILLENIUM PARK, PRAGATI MAIDAN, DPS	58 KM
15	MR-67 ROUTE	(6.15 AM) STARTING POINT DILSHAD GARDEN METRO , MANSAROVER PARK ,SHYAM LAL COLLEGE KARKARDOOMA PREET VIHAR L/T DURGA MANDIR MARG SHAKAR PUR RED LIGHT L/T LAKSHMI NAGAR METRO, ITO, DPS, SCHOOL,	44 KM