

**NATIONAL INSTITUTE FOR EMPOWERMENT OF  
PERSONS WITH MULTIPLE DISBILITEIS (NIEPMD)**

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt.of India)  
E.C.R.Muttukadu Kovalam P.O, Chennai- 603 112

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**TENDER NOTICE- HIRING BUSES FOR SCHOOL DUTIES**

*Sealed tenders are invited in two bid system i.e.(i) Technical bid and (ii) Financial bid from reputed Vehicle owners / Transporter who has proven track record with an annual turnover of not less than **Rupees 25 Lakh**. The tender document can be purchased from NIEPMD at above address. The tender document can also be downloaded from our website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) and submitted along with DD for Rs.500/-drawn in favour of Director, NIEPMD, Payable at Chennai.*

Last date for sale of Tender Document - 3.00 PM. on 07 Nov2014

Cost of Tender document Rs.500/-

Last Date, Time & place for submission of - 3.30 PM. on 07 Nov2014  
Tender Document Tender Box at NIEPMD

EMD - Rs.20, 000/-

Date & Time of Opening of Tender Documents-04.00 PM. on 07 Nov2014

Tele: 044-27472046/27472113 Telefax: 044-27472389

Email:niepmd@gmail.com

**DIRECTOR**

**NATIONAL INSTITUTE FOR EMPOWERMENT OF  
PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)**

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam(post) Chennai-603 112

[Tel:044-27472113](tel:044-27472113),[27472046](tel:044-27472046) Fax:044-27472389

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**DIRECTOR**

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India. The Institute intends to hire **Four** numbers of buses (40 Seater) on daily hire basis for school duties and supporting services offered by the institute to the beneficiaries of Mentally challenged and Multiple Disabilities.

Sealed tenders/quotations are invited from individuals or transporters with proven track record on behalf of The Director, NIEPMD ECR Chennai – 603 112 for hiring of vehicles as mentioned in the above subject for an initial period of ONE years which may be extended for another one year on the same rates/mutually agreed. Tender format can be downloaded from the institute's website [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) or can be obtained from our office in Chennai on all working days from 29/09/2014 to 07/11/2014 between 10.00AM and 3.00 PM

Date: Sep 2014 Deputy Registrar (Admin)

**DIRECTOR**

## **GENERAL TERMS & CONDITIONS;**

1. The tender forms will be available on all working days from 29.09.2014 to 07.11.2014 between 10.00 AM and 3.00 PM.
2. The Technical Bid should accompany a Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn on any nationalized Bank in the Name of "Director, NIEPMD Chennai" payable at Chennai towards Earnest Money Deposit (EMD). In case of tender document downloaded from our web site tender document fee of Rs. 500/- (Nonrefundable) in the form of Demand Draft of any nationalized bank in the Name of "Director, NIEPMD" to be enclosed along with Technical Bid. In case document purchased from our office, receipt should be enclosed. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
3. No alteration or amendments shall be allowed after submission and opening of the tenders.
4. Tenders submitted by telex telegram or fax shall not be considered.
5. The "**Tech Bid**" and "**Financial Bid**" put in different envelopes duly marked as such on the top of the envelope shall be put in a large envelope. The large envelope super scribed with "**Tender for hiring of School vehicles**" and addressed to the Director, NIEPMD, Chennai and must reach NIEPMD, Chennai either by **speed post or Courier** by 3.30 PM. on or before 07.11.2014.
6. Tenders shall be opened in presence of firm owner/representatives of the tendering parties who wish to remain present. Only one representative if any with the certificate of the firm shall be allowed in the room for opening the tenders.
7. The list of technically qualified bidders will be published on the Notice Board of NIEPMD on 07.11.2014.
8. The financial bids of technically qualified bidders only will be opened. The time of opening will be intimated.
9. The order will be awarded to provide buses with the lowest rate quoted on each route.
10. The Financial bids of bidders who are not qualified technically will be returned unopened.
11. **Tender shall be valid up to one year from the date of acceptance. Extension for a further period up to one year on satisfactory performance on same terms and condition can be given.**
12. The Director, NIEPMD, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPMD in this regard shall be final and binding.
13. **In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.**

## **DEFINITION**

- a) The term Institute shall mean NIEPMD, Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for the supply of materials.

## **SCOPE OF WORK:**

NIEPMD, under Ministry of Social Justice and Empowerment, Government of India has required to hire Four number of buses (40 Seater) on daily hire basis for school duties and supporting services offered by the institute to the beneficiaries with Mentally challenged and Multiple Disabilities.

Sealed tenders/quotations are invited from individuals or transporters with proven track record on behalf of The Director, NIEPMD ECR Chennai – 603 112 for hiring of vehicles as mentioned in the above subject for an initial period of ONE years on following routes:

### **(A) GST TO MUTTUKADU**

MM NAGAR – VANDALUR – PERUNGALATHUR – KOLAPPAKKAM-  
RATHINAMANGALAM-KANDIGAI – MAMBAKKAM – PUDUPPAKKAM –  
KELAMBAKKAM – THIRUPORUR – PAIYANUR – MAMALLAPURAM –  
NEMMELI – KOVALAM – MUTTUKADU– NIEPMD & BACK

Trip	Starting Point & Time	Destination Point & Time
Morning	Maraimalai Nagar 07.30 am	NIEPMD 09.30 am
Evening	NIEPMD 03.30 pm	Maraimalai Nagar 05.30 pm

### **(B) PALLAVARAM TO MUTTUKADU**

PALLAVARAM-CHROME PET-TAMBARAM WEST - TAMBARAM EAST -  
CAMP ROAD(SELAIYUR) – MEDAVAKKAM – SHOLINGANALLUR –  
PANAIYUR – UTHANDI – KANATHUR-MUTTUKADU – NIEPMD & BACK

Trip	Starting Point & Time	Destination Point & Time
Morning	PALLAVARAM 07.30 am	NIEPMD 09.30 am
Evening	NIEPMD 03.30 pm	PALLAVARAM 05.30 pm

### **(C) OLD WASHHERMANPET TO MUTTUKADU**

OLD WASHHERMANPET – THIRUVOTRIYOUR – ROYAPURAM-BEACH  
STATION-PARRYS- CENTRAL –ROYAPET-MYLAPUR –ADYAR-  
BESANT NAGAR – THIRUVANMIYUR-NIEPMD & BACK

Trip	Starting Point & Time	Destination Point & Time
Morning	OLD WASHHERMANPET 07.30 am	NIEPMD 09.30 am
Evening	NIEPMD 03.30 pm	OLD WASHHERMANPET

		05.30 pm
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**(D) KOYAMBEDU TO NIEPMD**

KOYAMBEDU – VADAPALANI- K.K.NAGAR – GUINDI- VALACHERRY- SRP TOOLS – SHOLINGANALLUR-NIEPMD & BACK

Trip	Starting Point & Time	Destination Point & Time
Morning	KOYAMBEDU 07.30 am	NIEPMD 09.30 am
Evening	NIEPMD 03.30 pm	KOYAMBEDU 05.30 pm

**Special Terms & Conditions:**

1. The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and NIEPMD, Chennai.
2. The Tenderers should meet the requirement of honourable Supreme Court direction to Education Institution Buses attached as Annexure “A” to this Document.
3. For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post to the NIEPMD. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
4. The contractor has to give Security Deposit / Bank Guarantee of Rs. 25,000/- perbus (in words-Rupees Twenty Five Thousand only) before award of work. The Security Deposit shall be in the form of demand draft of any scheduled bank in favour of Director, NIEPMD, Chennai. The EMD will also be adjusted against the security. No interest will be given on security deposit.
5. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid Security Deposit / Bank Guarantee will be forfeited.
6. In case of partnership firms, a copy of the partnership deed, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
7. The quoted rate shall be inclusive of fuel charges, service tax, passenger tax, excise tax as per school code comprehensive insurance Coverage,

driver salary, road tax, registration charges, charges towards road permit, passenger tax of Tamilnadu State, Toll Tax & all other taxes imposed by Governments from time to time and operation & maintenance charges of vehicle.

8. **Vehicle must be registered as per school code with Transport Authority. Expenditure towards registration of vehicle and passenger/goods tax with State Government Transport Authority shall be borne/ settled by the owner of the vehicle.**
9. Quoted price for hiring of vehicle shall remain firm during the period of contract
10. In the event of theft, loss or accident and any dispute with the local government Authority, the NIEPMD authority will not be responsible and vehicle owner will settle the claims himself with any authority.
11. During the contract period if vehicle is seized/ detained impounded by police/transport authority or any other authority for any reason, what so ever, it shall be the sole responsibility of the contractor. The contractor shall provide alternate vehicle immediately.
12. The following manpower on duty should be ensured during the operation of the vehicle.  
  
(a) Driver = 1, Helper=1, Total =2 Nos. (On each bus)
13. The drivers of the vehicles must have valid driving licence for the appropriate class of vehicle. The Driver must have at least **five years'** experience to drive appropriate class of vehicle and driving license must have obtained at least 5-years back. The drivers must be well behaved and in case of any objectionable behaviour he has to be suitably substituted failing which the contract may be terminated with on-month prior notice.
14. Driver & Conductor should be in proper uniform.
15. The vehicle should be in excellent condition complete with good seats, glasses, tyres & Stepney etc. NIEPMD has the right to inspect the vehicles in details before award the contract.
16. All the documents related to commercial vehicle must be available with the driver at all the time. Necessary Road permits for School Vehicle must be obtained before putting vehicle on duty. All document connected with the vehicle RC book, Driving Licence etc should be available with the vehicle. The following documents, viz. 'The Ownership Book', 'Up-to-date Road Tax Payment document', 'Fitness Certificate', 'Road Permit', 'Vehicle Insurance along with third party and driver insurance (that should

include the driver)', 'Driving Licence of the Driver', 'Valid Pollution under Control Certificate' and any other document that may be required as per rules should be always kept available with the driver of the vehicle on duty.

17. A copy of all these documents should be deposited in the office of the Vehicle-in-charge i.e. Store & Purchase office.
18. Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover all type risk and also cover driver, number of the passengers as per school code. The owner shall also take other necessary insurance coverage as per the Motor Vehicle Act at his own cost
19. In case of breach of any of terms and conditions mentioned above, the Director, NIEPMD will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this institute in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed.
20. Payment shall be made neither in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
21. The contractor shall submit the bills in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
22. All payments shall be made within 30 days after clear receipt. The payment should be made by cheques NEFT/RTGS only.
23. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by NIEPMD to the agency

### **Pre-Qualification Criteria**

- (a) The Operator should have at least Five year experience of running Commercial Passenger Vehicles/ Buses for Universities / Institutes /Colleges/Schools/ (Attach Proof).
- (b) The Operator should have average annual turnover of at least 25 Lacs for the last financial year (Attach Proof).
- (c) The Operator should have valid PAN No. / TIN No. in his or in the name of firm (Attach Self Attested Photocopy).
- (d) The motor vehicles belonging to educational institutions shall be painted in yellow colour with a 254mm wide strip of dark blue paint going all around the body 178mm below the windows.(Attach Undertaking)
- (e) The crest of the institution shall be painted below the dark blue strip in white colour on both sides of the vehicle between the rear and the front wheels.(Attach Undertaking)

- (f) The name of the Institute and Phone Number shall be written on the front side either above or below the windscreen according to the space available.(Attach Undertaking)
- (g) **“ON SCHOOL DUTY”** should be prominently written on the back and front of every bus carrying school children.(Attach Undertaking)
- (h) The buses shall carry a board showing the name of the school, route and timings, which shall be displayed, conspicuously on the front of the bus.(Attach Undertaking)
- (i) The bus driver engaged should have at least 5 years driving experience to drive appropriate class of vehicle and driving license must have obtained at least 5-years back. (Attach Undertaking that before engaging the driver it will be insured and details of drivers engaged for duty will be provided to institute with copy of their driving licence before placing work order. In case of any change of drivers the same procedure will be followed.)
- (j) School bus should be fitted with First aid box and fire extinguisher in it.(Attach Undertaking)
- (k) Windows of bus be fitted with horizontal grills.(Attach Undertaking)
- (l) The doors of the bus should be fitted with reliable locks. (Attach Undertaking)

**DECLARATION BY THE TENDERER.**



1. I/We do hereby declare that I/We have not been banned/delisted by any Govt./Quasi Govt. Agencies/PSUs( if banned/delisted, details should be given).
2. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/delisting of our firm and all partners of the firm etc.
5. None of the partners of our firm is a relative of employees of NIEPMD, Or I am, the owner of the vehicle and I am not related to any employee of NIEPMD.

Signature

We agree to all terms and conditions as mentioned above including the validity of the offer.

Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

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**TECHNICAL BID**

(To be enclosed in separate sealed cover)

- 1) TENDER NOTICE NO. **NIEPMD/Pur 4 (9) / 2014-15**
- 2) NAME OF WORK: Hiring of 4 (Four) Nos. 40 Seater School Bus for transportation of Schoolchildren of NIEPMD and for supporting services for 1 years contract, period may be extended/discontinued at the discretion of the NIEPMD.

**NOTE :**

Participants are requested to go through the Instruction laid in the above mentioned notice. They should submit the offers in sealed cover indicating the tender notice no., name of work, date, name on the top.

TECHNICAL & COMMERCIAL CONDITION	PARTICULARS
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1) NAME OF CONTRACTOR	:
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2) FULL ADDRESS	:
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3) Telephone No. for correspondence	:
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4) PAST EXPERIENCE

a) Performance certificate or documentary evidence for work done during last three years.	:
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5) FLEET STRENGTH :-

Number of vehicle to be deployed	:
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Owned by the participant/contractor-	:
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With registration mark & description  
(documentary evidence to be enclosed)

6) Ownership status, The Contractor/Participants

a) Whether proprietor ship :

b) Whether partnership, furnish copy of deed :

c) Whether company, furnish copies of

Memorandum & articles of association :

7) Ownership details of vehicle proposed to be deployed ( Xerox copy of document, self-attested to be enclosed) Original to be provided as evidence if required :-

- a) Owner name :
- b) Registration no. of the vehicle :
- c) Make & Model :
- d) Year of manufacturing :
- e) Validity of insurance :
- f) Validity of Road Tax :
- g) Owner book :
- h) PAN Card no. :
- i) Valid certificate of pollution :
- j) Earnest money demand draft ( in original) :
- k) Whether vehicle is for commercial permit :
- l) P. Tax clearance certificate :
- 9) Acceptance by the Participants/Contractor of the  
general Terms & Conditions, special terms &  
condition as per the Offers documents  
(attach signed copies) :
- 10) Any other details ( if any) :
- 11) Separate sheets may be attached to furnish details if necessary .

I confirm that the information stated above are true to the best of my knowledge and if any of them is found to be contrary, the Company will be at the liberty to take action as it considered fit and I shall have no claim arising out of such action.

Date

Signature of tenderer

Full Name :

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**FINANCIAL BID**

(To be enclosed in separate sealed cover)

Type of Vehicle	Make, model & year of Purchase of vehicle	Hiring Charge per day for initial <b>160</b> kilo meters/10 Hours	Additional Rate per Kilometer above 160kms. in a day	Additional Rate per hour above 10 hours in a day	Route
Van (40+1 seater)					GST TO MUTTUKADU
Type of Vehicle	Make, model & year of Purchase of vehicle	Hiring Charge per day for initial <b>100</b> kilo meters/10 Hours	Additional Rate per Kilometer above 100 kms in a day	Additional Rate per hour above 10 hours in a day	Route
Van (40+1 seater)					PALLAVARAM TO MUTTUKADU
Van (40+1 seater)					OLD WASHERMANPET TO MUTTUKADU
Van (40+1 seater)					KOYAMBEDU TO NIEPMD

**Signature and seal of the bidder**

**Annexure "A"**

**Guidelines to be strictly followed for carrying school children to and from schools in different categories of Contract Carriages**

**like motor cabs / maxi-cabs / omni buses etc.**

**Hon'ble Supreme Court of India** was pleased to issue elaborate instructions in W.P. (Civil) 13029 of 1985 regarding steps to be taken for transport of school children to and from schools in school buses. In view of the said orders of Hon'ble Supreme Court of India, the following guidelines are being issued for carrying school children to and from schools in different categories of **motor cabs / maxi-cabs / omni buses** etc.:

1. There must be **appropriate permit** for the vehicle issued by competent authority as 'passenger transport vehicle'.
2. **'On School Duty'** must be permanently written on the back and front of every vehicle carrying such school children.
3. No such vehicle shall carry children in excess of its **permitted seating capacity**. No child should be allowed to sit on the lap of others, if any.
4. There must be a **First-aid box, Fire Extinguisher and drinking water** strictly in the vehicle.
5. The seat belts, wherever applicable, must be fastened properly.
6. School name and telephone no. must be displayed.
7. Every vehicle for carrying school children must be driven by a driver, who has **minimum 5 years of experience** in driving such categories of vehicles and must not have any record of **previous traffic offences**.
8. Whenever a contract carriage is used for carrying school children, the owner of the vehicle must give intimation to the **O.C. of local police station as well as to D.C. (Traffic), Chennai Police / S.P.** of the district indicating the name of the driver and particulars of the vehicle etc.

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