

Tender No. IG/GA/Bus/2014-15

Cost of Tender Document: Rs. 1,000/- (in INR)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Tender document**  
**for**  
**Providing Mini Bus Services**

**(Estimated Cost: Rs. 45 Lakhs)**

**Last Date for submission of Tender: 02/05/2014 upto 03.00 P.M. \_\_\_\_\_**

**Date & Time for opening of Tender: : 02/05/2014 at 03.30 P.M. \_\_\_\_\_**

**Place of submitting quotations : General Administration, Block-4, Room No. 18, IGNOU, Maidan Garhi, New Delhi- 110068**

**Deputy Registrar (General Administration)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi – 110068**

**Website: [www.ignou.ac.in](http://www.ignou.ac.in)**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi – 110 068**

**TENDER FOR EMPANELMENT OF TRANSPORTERS  
FOR PROVIDING CNG BUS / Mini Bus SERVICE**

Sealed Tender are invited for providing CNG Bus/Mini Bus services from reputed bus operators / transporters as detailed below :

Sl. No.	Route	Details	No. of Vehicles Reqd.
1.	Route 1	School bus/ mini bus service from MGRC to KVS, IIT/JNU/NCERT (approx 30 Km.) To & Fro as per Annexure II-A	CNG Buses
2.	Route 2	Shuttle service between MGRC and Saket (approx 10 Km.) for IGNOU Staff. To & Fro via Saket Metro Station , Ladosarai U-turn, PVR, J-Block Saket, as per Annexure II-B.	CNG Buses
3.	Route 3	Shuttle service between MGRC and Saket (approx 10 Km.) for Student. To & Fro via Saket Metro Station , Ladosarai U-turn, PVR, J-Block Saket, as per Annexure II-C.	CNG Buses
4.		Urgent need based requirement	As per requirement

The tender document consisting of Annexure I (General Information, Terms and Conditions), Annexure II (Schedule for Routes), Annexure III (Technical Bid), Annexure IV (Financial Bid), are enclosed herewith.

This is a two bid system and The Technical Bid complete in all respects, along with the **EMD** should be put in the **first envelope** and The Financial Bid complete in all respects should be put in **second envelope**. Both the “Technical Bid” and “Financial Bid” should be put in a **third sealed** envelope super scribing “**Tender for empanelment of firm for Mini Bus Services**”. The Bids complete in all respects should be submitted to the Dy. Registrar (GA), Room No. 18, Block 4, IGNOU, Maidan Garhi, New Delhi – 110 068 latest **by 3.00 p.m. on 02.05.2014** (Please see clause no. 4 of the Terms and Conditions (Annexure I) regarding submission of tender form). The tenders will be opened on the same day at **03.00 PM** in the presence of tenderers or their representatives who may like to be present. IGNOU reserves the right to accept or reject any or all tender without assigning any reasons thereof. The tender document is also available on the University Website at [www.ignou.ac.in](http://www.ignou.ac.in) which can be downloaded and necessary tender fee may be enclosed with the tender.

**Yours faithfully,**

**Dy. Registrar (GA)**

**General Information, Terms, and Conditions  
(Tender for Empanelment of Transporters  
for providing Mini Bus to IGNOU)**

**1. Introduction & Routes**

The Indira Gandhi National Open University was established in 1985 by an Act of Parliament. The IGNOU in its Maidan Garhi Campus has a residential complex and two office complexes situated at a distance of about 1.5 Kms. The services of Mini Bus (32 Seater) required for providing transport facilities for:-

**i) Route No.1 (MGRC to KVS IIT/JNU/NCERT and back)**

Buses are required for carrying children of the employees from Maidan Garhi Residential Complex to the Schools (KVs) situated in JNU/IIT/NCERT. The Bus /Mini Bus is required from the date of award of Tender according to the School timing/schedule(see Annexure II-A)the school bus is not required during summer vacation. As per current estimates, three buses and or mini buses may be indented.

**ii) Route No.2 (MGRC to Saket via Metro Station, Saket Shuttle Service for IGNOU Staff)**

One bus is required for IGNOU Staff as shuttle service from Maidan Garhi residential complex to Saket via Metro Station, Saket and back covering a distance of approx. 10 kms. (Both ways) as per time schedule attached at Annexure-II-B. The Bus is required on all days. The service should touch the Metro Station of Saket. The buses will stop only at designated stops (to be provided by Admin(GA)).

**iii) Route No.3 (Saket via Metro Station, Saket) to MGRC, shuttle Service for IGNOU Students)**

Two **Mini Buses** are required for IGNOU Staff & Students as shuttle service from Saket(via Metro Station, Saket) to Maidan Garhi residential complex and back covering a distance of approx. 10 kms. (Both ways) as per time schedule attached at Annexure-II-C. The Bus is required on all days. The service should touch the Metro Station of Saket. The buses will stop only at designated stops (to be provided by Admin(GA)).

**iv) Urgent need based requirement**

The University requires services of Buses during its official functions from time to time. Besides this at times the requirement is for urgent (point to point). The route and kms will be intimated before hand as per request, which may be on same day/a day in advance/ a week in advance.

**Any change in the time schedule will be intimated by GA Section in writing.**

## 2. Terms and conditions

- a. Tenders shall be submitted in official tender form only. The completed tender document should be submitted by the tenderer duly signed by them on each page. The tenderer will have the option to submit bids for all/any/single route(s) mentioned above.
- b. Tenders received without earnest money (EMD) shall not be considered.
- c. No paper shall be detached from the tender document. Paper left blank should invariably be signed and marked 'Blank'.
- d. The tender should be filled in and submitted in accordance with the instructions laid down herein, failing which the tender is liable to be rejected. No tender shall be considered unless all the pages of the tender document are duly filled in and signed by the tenderer.
- e. The successful bidder will have to submit a performance security for an amount equivalent to 10% of the total contract amount by way of DD/FD/BC/BG issued by commercial Bank and drawn in favour of IGNOU and payable at New Delhi valid for a period of 18 months from the date of award of contract.
- f. Individual signing the tender or other documents connected with the tender must specify and enclose an authority letter on stamp paper of (Rs.10/-) duly attested by notary to do so. The following :
  - i. A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
  - ii. A partner of the firm if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration, the disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - iii. Director or a principal officer duly authorized by the Board of Directors of the company, if it is a company.
- g. **Earnest Money Deposit:** The tender should be accompanied by an earnest money of Rs. 1.5 Lakh/- (Rupees One Lakh and Fifty Thousand Only) by way of a demand draft drawn in favour of IGNOU and payable at New Delhi. **Please note that EMD will not be accepted by cheque, cash, money order or by bank guarantee.** No interest will be payable on EMD.
- h. The EMD of the successful tenderer shall be liable to be forfeited and award of contract shall be treated as cancelled if the following conditions are not fulfilled.
  - i. Execution of the agreement within 10 days of the receipt of the letter awarding the contract
  - ii. Providing the bus service with effect from the dates mentioned in the letter awarding the contract.
  - iii. Submit to GA Section, IGNOU within 10 days of the letter awarding contract photocopies of RC book, Insurance Certificate, Fitness Certificate and Permit issued by Transport Authority along with originals for verification as well as Passport size Photograph, Name and address along with I.D. proofs of persons manning the buses

after due Police verification, in respect of all vehicles being provided with contact numbers.

iv. Submit demand draft towards performance security.

No interest will be payable on EMD. The Earnest Money Deposit of the unsuccessful tenderers shall be returned within 90 days from the date of opening of the Financial Bid. EMD of successful tenderer will be returned after receipt of performance security.

- i. Tender should be VALID for at least 90 days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any tenderer withdraws during this period, the Earnest Money Deposit shall be forfeited.
- j. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail.

**Government duties leviable, if any, should be quoted separately, failing which IGNOU shall have no liability to pay these charges, and the liability shall be that of the tenderer.**

- k. Tenderers will indicate the number of vehicles fulfilling the above requirements in their fleet with the year of registration and also submit photocopy of R C of each vehicle.

**Wherever tenderer have taken vehicles on lease from other companies/individuals, copies of the lease agreement also should be attached along with other documents.**

Please note that vehicles in good running condition with low noise, without vibration and having adequate height so that the commuter can travel standing comfortably will only be accepted under these rates.

**If the vehicles other than those mentioned in Technical Bid are plied, no payment will be made for such vehicles.**

- l. Late tenders will not be accepted.
- m. IGNOU reserves the right to accept or reject any or all tenders without assigning any reasons of whatsoever. The term of the contract will be initially for a period of one year which may be extended for one more year on mutual consent.

### **3. Local Conditions**

It will be imperative on each tenderer to duly acquaint himself of the local conditions and factors which would have effect on the performance of the contract and the cost. Tenderer are advised to visit IGNOU on any working day between 10.30 AM to 04.00 PM for the same. IGNOU shall not entertain any request for clarifications from the tenderer regarding local conditions after the due date of the tender. No request to enhance the price shall be entertained after the bidder has submitted the offer.

#### **4. Submission of Offer**

This is a two bid system and The Technical Bid in ANNEXURE – III complete in all respect, **along with the Earnest Money Deposit** should be put in a separate, sealed envelope superscribing “**Technical Bid**” for empanelment of firm for Mini Bus Services.

**THE FINANCIAL BID IN ANNEXURE IV-A, IV-B, IV-C & IV-E** complete in all respect should be put in another sealed envelope superscribing “**Financial Bid**” for empanelment of firm for Mini Bus Services.

Both the “Technical Bid” and “Financial Bid” should be put in a third sealed envelope superscribing “**Tender for empanelment of firm for Mini Bus Services**”.

#### **5. Evaluation of Offer**

The tenders will be opened at 3.30 p.m. on 02.05.2014 in the presence of the representatives of tenderers who wish to be present. At first instance Technical Bid will be opened by the Tender Evaluation Committee.

Operators will be short listed by a duly constituted Tender Evaluation Committee (TEC) based on the information furnished in the Technical Bid. During this process, the TEC may get opinion from the organizations, if considered necessary, where services are being provided by the contractor / vendors. The committee may inspect the vehicles at a short notice at IGNOU premises or at the office of the operators.

The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above.

The Financial Bids shall be opened only for the technically qualified vendors as recommended by the TEC. The technically qualified bidders will be informed formally by post / fax / phone/ email about the date and time of opening of Financial Bids.

Any attempt by any contractor / vendor to bring pressure of any kind may disqualify the vendor for the present tender and the vendor may be debarred from bidding for any material / service in future to IGNOU.

IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason need be given thereof.

#### **6. Scope of Responsibility and Services to be provided by the Contractor**

a. The contractor will ensure that

- i. The (Mini bus) buses run as per time schedule provided.
- ii. The (Mini bus) buses are kept neat and tidy. Proper dusting of the seats will be done everyday before the service starts.
- iii. The buses (Mini bus) provided, carry valid Insurance and fitness certificate along with other necessary documents.

- iv. Services of responsible, well trained, good mannered and neatly attired Driver and Attendant / Conductor possessing licenses as required by the transport department, are provided.
- v. The Mini bus report / depart as per time schedule provided.
- vi. The Mini buses are properly maintained and all door / window shutters properly fitted.
- vii. For any reason Mini bus with route permits are not engaged under this contract.
- viii. The contractor will ply his own/ leased Mini buses. Sub-contracting is strictly not permitted and can result in cancellation of the contract and forfeited of performance security.

In Addition to the above, the contractor will ensure the following for School Bus (Mini bus) Services-

- i. Mini buses having permit for carrying school children only are engaged under this contract.
  - ii. The buses (Mini bus) conform to all specifications stipulated by the Supreme Court in its recent judgment.
  - iii. The buses (Mini bus) and personnel employed are not changed frequently, so that they recognize the children using the bus facility. The conductor will ensure that no child is left out in the school, before the buses leave the schools. **The Conductor will count the head of the children on departure and bring back all the children.**
  - iv. The buses (Mini bus) will not be changed during the contract period in short intervals, as this creates confusion and causes inconvenience to children as well as parents.
  - v. The Contractor will affix the Plywood/Plastic made Board like 'IGNOU-KV-JNU, IGNOU-KV-NCERT' and 'IGNOU-KV-IIT', in consultation with the coordinators, in order to avoid misunderstanding in respect of identification.
  - vi. The Buses (Mini bus) will carry the School children up to the main entrance of the School and will pick them up after the School timing from the main entrance.
- b. The Contractor will provide uniform / liveries to the staff to be employed / deployed as per the approved pattern and design at the Contractor's own cost.

Smoking is strictly prohibited inside the vehicle. The Driver will not talk with the passengers/others/use mobile phone while driving.

- c. The Contractor shall take all precautionary measures in order to ensure the safety of the persons/ children traveling in the vehicle.

The Contractor shall assume all liabilities for and give to IGNOU the complete indemnity against all actions, suits, claims, demands, cost, charges, or expenses arising out of and in connection with any accident, death, or injury sustained by any of the persons/children travelling in the vehicle.

- d. The contractor will ensure periodic health check up of the personnel employed / deployed by him / her.
- e. The Contractor will ensure verification of Character & Antecedents of the people being employed / deployed and proper Identity Cards will be issued to them.

- f. Any theft or damages caused by the Contractor's personnel shall be borne by the Contractor
- g. The Contractor will prominently display the permit issued by the Transport Department (Delhi Administration).
- h. Contractor shall immediately on receipt of demand made from IGNOU, replace any person employed by him.
- i. Liabilities whatsoever in respect of persons employed by Contractor shall be the sole responsibility of the Contractor.

Compliance of Rules like Minimum Wages Act, ESI Act, EPF Act, Income Tax Act, Service Tax Act, Labour law of Delhi Government or Central Government as on date in existence or revised / changed in future will be the responsibility of the Contractor only. In this regard, the Contractor will maintain the necessary books, register etc. as per Govt. rules.

The Contractor shall indemnify IGNOU against any loss or damage which IGNOU may suffer as a consequence of the Contractor's not complying with the laws referred/not referred above. The Contractor will further indemnify IGNOU against any loss or damage which it may suffer as a result of the negligence on the part of the tenderer or any of the employees in the course of performance under this tender / contract.

- j. The Contractor shall be responsible for the payment of wages and allowances and all statutory dues, as per rules, to the persons employed by him/ her.
- k. The Contractor will ensure that Conductor/Attendant take proper care of the children while boarding and alighting the bus.
- l. The Contractor will ensure that in case of break down, the coordinators/Security Unit are informed immediately and alternate arrangements are made by the contractor within the minimum possible time.
- m. The Contractor will submit to GA Section, IGNOU, Passport size photographs, name, and addresses (Present and Permanent) of persons with landline number/mobile number who are put on service under the contract with IGNOU in the prescribed Performa and also submit photocopies of bus documents like RC book, insurance, fitness etc.
- n. Any change in Mini bus, personnel employed will be intimated well in advance to GA Section, along with the details / documents.

## **7. Obligation of IGNOU**

- i. For Route No 1& 2 :- IGNOU will nominate Officials as coordinators who can be contacted for day to day matters.
- ii. For Route No. 3 : - Security Office, IGNOU will coordinate the shuttle service students (Mini bus) Service.
- iii. For urgent need based requirement, SO/AR/DR (GA) can be contacted.

## **8. Terms of Payment**

Payment to the Contractor will be made every month on receipt of pre-receipted bills from the Contractor as per contract after due verification of satisfactory services having been provided during the preceding month

Income Tax will be deducted from the bill as per rules.

Payment will be made by a crossed cheque in favour of the Contractor payable in Delhi



## **9. Penalty**

Deduction on account of unsatisfactory services and improper maintenance of the vehicles (at the rate of 2 times the average cost) will be made from the monthly bills for, but not limited to each of the following reasons without proper justification:

- i Not providing the service on any day.
- ii Missing trip on any day (frequent missing trips will attract higher penalty including cancellation of contract)
- iii Non availability of Conductor on the Mini bus
- iv Not maintaining the bus (Mini bus) neat and tidy
- v Providing Mini bus not conforming to the requirements specified in this document
- vi Misbehavior by the Driver / Attendant / Conductor
- vii Over speeding
- viii Not adhering to the time schedule.
- ix Non-compliance of clause no.6 b of Annexure -II.
- x Failure to bring back all students who were dropped in the morning.
- xi Non availability of complaint/suggestion book in the vehicle.

For the penalty amount to be recovered in respect of above the Registrar (Admn.) will be final authority in this regard and his decision shall be final and binding on the transporters.

## **10. Termination of Contract**

The contract can be terminated by giving at least three months/prior notice in writing by either party.

Notwithstanding any of the above, if the services of the contractor are not found satisfactory or in the event of sub-contract to a third party, the Contractor will be issued one month's notice by IGNOU to terminate the contract without prejudice to any right accruing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligations. In event of sudden withdrawal / Termination of Services by the Contractor, the University reserve the right to forfeit the amount of performance security deposited by the vender and also to recover from Contractor the difference between amount under this agreement and actual paid to any other Transporter for the period of contract.

## **11. Complaints**

The contractor shall keep a suggestion/complaint book in every vehicle under contract to record any suggestion on performance of services and produce to IGNOU or its representative for perusal to ensure that prompt action has been taken on such complaints and measures taken to avoid their recurrence. The suggestion/complaint book will be prominently displayed in the vehicle. The contractor shall attend to all the complaints and take complete remedial measures as early as possible to the satisfaction of IGNOU. Non-availability to suggestion book will attract imposition of penalty.

## **12. Mis-behaviour of Employees**

The employees of the contractor shall maintain strict discipline, interact with staff members in a respectable manner and shall not use any violent, obscene, or offensive language while on duty. In case of misbehavior, IGNOU has the right to impose penalty/ terminate the contract.

13. In case of any dispute having arisen, out of contract same shall be resolved by mutual discussions between the parties within a period of 30 days failing which only regular courts at Delhi/New Delhi will have jurisdiction to adjudicate upon the matter.

#### **14. PARTIES**

The parties to the Contract are the Indira Gandhi National Open University (IGNOU) and the selected Contractor.

#### **15. INSOLVENCY AND BREACH OF CONTRACT**

The IGNOU may at any time, by notice in writing summarily terminate the Contract without compensation to the Contractor in any of the following event, that is to say:

- i) If the Contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvency or shall have a Receiver appointed on the Business or an order for administration of his estate made against him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignment or if the firm be dissolved under the partnership Act, or
- ii) If the Contractor commits any breach of Contract not herein specifically provided for:
- iii) Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the IGNOU and provided also that the contractor shall be liable to pay to IGNOU for any extra expenditure, he is thereby put to and the Contractor shall under no circumstances be entitled to any gain.

#### **16. FORCE MAJEURE:**

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If service are suspended by Force Majeure conditions lasting for more than 2 (two) weeks, IGNOU shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

The Contractor shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract/ Agreement is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to acts of IGNOU either in its sovereign or contractual capacity, wars or revolutions, fires, floods; epidemics quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify IGNOU in writing of such conditions and the cause thereof. Unless otherwise directed by the IGNOU in writing, the Supplier shall continue to perform his/her obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the

Force Majeure event.

- i. The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely IGNOU and the Contractor. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, IGNOU shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.
- ii. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.
- iii. After award of LOA, the Contractor is required to enter into a Contract with IGNOU on the terms and conditions as detailed in the tender document.

#### **17. SETTLEMENT OF DISPUTES AND JURISDICTION**

The disputes shall in the first instance be tried to resolve by mutual discussions between the both parties within a period of two months failing which only the regular courts of Delhi//New Delhi will have the exclusive jurisdiction to adjudicate upon the matter.

Services under the contract shall, if reasonably possible, continue during the legal proceedings and no payment due to or payable by IGNOU shall be withheld n account of such proceedings.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**(Tender for providing Mini Bus Service (32 Seater) to IGNOU, Maidan Garhi,**  
**New Delhi – 110 068)**

**Schedule for School Bus (Mini Bus) (Route No. 1)**

The timings of the Mini buses will depend on the school timing fixed by the KVS. The timing for reporting / departure of the bus at Housing Complex in the morning and at the schools during noon will be fixed in consultation with the Coordinators. The buses will leave the housing complex so as to reach the schools five minutes before the start of the schools and will report at the schools five minutes before the close of the schools. The University will make all efforts to convey the changes in school timing, if any, well in advance. However, if KVS changes school timings with short notice, the agency will have to make necessary arrangements to suite the School timings.

During 2012-13, the school timings were as follows:

Summer - Morning 7.20 A.M. and Afternoon 1.40 P.M.

Winter - Morning 7.50 A.M. and Afternoon 2.10 P.M.

**ANNEXURE II-B**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(Tender for providing Mini Bus service (32 Seater) to IGNOU, Maidan Garhi,  
New Delhi – 110 068)**

**Time Schedule for Route No. 2 (MGRC – Saket via Saket Metro Station, Ladosarai U-turn,  
PVR, J-Block, Saket– MGRC)**

<b>Sl. No.</b>	<b>Maidan Garhi Residential Complex to Saket via Metro Station, Saket</b>	<b>Saket to Maidan Garhi Residential Complex</b>
<b>MONDAY TO SATURDAY</b>		
<b>1.</b>	<b>06.40 AM</b>	<b>07.00 AM</b>
<b>2.</b>	<b>07.15 AM</b>	<b>07.40 AM</b>
<b>3.</b>	<b>08.15 AM</b>	<b>08.45 AM</b>
<b>4.</b>	<b>09.00 AM</b>	<b>09.25 AM</b>
<b>5.</b>	<b>12.20 PM</b>	<b>12.50 PM</b>
<b>6.</b>	<b>01.40 PM</b>	<b>02.00 PM</b>
<b>7.</b>	<b>02.15 PM</b>	<b>02.35 PM</b>
<b>8.</b>	<b>06.00 PM</b>	<b>06.40 PM</b>
<b>9.</b>	<b>07.00 PM</b>	<b>07.30 PM</b>
<b>10.</b>	<b>08.00 PM</b>	<b>08.30 PM</b>
<b>SUNDAY (Summer Season) MARCH - OCTOBER</b>		
<b>1.</b>	<b>07.20 AM</b>	<b>07.45 AM</b>
<b>2.</b>	<b>08.20 AM</b>	<b>08.45 AM</b>
<b>3.</b>	<b>09.00 AM</b>	<b>09.30 AM</b>
<b>4.</b>	<b>06.00 PM</b>	<b>06.30 PM</b>
<b>5.</b>	<b>07.00 PM</b>	<b>07.30 PM</b>
<b>6.</b>	<b>08.00 PM</b>	<b>08.30 PM</b>
<b>SUNDAY (Winter Season) NOVEMBER - FEBRUARY</b>		
<b>1.</b>	<b>08.00 AM</b>	<b>08.30 AM</b>
<b>2.</b>	<b>09.00 AM</b>	<b>09.30 AM</b>
<b>3.</b>	<b>10.00 AM</b>	<b>10.30 AM</b>
<b>4.</b>	<b>06.00 PM</b>	<b>06.30 PM</b>
<b>5.</b>	<b>07.00 PM</b>	<b>07.30 PM</b>
<b>6.</b>	<b>08.00 PM</b>	<b>08.30 PM</b>

Timings are subject to change as per requirements.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(Tender for providing 02 Mini Bus Service (32 Seater) to IGNOU, Maidan Garhi,  
New Delhi – 110 068)**

**Time Schedule for Route No. 3 (MGRC – Saket via Saket Metro Station, Ladosarai U-turn,  
PVR, J-Block, Saket – MGRC)  
(Only for IGNOU On-campus Students)**

**MORNING**

**BUS NO.01**

<b>Sl. No.</b>	<b>(MGRC to J- Block, Saket)</b>	<b>(J- Block, Saket to MGRC)</b>
<b>1.</b>	<b>08.30 AM</b>	<b>08.50AM</b>
<b>2.</b>	<b>09.10 AM</b>	<b>09.30AM</b>
<b>BUS NO. 02</b>		
<b>1.</b>	<b>08.40 AM</b>	<b>09.00AM</b>
<b>2.</b>	<b>09.20 AM</b>	<b>09.40 AM</b>

**EVENING**

**BUS NO.01**

<b>S.N.</b>	<b>(MGRC to J- block, Saket Metro)</b>	<b>(J- block, Saket to MGRC)</b>
<b>1.</b>	<b>06.05 PM</b>	<b>06.25 PM</b>
<b>2.</b>	<b>06.50 PM</b>	<b>07.10 PM</b>

**BUS NO.02**

<b>S.N.</b>	<b>(MGRC to Saket Metro)</b>	<b>(Saket Metro to MGRC)</b>
<b>1.</b>	<b>06.15 PM</b>	<b>06.35 PM</b>
<b>2.</b>	<b>07.30 PM</b>	<b>0730 PM</b>

**TECHNICAL BID**  
**(Tender for Empanelment of Transporters**  
**For providing Mini Bus (32 Seater V to IGNOU)**

Routes for which tender is being submitted.

Route No. 1     Route No. 2     Route No. 3     Urgent Need based requirement

Details of Earnest Money Deposit Rs.,1,50,000/- (Please attach the Bank instrument with this form)		DD/BC/BG/FD No.	Dated
		Bank:	
1	Name of the firm/Transporter		
2	Address		
3	Whether Proprietorship / Partnership / Ltd. Co.		
4	Name of Proprietor / Partner / Managing Director		
5	Name & Designation of the authorized signatory		
6	Annual turn over of the company:- (Minimum 02 Crore/year/per past 3 year) i) 2009-10 ii) 2010-11 iii) 2011-12		
7	PAN No.		
8	Service Tax No.		
9	Permit for carrying School Children No.		
10	Whether conform all specification stipulated by supreme court in its recent judgment. (If yes enclosed details)	Yes/No	
11	Details of current / previous contracts (Enclose copies of contracts)		
Experience in providing transport bus service to Govt. / Public Sector Undertaking		_____ Years	
i	(a)	Name of Institution	
	(b)	Contact person name	
	(c)	Telephone No.	
ii	(a)	Name of Institution	
	(b)	Contact person name	
	(c)	Telephone No.	

<b>12</b>	<b>Details of CNG Bus Attach photocopy of RC of each vehicle. (Vehicle should not be more than 10 years old.)</b>				
	<b>Sl No</b>	<b>Vehicle No</b>	<b>Model / Year of Manufacture</b>	<b>Make / Type of Vehicle/Mileage done (Km.)</b>	<b>Seating Capacity</b>
	(1)				
	(2)				
	(3)				
	(4)				
	(5)				
	(6)				
	(7)				
	(8)				
	(9)				
	(10)				
<b>13</b>	<b>Please attach latest Fitness Certificate in respect of all vehicles from R.T.O.</b>				
<b>14</b>	<b>Please attach copies of permit in respect of all vehicles.</b>				
<b>15</b>	<b>Please attach all the copies of documents in respect of the information provided above which is must.</b>				
<b>16</b>	<b>Any other information:</b>				

I confirm that I have read the tender document and understood that in case any of the statement(s) furnished in the bid is found to be false OR any of the terms and conditions of the tender are not complied with, the empanelment is liable to be cancelled and the earnest money deposited shall be forfeited. I agree that the decision of IGNOU in this regard would be final and binding on the tenderer.

Dated:  
Name:

(Signature)

Address:  
(Office Seal)



**FINANCIAL BID**

*Please detach and submit in a separate sealed envelope along with Technical Bid*      **ANNEXURE IV-A**

**(Tender for providing School Bus (Mini Bus) Service to IGNOU, Maidan Garhi, New Delhi – 110068)  
Financial Bid for Route No. 1**

S No	Particulars	
01.	Name of the Company/Firm	
02	Registration No. of Vehicles that will be provided to IGNOU  (Please note that prior approval needs to be taken for deploying vehicles other than/those mentioned here).	(1) (2) (3)
03.	i) Rate per bus per month ii) Rate per k.m.	i) _____ ii) _____
	MGHC to IIT/JNU/NCERT & back CNG Bus  Per km.	Rs. ....  (Rupees ..... .....) .....)
04.	Any other charges (Please specify)	
05	Total	
		Rs. (.....  Rupees (..... .....)

Date .....

(Signature)

Name:

Address:

**(Office Seal)**

*Please detach and submit in a separate sealed envelope along with Technical Bid*

**ANNEXURE IV-B**

**FINANCIAL BID**

**(Tender for providing Mini Bus Service (32 Seater) to IGNOU, Maidan Garhi,  
New Delhi – 110 068)**

**Financial Bid for Route No. 2**

S No	Particulars	
01.	Name of the Company	
02	Registration No. of Vehicles that will be provided to IGNOU  Please note that prior approval needs to be taken for deploying vehicles other than mentioned here.	(1)  (2)
03.	i) Rate per bus per month ii) Rate per k.m.	i) _____ ii) _____
	Maidan Garhi Residential Complex to Saket and back  Per km.	Rs. ....  (Rupees ..... .....)
04.	Any other charges (Please specify)	
05	Total	
		Rs. (.....  Rupees (..... .....)

Date .....

(Signature)

Name:

Address:

(Office Seal)

*Please detach and submit in a separate sealed envelope along with Technical Bid*

**ANNEXURE IV-C**

FINANCIAL BID

**(Tender for providing Mini Bus (Two) Buses Service (32 Seater) to IGNOU, Maidan Garhi, New Delhi – 110 068)  
Financial Bid for Route No. 3**

S No	Particulars	
01.	Name of the Company	
02	Registration No. of Vehicles that will be provided to IGNOU  Please note that prior approval needs to be taken for deploying vehicles other than mentioned here.	(1)  (2)
03.	i) Rate per bus per month ii) Rate per k.m.	i) _____ ii) _____
	Maidan Garhi Residential Complex to Saket and back  Per km.	Rs. ....  (Rupees ..... .....)
04.	Any other charges (Please specify)	
05	Total	
		Rs. (.....  Rupees (..... .....)

Date .....

(Signature)

Name:

Address:

(Office Seal)

Please detach and submit in a separate sealed envelope along with Technical Bid

**ANNEXURE IV-D**

**FINANCIAL BID**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(Tender for providing Mini Bus (32 Seater to IGNOU, Maidan Garhi,  
New Delhi – 110 068)  
Financial Bid for need based requirement**

<b>S No</b>	<b>Particulars</b>	
<b>01.</b>	<b>Name of the Company</b>	
<b>02.</b>	<b>Registration No. of Vehicles that will be provided to IGNOU</b>  <input type="checkbox"/> <b>Mini Bus (32 Seater)</b>  <b>(Please note that prior approval needs to be taken for deploying vehicles other than mentioned here).</b>	<b>(1)</b>
<b>03.</b>	<b>Rate for need based requirement</b>  <b>On Advance inform</b>	<b>Per Km. _____</b> <b>Per Day (Maximum Kms) _____</b> <b>One week or more _____</b> <b>One day or more _____</b> <b>Same day _____</b>
<b>04.</b>	<b>Any other charges (Please specify)</b>	
<b>05</b>	<b>Total</b>	
		<b>Rs. (.....)</b>  <b>Rupees (.....)</b> <b>.....)</b>

Date .....

(Signature)

Name:

Address:

**(Office Seal)**