

TENDER FOR TRANSPORTATION SERVICES (CABS)

Preface: The Doon School, Mall Road, Dehradun intends to hire transportation services {Cabs} from reputed firms having valid registration.

1. The Doon School, Mall Road, Dehradun, (hereinafter referred to as the "Boarding School"), invites sealed Tenders from well-established and reputed transporters, having relevant experience for providing transport services to Government and large private organization/Institutions. The Cabs shall be utilized for Guests, Faculty, Staff and Students during Financial year 2023-2024.

a) **Scope** : Scope of work will be as under:

- (1) The Doon School is planning to engage a firm in a position to provide good quality Cabs and Buses on fixed monthly Km basis from School Campus to various places in the city and surrounding areas.
- (2) This requirement will be materialized on fixed monthly KM basis. This will include Cabs for Guests, Faculty, Staff for Students.
- (3) Depending upon the School requirement, there may be a need of above-mentioned Cabs for Local & outstation duties **On Call basis** including Pick up (or) Drop as and when required.
- (4) The Tenderer shall deploy **ONLY GPS tracking enabled vehicles** for the duty and provide the login detail to track the vehicle in real time and consolidated admin panel.

b) **Cabs on Fixed Monthly Km basis (AC)**

Sl	Type of vehicles	Approx. monthly KM	Rate Per Vehicle/Per Month	Extra Charges	
				Per Hrs	Per Km
(a)	Etios/Swift D'Zire or equivalent	2500 Km each vehicle			
(b)	Innova or equivalent	2500 Km each vehicle			
(c)	Scorpio/Ertiga or equivalent	2500 Km each vehicle			

c) **Duration of Duty:** 12 Hrs in the cycle of 24 hrs. Time to be suggested by the School. No. of vehicles may be increased (or) decreased as per School requirements. One Scorpio: 4 or equivalent wheel Drive (4 WD) would be required, on monthly basis. **Cabs for 'On Call' Duties.**

- d) **(a) Outstation Duties for 300 Km and above (Travelling Cabs With A/C)**

S No	Type of Vehicles	Charges per Km	Night Halt Charges
(i)	TATA Indigo/ETIOS/Swift D'Zire or Equivalent		
(ii)	INNOVA/ Equivalent		
(iii)	Scorpio/ Ertiga/Bolero Type or Equivalent		

- (b) Cabs 'On Call' for Local Duties (AC)**

Sl No	Type of Vehicles/Cabs	10 hrs	08 hrs	06 hrs	04 hrs	Extra charges	
		100 Kms	80 Kms	60 Kms	40 Kms	Per Hrs	Per Km
(i)	TATA Indigo/ETIOS/Swift D'Zire or Equivalent						
(ii)	INNOVA/ Equivalent						
(iii)	Scorpio/ Bolero Type or Equivalent						

- (c) Cabs for Pickup (or) Drop only:** Cabs would also be required for Point-to-Point pickup (or) Drop only. For Interstate movement, Permit must be obtained from concern Department for Cabs. Fast tagging be available on all Cabs.

- e) **Nature of Duty**

a) **Local Duties:** Duties within 60 Km radius from the School shall be considered as local duties. This includes the following and such other duties: Cabs utilized for Railway Station, Airport, Cab Stand, Local Institutions, and Surrounding Villages for Educational/Sports and other miscellaneous Extra-Curricular activities, etc shall be considered as local duties.

b) **Outstation Duties:** This will include transport deployed for any Education, Sports, Academic, Central Government sponsored scheme/Project related tour involving Faculty, Staff & Students' movement beyond the radius of 60 Km from the School Centre. Outstation duties may imply deployment of additional Cabs other than already scheduled for local duties.

Cabs and Buses performing outstation duties must have Interstate Permit and Comprehensive Insurance in addition to other Mandatory documents. School will not responsible for any Challan, loss, damage and accident to the vehicle or to any vehicle or injury. Permanently hired cabs may be utilized for outstation duties in case of urgency.

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



**THE
DOON
SCHOOL**

THE DOON SCHOOL, DEHRA DUN – 248001

TENDER FORM FOR THE SUPPLY OF

Taxi 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. 25,000/- 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

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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-operative 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.	

Note :-

- 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)