

**NATIONAL BAL BHAVAN  
KOTLA ROAD, NEW DELHI-110002**

**TENDER NOTICE**

**NOTICE INVITING TENDER FOR HIRING OF BUSES**

Sealed Tenders are invited from reputed and established Operators for supply of Buses on daily (as and when required), and monthly requirement basis for a period of one year or as specified in the letter communicating acceptance of tender/Award of work.

2. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per parameters/technical specifications given in Part-I of Annexure-II. The special terms and conditions specific to the contract have been mentioned in Part-II of Annexure-II. The proforma for submission of tender has been given in Annexure-III (for Technical Bid) and Annexure-IV (for Price Bid) to this Notice Inviting Tender. The schedule of tender is given as under.

<b>Schedule of Tender</b>	
Cost of Tender Document	Rs.500/- through Demand Draft in favour of Director, National Bal Bhavan
Earnest Money Deposit	Rs.25,000/- through Demand Draft in favour of Director, National Bal Bhavan
Last date & time for the sale of tender document	05.11.2015 upto 1.00 p.m.
Last date & time for submission of the sealed Tenders	05.11.2015 upto 2.00 p.m.
Tender Venue	Conference room
Date & Time for opening of tenders	Technical Bids - 05.11.2015 at 2.30pm Price Bids – Date & time will be intimated after examining the technical bid.

3. The Tender document along with terms and conditions can be purchased from Cashier, from National Bal Bhavan, Kotla Road, New Delhi on payment of Rs. 500/-(Five Hundred Only) in form of Cash/Demand Draft issued in favour of Director, NBB, on any working day (Tuesday to Saturday between 10:00 A.M. to 1:00 P.M.).
4. The tender document can also be downloaded from the website of NBB ([www.nationalbalbhavan.nic.in](http://www.nationalbalbhavan.nic.in)). The tenderers who download the tender document from the website should furnish a separate draft for Rs. 500/-(Five Hundred Only) in form of Demand Draft issued in favour of Director, NBB towards the cost of the tender document.
5. The tenders complete in all respect must reach this office within date and time indicated in the schedule of tender in para.2 above. The tenders received after the scheduled date and time will be rejected out rightly. The tenders may be sent by registered post/or submitted in the Tender Box of National Bal Bhavan, Kotla Road, New Delhi, so as to reach on or before 05.11.2015 up to 2.00 pm. NBB will not be responsible for any postal delay. Financial and technical bid to be in two separate sealed covers enclosed together in the third sealed cover, properly labeled
6. EACH PAGE OF THE TENDER DOCUMENT TO BE SIGNED AND STAMPED BY THE AUTHORIZED SIGNATORY WHILE SUBMITTING THE TENDER DOCUMENT. EACH PAGE OF YOUR TENDER SHOULD HAVE PROPER PAGE NUMBERING. Other details and tender document may be downloaded from the National Bal Bhavan **Website [www.nationalbalbhavan.nic.in](http://www.nationalbalbhavan.nic.in)**

DIRECTOR  
National Bal Bhavan

**NATIONAL BAL BHAVAN,  
KOTLA ROAD, NEW DELHI-110002**

**GENERAL TERMS AND CONDITIONS**

**Sub : Tender for “Hiring of Buses.**

1. **Parties:** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and National Bal Bhavan.

2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the National Bal Bhavan. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

**3. Earnest Money:**

3.1 Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of demand draft of any scheduled bank must be deposited by bidders along with their duly filled up tender documents. The demand draft shall be in favour of Director, National Bal Bhavan,

3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the NBB in respect of any previous work will be entertained.

3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.

3.4 The tenders without Earnest Money will be summarily rejected.

4. **Preparation and Submission of Tender:** The tender should be submitted in three parts namely ‘Technical Bid’ (in form given in Annexure-III) ‘Commercial Bid’ and ‘Earnest Money deposit’ Proof placed in separate cover (in form given in Annexure-IV and V) and each should be kept in a separate wax sealed cover. All the covers should be kept in another sealed cover addressed to the undersigned. The outer cover envelope containing wax sealed cover should bear the address of Tenderer. The inner three covers should be super scribed with subject of Tender, whether the cover is containing “Technical Bid” or “Commercial Bid” or Earnest Money. The outer cover should be super scribed with the words" Tender for Hiring of Buses"

5. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**Note below:**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

- (iii) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the NBB may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.

#### **6. Technical Bid:**

- 6.1 The Technical bid should be submitted in forms given in Annexure-II & III along with the Demand Draft of Rs. 25,000/- along with, Copy of PAN Number issued in favour of the firm, and any other information sought for in the Tender document.

#### **7. Price Bid:**

- 7.1 The Price Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Price Bid of those tenderers who are found technically competent, will only be opened.
- 7.2 The rate to be quoted as per the Price bid. The rates quoted shall be inclusive of all taxes, toll tax etc.
- 7.3 Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract.
- 7.4 Terms of payment as stated in the Tender Documents shall be final.
- 7.5 The Vehicles will be used on Holidays also.

**8. Validity of the Bids/Rates for Buses :** The bids/Rates for Buses shall be valid for a period of one year from the date of issue of Award Letter.

**9. Opening of Tender:** The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

**10. Criterion for Evaluation of Tender:** The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-II & III and then on the basis of financial information furnished in form given in Annexure-IV. The Price bid (Annexure-IV) of such firms found valid based on technical parameters (as per annexure-III) will only be opened. The L-1 bidders will be decided separately for all the categories i.e. vehicle on daily and monthly requirement basis. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this tender document.

#### **11. Right of Acceptance:**

- 11.1 The Director, National Bal Bhavan, reserves all rights to reject any tender including of those tenderes who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. Tender can be accepted/granted in full or in part. If part tender is accepted, the tenderer is liable to accept the same, failing which, the EMD will be forfeited. The decision of Director, National Bal Bhavan in this regard shall be final and binding.
- 11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

**12. Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of his tender.

### **13. Security Deposit:**

- 13.1 The earnest money deposited by successful tenderer will be converted to security deposit Rs. 25,000/- (Rupees Twenty Five Thousand only).
- 13.2 The security deposit can be forfeited by order of the Director, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Director, National Bal Bhavan sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

### **14. Penalty:**

- (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of buses from the market in the event of Contractor failing to provide requisitioned buses or not providing buses in time, The Director, National Bal Bhavan shall make deductions at double the rate of Hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the National Bal Bhavan.
- (b) One male conductor and one female maid is to be required compulsory in each bus in view of safety and security of member children. If, conductor and/or female maid is not provided by the contractor in any day, the penalty at the rate of Rs. 500/- each for conductor and maid will be deducted from the bill of contractor.
- (c) The powers of the Director, NBB under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.

### **15. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by NBB in that event and the security deposit will be forfeited.

**16. Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

17. The tender is non-transferable.

### **18. Terms of payment:**

- 18.1 Payment shall be made neither in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 18.2 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 18.3 All payments shall be made by cheques/NEFT only.
- 18.4 Director, NBB shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 18.5 The term "payment" mentioned in this para includes only payment as per approved rates for hiring of vehicles and as per actual requirement of vehicles NBB is not liable for making any other payment like maintenance charges, compensation etc. Earnest Money and Security Deposit are governed by the separate clauses of the contract.
- 18.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.

19. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results with in a period of 30 days, either of the parties may make a request to other party for submission of the dispute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by NBB the provision of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

20. **SHORT NOTICE ORDER FOR SUPPLY OF BUSES :** Some times buses are required on short notices. The contractor/ agency shall supply the buses at short notice or cancellation thereof due to unavoidable circumstances.

21. **Insurance :** All Buses supplied by the firm/agency should be insured from reputed/recognized Insurance Agency.

22. The Firm creating trouble, refusing to do the work or providing unsatisfactory services after getting the award will be blacklisted from National Bal Bhavan's future tender process. Tenders of such firm will not be accepted by the National Bal Bhavan in future.

I/We also accept all the terms and conditions of the tender.

Signature & seal/stamp of owner/authorized signatory :.....

Full Name) in Capital Letters) of owner/authorized signatory:.....

Complete Address with Telephone Numbers of Firm :.....

.....

.....

Date :

Place :

NATIONAL BAL BHAVAN,  
KOTLA ROAD, NEW DELHI-110002

NOTICE INVITING TENDER FOR HIRING BUSES

**PARAMETER AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK**

**PART-I**

**PRE QUALIFICATION CRITERIA :**

1. Operators should have three years experience of supply of buses in central govt. / Govt. / Semi- Govt. / public sector/reputed Institutions (Attach Proof).
2. The operator should have minimum 20 buses at his control and possession (attach proof.).
3. The operator should have PAN No. in his or in the name of firm (attach attested photocopy).

**PART-II**

**TERMS AND CONDITIONS :**

1. The buses will be required by the National Bal Bhavan, Kotla Road New Delhi for children to travel from various places in Delhi to National Bal Bhavan and back on various days as per requirement throughout the year for which rates may be quoted. No dead mileage will be given by NBB. **The tentative Route of Buses for the month of May and June are already uploaded on the NBB's Website:- nationalbalbhavan.nic.in of National Bhavan. Bus routes can be changes as per actual requirement and admission of children.**
2. One male conductor and one female maid is compulsory required in each bus in view of safety and security of member children (complete verification of each person to be given at the time of tender allotment, photo, address, mobile no.). **If, conductor and/or female maid is not provided by the contractor in any day, the penalty at rate of Rs. 500/- each for conductor and maid will be deducted from the bill of contractor**
3. Driver should be in proper uniform, the driver should be carrying a mobile phone.
4. Buses to be provided by the Contractor should be in perfectly sound and working condition fulfilling all conditions as prescribed by RTO for public transport. Buses should be clean and safe. The buses must be registered vehicles under Delhi Government.
5. The vehicles registered under Bus Quota only should be provided. Private vehicles shall not be accepted as buses and payment of such vehicles will not be made.
6. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in CNG prices or taxes during the period of contract.
7. The period of contract may be extended on the same finalized terms and conditions for a further period up to 1 year at the discretion of the Director, NBB.
8. Rates quoted shall be inclusive of all consumable including CNG.
9. Driver should have valid Driving Licence.

10. Each Conductor to maintain a list of children travelling each day and take daily attendance during to and fro jounerys. (Lists to be provided and verified by NBB officials for each route.
  
11. All other vehicles should be registered transports, in good condition and road worthy. Drivers must be with valid driving licence.
  
12. All Buses supplied by the firm/agency fully insured from reputed/recognized Insurance Agency.

I/We also accept all the above terms and conditions of the tender.

Signature & seal/stamp of owner/authorized signatory :.....

Full Name) in Capital Letters) of owner/authorized signatory:.....

Complete Address with Telephone Numbers of Firm :.....

.....

.....

Date :

Place :

**National Bal Bhavan,  
Kotla Road, New Delhi-110002**

NOTICE INVITING TENDER FOR HIRING BUSES

**TECHNICAL BID**

<b>Sl. No</b>	<b>Required Information by NBB</b>	<b>Information to be provided by the Tendering Agency</b>	<b>Attach Proof thereof in support of each point and indicate Page No.</b>
1	Complete Name and Address of the Tendering Travel Agency with Telephone/Mobile Nos. and E-mail		
2	Full Name ( In Block/Capital Letters) of Owner of Agency with his/her Mobile No.		
3	Full Name & Designation ( In Block/Capital Letters) of Authorized Signatory of Agency who is executed the tender on behalf of Agency with his/her Mobile No.		
4	Full Name & Designation of Contact Person other than Authorized Signatory who will operate the buses for NBB with his/her Mobile No.		
5	Type/Nature of the Agency (i.e.,Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)		
6	Registration Number of Agency		
7	PAN Number of Agency/ Owner of the Agency		
8	Earnest Mondey	<b>Demand Draft No.</b> <b>Date</b> <b>Amount</b> <b>Bank</b>	
9	Number of Buses in possession in the name of the Agency	<b>52 Seater Buses –</b>	
		<b>32 Seater Buses –</b>	
10	Whether each page of Tender is signed and duly page numbered.	<b>Yes / No</b>	



11	List of Important Organizations with address and Telephone number to whom Bus services have been provided during the last three years with period of contract to be enclosed.		
12.	The Buses to be supplied by the firm/agency are insured from reputed/recognized Insurance Agency.	Yes/No. If Yes, please enclosed the insurance documents for each of bus.	
13	Any other information important in the opinion of the tenderer.		

**UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the NBB and shall abide by them.
2. I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure- I and II and shall conduct the work strictly as per terms and conditions specified in the tender document.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Signature & seal/stamp of owner/authorized signatory :.....

Full Name) in Capital Letters) of owner/authorized signatory:.....

Complete Address with Telephone Numbers of Firm :.....

.....

.....

Date :

Place :

**NATIONAL BAL BHAVAN  
KOTLA ROAD, NEW DELHI-110002**

**NOTICE INVITING TENDER FOR HIRING BUSES**

**PRICE BID**

**Part-A : Rates on Monthly Basis for a period of one year.**

Rate for Buses on <b>MONTHLY BASIS</b> for a period of one year		
Details of Bus	Required Kilometers & Hours	Rates to be quoted (inclusive of all taxes)
<b>52 Seater Bus</b>	<b>8 Hours or 80 Kms. Per day</b>	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>MONTHLY BASIS</b> for a period of one year		
Details of Bus	Required Kilometers & Hours	Rates to be quoted (inclusive of all taxes)
<b>52 Seater Bus</b>	<b>4 Hours or 40 Kms. Per day</b>	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>MONTHLY BASIS</b> for a period of one year		
Details of Bus	Required Kilometers & Hours	Rates to be quoted (inclusive of all taxes)
<b>32 Seater Bus</b>	<b>8 Hours or 80 Kms. Per day</b>	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>MONTHLY BASIS</b> for a period of one year		
Details of Bus	Required Kilometers & Hours	Rates to be quoted (inclusive of all taxes)
<b>32 Seater Bus</b>	<b>4 Hours or 40 Kms. Per day</b>	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

**Part-B : Rates on Day to Day Basis(For Casual Duties) for a period of one year.**

Rate for Buses on <b>DAY TO DAY BASIS(FOR CASUAL DUTIES)</b> for a period of one year		
Details of Bus	Required Kilometers & Hours	Rates to be quoted (inclusive of all taxes)
<b>52 Seater Bus</b>	<b>8 Hours or 80 Kms. Per day</b>	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>DAY TO DAY BASIS(FOR CASUAL DUTIES)</b> for a period of one year		
Details of Bus	Required Kilometers	Rates to be quoted (inclusive of all taxes)
<b>52 Seater Bus</b>	<b>4 Hours or 40 Kms. Per day</b>	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>DAY TO DAY BASIS(FOR CASUAL DUTIES)</b> for a period of one year		
Details of Bus	Required Kilometers	Rates to be quoted (inclusive of all taxes)
<b>32 Seater Bus</b>	<b>8 Hours or 80 Kms. Per day</b>	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for Buses on <b>DAY TO DAY BASIS(FOR CASUAL DUTIES)</b> for a period of one year		
Details of Bus	Required Kilometers	Rates to be quoted (inclusive of all taxes)
<b>32 Seater Bus</b>	<b>4 Hours or 40 Kms. Per day</b>	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Signature & seal/stamp of owner/authorized signatory :.....

Full Name) in Capital Letters) of owner/authorized signatory:.....

Complete Address with Telephone Numbers of Firm :.....

.....

.....

Date :

Place :



