

**Government of India
Department of Atomic Energy
Zirconium Complex
Pazhayakayal**

Phone: 0461-2276057

Fax: 0461-2276111

Tender Notice No. ZC/NFC/AO/TS(3)/01/2017/03 dtd. 14/11/2017

TENDER DOCUMENTS FOR

Providing Two 25 seater school buses alongwith (Drivers, Attendants/Ayahs) for pickup/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City.

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GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
ZIRCONIUM COMPLEX (A UNIT OF NFC)
PAZHAYAKAYAL

Pazhayakayal Post,
Srivaikundam Taluk,
Tuticorin Dist,
Tamilnadu – 628 152

Telephone : 0461 -2276 105

Fax Phone : 0461 -2276 111

TIME SCHEDULE

Name of work: Providing Two 25 Seater School Buses alongwith (Drivers, Attendants/Ayahs) for pick up/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City

Tender No.: ZC/NFC/AO/TS(3)/01/2017/03

S.No.	Description	Date	Time
1.	Submission of tender	04.12.2017	Upto 1400 hrs
2.	Opening of tenders	04.12.2017	1500 hrs

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zc.ao3@nfc.gov.in

Fax No.0461 - 2276111

Ph.No. 0461 - 2276105

Government of India
Department of Atomic Energy
ZIRCONIUM COMPLEX
(A Unit of Nuclear Fuel Complex, Hyderabad)
Pazhayakayal
Srivaikundam Taluk
Tuticorin – 628 152

Ref: No.ZC/NFC/AO/TS(3)/01/2017/03

November 14, 2017

NOTICE INVITING TENDERS

Sealed tenders are invited from Reputed Transport Agencies for the work details given below:

1.	Title of the work	Providing Two 25 Seater School Buses along with (Drivers, Attendants/Ayahs) for pick up/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City.
2.	Estimated Cost	RS.56,16,000/- (approx) for 02 years
3.	No.of Buses	TWO BUSES – required at prescribed times by ZC Management on all School days at Zirconium Complex Township, Pazhayakayal, Tuticorin
4.	Type of Vehicle	Preferably ASHOK LEYLAND VIKING/SWARAJ MAZDA/EICHER
5.	MODEL	2015 or later model
6.	Duration of time and availability of buses at ZC, Township	Buses should report at 0700 hrs daily on all working days at Zirconium Complex
7.	EMD	Rs.1,12,320/-(Rupees One lakh Twelve thousand Three hundred and Twenty only) in the form of Demand Draft drawn in favour of PAY & ACCOUNTS OFFICER, NUCLEAR FUEL COMPLEX payable at HYDERABAD is to be enclosed in a separate sealed cover alongwith Tender form
8	Security Deposit	@2.5% of work order value
09	Performance Guarantee	@ 5% of work order value

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10	Cost of Tender Document	Demand Draft/Banker's Cheque for Rs.1000/- (Rupees One thousand only) towards cost of tender documents (non-refundable) drawn in favour of "Pay & Accounts Officer, Nuclear Fuel Complex" payable at Hyderabad .
11	Sale of Tender Documents	On all working days between 1000 hrs and 1600 hrs from 15.11.2017 to 02.12.2017 from the office of Administrative Officer, Zirconium Complex, Pazhayakayal, Srivaikundam Taluk, Tuticorin – 628152.
12	Documents to be submitted for obtaining tender documents	<ul style="list-style-type: none">a) A written application for tender documents.b) Demand Draft for Rs.1000/-(non-refundable) drawn in favour of Pay & Accounts Officer, NFC payable at Hyderabad.c) Permanent Account Number along with IT returns for the last 3 yearsd) List of Bus Transportation contract executed with full details.(viz. Company for whom operated, period of operation, No of Vehicles etc.)e) Testimonials from clients in support of Bus Transport contract executed during the last 5 years.f) Solvency Certificate from bankers in support of financial standing.g) Drivers must hold valid driving licence and should have undergone training in first-aid and should assist Zirconium Complex staff in shifting/transporting the commuter/School children to the School (to & fro)
13	Last Date & time for receipt of tender	04.12.2017 upto 1400 hrs at Zirconium Complex, Pazhayakayal, Srivaikundam Taluk, Tuticorin - 628 152.
14	Date & Time for opening tender	04.12.2017 at 1500 hrs in conference room, Veda Prastha Building at Zirconium Complex, Tuticorin

Incomplete tenders and tender not accompanied with EMD in the form as stipulated in the tender document are liable to be rejected.

Sd/-
Administrative Officer (G)
For on behalf of the President of India

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TENDER FORM

Tender No.ZC/NFC/AO/TS(3)/01/2017/03

dated. 14.11.2017

Due date : 04.12.2017 upto 1400 hrs

Date of opening : 04.12.2017 at 1500 hrs.

From:

To.

Administrative Officer
Zirconium Complex,
(A unit of Nuclear Fuel Complex)
Pazhayakayal, Srivaikundam Taluk
Tuticorin – 628 152

Dear Sir,

1. I/We hereby offer to provide TWO 25 Seater School Buses of 2015 or later (Type/Model) on hire at the rate quoted in the schedule hereto and agree to keep this offer open for a period of 120 days from the date of opening of Technical Bid. Should our offer be accepted, I/We shall be bound to provide vehicle on hire hereby offered.
2. I/We hereby submit quotation along with EMD amount in a sealed cover.
3. I /We have understood the terms and conditions of the contract given in Tender No. ZC/NFC/AO/TS(3)/01/2017/03 annexed hereto and have thoroughly examined the pattern quoted or referred to in the schedule hereto and am/are fully aware of the nature of services to be provided and the terms and conditions stipulated in the tender.

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4. Should this tender be accepted, I/we hereby agree to abide by and fulfill all the terms and conditions, instructions etc. contained herein or in default thereof, to forfeit the Performance guarantee and Security Deposit already recovered for this contract and pay to the President of India or his successors in office.

5. Earnest Money Deposit of Rs.1,12,320/-(Rupees One lakh Twelve thousand Three hundred and Twenty only) is forfeited to the President of India or his successors in office without prejudice to any other rights or remedies of the said President of India or his successors in office if I/we modify or withdraw the offer or submit the performance guarantee specified herein by the date mentioned in the letter communicating the acceptance of our tender.

Dated the _____ day of _____

Signature of Tenderer

Witness:

Signature:

Address & Occupation:

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Government of India
Department of Atomic Energy
ZIRCONIUM COMPLEX
(A Unit of Nuclear Fuel Complex, Hyderabad)

Pazhayakayal
Srivaikundam Taluk
Tuticorin – 628 152

INSTRUCTIONS TO TENDERERS

The Tenderers are required to submit their offer in a sealed cover superscribing thereon **“Providing Two 25-seater School Buses alongwith (Drivers, Attendant/Ayahs) for pick up/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City”** with tender number and due date. EMD amount of Rs.1,12,320/- (Rupees One lakh Twelve thousand Three hundred and Twenty only) in the form of Demand Draft should be enclosed with the quotation. Sealed cover shall be dropped in the tender box kept for the purpose in the office of Administrative Officer, Zirconium Complex, Pazhayakayal, Srivaikundam Taluk, Tuticorin - 628152. Tender received after the specified date and time will not be considered.

1. Documents to be submitted for obtaining tender documents:
 - a) A written application for tender documents.
 - b) Demand Draft for Rs.1000/- (non-refundable) drawn in favour of Pay & Accounts Officer, NFC payable at Hyderabad.
 - c) Permanent Account Number along with IT returns for the last 3 years
 - d) List of Bus Transportation contract executed with full details. (viz. Company for whom operated, period of operation, No of Vehicles etc.)
 - e) Testimonials from clients in support of Bus Transport contract executed during the last 5 years.
 - f) Solvency Certificate from bankers in support of financial standing.
 - g) GST Registration Code number

2. Taxes where legally leviable and included in the rate quoted may be distinctly indicated.

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3. I) The tender shall be kept valid for a period of 120 days from the date of opening
II) Rates are required to be quoted separately as follows:
 - a) Hire charges per month for a minimum of 3510 Kilometers run per month
 - b) Hire charges for Extra kilometer run beyond 3510 Kms (i.e, per KM)

4. Note :

- a) The hire charges for one month and for running 3510 kms should be inclusive of all expenses for the operation of vehicles and no claim for other expenses whatsoever is admissible. This includes statutory levies and taxes as applicable.
 - b) For the purpose of computing the total kms. run per day, the distance to and fro from site will be reckoned. In case, the vehicle is run from site to contractor's garage/office for any purpose, the distance run will not be considered.
5. Administrative Officer, Zirconium Complex, shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
 6. Entries with corrections, erasers or alterations shall be authenticated by affixing signature of the tenderer.
 7. The tenderer should submit alongwith the tender the Registration number of the vehicle proposed to be operated together with the details of year of manufacture, makers name, seating capacity, ownership, validity of permit, Insurance, Fitness Certificate and the details of taxes paid etc,.
 8. The vehicle proposed to be operated under this contract should be a **2015 or later model**. They should be produced for inspection to ZC authorities for consideration of the tender. Operation for subsequent change of vehicles, other than those produced during evaluation of the tenders and approved by ZC authorities will be subject to prior permission/inspection by ZC.

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9. The tenderer shall submit alongwith the tender the name of his banker as well as the Permanent Account Number issued by the Income Tax Officer of the circle concerned under the seal of his office and IT returns for last 3 years.
10. The tenderer shall, in a separate sheet, to be annexed to the tender, furnish the names and full particulars of the partners or the member of the Joint Hindu Family owning the concern, in case the tenderer is a partnership firm or a Joint Hindu Family concern.
11. Drivers must hold valid driving licence and should have undergone training in first-aid and should assist Zirconium Complex staff in shifting/transporting the commuter/School children to the School (to & fro)
12. The tenderer are required to operate the buses only for school services. In case, it is found that buses are operating for other than school services, action as deemed fit shall be initiated.
13. The tender must be signed –
 - i) In the event of the tenderer being Sole Proprietary concern, by the Sole Proprietor or by an Attorney duly authorized to enter into and sign agreements to refer disputes arising under or relating to such agreements to arbitration, by a power of attorney signed by the proprietor and authenticated by a Notary Public or Magistrate.
 - ii) In the event of the tenderer being a Partnership Firm, by the Managing Partner/duly authorized person or by an Attorney duly authorized to enter into and sign agreements on behalf of the partnership firm including agreements to refer disputes arising under or relating to such agreements to arbitration by a power of attorney duly executed by the partners and authenticated by a Notary Public or a Magistrate.
 - iii) In the event of the tenderer being a Limited Company, under the common seal of the Company, or by an attorney duly authorized to enter into and sign agreements to refer disputes arising under or relating to such agreements, to

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arbitration by power of attorney executed under his common seal and authenticated by a Notary Public or a Magistrate.

- iv) In the event of the tenderer being a Hindu Joint Family concerns, by the karta of the Joint Family.
 - v) When the tender is signed by a attorney of the Sole Proprietor of a concern or when the tender is signed on behalf of the firm by an attorney of its partners as provided in sub-clause (i) &(ii), the original power of attorney, appointing him as such an attorney shall be supplied with the tender or if the tender is executed on behalf of a limited company by its attorney as provided in sub-clause(c) above, the original power of attorney alongwith a resolution(if it is so required under its Articles of Association) authorizing the affixation of its common seal on the power of attorney and a copy of its Articles of Association shall be appended with the tender.
- 14) Failure on the part of tenderer to comply with the instructions contained in the above clauses in submitting the tender shall render the tender liable for rejection.

15) Zirconium Complex, a unit of NFC, is committed to a corruption free work environment. All the purchase and contracts commitments of ZC will be honoured without the citizen having to pay any bribe. In case any person demands any bribe, it is the duty of a responsible citizen to inform the matter to the Vigilance Officer, NFC, Hyderabad. His name & Telephone Number are Dr.R.P.Acharya - Office: (040)-27184307, (040)27184949, Mobile - 09869256979, E-Mail: dcea@nfc.gov.in

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**Government of India
Department of Atomic Energy
ZIRCONIUM COMPLEX
(A Unit of Nuclear Fuel Complex, Hyderabad)**

Pazhayakayal
Srivaikundam Taluk
Tuticorin – 628 152

TERMS AND CONDITIONS OF CONTRACT

1. The School buses should be equipped with:
 - a) First-aid box with necessary medicines
 - b) 2kg Fire Extinguisher: 2 Nos.
 - c) Passenger entrance one number with Aluminium JK Door (At rear of the front Axle Railway Lock).
 - d) Seat 25+2 18' ht. back rest pass seat with SS grab rail 4" cushion, 2' mattress.
 - e) Preferably female may be appointed/posted as Attendants/Ayahs.
2. The vehicle should be maneuverable in township and shall be reported to Estate Officer, ZC(P).
3. The Bus should be available at Zirconium Complex Township. The driver must hold valid driving licence and should have undergone training in first-aid. He should assist Zirconium Complex staff in shifting/transporting the commuter/school children to the School (to & for).
4. The Successful tenderer(s) shall enter into an agreement with Zirconium Complex, Pazhayakayal, Tuticorin.
5. **Period of Contract**

The Contract shall commence from the date of entering into agreement to provide Buses on hire and shall remain in force (unless terminated earlier as provided hereinafter) for a period of **02 (TWO) years w.e.f.01.01.2018,** extendable on mutual consent, on the same terms and conditions for a further period of Two years and each extension not exceeding one year at a time depending upon the satisfactory performance and at the discretion of the Competent Authority.

5.1. Administrative Officer, Zirconium Complex or his authorized representative reserves the right to terminate the contract at anytime without assigning any reasons therefore by giving 30 days notice of his intention to do so in writing to the contractor and the contract shall not be entitled to any compensation by reason of such termination.

6. Right to enter into parallel contracts.

6.1 Administrative Officer, Zirconium Complex or his authorized representative reserves the right to enter into parallel contracts with any other party as and when considered desirable and necessary during the currency of the contract.

6.2 If the contractor fails at any time to render the services under this contract to the satisfaction of the Administrative Officer, decision in this regard shall be final and binding on the Contractor. He may at his option get the work done by other parties. In such a case, the contractor is liable to reimburse the loss/extra expenditure incurred by Zirconium Complex in this regard.

6.3 If the Buses are found not satisfactory in respect of its road worthiness, performance, seats or body (doors, windows etc.,) and general condition during the tenure of this contract, Administrative Officer, reserves the right to ask the contractor to repair or replace the vehicle. If the contractor does not maintain or repair the vehicle to the satisfaction, Administrative Officer, Zirconium Complex, can engage the required vehicle through any other agency and the contractor shall reimburse to ZC on this account.

7. a) Performance Guarantee & Security Deposit:

The Contractor shall furnish an irrecoverable "Performance Guarantee" for an amount equivalent to 5% of the contract value within 15 days of issue of letter of award for proper performance of the contract. This guarantee shall be in the form of Demand Draft or Fixed Deposit receipts or guarantee bonds of any scheduled bank or SBI. In case a bank guarantee is furnished, it shall be valid upto the stipulated contract period plus 60 days beyond that along with an additional claim period of six months.

The total security deposit for the contract is 2.5% of the contract value, which is recoverable @2.5% of gross running bills till the total SD amount is made up.

All compensation or other sums of money payable by the contractor under the terms and conditions of the contract may be deducted from the Security Deposit or from any sums which may be due or may become due to the contractor from Zirconium Complex on any account whatsoever.

Without prejudice to any rights or remedies under any of the provisions of the contract, Administrative Officer, Zirconium Complex or his authorized representative has absolute right to forfeit the security deposit for breach of any of the terms and conditions of the contract by the contractor.

- b) The Security deposit shall bear no interest. The Security Deposit will be returned within three months after the expiry of the contract period including extensions, if any or after payment of final bill whichever is later subject to the satisfactory performance of the Contractor. In case the tenderer fails to furnish Performance Guarantee within the stipulated period, and or fails to commence work awarded to him immediately, the **Earnest Money Deposit of Rs.1,12,320/- (Rupees One lakh Twelve thousand Three hundred and Twenty only)** furnished by him shall be forfeited to the President of India. Similarly, the Security Deposit shall be forfeited or appropriated towards any loss sustained by Zirconium Complex as a result of any breach of the terms and conditions by the Contractor. The Performance guarantee shall, however be returned to the contractor on due and satisfactory performance of the contract and on completion of all obligations by the contractor under the terms of the contract and his submitting a No Demand Certificate from the Administrative Officer, Zirconium Complex, Pazhayakayal.
- c) IT deduction and GST as applicable at source at the prevailing rate will be deducted from the gross payment as applicable on that date. Your PAN may be indicated with the offer, also a copy of PAN Card may be submitted.

8. Operation and maintenance of vehicles

- a) The contractor shall ensure that vehicle is run in accordance with the prevailing traffic regulations, prescribed speed limits, CBSE guidelines and as per the Motor Vehicles Act/Rules.
- b) Proper maintenance of the vehicle and keeping roadworthy shall be the responsibility of the contractor. The remuneration etc. of drivers or any other personnel will have to be borne by the contractor including all statutory levies. Hours of work, wages etc. of the drivers or any other personnel shall be in accordance with the prevailing laws from time to time.
- c) All the formalities, Rules and Regulations imposed by the State or Local Authority connected with the plying of vehicle should be adhered to. The Contractor shall abide by Municipal Bye-laws, Rules and Regulations and also by the laws of the State and Central Government in force from time to time pertaining to the contractor's establishment including those employed by him directly or through a sub-contractor. Any penalty or fine levied on account of negligence and breach of any Laws/Rules/Regulations in force shall be borne solely by the Contractor.
- d) In case of emergency situation like labour unrest etc at ZC Township, the contractor shall make all efforts to run his vehicle normally.
- e) The vehicle should be of 2015 or later model and should be in good running condition, roadworthy, and comfortable to the commuters such as having window panes, cushion seats, leak proof during monsoon/winter period.
- f) In case of breakdown of the vehicle enroute, a relief vehicle should be sent by the contractor immediately, so that there is no dislocation in the service or inconvenience to the School Children/Commuter. In case this relief vehicle does not take over the service from the break down vehicle and reach destination within one hour, it amounts to non-operation and a penalty of **Rs.500/- per trip (One way) will be levied in addition to non-payment of hire charges for that trip on pro-rata basis.**

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- c) The base price for fuel shall be the one relating to the month in which the tender was stipulated to be received
- d) Fuel efficiency of the vehicle per litre should be furnished in the quotation by the tenderer.
- e) In the event of the prices of fuel decreases, there shall be downward adjustment and amount will be recovered from the contractor. In this regard the formula hereinbefore stated under Para (b) shall mutatis mutandis apply.
- f) Contractor shall produce the documentary proof to claim compensation for increase in payment of fuel from the recognized Association/Petroleum Company.

13. **Insurance**

It is the responsibility of the contractor to insure the Buses and pay all expenses like premium, vehicle taxes/other taxes, any fees etc. The risk of the passengers travelling in the vehicle as also third party risk should be covered by the contractor to the extent of the liability specified in the Motor Vehicles Act, 1988 as amended from time to time.

14. The documents pertaining to Registration of vehicles, licence of drivers, payment of taxes, insurance permits etc., should be produced on demand to Estate Officer, ZC(P) for verification.

15. For services rendered under this contract, the contractor will submit his bill in triplicate to Estate Officer, ZC(P) for services rendered during the preceding month by 3rd of succeeding month.

16. Settlement of dispute/differences by Arbitration

- a. Except where otherwise provided in the contract, all disputes and differences concerning this contract or arising out of the terms and conditions of this contract whether during or after the expiry of the validity of the contract shall be referred to the sole arbitration of the Chief Executive, NFC or to the person appointed by him
- b. There should not be any objection that the Arbitrator so appointed is a government servant, that he had to deal with matters to which the contract relates or that in the course of his duties as a Government Servant he had expressed views on all or any of the matters in dispute or difference. The Arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the authority as aforesaid shall appoint another person to act as an arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it.
- c. Subject as aforesaid the provisions of the Arbitration Act or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to arbitration proceedings under this clause.
- d. It is also a term of the contract that the party invoking the arbitration shall specify dispute or disputes to be referred to arbitration under this clause together with the amount claimed in respect of each such dispute.

17. The Courts situated in Tuticorin or the Honorable High Court of Tamilnadu will have jurisdiction to adjudicate the matters arising out of this contract.

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18. The contractor has to comply with the provision of Contract Labour (Regulation & Abolition) Act, 1970 and rules and orders issued there under from time to time. It is obligatory on the part of the contractor to pay wages to the workers employed by him on the work under the Minimum Wages Act. The Contractor shall also obtain licence for deploying manpower as prescribed under CL(R&A) Act,1970.

19. **Zirconium Complex, a unit of NFC, is committed to a corruption free work environment. All the purchase and contracts commitments of ZC will be honoured without the citizen having to pay any bribe. In case any person demands any bribe, it is the duty of a responsible citizen to inform the matter to the Vigilance Officer, NFC, Hyderabad His name & Telephone Number are Dr.R.P.Acharya - Office: (040)-27184307, (040)27184949, Mobile - 09869256979, E-Mail: dcea@nfc.gov.in**

20. Definitions

The term "Contract" shall mean the communication signed on behalf of the President of India by an officer duly authorized intimating the acceptance on behalf of the President of India and the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the contractor.

I/We hereby declare that I/We have read and understood the "General Conditions of Contract".

Date:

Signature of Tenderer

TECHNICAL BID (PART-I)

**Zirconium Complex
(A unit of NFC, Hyderabad)**

Brief about Contractor, EMD, Vehicle make/model for “Providing Two 25 seater school buses alongwith (Drivers, Attendants/Ayahs) for pickup/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City”.

1.	Name & Address of the Firm/Company	:	
2.	Persons to be contacted Address & Phone Numbers	:	
3.	Details of Vehicle offered	:	

S.No.	Vehicle Model/Make	Registration Number	Year of Mfg.	Owner	Validity of permit/fitness

Note: Please furnish documentary evidence in support of above (Attach extra sheet if required)

4.	Fuel Efficiency of the Vehicle	:	
5.	Experience of the tenderer in the field of operated Bus Transport contract (Number of years)	:	
6.	Location (Address of the garage held by the tenderer)	:	

7.	a) Labour Licence no.	:	
	b) PF Code No.		
	c) ESI code No.		
8.	Names of the organizations to whom Buses transport contract provided during the last 05 years	:	

9. EMD details:

DD No.	Date	Value	

All the terms and conditions of your tender No. ZC/NFC/AO/TS(3)/01/2017/03 dated 14.11.2017 are acceptable to us. The Tender documents consisting pages duly signed, in token of our acceptance, are also submitted herewith along with this Technical Bid(Part-I).

Date:

Signature of the contractor
Name of the Tenderer
& Address Stamp

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**Government of India
Department of Atomic Energy
Zirconium Complex
Pazhayakayal**

Phone: 0461-2276057

Fax: 0461-2276111

Name of the Work: Providing Two 25 seater school buses alongwith (Drivers, Attendants/Ayahs) for pickup/dropping of School Children from ZC Township to M/s. SPIC School Tuticorin & other Schools located in Tuticorin City.

Tender Notice No: ZC/NFC/AO/TS(3)/01/2017/03 dt. 14.11.2017

TIME SCHEDULE

The entire works to be carried out in 02 years with effect from 01.1.2018

Contractor

Administrative Officer (G)

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From:

FINANCIAL BID (PART-II)

To:

Administrative Officer
Zirconium Complex (A unit of NFC)
Pazhayakayal, Srivaikundam taluk,
Tuticorin District, Tamilnadu - 628152.

QUOTATION

Name of the Work: Providing two 25 seater school buses along with drivers, Attendants/Ayahs for pickup/dropping of school children from ZC Township to M/s. SPIC School, Tuticorin & other schools located in Tuticorin city. Tender Notice No.ZC/NFC/AO/TS(3)/01/2017/03

Dear Sir,

In response to your Notice Inviting Tenders, we hereby submit our quotation for carrying out the following works.

Sl. No	Description of Item	Hire charges per bus	Rate per unit as per specification (minimum KM) in Rs. (IN WORDS & FIGURES)	Rate per Extra mileage (above minimum KM) in Rs (IN WORDS & FIGURES)
1	Providing One 25 seater school bus along with drivers, Attendants/Ayahs) for pickup/dropping of school children from ZC Township to M/s. SPIC SCHOOL and back to ZC Township including drivers, conductors wages, ESI, PF statutory payments etc complete as specified and directed by ZC Management. - for a minimum of 1560 Kms per month.	Per month	Rs. _____ Rupees _____ _____	Rs. _____ Rupees _____ _____
2	Providing One 25 seater school bus along with drivers, Attendants/Ayahs) for pickup/dropping of school children from ZC Township to various schools at all locations in and around Tuticorin City and back to ZC Township including drivers, conductors wages, ESI, PF statutory payments etc complete as specified and directed by ZC Management. - for a minimum of 1950 Kms per month.	Per month	Rs. _____ Rupees _____ _____	Rs. _____ Rupees _____ _____

(Rupees _____ only).

Note: The above quoted rates are inclusive of ESI, EPF and terms & duties applicable in terms of clause 4 of Instructions to tenderers).

Thanking you,

Name: _____
Aadhar No: _____, PAN No. _____
Bank Account No. _____, IFSC Code: _____
Name of the bank: _____,
Name of branch: _____, GST No. _____

Yours faithfully,

CONTRACTOR
(Sign with Seal)

GUIDELINES FOR TRANSPORT FACILITIES IN SCHOOLS

1. Exterior of the Bus

- a) School buses should be painted yellow with name of the School written prominently on both sides of the bus so that these can be identified easily.
- b) “School bus” must be prominently written on the back and front of the bus carrying school children. If, it is a hired bus, “ On School Duty” should be clearly written.
- c) Details of Driver(name, address, licence number, badge number) and Telephone no. of the school or owner of the bus, Transport Department’s Helpline number and Registration number of the vehicle shall be displayed at prominent places inside and outside the bus in contrast colour. It is to be clearly visible to all the passengers in the bus and to the public so that in case of necessity, the school authority/police or other authorities can be informed.

2. Interior of the Bus

- a) The windows of the bus should be fitted with horizontal grills and with mesh wire.
- b) The doors of the bus should be fitted with reliable locks that can be locked.
- c) The school authorities must ensure that emergency exit doors are installed in each school bus.
- d) The school buses should be fitted with speed governors with maximum speed limit of 40 km/ph.
- e) The school authorities should ensure that every school bus should possess two fire extinguishers of ABC type of 5 kg capacity having ISI mark. One of which should be kept in the driver’s cabin and second near the emergency exit door. Similarly, training should be given to the driver, conductor and lady attendant/guard to operate the fire extinguisher.
- f) The seats of the school bus must be of non-combustible materials for safety of school children.
- g) Global Positioning System (GPS) and CCTV arrangement should be made compulsorily 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 times.

3. Manpower in the Bus

- a) Each School should designate one Transport Manager who will be entrusted with the responsibility to ensure the safety of school children travelling by school bus. Name and contact details of the Transport Manager of the school must be prominently displayed outside and inside the school bus.
- b) The driver of the school bus shall possess a valid driving licence and must have minimum five years of experience in driving heavy vehicles.
- c) In addition to the driver, there shall be a conductor, holding a valid licence, deployed in each bus, and his qualification, duties and functions should be in consonance with provisions in Rule 17 of Motor Vehicles Rules, 1993.
- d) Provision shall be made by the school authorities for at least one well-trained lady attendant, preferably a lady guard, 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.
- e) The school authorities are also directed to voluntarily evolve and arrangement, as far as possible, that in each school bus at least one parent should be present, who would oversee the conduct of the driver and other staff present in the bus during the journey. This step would ensure that safety measures are complied with in letter and spirit and the driver drives carefully.
- f) Under no circumstances any outsider except the bus driver, conductor, the authorized well trained lady guard and one parent of wards, shall be allowed to board the school bus.

4. Facilities in the Bus

- a) The school bus must have a First Aid Box and drinking water.
- b) To keep the school bags safely, there shall be a space fitted under the seats or at a convenient place inside the bus
- c) The school buses shall be fitted with alarm bell and siren so that in case of emergency everyone can be alerted.
- d) The school bus shall not be fitted with curtains or glasses having films.
- e) The school bus shall have sufficient white lighting inside the bus.
- f) Activities inside the school bus should be visible from outside whenever the bus is plying on road.

5. Permits

- a) Affiliated schools shall not own or hire any transport service which does not have valid permit or do not fulfill the requisite permit conditions prescribed by the State Transport Departments.
- b) There should be valid insurance of the school bus as well as passengers in the bus as per "The Motor Vehicles Act 1988".
- c) Medical checkup regarding the physical fitness of the driver including eye testing shall be made every year. Fitness certificate issued by the competent authority shall be obtained as per the safety standard under "The Motor Vehicles Act 1988".
- d) The driver who has been challaned more than twice in a year for any kind of offences which inter alia include red light jumping, violation of lane discipline or allowing unauthorized person to drive, cannot be employed by the school authorities.
- e) The driver who has been challaned even once for the offence of over speeding, driving dangerously or for the offences under section 279,337,338 and 304 A of the Indian Penal Code or under POCSO Act, 2012 cannot be employed by the school authorities.
- f) The driver shall be dressed in the uniform of grey trouser and jacket or as prescribed by the State Transport Department with his name plate along with name of owner of the school bus distinctly embossed.
- g) The school bus shall be driven by a driver having valid public service vehicle badge with photograph issued by the State Transport Department.
- h) If age of the students is below 12 years, the number of students carried shall not exceed 1 ½ times the permitted seating capacity and the students above 12 years shall be treated as one person.
- i) Periodical fitness certificate regarding roadworthiness of the school bus shall be obtained as per "The Motor Vehicles Act 1988".
- j) Any school authority and/or the driver of the school bus found to have violated the provision of "The Motor Vehicles Act 1988" and the rules framed there under as well as of the directions of the Board, State Government and the Courts must be penalized.
- k) In case of hired school buses, the school authorities shall enter into a valid agreement with the owner/transporter of the school bus and the driver of the school bus shall carry a copy of such agreement.
- l) The record having details of the students ferried indicating the name, class, residential address, blood group, points of stoppage, route plan should always be kept in readiness with the bus conductor inside the school bus.

- m) Whenever a contract carriage is used for carrying the school children, the owner of the vehicle must give intimation to the local police station as well as the concerned District Traffic Authority clearly indicating the name of the driver and particulars of the vehicle etc.
- n) The school bus drivers are restricted to use mobile phone while driving the school bus and are restricted to have interactions with the students and bus staff beyond a limit.

6. Arrangements to be made by school authorities.

- a) The school authority shall ensure that the doors of the school buses shall remain shut while the bus is in moving condition.
- b) They will ensure that the school buses halt only at bus stops designated for the purpose and within the marked area.
- c) The school authority shall make safe arrangement for boarding and de-boarding of school children from the school bus.
- d) The school bus will remain in stationary mode while boarding and de-boarding of the school children from the school bus.
- e) Refresher training course with a view to fine-tune and increased proficiency of driving shall be imparted to drivers of the school bus periodically i.e. twice in a year.
- f) No driver shall be allowed to drive the school bus in a drunken condition. Regular check up in this regard shall be undertaken by the school authorities. In case of any suspicion, the driver of the school bus must be subjected to 'Medical Test' immediately and appropriate action including action for cancellation of the driving licence shall be undertaken.
- g) The school authority must provide one mobile phone in each school bus so that in case of emergency the school bus can be contacted or the driver/conductor of the school bus can contact the Police, State authority and the school authority.
- h) The school authority shall ensure that the school buses are not permitted to over-take any four wheelers while carrying the school children.
- i) The school authority shall ensure to train the students to maintain discipline while boarding, commuting and de-boarding the school bus so that no one gets hurt.

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- j)** The school authority shall make necessary arrangements for parking of the school buses inside the school campus at the time of boarding and de-boarding of school children.
- k)** In case it is not possible to park the school buses inside the school campus, the school buses must be parked in such a way so that it does not create any traffic hazard for other vehicles.
- l)** Periodic feed-back from school children using school Transport facility with regards to driver/conductor be taken and records are to be maintained.
- m)** The school authority should encourage the students to conduct programs through play, exhibition etc. during the Road Safety Week to create the awareness in public.

7. Advisory to Parents

- a)** Parents are equally responsible for the safety of their children during school journeys.
- b)** Parents must ensure that the mode of transport arranged by the school authorities or by themselves is absolutely safe for children.
- c)** They should note down the violations committed by the driver and other staff of the school buses and immediately report to the school authorities or the concerned State authorities.
- d)** Parents must participate in PTA meeting and discuss the safety aspects of their children.
- e)** Parents must avoid using the transport services from vehicles not having valid licence or permit to carry the school children.
- f)** Parents must play the role of a vigilant observer on this sensitive subject.