

TENDER
FORAWARDING CONTRACT
FOR SUPPLYOF BUSES TO
NATIONAL BAL BHAVAN,
NEW DELHI

Tender Fee : Rs.500/-

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

TENDER NOTICE FOR AWARDING CONTRACT FOR SUPPLY OF BUSES TO NATIONAL BAL BHAVAN, NEW DELHI

Sealed Tenders are invited from registered, reputed and established Bus Operators for supply of Buses to National Bal Bhavan–(i) **Monthly basis and (ii) on day to day (for casual duties as and when required) on Lowest-1 rates basis** for a period of ONE YEAR for providing transportation facilities to children and official requirements of staff of National Bal Bhavan, New Delhi who have three years experience of supply of buses in the Departments of Central/State Govt./ Semi- Govt. / PSUs/reputed & renowned Institutions (**Attach only Satisfactory Performance Certificate issued from concerned office as a proof thereof**). Complete Tender document may also be downloaded from the website of National Bal Bhavan i.e. **nationalbalbhavan.nic.in**. Sealed tenders duly page numbered accompanied with details of submission of EMD of Rs.25,000/-in NBB's Bank Account through NEFT/REGS should be deposited in the Tender Box available at main gate of National Bal Bhavan during working days and holidays. Date and time for submission and opening of tender is given below:-

Last date & time for submission of sealed tender in tender box at main gate and mode of payment of EMD	Date and time for opening of sealed tenders and Technical Bids in the Conference Room of NBB	Date and time for opening of Financial Bids in the Conference Room of NBB
15.03.2019 upto 11.00 a.m.	15.03.2019 at 11.30 a.m.	It will be communicated to the technically successful tenderers after examination of technical bids
Tender Fee for each tender	Rs.500/- (Rupees Five Hundred Only) to be deposited in the Bank Account of National Bal Bhavan through NEFT/RTGS and provide/enclosed/mention UTR/Reference No. with date alongwith in proforma of Technical Bid of your tender.)	
Amount of EMD To be deposited in the Bank Account of National Bal Bhavan through NEFT/RTGS (Provide/enclose UTR/Reference No. with date alongwith your tender.)	Amount of Performance Security To be submitted in the Bank Account of National Bal Bhavan through NEFT/RTGS (Only Successful Tenderer has to be deposited the performance security and provide/enclose UTR/Reference No. with date after award of contract.)	
Rs.25,000/- (Rupees Ten Thousand Only)(Provide/enclose UTR/Reference No. with date alongwith your tender.)	Rs.50,000/- (Rupees Fifty Thousand Only) (Successful tenderer has to be provided UTR/Reference No. with date after award of contract.)	
Details of National Bal Bhavan's Bank Account for making payment through NEFT/RTGS	Canara Bank, DeenDayalUpadhyay Marg, New Delhi-110002.(IFSC Code- CNRB0000158 Bank Accounts No. 0158101019047	

Tenders submitted after due date and time will not be accepted under any circumstances. The tenders must be submitted in sealed envelope with clear marking **“TENDER FOR CONTRACT FOR SUPPLY OF BUSES”** on the envelope. The Tenderer(s) him/herself or their authorized representative accompanied with **Authorization Letter** duly signed by the Tender/owner of firm may be present at the prescribed date, time and place of opening of the tenders. NBB has right to reject any or all the tenders without assigning any reason.

(Director,NBB)

ANNEXURE-I

NATIONAL BAL BHAVAN
KOTLA ROAD, NEW DELHI-110002

TERMS AND CONDITIONS of TENDER FOR HIRING OF BUSES

1. Sealed Tenders are invited from registered, reputed and established Bus Operators for supply of Buses to National Bal Bhavan—(i) **On monthly basis and (ii) on day to day (for casual duties as and when required) on Lowest-1 rates basis** for a period of **ONE YEAR** for providing transportation facilities to children and staff of National Bal Bhavan, New Delhi who have three years experience of supply of buses in the Departments of Central/State Govt./ Semi- Govt. / PSUs/reputed & renowned Institutions (**Attach only Satisfactory Performance Certificate duly signed, stamped and issued by the authorities of concerned departments as a proof thereof**). Complete Tender document may also be downloaded from the website of National Bal Bhavan i.e. **nationalbalbhavan.nic.in**. Sealed tenders duly page numbered accompanied with EMD of Rs.25,000/- should be deposited in the Tender Box available at main gate of National Bal Bhavan during working days, weekly off days and holidays. Tenders submitted after last date and time or without EMD will be rejected summarily.
2. **Mode of selection of Successful Bidder** :Successful bidder will be selected on the basis of lowest(L-1) rates quoted for monthly basis and on day to day (for casual duties as and when required) basis.
3. Period of contract for providing transport facilities in National Bal Bhavan is one year from the date of issue of award letter which will be extended by the Competent Authority based on the good bus services provide by the contractor.
4. **EMD** : EMD of Rs.25,000/-(Rupees Twenty Five Thousand Only) through NEFT/RTGS has to be deposited by the contractor in the bank account of National Bal Bhavan and mentioned in the reference details thereof in the respective column of tender form.EMD will be refunded to the unsuccessful bidders.
5. **Performance Security** :Successful tenderer should have to deposit Performance Security of Rs. 50,000/- (Rs.Fifty thousand only) in the Bank Account of National Bal Bhavan through NEFT/RTGS. Full amount of Performance Security shall be forfeited on non-abiding any of the terms and condition and due to non-providing prompt and perfect timely bus services by the contractor and on cancellation of contract. No interest will be payable on this amount.
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 OTHERWISE THE TENDER WILL BE REJECTED. NBB will not be held responsible for postal delay.
7. In the tender, Contractor should have to quote only **unconditional rates** including all taxes, toll tax and remuneration to be paid to Lady Volunteers because National Bal Bhavan will not be responsible to make any payment of remuneration to any Lady Volunteer who will be hired by the transporter. It is the sole responsibility and duty of transporter to hire the Lady Volunteers for buses to be plied during summer session/vacations for children at its own. Rates quoted shall be inclusive of all consumable including CNG.
8. 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 Bus Routes 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 changed as per actual requirement and admission of children.**

9. Compolsory requirement for each and every Bus to be provided to National Bal Bhavan :-

Sl. No.	Requirement in each Bus	Details of requirement	Common Requirement
1.	Driver- One Male	Driver should always be in proper uniform with valid commercial Driving Licence with mobile phone. He should be well mannered, obedient and having exp. not less then 03(three) years in driving.	Complete Police Verification Report, photo, address and mobile no. of each person to be provided to the NBB by the L-1 Bus Contractor at the time of award/allotment of contract providing Buses. If, conductor and/or Female Volunteer is not provided by the contractor in any day or time, the <u>PENALTY</u> at the rate of <u>Rs. 500/- each person and each occassion</u> will be deducted from the bill of contractor
2.	Bus Conductor-One Male	Bus Conductor should always be in proper dress. He should be well mannered, obedient and above 18 years of age.	
3.	Female Volunteer-One	Female Volunteer with proper Identity Card is required in each Bus for safety and security of member children.	
4.	Fire Extinguisher	Duly filled Fire Extinguisher should always be available in each Bus on duty.	
5.	First Aid Box	First Aid Box duly filled with compulsory general medicines should always be available in each Bus on duty.	
6.	One Big Water Can	Big Water Can filled with fresh clean water should always be available in each Bus on duty.	

10. Buses to be provided by the Contractor should be in perfectly sound and working condition fulfilling all conditions as prescribed by RTO/competent Transport Authorities for public transport. Buses should be clean and safe. The buses must be registered vehicles having valid permit to ply in Delhi. The Buses to be provided to NBB should always be in good condition and road worthy. These Buses should be registered with concerned Transport Authorities. Drivers must have his valid driving licence.

11. 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.

12. Conductor or Female Volunteer should have to maintain a list of children travelling each & every day and take daily attendance during to and fro jounerys. (Lists to be provided and verified by NBB officials for each route).

13. All Buses to be supplied by the transporter will be fully insured from reputed/recognized Insurance Agency.

14. 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. 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.

15. A person signing the tender form or any document forming part of the tender on behalf of another person/tenderer should have an authority to bid such other person/tenderer 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/tenderer liable for all costs, consequences and damages available under the civil and criminal remedies laws, as remedies.

16. The Director, National BalBhavan, reserves all rights to reject any tender without assigning any reason whatsoever and does not bind itself to accept the lowest one 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 BalBhavan in this regard shall be final and binding.

17. 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.

18. 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 volunteer is to be required compulsory in each bus in view of safety and security of member children. If, conductor and/or female volunteer is not provided by the contractor in any day, the **penalty** at the rate of **Rs. 500/- each person on each occasion** 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.

19. Terms of payment:

- (a). 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.
- (b). 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. All payments shall be made by RTGS/NEFT only.
- (c). 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 paras.
- (d). The term “payment” mentioned in this para includes only payment as per approved rates for hiring of buses and as per actual requirement of buses 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.

20. **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.

21. **Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party as the tender is non-transferable.

22. **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 within 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.

23. 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.

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

I/we have read, gone through and understood all the above terms and conditions which are accepted.

Dated:

Signature of authorized signatory :
with Seal of firm/Co.

Full name, address & Mobile :

No. of authorized signatory

ANNEXURE-II

National Bal Bhavan,
Kotla Road, New Delhi-110002

NOTICE INVITING TENDER FOR HIRING BUSES

TECHNICAL BID

Sl. No	Requisite details	Details provided by Contractor	Proof indicating No.	with Page
1	Name of Tenderer/Transporter/owner of Travelling Agency with Telephone & Mobile No. and e-mail			
2.	Name of Travelling Agency			
3.	Complete Address of Travelling Agency with Telephone & Mobile No. and e-mail			
5	Year of establishment of Travelling Agency and Registration Certificate of Travelling Agency from the concerned competent authority.			
6	Name & designation of authorized representative and signatory of Travelling Agency who is executed the tender on behalf of owner of Travelling Agency with his/her telephone/Mobile No., e-mail alongwith ORIGINAL AUTHORIZATION LETTER on letter head attesting identity and signature of authorized representative/signature of tenderer duly signed and stamped by the owner of Travelling Agency.			
7	Permanent Account Number (PAN)			
8	GST Registration certificate of firm from concerned competent authority.			
10	Whether Buses to be provided are insured from Insurance Agency recognized by the Government(Attach proof thereof)			
11	Please give Reference No.of Tender Fee for Rs.500/- -submitted through NEFT/RTGS. in NBB's Bank Account and provide/enclosed/mention UTR/Reference No. with date			
12.	Please give Reference No.of Earnest Money Deposit(EMD)forRs.25,000/- -submitted through NEFT/RTGS. in NBB's Bank Account			

13.	Details of contracts till date(Attached documentary proof/satisfactory work performance certificate thereof from concerned office)		
Sl.No.	Details of past and present contracts	Period of contracts	Govt./Semi-Govt./PSU/Govt. Aided/ Autonomous Organisation
14	Bank Details of Travelling Agency	Complete address of Bank- Bank Accounts No. IFSC Code of Bank	

It is certified that all the information given above are true and correct and all the terms and conditions of tender document are carefully examined/gone through and understood which are acceptable to me/us and these will be complied with by us. It is also certified/declared that I/we are fully competent to run the transport services in National Bal Bhavan on the basis of lowest rate quoted by me/us.

Dated:

Signature of authorized signatory :.....
with Seal of firm/Co.

Full name, address & Mobile :.....
No. of authorized signatory

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

NOTICE INVITING TENDER FOR HIRING BUSES

FINANCIAL BID

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

Rate for 52 Seater Buses on MONTHLY BASIS for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 52 Seater Buses	8 Hours or 80 Kms. per day	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for 52 Seater Buses on MONTHLY BASIS for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 52 Seater Buses	4 Hours or 40 Kms. per day	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Rate for 32 Seater Buses on MONTHLY BASIS for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 32 Seater Buses	8 Hours or 80 Kms. per day	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for 32 Seater Buses on MONTHLY BASIS for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 32 Seater Buses	4 Hours or 40 Kms. per day	
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 52 Seater Buses on DAY TO DAY BASIS(FOR CASUAL DUTIES) for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 52 Seater Buses	8 Hours or 80 Kms. per day	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for 52 Seater Buses on DAY TO DAY BASIS(FOR CASUAL DUTIES) for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 52 Seater Buses	4 Hours or 40 Kms. per day	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Rate for 32 Seater Buses on DAY TO DAY BASIS(FOR CASUAL DUTIES) for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 32 Seater Buses	8 Hours or 80 Kms. per day	
Charges for extra Hours	Beyond 8 hours	
Charges for extra Kilometers	Beyond 80 Kms.	
Charges for Night Duty	--	

Rate for 32 Seater Buses on DAY TO DAY BASIS(FOR CASUAL DUTIES) for a period of one year		
Requirement	Reiured Kilometers and Hours	Rate to be quoted inclusive of all taxes etc.
For 32 Seater Buses	4 Hours or 40 Kms. per day	
Charges for extra Hours	Beyond 4 hours	
Charges for extra Kilometers	Beyond 40 Kms.	
Charges for Night Duty	--	

Dated:

Signature of authorized signatory :.....
with Seal of firm/Co.

Full name, address & Mobile :.....
No. of authorized signatory

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 :

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