



Air Force Golden Jubilee Institute
Subroto Park, New Delhi - 110010

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TENDER DOCUMENT
FOR
PROVISION OF SCHOOL BUS SERVICE ON HIRE BASIS

AT

AIR FORCE GOLDEN JUBILEE INSTITUTE
SUBROTO PARK, NEW DELHI – 110010

DATE OF ISSUE OF TENDER FORM	:	13 JUN 2025
LAST DATE FOR SUBMISSION OF TENDER	:	19 JUN 25 (TILL 1100 HRS)
TENDER OPENING DATE / TIME	:	19 JUN 25 (1130 hrs)
COST OF TENDER DOCUMENT	:	RS. 100/- (IN CASH/DD ONLY)

TENDER NOTICE AND SCHEDULE OF EVENTS

1. Sealed Bids are hereby invited under single bids system from reputed and experienced firms/contractors/agency possessing valid licenses and are in the business of providing school bus services on hiring basis. The schedule is given below:

Name of the work/contract	Provision for Hiring of School Bus Service on Hiring Basis at AFGJI
EMD amount to be deposited	Rs. 25,000/- Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque
Downloading of Tender Document from School's website web	13 Jun 2025
Last date for submission of tender form	19 Jun 2025 at 1100 hrs in the office of Section Officer, AFGJI, Subroto Park, New Delhi-110010
Postal Address for correspondence / sending bids	Air Force Golden Jubilee Institute, Subroto Park, New Delhi – 110010
Opening of Tender	The tender documents shall be opened on 19 Jun 25 at 1130h in the presence of authorized representatives of the bidders.
Tender Document Cost	Rs. 100/- (in Cash/DD only) Non Refundable
Contact Person (for any clarifications)	Principal, AFGJI Tel No.: 011-25692819 (0900 hrs to 1400 hrs)

2. AFGJI may issue addendum(s)/corrigendum(s) to the tender documents through the school's website. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, along with the submission of tenders.

**QUOTES ARE NOT TO BE SENT THROUGH FAX/ONLINE BUT ONLY IN SEALED
ENVELOPES IN HARD COPIES**

AFGJI/40/1/Adm

13 Jun 25

**INVITATION OF BIDS FOR
PROVISION OF SCHOOL BUS SERVICE ON HIRE BASIS**

(REQUEST FOR PROPOSAL (RFP) NO. AFGJI/25-26/004/SERVICE/ADM DATED 13 JUN 25)

1. Bids in sealed cover are invited from interested transporters/Firms for “**PROVISION OF SCHOOL BUS SERVICES ON HIRE BASIS FOR THE STUDENTS OF AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI-110010**”. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

(a)	Bids / Queries to be addressed to	PRINCIPAL, AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI -110010
(b)	Postal Address for Sending the Bids	AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI-110 010
(c)	Name/designation of the contact personnel:	Principal, AIR FORCE GOLDEN JUBILEE INSTITUTE (AFGJI)
(d)	Telephone numbers of the contact personnel	Tel No: 011- 25692819 (0900h to 1400h)
(e)	E-mail id of contact personnel	afgjisp@gmail.com

3. This RFP is divided into Five Parts as follows:

(a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

5. Bidders are requested to indicate their acceptance of the offer based on the terms and conditions as given in the succeeding paragraphs and information contained in Appendices A, B, C, D & E to this RFP which are as follows: -

- (a) Details of similar major supply / work order proforma is placed at Appendix 'A'.
- (b) Technical Bid Proforma is placed at Appendix 'B'.
- (c) Commercial Bid Proforma is placed at Appendix 'C'.
- (d) Certificate for acceptance of tender / undertaking of Supply / Work Order is placed at Appendix 'D'.
- (e) Declaration form is placed at Appendix 'E'.

6. The bidders are requested to strictly adhere to the instructions for filling up quotations stated at Para 16 of Part I of this RFP.

7. This RFP is being issued with no financial commitment and the School reserves the right to change or vary any part thereof at any stage. School also reserves the right to withdraw the RFP, should it become necessary, at any stage.

8. It is the discretion of the school to award supply order in part or in full.

Sd---
(Alka Singh)
Principal

PART I - GENERAL INFORMATION

1. **Last date and time for depositing the Bids.** As per given schedule.

The sealed bids should be reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids.** Sealed bids should be either dropped in the tender box marked as:

**TENDER FOR HIRING SCHOOL BUSES FOR AIR FORCE GOLDEN JUBILEE
INSTITUTE, SUBROTO PARK, NEW DELHI 110010 (2025-26)**

kept at the Main Office, Air Force Golden Jubilee Institute, Subroto Park, New Delhi 110010 or sent by **Registered Post/Courier/Speed Post** so as to reach by the due date and time. Late received tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of Tender Documents due to any reason. Bids sent by ***Fax or e-mail will not be considered.***

3. **Time and Date for Submission & Opening of Bids.** 19 Jun 2025 at 1100 hrs (submission of bid) & 1130 hrs (opening of bid).

(If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or any other day/time, as decided by the school authorities and the same would be updated on the school website).

4. **Location of the Tender Box.** Location of the tender box is at Office of the Section Officer, AFGJI, Subroto Park, New Delhi 110010. On the date of opening, only those bids that are found in the tender box and received by post till said time will be opened. **Bids dropped in the wrong tender box will be rendered invalid.**

5. **Place of opening of the Bids.** The place of opening of bids is **Air Force Golden Jubilee Institute, Subroto Park, New Delhi 110010**. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids at said place and time. Rates and important commercial/Technical clauses quoted by all the Bidders will be read-out in the presence of the representatives of bidders. Opening of bids will not be postponed due to non-presence of any bidder or his representative.

6. **Eligibility & Criteria:**

(a) **Experience.** Bidder company/firm/agency should have at least three years of experience in above mentioned work in school/colleges/Institutions. Details of experience are to be attached with the bid.

(b) **Registered/Branch Office.** The registered office or one of branch offices of service provider company/firm/agency should be located in Delhi or NCR. Address Proof of registered or branch office in Delhi/NCR is to be attached with bid.

(c) **No Black Listing.** Bidder should submit an Affidavit (on Non-Judicial Stamp Paper) stating that company/firm/agency is/has not being black listed by any School/College, PSUs or Central/State Government Department. To be attached with bid.

(d) **Details of Similar Contract.** Bidder should give details of similar works carried out in Schools/Colleges/Institutions in last three years. Attach proof to this effect with the bid.

(e) **Earned Money Deposit (EMD).** EMD is to be attached with the bid as mentioned in Part-I, para 17.

(f) **GST Registration & PAN.** Firm should have valid GST Registration and PAN Card in the name of firm or in the name of proprietor of the firm. Attach copy of the same with the bid.

(g) **Bank Solvency.** Bank Solvency Certificate issued by Bank not before 01 Mar 25 is to be attached with the bid.

(h) **ITR & Turnover.** Last three years ITR & turnover by CA is to be attached with the bid.

(j) **RC & Fitness.** Firm should submit photocopy of RCs & Valid Fitness Certificate of buses alongwith the bid.

(k) **Details of Vehicle & Drivers.**

7. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original Memo/Letter Pad inter alia furnishing details like TIN/GST number, Bank Address with EFT account if applicable etc., and complete postal and e-mail address of their Firm/office.

8. **Single-Bid system.** Being Single bid system, the Bid would be opened at the time and date mentioned above. **Past Performance of the bidder may be checked by the school on the basis of details of similar work carried out, submitted by the bidder and if any adverse inputs received or any deficiency in quality of work is observed, Bid of concerned bidder will be considered as disqualified and the bidder will not be allowed to participate in tendering process.**

9. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection of bids by such bidders, with ban on participation in future bidding. Conditional Tenders will be rejected.

10. **Validity of Bids.** The bids should remain valid for **180 days** from the last date of submission of the bids.

11. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) i.e. an amount of **Rs.25,000/- (Rupees Twenty Five Thousand only) in favor of "AIR FORCE GOLDEN JUBILEE INSTITUTE"** along with their bids. The EMD to be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of 90 days. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the Supply / Work Order. **The Bid Security of the successful bidder would be returned, without any interest whatsoever only after the completion of the project.** EMD is not required from Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with Central Purchase Organization or the concerned Ministries or Department or Startups as recognized by Department of Industrial Policy and Promotion (DIPP) on production of valid registration certificate. **The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender**

PART II - ESSENTIAL DETAILS OF SERVICES REQUIRED

1. **Scheduled of Requirements.** List of items / services required is as follows: -.

01 CNG/ELECTRIC BUS WITH FOLLOWING CAPACITY ON HIRE BASIS TO COMMUTE THE STUDENTS OF AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK

25 / 35 / 40 Seater : 01 Bus

Contract Period : 01 Jul 2025 to 31 May 2026

2. **Delivery Period.** Delivery period for providing above mentioned School Buses on hire basis would be upto 25 days per month for the period from **01 Jul 25 to 31 May 26** (approx.11 months, excluding summer vacation period). Delivery period for providing school buses on hire may be considered for further extension for one more year on yearly basis subject to satisfactory services and similar terms & conditions. Further extension of contracted delivery period will be at the sole discretion of the consignee.

3. **Consignee Details.** Principal, Air Force Golden Jubilee Institute, Subroto Park, New Delhi - 110010.

ROUTE	*MAIN AREAS COVERED BY THE ROUTE
Route - 1 AFGJI-1 (Dwarka - Palam - AFGJI)	Palam Golambar, Manglapuri Red Light, Palam Market (Red Light), Palam Metro Station, Bhagat Chandra Hospital, Sulabh, Dashrathpuri Metro Station, Dada Dev Hospital, Dabri Mor (Red Light), Power House, Sector-02 Dwarka, Maxfort School (Sector - 6/7 red light), AFNOE, Sector – 09 Dwarka, Ramphal Chowk, Sector – 01 Dwarka.

- ***Note:** Above mentioned bus routes may vary during the year as these are subjected to Addition/deletion as per requirement / location of students and users.
- The mentioned kms are from first pick up point to AFGJI during pickup in morning hours and from AFGJI to last drop during afternoon hours. (Both inclusive). The mentioned kms does not cater to the dead mileage.

EACH BUS SHOULD BE FITTED WITH THE FOLLOWING

SI No	Particulars	QTY
(a)	CCTV (Cameras of high quality should be functional even in low light)	02 (Front & Back each)
(b)	DVR of sufficient channels	01
(c)	Hard Disk (with 01 month recording capacity) should have provision for Pendrive etc. to produce recording at the time of requirement	02
(d)	LED Screen to be fitted in bus for display	01

4. **Miscellaneous Terms & Conditions.** The miscellaneous terms & conditions for school transports will be as follows: -

(a) Transporter should have authorized model buses fulfilling **all rules & regulations of the Delhi Government/ CBSE & all rules stipulated by the Transport Authority of NCT of Delhi for School Transport Vehicles.**

(b) Buses provided should be mechanically sound and should not be older than 08 years (i.e. should be of year 2017 & above model; copy of RC/fitness is required at the time of opening of quotation & for engaging the buses). **Buses must be in good condition (from interior/ exterior sides)** and of appropriate standard, befitting requirements of students and school authorities. If any bus is found to be of inferior quality during checks than transporter would be required to provide quality buses.

(c) Valid Police Verification documents in r/o Drivers & Conductors/helpers are mandatory.

(d) The driver of the School Bus shall possess a valid heavy vehicle driving licence and must have minimum five years of experience of driving heavy vehicles.

(e) **Transporter must provide one well trained lady attendant/guard in addition to regular male conductor, in each school bus, to attend the school children travelling in the bus, who will ensure safe travel of the children during the entire journey and also render adequate assistance for safe boarding and de-boarding of the children.**

(f) The doors of the bus should be fitted with locking provision.

(g) The school bus must have a First Aid Box and drinking water container with disposable glasses.

(h) The school buses shall be fitted with alarm bell and siren so that in case of emergency everyone can be alerted. The bus must display prominently "On School Duty" and also emergency telephone number along with seating capacity.

(j) The school bus shall not be fitted with curtains, door and window glasses should be without any film.

(k) All school buses should be fitted with speed governors with maximum speed limit of 40 km/ph.

(l) The Transporter should ensure that every school bus is provided with two ISI Mark fire extinguishers of ABC type of 5 kg capacity each. One of which should be kept

in the driver's cabin and second near the emergency exit door. Drivers, conductors and lady attendant/guard should be trained by the transporter to operate and use fire extinguisher.

(m) Seats of the school buses must be of non-combustible materials for safety of school children. The bus must have space fitted under the seat for children to keep their bags safely.

(n) **All school bus should be installed with GPS system. Global Positioning System (GPS) and CCTV arrangement is compulsory in each school bus. It shall be ensured by the owner of the bus that the GPS and CCTV thus installed, is kept in working condition at all the time with 30 days recording and should have provision for additional hard disk with storage of one month so at the time of requirement same should be produced to the School authorities. Under no circumstances the CCTVs, DVRs & Hard Disk can go unserviceable. The services should remain available on all the times.**

(o) Conductors/helpers must be groomed to take care of children, acquainted with traffic rules and regulation, to take attendance of the students boarding the bus in morning as well as in the afternoon. Driver/ conductors/helpers are required to collect the bus passes from each and every student of their respective routes in the morning and hand over the same to students in afternoon (while they are boarding for return journey) to ensure presence of all the students in a particular bus/route. The bus shall not operate unless each student is accounted for during return journey.

(p) **Transporter shall also provide supervisory staff to monitor smooth functioning & cleanliness of their buses in the morning & afternoon on daily basis and also as responsible for quick & satisfactory handling of the parent's queries. Stipulated time schedule for pick-up/ drop must be adhered to. Supervisor should also ensure that CCTV are functional at all times and footage is stored properly for minimum 30 days in CD/External Hard Disk. Back-up is to be stored in CD/External Hard disk safety for 30 days.**

(q) CCTV camera footage are to kept available for one month. Further, if there is any accident/incident wherein CCTV footage are required, the same is to be kept till the enquiry or action on the issue is completed.

(r) Drivers/conductors/ lady guards are to be educated on adhering COVID Protocol/guidelines as applicable and notified by the Govt. from time to time. Operator to ensure that buses are sanitized properly on daily basis before and after start of route in morning as well as in afternoon.

(s) Wearing of masks and face shields is mandatory by the staff in the bus. Bus staff must ensure that all students /school staff travelling in buses are also wearing masks throughout the travel in the buses.

(t) Students are only allowed to be seated and ensure maintaining the proper social distancing as per guidelines issued by the Govt. from time to time.

(u) Bus staff deployed must be fully vaccinated with all the doses of COVID-19 vaccination and must possess valid vaccination certificate.

(v) All the buses provided by the transporters should have valid insurance for third party risk and in case of any accident / damage it will be his sole responsibility to pay compensation to the claimants and school will not be responsible to pay compensation or for other violations.

(w) Fuel in the vehicle should be full while reporting for duty. The tyres of the vehicle should be in good condition at all the times and there must be a spare tyre available in the bus. Odometer/speedometer of the vehicle should be serviceable at all times.

(x) In the event of any mechanical failure/breakdown occurring to the vehicle after reporting to duty, the contractor shall immediately arrange replacement/alternative transport within 30 minutes from such failure.

(y) All the staff deployed on bus must wear proper uniforms. Lady guards reporting to school must remain in uniforms during their course of duties at school as well as in bus.

(z) **Drivers deployed in the school buses should be well versed with traffic rules and should be between the age group of 30 years to 50 years.**

(w) The bidder has to read the tender documents carefully before filling and put his/her signature with official stamp on each page of RFP.

(x) The offer of the Tenderer shall be valid for 90 days (03 months) from the last date of submission of Tender/revised offer (if any).

(y) Sealed envelope should contain Technical & Commercial Bid with superscription **"Providing of School Bus Service on Hire Basis"** at Air Force Golden Jubilee Institute, Subroto Park, New Delhi-110010. Commercial Bid should mention only prices in the stipulated format without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. **No overwriting or use of correction fluid shall be accepted.** Any corrections shall be legible and signed by the authorized signatory.

() AFGJI accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.

aa) In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.

PART III - STANDARD CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of the standard conditions of the Request for Proposal mentioned below which will automatically be considered as part of the contract concluded with the Successful Bidder (i.e Seller in the Contract) as selected by the School. **The Bidder has to put his signature and office stamp on each page of the RFP as a token of read and accepted all the terms & conditions of the RFP and submit the same alongwith required documents under a covering letter on the letter head of their company.** Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. **Law.** The contract shall be considered and made in accordance with the Laws of the Republic of India. The Contract shall be governed by and interpreted in accordance with the Laws of the Republic of India.

3. **Effective Date of the Contract.** The award of contract shall come into effect on the date of signatures of both the parties on the Contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the Contract. The performance of the services shall commence from the effective date of the Contract from 01 Jul 2025.

4. **Arbitration.**

(a) All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions.

(b) Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration.

(c) The arbitrator shall be nominated in writing by Chairman Management Committee, Air Force Golden Jubilee Institute, Subroto Park, New Delhi 110010.

(d) The sole arbitrator shall have its seat in Delhi only.

(e) The parties shall continue to perform their respective obligations under this Contract during the pendency of the arbitration proceedings except in so far as such obligations are subject matter of this said arbitration proceedings.

5. **Penalty for use of Undue influence.** The Bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the School or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offers by the Bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the School to cancel the Contract and all or any other Contract with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of the School or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards

any officer/employee of the School or to any other person in a position to influence any officer/employee of the School for showing any favour in relation to this or any other Contract, shall render the Bidder to such liability/ penalty as the School may deem proper, including but not limited to termination of the Contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the School.

6. **Agents / Agency Commission.** The Bidders confirms and declares to the School that the Bidder is the original provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the Contract to the Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Bidder agrees that if it is established at any time to the satisfaction of the School that the present declaration is in any way incorrect or if at a later stage it is discovered by the School that the Bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this Contract, the Bidder will be liable to refund that amount to the School. The Bidder will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The School will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Bidder who shall in such an event be liable to refund all payments made by the School in terms of the Contract along with interest at the rate of 2% per annum above Labour rate. The School will also have the right to recover any such amount from any Contract concluded earlier with the Government of India.

7. **Access to Books of Accounts.** In case it is found to the satisfaction of the School that the Bidder has engaged an Agent or paid commission or influenced any person to obtain the Contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Bidder, on a specific request of the School, shall provide necessary information/ inspection of the relevant financial documents/information.

8. **Non-disclosure of Contract Documents.** Except with the written consent of the School/ Bidder, other party shall not disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

9. **Liquidated Damages.** In the event of the Bidders failure to submit the Bonds, Guarantees and Documents, providing of services and conduct trials, training, etc., as specified in this Contract, the School may, at its discretion, withhold any payment until the completion of the Contract. The school may also deduct from the Bidder as agreed, liquidated damages to the sum of 0.5% of the Contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

10. **Termination of Contract.** The buyer (school) shall have the right to terminate the Contract in part or in full in any of the following cases: -

- (a) The positioning of the Vehicle is delayed for causes not attributable to force majeure or on more than three occasions.
- (b) The seller is declared bankrupt or becomes insolvent.
- (c) The school has noticed that the seller has utilized the services of any Indian/ Foreign agent in getting this supply order and paid any commission to such individual/ Company etc.
- (d) As per decision of the arbitration Tribunal appointed vide para 4 of Part III above.

- (e) Misbehaviour and/or misconduct of any of the bus driver or conductor/helper or any other employee of the contractor/agency.
- (f) In case of missing more than two trips during the contract period i.e fails to provide replacement vehicle for any route.
- (g) In case of repeated delay and failure of timeline decided for the route.
- (h) In case of providing a bus which is not in good condition or is not road worthy.
- (j) In case of non-compliance of rules of the Transport Authority of NCT of Delhi and directions of Hon'ble Supreme Court of India and Delhi High Court.
- (k) In the event of non-compliance of any condition or obligation under this contract by the contractor.

11. **Notices.** Any notice required or permitted by the Contract shall be written in the English language and may be delivered personally or may be sent by Email or registered post /e-mail addressed to the last known address of the party to whom it is sent.

12. **Transfer and Sub-letting.** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

13. **Patents and Other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The bidder shall indemnify the school against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Bidder shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies or all the rights mentioned above.

14. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

15. **Taxes and Duties.**

(a) If Bidder desires to ask for excise duty or sales tax/Service Tax/VAT/GST extra, the same must be specifically stated in the bid document. In the absence of any such stipulation it will be presumed that the prices include all such charges and no claim for any extra charge whatsoever, will be entertained.

(b) If reimbursement of any Duty/Tax/GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be resumed that the prices quoted are firm and final and no claim on account of such Duty/Tax will be entertained after the opening of the Tenders.

(c) If a Bidder chooses to quote a price inclusive of any duty/Tax/GST and does not confirm that duty/ Tax so included is firm and final, he should clearly indicate the rate of such duty/Tax and quantum of such duty/Tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(d) If a bidder is exempted from payment of any duty/tax/GST upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to limit of exemption which he may have. If any concession is available in regard to rate/Quantum of any duty/Tax, it should be brought out clearly. Stipulations like, the said duty/Tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/Tax will not be charged by him even if the same becomes applicable later on. In respect of Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/Tax which is normally applicable on the item in question for the purpose of comparing their price with other Bidders.

(e) Any change in any duty/Tax/GST upward/downward as a result of statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/Tax paid by the supplier. Similarly, in case of downward revision in any duty/Tax, the actual quantum of reduction of such duty/Tax shall be reimbursed to the buyer by the seller. All such adjustments shall include all reliefs, exemptions, Rebates, Concession etc, if any, obtained by the seller.

PART IV - SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of RFP mentioned below which is automatically be considered as part of the contract concluded with the successful Bidder (i.e., Seller in the contract) as selected by the consignee. Failure to do so may result in rejection of Bid.

1. **Performance Guarantee.** The lowest bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank (ICICI Bank Ltd, Axis Bank Ltd and HDFC Bank Ltd) authorized to conduct government business for a sum equal to 05% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid upto 60 days beyond expiry of the contract period. The specimen of PBG is given in Form DPM-15 (Available in MOD website).
2. **Option Clause.** The contract will have an option clause, wherein the Buyer can exercise an option to procure an additional 30% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Repeat Order Clause.** The Contract will have a Repeat Order clause, wherein the Buyer (School) can order up to 30% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms and conditions remaining the same. The Bidder is to confirm acceptances of this clause. It will be entirely the discretion of the buyer (School) to place the repeat order or not.
4. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 30% plus/minus increase or decrease the quantity of the required goods upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
5. **Payment Terms.** It will be mandatory for the Bidders to indicate their Bank Account Numbers and other relevant e-payment details, so that payments could be made through ECS/NEFT Mechanism, in addition to/ instead of payment through Cheques, wherever feasible. A copy of the model mandate form prescribed by RBI is to be submitted by Bidders for receiving payments through ECS is given at form DPM-11 (available in MoD website). The payment will be made on monthly basis on submission of proper invoice by the Seller and assessing the satisfactory services during the month by the Buyer (School). No advance payment(s) will be made.
6. **Paying Authority:** The payments of Bills will be made by Air Force Golden Institute, Subroto Park, New Delhi-110010 on submission of the following documents by the seller to the paying authority with the bill:
 - (a) Ink-signed copy of contingent bill/seller.
 - (b) Ink-signed copy of Commercial invoice/seller' bill.
 - (c) Copy of Supply Order/contract.

(d) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).

(f) Certificate on user satisfaction rendered by User Directorates.

(g) Photocopy of PBG/Indemnity bond where applicable.

(h) CRVs in two copies.

(h) Inspection note.

(j) Claim for statutory and other levies to be supported with requisite documents/proof of payment such as GST challan, Supplier would require to submit following documents in respect of GST (CGST, SGST and IGST).

(i) GST invoice

(ii) GST payment receipt/E-receipt/Challan

(iii) Relevant pages of electronic ledger register.

(iv) Invoice wise bifurcation of total GST paid for relevant month/timer period during which the invoice was issued.

(k) Guarantee/Warranty Certificate.

(l) Any other document/certificate that may be provided for in the supply order/contract.

7. Force Majeure Clause.

(a) "Force Majeure" means an event beyond the reasonable control of a party involving an act of God, war, riot, civil commotion, malicious damage, disease, pestilence, accident, fire, flood, storm, strike, lock out or other industrial dispute (in the case of strike, lock out or other industrial dispute not confined to employees, servants or agents of the contractor), which could not have been avoided by taking reasonable precautions which, having regard to all matters known to it before the occurrence of the Force Majeure and all other relevant factors, it ought reasonably to have taken but did not take.

(b) If a party is affected by a Force Majeure (the "Affected Party") it shall promptly notify the other Party of the nature and extent of the circumstances in question.

(c) Notwithstanding any other provisions of the Contract, the Affected Party shall be deemed not to be in breach of this Contract, or otherwise liable to the other party, for any delay in performance or the non-performance of any of its obligations under this Contract to the extent that the delay or non-performance is due to any Force Majeure of which it has notified the other Party in accordance with Clause and the time for performance of the affected obligations shall be extended accordingly.

(d) The Affected Party shall use its reasonable endeavors to mitigate the effects of the Force Majeure on the performance of its obligations under this Contract.

(e) The Affected Party shall notify the other Party immediately in writing once the Force Majeure has ended and shall forthwith resume performance of all of its obligations under this Contract.

(f) If the Force Majeure resulting in the delay in performance or the non-performance by a Party of any obligations under this Contract continuously for more than three months after the date on which the Force Majeure begins, either Party may be noticed in writing to the other Party to terminate this Contract forthwith.

(g) If because of an event of Force Majeure, the Contractor is unable to provide the Service in whole or in part, 'SCHOOL' shall have the right to make alternative arrangements for the provision of such Services. Under those circumstances, 'SCHOOL' shall not be obliged to resume its obligations under the contract and the Contractor shall not be permitted to recommence providing the Services until any contractual obligations of 'SCHOOL' with a third party in making such alternative arrangements have ceased or expired.

8. **Inspection Authority (Quantity and Quality Control).s** The inspection will be carried out by School Administration. The mode of inspection will be Departmental Inspection/ consignee inspection/ joint inspection/ self-certification. If any discrepancies are observed by the inspecting authority, the same shall be immediately corrected by the contractor, failing which the contract may be terminated.

PART V - EVALUATION CRITERIA AND PRICE BID ISSUES

1. **Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows.
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) The Technical Bids forwarded by the Bidders will be evaluated by the School with reference to the technical requirement as mentioned in the RFP. The compliance of technical bids would be determined on the basis of the parameters specified in the RFP.
 - (c) The lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Appendix 'C'. Prices are to be quoted only in Indian Rupees. All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to L-1 will be decided excluding levies taxes and duties such as GST etc. would be the deciding factor for ranking of Bids.
 - (d) The Bidders are required to spell out the rates of customs duty, Excise duty, GST etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of GST is intended as extra, over the quoted price, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / GST duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/ quantum of Customs duty / Excise Duty / GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and GST also.
 - (e) If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - (f) The lowest Acceptable Bid will be considered further for placement of contract/Supply order after complete clarification and price negotiation as decided by the buyer. The buyer also reserves the right to do appointment of quantity, if it is convinced that the Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (g) Any other criteria as applicable to suit a particular case.
2. Format for details of similar major supply / work order is placed at **Appendix 'A'**. The bidder is to give the details of similar major supply/services as per the given format.

3. **Technical Bid Proforma.** The Technical Bid proforma is given at **Appendix 'B'** and Bidders are required to fill this up correctly with full details and put their signature with official seal.
4. **Commercial Bid Format.** The Commercial Bid format is given at **Appendix 'C'** and Bidders are required to fill this up correctly with full details clearly indicating GST applicable and put his signature with official seal.
5. **Undertaking.** The bidder should also to submit Certificate for Acceptance of Tender/ Undertaking as per the format given at **Appendix 'D'**.
6. **Declaration.** The bidder should also to submit Declaration as per the format given at **Appendix 'E'**.
7. **Expression of Interest for Participation in Pre-Bid.** The bidder should also to submit certificate of expression of interest on as per the format given at **Appendix 'F'**.

APPENDIX 'A'
(Refer to Para 2, Part V of RFP)

FORMAT FOR SUBMISSION OF DETAILS OF SIMILAR MAJOR SUPPLY/WORK ORDER FOR PROVIDING OF SCHOOL BUS SERVICE ON HIRE BASIS DURING THE LAST THREE YEARS

S. No	Details of Clients, along with address, telephone No & Email Id	Amount of Contract/ Supply / Work Order	Duration of Contract / Supply / Work Order		Type of Project work accomplished
			From	To	
(a)					
(b)					
(c)					
(d)					

(Bidder can attach additional sheet to furnish above mentioned information, if required)

Date:	Signature of Tenderer: _____
Place:	Name: _____
Office Stamp:	Mobile No.: _____
	GST No.: _____
	PAN No.: _____
	ESI Regn No (if applicable): _____
	Address: _____

TECHNICAL BID PROFORMA FOR
“PROVIDING OF SCHOOL BUS SERVICE ON HIRING BASIS”
AT AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI -110010

1. Name of the Firm :
2. Address :
.....
3. Contact No. :
4. QRs (**Supporting documents to be Annexed Mandatorily**): -

(a)	Attested copy of GST certificate	Attached / Not Attached
(b)	PAN Card /GIR No. (The evidence for filing of IT return for last two assessment years to be enclosed).	Attached / Not Attached
(c)	Copy of registration certificate of the firm (proprietorship / Partnership / Society / co-operative society / MoA / limited liability partnership company incorporated under companies Act)	Attached / Not Attached
(d)	Bank solvency certificate issued not earlier than 01 Mar 2025 inter-alia stating that the account of firm is not under attachment by any court or Govt. Agency.	Attached / Not Attached
(e)	Details of EMD as required. (Clearly write Bank Name, DD No, Date & Amount.)	
	(i) Amount Rs.	
	(ii) DD No. and date	
	(iii) Valid upto	
(f)	E-mail id	
(g)	Address & Contact details (with proof of Address)	

Date:
Place:
Office Stamp:

Signature of Tenderer: _____
Name: _____
Mobile No.: _____
GST No.: _____
PAN No.: _____
ESI Regn No (if applicable): _____
Address: _____

APPENDIX 'C'

(Refer to Para 4, Part V of RFP)

COMMERCIAL BID
PROVIDING OF SCHOOL BUSES SERVICE ON HIRE BASIS FOR
AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI 110010
(FOR 01 JUL 25 TO 31 MAY 26)

ROUTE	KM (Approx)	Bus with Seating Capacity	*MAIN AREAS COVERED BY THE ROUTE	Route wise amount as offered by Bus Operator
AFGJI-1 (Dwarka- Palam - AFGJI)	40-45 KM	25 Seater	Palam Golambar, Manglapuri Red Light, Palam Market (Red Light), Palam Metro Station, Bhagat Chandra Hospital, Sulabh, Dashrathpuri Metro Station, Dada Dev Hospital, Dabri Mor (Red Light), Power House, Sector-02 Dwarka, Maxfort School (Sector - 6/7 red light), AFNOE, Sector – 09 Dwarka, Ramphal Chowk, Sector – 01 Dwarka.	₹ (Per day)
AFGJI-1 (Dwarka- Palam - AFGJI)	40-45 KM	35 Seater	Palam Golambar, Manglapuri Red Light, Palam Market (Red Light), Palam Metro Station, Bhagat Chandra Hospital, Sulabh, Dashrathpuri Metro Station, Dada Dev Hospital, Dabri Mor (Red Light), Power House, Sector-02 Dwarka, Maxfort School (Sector - 6/7 red light), AFNOE, Sector – 09 Dwarka, Ramphal Chowk, Sector – 01 Dwarka.	₹ (Per day)
AFGJI-1 (Dwarka- Palam - AFGJI)	40-45 KM	40 Seater	Palam Golambar, Manglapuri Red Light, Palam Market (Red Light), Palam Metro Station, Bhagat Chandra Hospital, Sulabh, Dashrathpuri Metro Station, Dada Dev Hospital, Dabri Mor (Red Light), Power House, Sector-02 Dwarka, Maxfort School (Sector - 6/7 red light), AFNOE, Sector – 09 Dwarka, Ramphal Chowk, Sector – 01 Dwarka.	₹ (Per day)

Note:

- Buses are to be provided on monthly basis on all working days of School except Sundays and Govt Holidays(as per monthly schedule given by school). Payment will be made by Cheque/NEFT on end of the month for actual number of days as per rate quoted on per day basis.
- The above rates are inclusive of all taxes and applicable upto 31 May 2026, the contract period may extend for one more year subjected to satisfactory services provided by the contractor.
- ***Note:** Above mentioned bus routes may vary during the year as these are subjected to Addition/deletion as per requirement / location of students and users.
- The mentioned kms are from first pick up point to AFGJI during pickup in morning hours and from AFGJI to last drop during afternoon hours. (Both inclusive). The mentioned kms does not cater to the dead mileage.

I/We have read and understood all the clauses given above and shall abide by them.

Signature_____

Name_____

Mobile/Tele No._____

GST No._____

PAN No._____

ESI Regn. No_____

Address _____

Date:

Place:

TECHNICAL SPECIFICATIONS**TENDER FOR HIRING OF SCHOOL BUSES ON RATE HIRE BASIS IN AFGJI**

WARNING: IF ANY COLUMN IS NOT FILLED OR ANSWERED IN NEGATIVE. BID OF THE FIRM MAY BE SUMMARILY REJECTED.

1. Name of the firm : _____
2. Registered address of the firm : _____
3. Communication address of the firm: _____
4. Office telephone No. & Email : _____
5. Representative's Name & Mobile No.: _____
6. Type of vehicle being supplied by the firm: _____
7. Questionnaire : _____
- (a) Status of the firm : _____

(Proprietary/Pvt Ltd/any other (attach copy of deed/Article of Association/Memorandum of Association, whichever, is applicable)

- (b) Is the firm registered as per (a) above : Yes/No
- (c) Is the office of the firm registered under Shops & Establishments Act? : Yes/No
- (d) Registration No. with date & validity under Shops & Establishments Act (Attach Copy of registration certificate). : Yes/ No
- (e) Does the firm have required number of vehicles as required to meet this contract? : Yes/ No
(Indicate the No. of Vehicles owned by firm) : _____
- (f) If answer to (e) above is yes then give the following details of vehicles (Attach copy of RC for each vehicle). Only RCs registered in the name of firm, MD, Directors, proprietor will be accepted.

Make & Model	Commercial Vehicle No.	Registered in the name of	Status of the firm {Refer 7(a)}	RC Attached (Yes/No)
Route-01 CNG Bus (25 Seaters)				

- (g) Firm's Income tax PAN No. : _____
(Attach photocopy of PAN Card)
- (h) GST Registration No. : _____
(Attached photocopies)
- (i) Attach audited copies of balance sheets : Yes/ No

of last preceding three financial years.

- (j) Attached copies of Income Tax Returns of last preceding three financial years. : Yes/ No
- (k) Attach proof of annual turnover from school duties of last preceding three financial years from any Defence/State/ Central govt. schools. : Yes/ No
- (l) Attach Bank account with NEFT Details along with Bank Address. : Yes/ No
- (m) Attach copy of job orders/contract agreement for supplying school buses to any Defence/State/ Central govt. schools. : Yes/ No
- (n) The vintage of CNG buses for school duties will not be more than 08 years old at any time during the contract period. : Yes/No
- (o) Bank certificate of credit worthiness. : Yes/ No
- (p) Copy of DD of tender fee/exemption proof. : Yes/ No
- (q) Appendix 'B' of RFP, certificate of Fall Clause. : Yes/ No

8. I/We declare that the information given above is true and correct to the best of my/our knowledge. I/We fully understand that in case information proven to be otherwise at any point of time in future, then any award given in the firm's favour with respect to this tender shall be liable to be cancelled.

Seal of the firm with date

Authorised signatory for the firm

CERTIFICATE FOR ACCEPTANCE OF TENDER / UNDERTAKING

**PROVIDING OF SCHOOL BUSES SERVICE ON HIRE BASIS FOR
AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI 110010**

1. I/we the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/us and binding upon me/us for the entire period of Contract and it is certified that the rates quoted are the lowest as quoted in any other institution in India.
3. I/we give the rights to the competent authority of AFGJI, to forfeit the Earnest Money/Security Money deposited by me/us in case of breach of conditions of Contract.

Signature of Tenderer: _____

Name : _____

Mobile No.: _____

GST No.: _____

PAN No.: _____

ESI Regn. No (if applicable): _____

Address: _____

Date: _____

Place _____

Office Stamp:

DECLARATION

**PROVIDING OF SCHOOL BUSES SERVICE ON HIRE BASIS FOR
AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI 110010**

1. I, _____ Son/Daughter of Shri _____ Proprietor /
Partner/Director/ Authorized Signatory of _____ is / am
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I / we, am / are well aware of the
fact that furnishing of any false information / fabricated document would lead to rejection
of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Tenderer: _____

Name : _____

Mobile No.: _____

GST No.: _____

PAN No.: _____

ESI Regn No (if applicable): _____

Address: _____

Date: _____

Place _____

Office Stamp:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the
company, should be enclosed with Technical Bid.

**EXPRESSION OF INTEREST FOR PARTICIPATION IN THE BID
FOR PROVIDING OF SCHOOL BUSES SERVICE ON HIRE BASIS FOR
AIR FORCE GOLDEN JUBILEE INSTITUTE, SUBROTO PARK, NEW DELHI 110010**

1. I/we the undersigned certify that I have gone through the Technical Specifications for Providing School Bus Service on Hire Basis in AFGJI.
2. We are willing to participate in the bid for Providing School Bus Service on Hire Basis in AFGJI of the school with the required specification and will submit our quotation before due date.

Signature of Tenderer: _____

Name : _____

Mobile No.: _____

GST No.: _____

PAN No.: _____

ESI Regn No (if applicable): _____

Address: _____

Date: _____

Place _____

Office Stamp: