

Ref : \_\_\_\_\_  
Date: \_\_\_\_\_

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**Subject:**

**Tender for hiring of buses on 12 routes for the duration from 01 Apr 2026 to 31 Mar 2029.**

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**Sir/ Madam,**

1. Sealed bids, in a **two-bid system (Technical Bid and Financial Bid)**, are invited for hiring of buses on **12 (twelve) routes** on an outsourcing basis at **Army Public School, Damana, Jammu**, as per the enclosed tender document.
2. Bidders are requested to carefully go through all the **terms and conditions** of the tender before submitting their bids and are advised to **physically verify the routes** for which they are submitting the tender.
3. The price quoted must include **all applicable taxes and statutory liabilities** and shall be treated as **final**. **Lady attendants shall accompany the bus at all times** during the performance of school bus duty.
4. The **safety and security of students** during boarding, alighting, pickup, and handover shall be the **sole responsibility of the contractor/bidder**, including his driver, conductor, and Lady attendant Supervisor. Any violation may attract **criminal liability** and other action as deemed fit by the school authorities.
5. No extra payment shall be made **other than the bid price quoted** by the bidder in the Financial Bid.
6. The **number of buses and routes is tentative** and is subject to **increase or decrease** as per the requirement of the school. Routes are also subject to **change, diversion, merger, or modification** based on student availability and the discretion of the school authorities.
7. It is hereby clarified to all bidders that there may be **modification/ increase/ change up to 10 km** in the published routes. Hence, bidders must quote their rates strictly keeping all these factors in view.

#### **Pre-Bid Meeting**

1. A pre-bid meeting will be held at **1100 hrs on 25 February 2026** at **Army Public School, Damana**.
2. **Attendance at the pre-bid meeting is mandatory** for participation in the tender. The bids must reach this office by **1200 hrs on 16 March 2026**.
3. The sealed bids, in the two-bid system, will be opened at **1200 hrs on 16 Mar 2026** at **Army Public School, Damana, Jammu**.

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4. First, the **Technical Bid** shall be opened and evaluated by the **Technical Evaluation Committee**.
5. The **Financial Bid** of only those bidders who are found **technically qualified and compliant** shall be opened thereafter.
6. In case the date is declared a **public holiday**, the bids shall be submitted and opened on the **next working day** at the same time and venue.

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## INVITATION OF BIDS

1. Sealed tenders, in a **two-bid system** comprising **Technical Bid** and **Financial Bid**, are hereby invited from reputed and eligible transporters for the **hiring of school buses on 12 (twelve) routes** on an outsourcing basis for **Army Public School, Damana, Jammu**, for the duration from **01 Apr 2026 to 31 Mar 2029**, in accordance with the terms and conditions laid down in this Tender Document.
2. Only firms/transporters fulfilling the prescribed **eligibility, technical, financial, and statutory requirements** shall be considered for participation in the tender process.

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### **INSTRUCTIONS TO BIDDERS:-**

1. **Tender System.** The tender shall be processed under a **two-bid system**:-
  - 1.1. Technical Bid.
  - 1.2. Financial Bid.
2. **Route Verification.** Bidders are advised to **physically inspect and verify the routes** for which they intend to submit bids. Any discrepancy arising later shall not be entertained as a ground for revision of rates or withdrawal.
  - 2.1. **Bid Validity.** The bid shall remain **valid for a period of six (06) months** from the date of opening of the Technical Bid.
  - 2.2. **Submission of Bids.** Separate sealed envelopes shall be used for:
    - 2.2.1. Technical Bid.
    - 2.2.2. Financial Bid.
3. Each envelope shall be clearly **superscribed** as:-
  - 3.1. **"Technical Bid for Hiring of School Buses – APS Damana"**
  - 3.2. **"Financial Bid for Hiring of School Buses – APS Damana"**
4. Both sealed envelopes shall be placed inside a **single larger sealed envelope**, superscribed as:  
**"Bid for Hiring of School Buses – Army Public School, Damana, Jammu"**
5. **Address for Submission.** The sealed tender shall be addressed to:-

**The Principal**  
Army Public School Damana  
Muthi, Damana  
Jammu – 181205

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6. Sealed Envelope shall be deposited in the **Tender Box kept at the Reception Office of Army Public School, Damana.**

7. **Mode of Submission.** Bids sent by email, fax, courier, WhatsApp, or any electronic mode shall not be accepted. Only physically submitted sealed bids shall be considered valid.

8. **BID FEES AND EARNEST MONEY DEPOSIT (EMD).**

8.1. **Processing/Application Fee.** Each bidder shall submit a processing/application fee of Rs. 500/- (Rupees Five Hundred only) in the form of an A/c Payee Demand Draft, drawn in favour of: **Army Public School, Damana, Jammu**, payable at Jammu.

9. Non-submission of the application fee shall render the bid **liable for rejection.**

9.1. **Earnest Money Deposit (EMD).** Each bidder shall deposit an **Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rupees Five Lakh only)** in the form of an A/c Payee Demand Draft, drawn in favour of **Principal, Army Public School, Damana, Jammu** payable at Jammu.

9.1.1. No interest shall be payable on the EMD amount.

9.1.2. EMD shall remain valid for **45 days beyond the bid validity period.**

9.1.3. Bids submitted without EMD shall be **summarily rejected.**

10. **Refund of EMD.** EMD of unsuccessful bidders shall be returned after finalization of the contract and execution of the agreement with the successful bidder.

10.1. EMD of the successful bidder shall be retained and adjusted against the **Performance Security.**

11. **OPENING OF BIDS.**

11.1. The **Technical Bids** shall be opened first at **1200 hrs on 16 Mar 2026** at **Army Public School, Damana, Jammu**, in the presence of bidders or their authorized representatives.

11.2. The **Financial Bids** of only those bidders who are found **technically qualified and compliant** shall be opened subsequently on a date to be notified separately.

11.3. In case the scheduled date is declared a **public holiday**, the bids shall be opened on the **next working day** at the same time and venue.

12. **EVALUATION PROCESS.**

12.1. **Stage I – Technical Evaluation** Technical bids shall be evaluated based on:

12.1.1. Compliance with eligibility criteria.

12.1.2. Submission of mandatory documents.

12.1.3. Technical capacity.

12.1.4. Fleet availability.

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12.1.5. Statutory compliance.

12.1.6. Safety and security provisions.

13. **Stage II – Financial Evaluation.** Only technically qualified bidders shall be considered for financial evaluation.
14. **L1 Determination.** The bidder quoting the **lowest evaluated responsive price (L1)** shall normally be considered for award of contract, subject to fulfillment of all tender conditions.
15. **Tie-Breaker Clause.** In case two or more bidders quote the same lowest rates (L1), the Tender Committee may decide the award based on:-
- 15.1. Higher number of owned buses.
  - 15.2. Better technical compliance.
  - 15.3. Past performance.
  - 15.4. Turnover of the last three financial years.
  - 15.5. Overall institutional suitability.
16. The decision of the Tender Committee shall be **final and binding.**

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## SCHOOL BUS ROUTES (2026-2029)

Route No.	Route Name	Route	Distance (both side & two trips daily)
1.	APS Damana to Batehra	Domana-Purkhoo-Mishriwala-Batehra- APS Damana	80 Km
2.	APS Damana to Batehra Garhi	Domana-Purkho-Garhi-Mishriwala-Batehra- APS Damana	70 Km
3.	APS Damana to Marjali	Dharayan Morh-Patta-Kangrail-Marjali- APS Damana	70 Km
4.	APS Damana to Raipur Chowk	Raipur Chowk-Bhagani Talab-Machine Domana - APS Damana	70 Km
5.	APS Damana to Raipur Chowk	Raipur Chowk-Bantalab-Thathar-CRPF Camp KV Bantalab-Janipur Police Station-Lower Roop- APS Damana	70Km
6.	APS Damana to Raipur Chowk	Raipur Chowk-Bantalab CRPF Camp-KV Barnai- APS School	70Km
7.	APS Damana to Gajansoo	Gajansoo-Marh-Galwade -Gurah Brahmna-Sangrampur-Lale Da Bagh APS School	70Km
8.	APS Damana to Ghou Manhasan	Ghou Manhasan-Pouni Chak-Seri Rakwalan-Deyi Chak- Bohri Chowk-Patta Bhoori Morh_APS School	70Km
9.	APS Damana to Janipur High Court	Janipur High Court_ Dreamland School-Janipur Main Stop - Paloura Manhas Ground-Janipur Police station Lower Roop Nager- Muthi- APS School	70 Km
10.	APS Damana to Bakshi Nager	Pawan Fruit Ice cream- Rajpura Chungi-BSF Paloura- Muthi Morh- APS School	80 Km
11.	APS Damana to Kanachak	Kanachak- Jhiri-Shamachak-Kalyanpur-Pakhain-Mishriwala-Purkhoo-Ghoom Pul-Machine Doamana-APS School	80 Km
12.	APS Damana to Layal Kanachak	Layal Kanachak-Jhiri-Shamachak-Kalyanpur Pakhaain-Mishriwala-Purkho-Ghoom Pul-Machine Domana - APS School	80 Km

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**REQUIREMENT OF GOODS AND SERVICES**

<b><u>S.No</u></b>	<b><u>Bus Capacity</u></b>	<b><u>No of Buses</u></b>	<b><u>Remarks</u></b>
(a)	47 Seater Bus	10	Every Bus should have driver, conductor and Lay attendant supervisor
(b)	35/ 32 Seater Bus	4	
(c)	20 Seater Bus	2	

17. **Staffing Requirement (Mandatory for All Buses).** Each bus deployed under this contract shall mandatorily have:-

17.1 **One (01) Driver**

17.2 **One (01) Conductor**

17.3 **One (01) Lady Attendant Supervisor**

at all times during school transportation duty.

18. **Operational Clarification.**

18.1 Distances indicated are **approx** and include **both-side travel with two daily trips.**

18.2. Routes are subject to **modification, merger, diversion, increase, or decrease** as per school requirements.

18.3. No claim for additional payment shall be admissible on account of route modification or distance variation.

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## TERMS AND CONDITIONS

### SECTION – I : GENERAL & CONTRACTUAL CONDITIONS

#### 1. Scope of Contract.

1.1. Sealed tenders in a **two-bid system** are invited for the hiring of school buses having seating capacity of **47/ 35/ 20 persons** for ferrying students of **Army Public School, Damana, Jammu**, for the academic session **2026–27** on a regular basis.

1.2. The contract shall cover **twelve (12) routes** as specified in the route schedule

1.3. The contract is awarded purely on an **outsourcing basis**.

#### 2. Contract Period

2.1. The contract shall be valid for a period of thirty six **(36) months**, from **01 April 2026 to 31 Mar 2029**.

2.2. The contract may be **extended** with the approval of the competent authority till the finalization of the next contract, on the same terms and conditions.

#### 3. Bid Structure. The tender shall be processed under a **two-bid system** comprising:-

3.1 Technical Bid

3.2 Financial Bid

Separate sealed envelopes shall be submitted for each bid.

#### 4. Tender Committee Authority The **Tender Committee** reserves the right to:-

4.1 Verify the existence and capacity of the firm.

4.2 Inspect vehicles.

4.3 Assess suitability.

4.4 Check compliance with tender conditions.

4.5. The Tender Committee may award the contract to one firm, or Multiple firms on different routes, if L1 rates are found to be identical or in the interest of institutional efficiency.

#### 5. Right to Reject Bids.

5.1. The **Bid/Tender Committee** reserves the right to **accept or reject any or all bids**, in whole or in part, **without assigning any reason**.

5.2. The decision of the Tender Committee shall be **final and binding** on all bidders.

#### 6. Stamp Paper & Agreement Execution.

6.1. The successful bidder shall deposit a **stamp paper worth Rs. 500/-** for execution of the agreement.

6.2. The formal contract agreement shall be executed only after:-

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- 6.2.1 Deposit of Performance Security.
- 6.2.2 Fulfilment of all tender conditions.
- 6.2.3 Submission of mandatory documents.

**7. Performance Security / Bank Guarantee.**

7.1 The successful bidder shall deposit a **Performance Security/Bank Guarantee equivalent to 5% of the contract value.**

7.2 The Performance Security shall be submitted within **seven (07) days** from the date of issue of the **Offer Letter/Letter of Intent (LOI).**

7.3 Failure to submit the Performance Security within the stipulated period shall result in:-

- 7.3.1 Forfeiture of EMD.
- 7.3.2 Cancellation of offer.
- 7.3.3 Possible blacklisting action.

7.4 The Performance Security shall remain valid for the **entire contract period plus two (02) months.**

**8. Rates and Taxes**

8.1 Rates must be quoted **clearly, legibly, and without overwriting.**

8.2 All rates shall be **inclusive of all applicable taxes, duties, levies, statutory liabilities, and charges.**

8.3 No escalation shall be admissible during the contract period.

**9. Payment Terms.**

9.2 No **advance payment** shall be made under any circumstances.

9.2 Payment shall be made on a **monthly basis** after satisfactory performance verification.

9.3 Payments shall be subject to:

- 9.3.1 Attendance verification
- 9.3.2 Route compliance
- 9.3.3 Safety compliance
- 9.3.4 Operational discipline
- 9.3.5 Institutional certification

**10. EMD Forfeiture Conditions.** The Earnest Money Deposit (EMD) shall be liable to be forfeited under the following circumstances:

- 10.1 If any information/declaration furnished by the bidder is found to be false.
- 10.2 If the bidder **withdraws the bid** during the bid validity period.
- 10.3 If the bidder fails to honour the tender conditions after award of contract.

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- 10.4 If the successful bidder fails to submit the **Performance Security**.  
10.5 In case of any **default, lapse, or breach** of contract conditions.

**11. Non-Transferability.**

- 11.1 The tender document is **non-transferable**.  
11.2 The contract shall not be assigned, transferred, or sublet without **prior written permission** of the school authority.

**12 Validity of Tender.**

- 12.1 The validity of the tender/rates shall be for **duration from 01 Apr 26 to 31 Mar 2029** or till finalization of the new contract, whichever is later.  
12.2 The competent authority may extend the contract period in the institutional interest upto 31 Mar 2031.

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## TERMS AND CONDITIONS

### SECTION – II : TECHNICAL, VEHICLE & MANPOWER CONDITIONS

#### 1. Vehicle Documentation & Registration

1.1. The contractor shall submit copies of the **Registration Certificates (RC)** of all buses proposed to be deployed under this contract.

1.2. All vehicles must be:-

1.2.1. Registered in **India**.

1.2.2. Registered with the **RTO, Jammu**.

1.2.3. Legally permitted to operate as **school buses**.

1.2.4. Compliant with all **transport authority regulations**.

1.3. All vehicles shall possess valid:-

1.3.1 Registration Certificate (RC).

1.3.2 Fitness Certificate.

1.3.2 Insurance Policy.

1.3.3 Permit.

1.3.4 Pollution Under Control (PUC) Certificate.

1.3.5 Any other statutory document as prescribed by law.

#### 2. Vehicle Ownership & Attachment.

2.1 Vehicles may be:-

2.1.1 Owned by the bidder, or

2.1.2 Attached to the bidder through written authorization by the owner

2.2. In case of attached vehicles, a **written consent/authorization letter** from the vehicle owner shall be submitted, confirming attachment of the vehicle to the bidding firm for the duration of the contract.

3. **Vehicle Condition & Age** No bus shall be **more than 10 (ten) years old** under any circumstances. All buses shall be:

3.1 Mechanically fit

3.2 Roadworthy

3.3 Properly maintained

3.4 Structurally safe

3.5 Comfortable for student transport

3.6. Buses shall be maintained in **clean, hygienic, and safe condition** at all times.

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4. **Colour, Identification & Branding**
  - 4.1. All buses shall be painted **yellow** as per school bus guidelines issued by the Government.
  - 4.2. **Army Public School, Damana, Jammu** name/logo/symbol shall be displayed on the buses as prescribed by the school authorities.
5. **GPS & CCTV Compliance.** Each bus shall be mandatorily fitted with:-
  - 5.1 **GPS tracking system.**
  - 5.2 **Minimum two (02) CCTV cameras** with at least **15 days recording capacity.**
  - 5.3 GPS and CCTV systems must be in **working condition at all times.**
  - 5.4 The contractor shall provide **live GPS tracking access/link** to the parents and school authorities **free of cost.**
  - 5.5. Maintenance and serviceability of GPS and CCTV shall be the **sole responsibility of the contractor.**
6. **Breakdown & Standby facility (Replacement Protocol).**
  - 6.1. In case of breakdown of any bus, the contractor shall **immediately provide a replacement vehicle** from standby/reserve fleet.
  - 6.2. Failure to provide a replacement bus shall authorize the school to arrange an alternative vehicle from any source, and the **entire cost shall be recovered from the contractor.**
7. **Driver, Conductor & Attendant Requirements**
  - 7.1 Each bus shall mandatorily have:-
    - 7.1.1 One licensed **Driver**
    - 7.1.2 One licensed **Conductor**
    - 7.1.3 One **Lady attendant Supervisor (Lady Supervisor)**
  - 7.2 All drivers shall possess:
    - 7.2.1 Valid **commercial driving licence**
    - 7.2.2 Required professional qualifications
    - 7.2.3 Experience in school transport operations
  - 7.3 Conductors and lady attendant supervisor shall be:
    - 7.3.1 Properly trained
    - 7.3.2 Medically fit
    - 7.3.3 Well-mannered
    - 7.3.4 Child-sensitive in conduct

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## 8. Police Verification & Antecedents

8.1 The contractor shall ensure **police verification** of:

- 8.1.1 Drivers.
- 8.1.2 Conductors.
- 8.1.3 Helpers.
- 8.1.4 Lady attendant Supervisors.

8.2 Police verification certificates shall be submitted to the school prior to deployment.

8.3 The contractor shall be fully responsible for the **antecedents and conduct** of all deployed personnel.

## 9. Discipline, Conduct & Turnout

9.1. All staff shall be:

- 9.1.1 Smartly turned out.
- 9.1.2 Properly uniformed (if prescribed).
- 9.1.3 Courteous and polite.
- 9.1.4 Professionally disciplined.

9.2. Any misconduct, misbehavior, negligence, or indiscipline shall attract **strict action**, including replacement and penalties.

## 10. Replacement of Staff

10.1 The contractor shall not change drivers, conductors, or attendants without **prior written permission** of the school.

10.2 In case of emergency replacement, **immediate intimation** shall be given to the school authorities.

## 11. Medical Fitness

11.1 All drivers and conductors must be:-

- 11.1.1 Medically fit.
- 11.1.2 Free from drug addiction.
- 11.1.3 Free from alcohol addiction.
- 11.1.4 Free from smoking habits during duty.

11.2 Legal action and penalties shall be imposed in case of violation.

## 12. Safety Responsibility

12.1 The contractor shall be solely responsible for:

- 12.1.1 Safety of students
- 12.1.2 Security of students
- 12.1.3 Safe boarding and alighting

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12.1.4 Proper handover to authorized persons

12.1.5 Safe journey on routes

12.2 Any accident, negligence, or safety lapse shall attract **legal, financial, and criminal liability** on the contractor.

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## TERMS AND CONDITIONS

### SECTION – III : LEGAL, LIABILITY, INSURANCE & COMPLIANCE CONDITIONS

#### 1. Insurance Coverage.

1.1 All buses deployed under this contract shall be **comprehensively insured** as per statutory requirements.

1.3 The insurance shall cover:-

1.3.1 Third-party liability.

1.3.2 Passenger liability.

1.3.3 Property damage.

1.3.4 Accident liability.

1.3.5 Comprehensive vehicle insurance.

1.3 A copy of the **insurance policy for each bus** shall be submitted to the school at the time of signing of the agreement and whenever renewed.

1.4 Any lapse in insurance coverage shall be treated as a **serious breach of contract**.

#### 2. Accident & Liability Responsibility.

2.1 In the event of any accident involving a hired vehicle resulting in:-

2.1.1 Loss of life.

2.1.2 Injury to students/staff/public.

2.1.3 Damage to property.

The **entire legal, civil, criminal, and financial liability** shall rest **solely with the contractor/vehicle owner**.

2.2 **Army Public School, Damana, Jammu** shall bear **no liability whatsoever** in such cases.

2.3 The contractor shall indemnify the school against **all claims, damages, compensation, litigation, and legal proceedings** arising out of such incidents.

#### 3. Indemnity Clause.

3.1 The contractor shall fully **indemnify and keep indemnified** the school against:

3.1.1 All claims.

3.1.2 Losses.

3.1.3 Damages.

3.1.4 Legal proceedings.

3.1.5 Compensation demands.

3.1.6 Statutory liabilities arising from the performance of this contract.

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#### 4. **Compliance with Laws**

- 4.1 The contractor shall strictly comply with:-
- 4.1.1 Motor Vehicles Act.
  - 4.1.2 Transport Authority Rules.
  - 4.1.3 Labour Laws.
  - 4.1.4 Taxation Laws.
  - 4.1.5 Insurance Laws.
  - 4.1.6 Child Safety Laws.
  - 4.1.7 Education Department Guidelines.
  - 4.1.8 Local Authority Regulations.
  - 4.1.9 Any other statutory provisions in force.

#### 5. **Compliance with Supreme Court & Government Orders.**

5.1 The contractor shall comply with all directions, guidelines, and orders issued by:-

- 5.1.1 **Hon'ble Supreme Court of India.**
- 5.1.2 Central Government.
- 5.1.3 State/UT Government.
- 5.1.4 Transport Department.
- 5.1.5 Education Department.
- 5.1.6 Police Authorities.
- 5.1.7 Any competent statutory authority.

5.2 Compliance shall be mandatory irrespective of whether such provisions are expressly mentioned in this tender document.

#### 6. **Confidentiality Clause.**

6.1 The contractor shall maintain **strict confidentiality** of:

- 6.1.1 Student data.
- 6.1.2 Parent data.
- 6.1.3 Route data.
- 6.1.4 School operational data.
- 6.1.5 Institutional information.

6.2 No data shall be shared, disclosed, or misused in any manner whatsoever.

#### 7. **Force Majeure.**

7.1 Neither party shall be liable for failure to perform obligations due to events beyond reasonable control, including:-

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- 7.1.1 Natural calamities.
- 7.1.2 Floods.
- 7.1.3 Earthquakes.
- 7.1.4 Fire.
- 7.1.5 Riots.
- 7.1.6 War.
- 7.1.7 Government restrictions.
- 7.1.8 Lockdowns.
- 7.1.9 Epidemics/pandemics.

7.2 Such events shall be treated as **Force Majeure**.

## 8. **Blacklisting Clause.**

8.1 Any firm/bidder:-

- 8.1.1 Blacklisted by any government organization.
- 8.1.2 Blacklisted by any educational institution.
- 8.1.3 Involved in criminal cases.
- 8.1.4 Facing trial or investigation.
- 8.1.5 Found guilty in previous contracts shall not be eligible to participate in this tender.

8.2 Any concealment of such facts shall lead to:-

- 8.2.1 Immediate cancellation of contract.
- 8.2.2 Forfeiture of EMD/Performance Security.
- 8.2.3 Blacklisting by the school.

## 9. **Subletting & Assignment.**

9.1 The contractor shall **not sublet, assign, or transfer** the contract or any part thereof without **prior written consent** of the school.

## 10. **Monitoring & Inspection.**

10.1 The school authorities shall have the right to:-

- 10.1.1 . Conduct inspections.
- 10.1.2 . Carry out surprise checks.
- 10.1.3 . Verify compliance.
- 10.1.4 . Monitor operations.
- 10.1.5 . Audit safety systems.

10.2 Non-compliance shall attract penalties and corrective action.

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**11. Termination Clause.**

11.1 The school reserves the right to **terminate the contract** at any time before expiry of the contract period by giving **15 days written notice** to the contractor.

11.2 Termination may be invoked due to:-

- 11.2.1 Breach of contract.
- 11.2.2 Safety violations.
- 11.2.3 Legal violations.
- 11.2.4 Repeated non-compliance
- 11.2.5 Operational failure
- 11.2.6 Misconduct

11.3 On termination:-

- 11.3.1 EMD/Performance Security may be forfeited
- 11.3.2 No compensation shall be payable
- 11.3.3 School shall be free to make alternate arrangements

**12. Jurisdiction.**

12.1 All disputes arising out of or in connection with this contract shall be subject to the **exclusive jurisdiction of the courts in the Union Territory of Jammu.**

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## TERMS AND CONDITIONS

### SECTION – IV : OPERATIONAL RULES, MONITORING, DISCIPLINE & PENALTY STRUCTURE

#### 1. Reporting, Attendance & Duty Protocol.

1.1. The conductor of each bus shall **report and mark attendance** both in the **morning and evening** with the designated school security staff/guard at the school gate.

1.2. Non-marking of attendance shall be treated as **absence from duty**, and action shall be taken accordingly.

1.3. All staff shall report on duty in **prescribed uniform (if applicable)** and in a **properly groomed condition**.

#### 2. Time Schedule Compliance.

2.1. All buses shall **strictly adhere to the time schedule** specified by the school.

2.2. In the event of any delay, deviation, or non-compliance with the prescribed time schedule, a penalty of **Rs. 1,000/- (Rupees One Thousand only)** per violation shall be imposed and deducted from the monthly bill.

2.3. In case of **five (05) violations in a month**, the **entire monthly bill** for that bus shall be forfeited as a penalty.

#### 3. GPS & CCTV Penalty Clause.

3.1. All buses must have **functional GPS and CCTV systems** at all times.

3.2. If GPS/CCTV is found **non-functional**, a penalty of **Rs. 5,000/- per day per bus** shall be imposed and deducted from the bill amount.

3.3. If the systems are not rectified within **seven (07) days**, **no payment for that month** shall be made for the concerned bus and the **Performance Security may be forfeited**.

#### 4. Helper / Attendant Attendance Penalties In case a helper/Lady attendant Supervisor does not report on duty:

4.1. A penalty of **Rs. 5,000/- per day per bus** shall be deducted from the bill.

4.2. In case of **more than three (03) complaints** regarding non-reporting of helper in a month:

4.3. **No payment for the entire month** shall be made for that particular bus.

#### 5. Breakdown & Delay Penalty

5.1. In case of breakdown of any bus, a replacement bus must be arranged within **30 minutes**.

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5.2. Failure to do so shall attract:

5.2.1. A penalty of **Rs. 5,000/- per incident**, and

5.2.2. The school shall reserve the right to arrange an alternative vehicle from third-party sources at the **cost of the contractor**.

6. **Student Discipline & Safety Protocol** No bus shall carry **more than the permitted number of students**. Students shall not be allowed to:-

6.1. Hang hands or head outside windows

6.2. Stand in moving buses.

6.3. Engage in unsafe conduct.

6.4. Drivers, conductors, and attendants shall ensure **strict discipline and safety** inside the bus.

7. **Restricted Access.**

7.1. No person other than:-

7.1.1 Students.

7.1.2 Teachers.

7.1.3 Authorized school staff.

Shall be permitted to travel in the school buses.

7.2. Any violation shall attract **strict disciplinary action** against the contractor.

8. **Handover Protocol.**

8.1. Students shall be handed over **only to authorized parents/guardians**.

8.2. In case a parent/guardian is not present at the designated stop, the student shall be **brought back safely to the school**, and the responsibility shall rest with the driver and conductor.

9. **Identity Cards.**

9.1 The contractor shall issue **identity cards** to all drivers, conductors and lady attendant supervisor:-

9.2 Identity cards must be worn/displayed during duty hours.

10. **Monitoring & Inspection** The school authorities shall conduct:-

10.1 Regular inspections.

10.2 Surprise checks.

10.3 Route monitoring.

10.4 Safety audits.

10.5 Compliance verification.

10.6 Non-compliance shall attract penalties and corrective action.

*Signature*

11. **Incident Responsibility Clause** In case of any untoward incident caused due to:-

- 11.1 Negligence.
- 11.2 Absence of staff.
- 11.3 Vehicle fault.
- 11.4 Safety violation.
- 11.5 Operational failure.

The contractor shall be **solely responsible** and shall bear all consequences, including **compensation, penalties, legal action, and termination of contract.**

12. **Tax Deduction at Source.** Income Tax and other statutory deductions shall be deducted at source as per **Government of India rules** and applicable laws.

*[Handwritten signature]*

ANNEXURES, FORMS, FORMATS & CONTRACTUAL DOCUMENTS

SECTION – V : ANNEXURES & BID DOCUMENTS,

ANNEXURE – A,  
TECHNICAL BID FORMAT

1. Name of Firm/Company : \_\_\_\_\_
2. Address of Registered Office : \_\_\_\_\_
3. Contact Person Name : \_\_\_\_\_
4. Mobile No. : \_\_\_\_\_
5. Email ID : \_\_\_\_\_
6. GST Number : \_\_\_\_\_
7. PAN Number : \_\_\_\_\_
8. Year of Establishment : \_\_\_\_\_
9. Experience in School Transport Services : \_\_\_\_\_ Years

**Documents to be enclosed:-**

- 1 Registration Certificate of Firm
- 2 GST Registration
- 3 PAN Card
- 4 Address Proof
- 5 Experience Certificates
- 6 Police Verification Certificates (Drivers/Staff)
- 7 Vehicle Documents to incl RC, Insurance, fitness cert of at least **six buses**.
- 8 GPS/CCTV Certificates

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**ANNEXURE – B**

**FINANCIAL BID FORMAT**

S. No.	Bus Type	Capacity	Monthly Rate (₹)	Rate in Words	Remarks
1	School Bus	47-Seater Bus	₹ _____	_____	Approx distance of 80 Kms per day
2	School Bus	35/32-Seater Bus	₹ _____	_____	
3	School Bus	20-Seater	₹ _____	_____	

**Note:**

Rates shall be **inclusive of all costs**, including:

1. Driver salary
2. Conductor salary
3. Lady attendant Supervisor salary
4. Fuel
5. Maintenance
6. Insurance
7. Permits
8. Taxes
9. GPS/CCTV
10. All statutory liabilities

**ADDITIONAL CHARGES**

Service	Rate (₹)
1. Additional KM (per km)	₹ _____
2. Additional Hour (per hour)	₹ _____
3. Night Halt (per night)	₹ _____
4. Outstation Duty (per day)	₹ _____

*Signature*



ANNEXURE – C

(To be given on Company Letter Head)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF BID

Reference Bid No : \_\_\_\_\_ dated \_\_\_\_\_

Name of Bid / Work: **Supply of School Buses at APS Damana**

Dear Sir,

1. I / We have downloaded the Bid document(s) for the above mentioned 'Bid /Work' from the [www.apsdamna.edu.in](http://www.apsdamna.edu.in) as per your Bid referred above.
2. I / We hereby certify that I / we have read entire terms and conditions of this bid document (including all Appendices), which will form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The Addendum(s) / Corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the conditions of above-mentioned Bid document(s) Addendum(s) / Corrigendum(s) in its totality / entirety.
5. The documents submitted are true copies of the original documents.
6. In case any provisions of this Bid are found violated, your department/ organization shall be at liberty to reject this Bid and forfeit our EMD and we shall not have any claim/ right against your department/ organization in satisfaction of this condition.

Yours Faithfully,  
(Signature of the Contractor / firm / vendor, with Official Seal)



## ANNEXURE – D

## TECHNICAL EVALUATION MATRIX

S.NO	CRITERIA	YES/NO
1.	Valid Firm Registration	Yes / No
2.	GST Registration	Yes / No
3.	PAN	Yes / No
4.	Experience Certificate	Yes / No
5.	Police Verification	Yes / No
6.	Vehicle RC	Yes / No
7.	Fitness Certificate	Yes / No
8.	Insurance	Yes / No
9.	GPS Installed	Yes / No
10.	CCTV Installed	Yes / No
11.	EMD certificate and demand draft	Yes / No
12.	Acceptance of Terms & Conditions of Bids	Yes / No
13.	Financial Capacity Certificate	Yes / No

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**ANNEXURE – E**  
**UNDERTAKING FORMAT**

I/We hereby undertake that:

1. All information provided by us is true and correct.
2. All buses shall comply with statutory and safety norms.
3. GPS and CCTV shall be functional at all times.
4. Police verification of all staff shall be ensured.
5. No subletting or transfer of contract shall be done.
6. Safety and security of students shall be our sole responsibility.
7. We shall abide by all terms and conditions of the tender document.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Sapros*



**ANNEXURE – F**

**BLACKLISTING DECLARATION**

1. I/We hereby declare that:-

1.1. Our firm is not blacklisted by any Government organization, PSU, Autonomous Body, Educational Institution, or any statutory authority.

1.2. No criminal case is pending against the firm or its proprietors/partners/directors.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature*



ANNEXURE – G

EARNEST MONEY DEPOSIT (EMD)

(When and where applicable)

Whereas ..... (hereinafter called the "Contractor / firm / vendor") has submitted their offer dated ..... for the supply of ..... (hereinafter called the "Bid") against the Bid proposal No ..... KNOW ALL MEN by these presents that WE ..... of ..... Having our registered office at ..... are bound unto ..... (hereinafter called the "Buyer") in the sum of ..... For which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents

Sealed with the Common Seal of the said Bank this ..... day of ..... The conditions of obligations are –

The conditions of obligations are:-

- (1) If I/We withdraw or amend, impair or derogate from the Bid in any respect within the period of its validity.
- (2) If I/We having been notified of the acceptance of this Bid by the Buyer during the period of bid validity:-
  - (a) Fail to furnish the Performance Security for the due performance of the contract.
  - (b) Fail or refuse to accept / execute the contract.

WE undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both of the above two conditions, specifying the occurred conditions or conditions.

This guarantee will remain in force upto and including 60 days after the period of Bid validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorised officer of the Bank) Name and designation of the officer  
Seal, name & address of the Bank and address of the Branch

*Signature*



ANNEXURE – H

**CERTIFICATE : FINANCIAL CAPACITY / CCC**

(To be given on Company Letter Head)

Name of Firm			
Full Address			
Tele No			
Name of Proprietors & Partners			
PAN No & GST No			
Total Financial capacity of the firm			
Net/ balance available financial capacity of Firm (excluding running Contracts/ declared L-1)			
I am fully aware that I and my firm with my partners and power of attorney holders are liable for action as per rules in case the above statement is wrong and incase the above certificate is wrong. (To be supported by CA Certificate with UDIN certifying turnover for last three years, Firms' last 3 months GST R-1 Return, latest Form 26 AS.)			

Dated : 2026

(Signature of the Contractor /  
Power of Attorney Holder)

Stamp of the firm

*[Handwritten Signature]*