

TENDER NOTICE

1. The Doon School, The Mall Road, Dehradun invites tender from registered Agencies/Transporters for preparation of a panel of transporters for providing the following services.

a) **Name of Work:** - Hiring / providing private / chartered bus/ ~~vo\vo~~ buses on contract basis for picking up and dropping of students/staff of The Doon School during the academic year 2023-2024.

b) **Terms and Conditions:** -

- (1) The Tenderer shall provide on hire basis the number of buses required by the School for operations on all working days (from Monday to Sunday) as required.
- (2) The Transporter shall provide the School with the required number of buses of seats/capacity as required, in good operating condition (**not older than 2017 model**) in all respects, and ensure trouble free services.
- (3) The Tenderer participating in this tender should have a fleet of minimum five buses.
- (4) The Tenderer shall follow all the instructions, on specified route given by school authorities, timings, and any other operating conditions set forth by the School.
- (5) The Tenderer shall be solely responsible for hiring and police verification of drivers, conductors and other operating staff for the buses, paying their salaries and allowances, and bear all operational and incidental expenses and maintenance costs of buses provided for School's use. The Tenderer shall ensure that the drivers/conductors engaged on the duty have requisite qualification and experience. The Tenderer shall also abide by guidelines/instructions for school buses issued by the office of the Assistant Commissioner of Police (Traffic) and COVID-19 related circulars issued by Disaster Management Authority from time to time.
- (6) The Tenderer shall deploy **preferably GPS tracking enabled vehicles** for the duty and provide the login detail to track the vehicle in real time and consolidated admin panel.
- (7) The Tenderer shall install CCTV in all vehicles to capture the video footage of the passenger's cabin during the duty.
- (8) The Tenderer shall provide a conductor on each bus while on school duty, and maintain a pool of two reserve verified drivers/conductors as relievers.
- (9) The Tenderer shall be responsible and liable for any accident occurring between the time of first pick up and last drop off on all school buses. He will be further responsible to provide immediate alternative transport in case of failure/break-down at his own cost.
- (10) The Tenderer shall ensure that the vehicles provided have insurance cover

for all, travelling on the bus.

(11) The School or its designated authority reserves the right to change the timings and route pattern at any time after mutual consent.

(12) The Tenderer will, prior to the commencement of the operation of contract, make available to the school, the particulars of all employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and police verification report of the employees. The Tenderer shall further be responsible for discipline of the employees engaged by him.

c) **Outstation Duties for 300 Km and above (Travelling Buses With A/C or NON A/C)**

S No	Type of Vehicles	Charges per Km	Night Halt Charges
(i)	27 Seater AC Bus		
(ii)	52 Seater AC Bus		
(iii)	27 Seater Non AC Bus		
(iv)	42 Seater Non AC Bus		
(v)	52 eater Non AC Bus		

d) **Buses 'On Call' for Local Duties (AC/Non AC)**

Sl No	Type of Vehicles	10 hrs 100 Kms	08 hrs 80 Kms	06 hrs 60 Kms	04 hrs 40 Kms	Extra charges	
						Per Hrs	Per Km
(i)	27 Seater AC Bus						
(ii)	52 Seater AC Bus						
(iii)	27 Seater Non AC Bus						
(iv)	42 Seater Non AC Bus						
(v)	eater Non AC Bus						

2. The tenderers having following eligibility criteria shall submit their tender: -

- i) The Tenderers are advised to visit the site of work and do a route recce before quoting the rates.
- ii) The tenderer shall be liable for making good any loss or damage caused by him or his agents to persons, goods or property of the School, including students and staff of the School.
- iii) Taxes applicable as per Govt. rules shall be deducted from the bill.
- iv) The contract shall be cancelled in case of inefficiency and unsatisfactory work. The opinion of the School Management or their authorized representative shall be final and binding.
- v) School Management in its absolute discretion reserves the right to accept or reject anyor all the tenders received without assigning any reason.

- vi) School management shall not be responsible for any delay, loss or non-receipt of tenders sent by post.
- vii) The decision of the School management with respect to any matters relating to tenders for the contract or arising there from shall be final and binding.

3. List of Documents to be submitted with Technical Bid by tenderers.

- i) Date of Incorporation/Registration.
- ii) Incorporation document or Registration Number (Please enclose copy of Registration Document).
- iii) Certified copies of Registration Certificate(s) of the bus/buses which is/are proposed to be deployed by the Tenderer.

4. The Tender documents shall be submitted in sealed envelope mentioning the name of work, date of submission. The name of work shall be written on the envelope, along with the name, address and telephone no. of the tenderer.

5. Empanelment of a Transporter by the School shall not be construed as a guarantee to avail the requisite services by the School. The services will be availed upon opening of the School subject to DDMA/Government orders regarding opening of Schools.

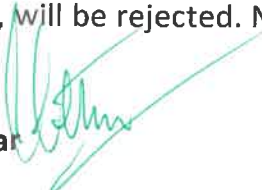
6. FORCE MAJEURE

Neither the School nor the Transporter shall be responsible for any failure to perform its obligations under this contract, if it is prevented or delayed in performing those obligations due to an event of force majeure. Force Majeure among other things will include war, riots, earthquakes, hurricanes, lightening and explosions. The term also includes energy blackouts, unexpected legislation, lockdown, lockouts, slowdowns and strikes.

Tender Time Lines.

Tender document can be downloaded from the School website at URL Link: www.doonschool.com/tender. The offer should be typed or written in pen ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer. The sealed Tender should reach the school; as per date and time specified on cover page at the Main Gate of The Doon School and can send through **email – tenderformsdoonschool.com**. Tender(s) received beyond submission date & time, will be rejected. No Tender will be entertained by E-mail or Fax.

Bursar



Shedule of Tender Opening

S.No.	Department	Date	Tender	Time	Day
1	CDH	January 9, 2023	Fish, Egg, Milk, Milk Products, Tofu (Soya Paneer), Bread, Bakery Products, Sweets & Namkeen, Fruit & Vegetables, Atta, Dry Ration Dals, Spices, Pickles, Groceries & Provisions, Mutton, Chicken, Frozen Chicken and Soya Seekh Kebab, Pizza, Chaat etc.	11:00 AM	Monday
2	Games Store	January 9, 2023	Sports Items	12.30 PM	Monday
3	Admin / CDH	January 9, 2023	Tentage	1:00 PM	Monday
XX					
4	Workshop & Maintenance	January 10, 2023	Electrical Items, Sanitary & Plumbing Items, Glass, Plywood, Hardware and Chemicals	11:00 AM	Tuesday
5	General Store / CDH	January 10, 2023	Crockery (Kitchen Utensils)	12:00 PM	Tuesday
6	Admin. Department	January 10, 2023	Dry Cleaning	12:30 PM	Tuesday
XX					
7	General Store	January 11, 2023	Stationery	11:00 AM	Wednesday
8	General Store / HM Sec	January 11, 2023	Printing Work	11:30 AM	Wednesday
9	Art Dep	January 11, 2023	Art Material	12:00 PM	Wednesday
10	Book store / Librey	January 11, 2023	Book Store	12:30 PM	Wednesday
11	IT Dep	January 11, 2023	Ink Cartridge	1:00 PM	Wednesday
XX					
12	Gen. Store	January 12, 2023	Summer Uniforms	11:00 AM	Thursday
13	Gen. Store	January 12, 2023	Winter Uniforms	11:30 AM	Thursday
14	Gen. Store	January 12, 2023	Readymade Garments	12:00 PM	Thursday
15	Gen. Store	January 12, 2023	Toiletry and Misc. Items and other Toiletry Items	12:30 PM	Thursday
16	Bus / Taxi	January 12, 2023	Bus & Taxi	1:00 PM	Thursday
XX					

Gp. Capt. Sandeep Sethi (Retd.)
Bursar



**THE
DOON
SCHOOL**

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Bus Services

Duration of Supply 01-APRIL- 2023 TO 31-MARCH-2024/25

Terms & Conditions of the Contract:

1. All tenderers are required to deposit their tenders in sealed envelopes along with RTGS details of Rs. 25,00,000/- as Earnest Money. The Earnest Money will be refunded to unsuccessful tenderers without interest. The Earnest Money of successful tenderers will be retained and no interest will be paid.
2. The details of bank is attached as per Annexure -1
3. Supplies will be made as per delivery schedule laid down by the Doon School and will be made on printed delivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorized by the Headmaster. Such signed challans must be attached to the supplier's bill. Bills must be submitted once every 15 days and will be paid by cheque within 15 days of their presentation.
4. All supplies are to be delivered to the school as per time specified by the concerned department. Supplies will be made of the best quality and approved specifications, and the Headmaster's decision on this matter will be final and binding. In the event of short supplies or late supplies, the Doon School will be entitled to make up the deficiency by direct purchase from other sources, and will be entitled to recover the difference in price from the contractor's bill, if a price higher than contracted is paid.
5. In the event of defective, unhygienic or poor quality supplies, of which the Headmaster shall be the absolute judge, the school will be entitled to reject the supplies, or at its discretion, accept the supplies and make such deduction from the price as it deems fit or by any scale laid down in the contract.
6. The School shall devise such test and investigations on the question of quality as it deems fit, but a signature on the contractor's challan only signifies receipt of supplies subject to test and acceptance and does not absolve the contractor from his responsibility on this score.
7. Delivery van and items supply containers / box should be clean and hygienic as per the food standard.
8. Abiding by the government rules and regulations single use plastic should be avoided.
9. In the event of termination of contract without the written consent of the school, the security deposit will not be refunded.


Gp. Capt. Sandeep Sethi (Retd.)
Bursar

The Doon School
Mall Road
Dehradun, UK 248001
India

Phone: +91 135 2526400
Fax: +91 135 2757275
Email: info@doonschool.com
www.doonschool.com



Bank details for wire transfer

Name of Beneficiary : The Headmaster, The Doon School
Address of Beneficiary : The Doon School, The Mall Road
Dehra Dun – 248 001 (India)
Beneficiary's Bank Name & Address : HDFC Bank Ltd.
56, Rajpur Road,
Dehra Dun – 248 001 (India)
Beneficiary A/c No. : 02251000070610
IFSC CODE : **HDFC0000225**
Purpose of Remittance :

Note: Please send the remittance details after remitting the amount to
hof@doonschool.com / dilipac@doonschool.com / accounts@doonschool.com



THE
DOON
SCHOOL

S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Establishment year of the company	
4	Status (Company / Firm / Proprietor / co-oprative society / HUF / Other)	
5	Name of the contact person	
6	Designation of the contact person.	
7	Telephone / Mobile No.	
8	E-mail	
9	Website	
10	Turn Over details (Copy of CA certified audited Balance sheet and profit and loss account to be enclosed) Amount in Rs. (a) Previous Year (b) One Year before previous year. (c) Two Years before previous year (Submit copy of registration no. certificate)	
11	GST No. of the firm (Submit copy of GST registration no. certificate)	
12	Permanent Account Number of the company (Submit copy of PAN)	
13	Micro, Small and Medium Ent. Reg. no. (Submit copy of MSME registration no. certificate)	
14	FSSAI Licence No. (Submit copy of FSSAI Licence no. certificate)	
15	Health Dept. License Please attached copy of the same	
16	Catering License Please attached copy of the same	
17	Whether regular pest control activities are undertaken in your establishment	

	your establishment are lab tested	
19	Fire Safety License Please attached copy of the same	
20	EPF Registration No. (Submit copy of EPF registration no. certificate)	
21	ESI Registration No. (Submit copy of ESI Registration certificate)	
22	Registration No. of registered under Private Security Agencies (Regulation) Act 2005 (Submit copy of PSAR certificate)	
23	Registration no. of Labour Licence (Submit copy of labor licence certificate)	
24	Organization strength	
	Category	No. of persons on roll
(a)	Top Management	
(b)	Executive staff	
(c)	Supervisory Staff	
(d)	Workers	
(e)	Others	
25	Whether the firm possess any of the following certifications? (i) ISO : 9001 (ii) ISO : 14001 (iii) OHSAS : 18001 or any other Certifications Yes / No (if yes, please specify the details and enclose documentary proof)	
26	Please attached copy of one of the following bills for address proof Telephone bill / Electricity bill / Water bill	
27	Bank Details :- Account Name	
28	Name of The bank	
29	Branch	
30	Account Number	
31	IFSC Code / MCR Code	
32	Do you have any related party in the school ? (in the director or employee) If yes please mention the name and relation with his/her.	

- ite :-
- 1 Which one is not applicable please mentioned NA in this column.
 - 2 Please attach one cancelled cheque
 - 3 I certify that all the information provided by me in this form is accurate and complete and that there is no omission of important information

(Signature and seal of the firm)

To,
Director of Finance,
The Doon School,
Mall Road,
Dehra Dun

Dear Sir/Madam,

We hereby confirm that:

- 1) The provisions of the Micro, Small and Medium Enterprises Development Act, 2006 is not applicable

AND

- 2) We have not filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick

OR

- 3) We have filed memorandum under the provisions of Micro, Small and Medium Enterprises Development Act, 2006.

Please Tick

If filed then,

- a) We have filed memorandum with the notified Government Authority on _____ (DD/MM/YY) (Please attach the acknowledgement of the Authority for receipt of the Memorandum/certificate issued by the authority)

- b) As per the provisions of Micro, Small and Medium Enterprises Development Act, 2006. We are classified as:

i. Micro

ii. Small

iii. Medium

For _____

(Authorised Signatory)