



**Bhagat Phool Singh Mahila Vishwavidyalaya  
Khanpur Kalan (Sonapat), Haryana-131305**

**(‘B++’ Grade, NAAC Accredited)**

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

**Swami Rattan Dev Regional Centre, Kharal**

**Office No. 01684-273001, 273141, Email:- [rck@bpswomenuniversity.ac.in](mailto:rck@bpswomenuniversity.ac.in)**

Sealed tenders, in 2 bids system, are invited from reputed transporters/firms/bus service providers/society for plying buses for transportation of students of SRD Regional Centre/Kanya Gurukul Sr. School, Kharal (Narwana), Jind from the nearby villages of Kharal on the terms and conditions mentioned in the tender. Tender terms and conditions can be downloaded from the University Website [www.bpsmv.ac.in](http://www.bpsmv.ac.in). Last date of submission of tender/bid is 23.07.2025 upto 5:00 P.M.

REGISTRAR



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**TENDER FOR THE AWARD OF CONTRACT FOR HIRING BUSES FOR A PERIOD OF 5 YEARS, BY SWAMI RATTAN DEV REGIONAL CENTRE, KHARAL, NARWANA (JIND) TO TRANSPORT STUDENTS.**

### **I. Introduction**

1. The buses to be provided must be in a good road worthy condition to transport students studying at Swami Rattan Dev Regional Centre, Jind which is a constituent institute of BPS Mahila Vishwavidyalaya Khanpur Kalan, Sonipat (hereinafter referred as the University).
2. The provider of buses shall provide services of a driver with each bus who is medically fit drivers who hold valid Driving License and helper/conductor.
3. The buses will function under the administrative control of the SRD Regional Centre, Kharal, Jind or the University as may be decided by the Competent Authority of the University from time to time.
4. The buses may be used for transporting the students, staff etc., from in and around the area located near Regional Centre, Kharal, Jind.
5. The bus provider should have an experience of three years in providing bus services to a government, semi-government or private organization.
6. The agreement for hiring of the bus will be initially for a period of five years. However, the contract may be extended for further period of five years on the same terms and conditions, mutually agreed between the SRD Regional Centre, KGSSS, Kharal or the University and bus supplier (s), if the services of the supplier (s) are satisfactory during the initial period of five years.

## II. General Terms and conditions

1. The Bus Service Provider (s) shall have to give a written undertaking that he accepts all the terms and conditions of this tender. The Bus Service Provider (s) shall also submit the tender document duly signed on each page of the tender document.
2. The Bus Service Provider (s) shall collect the bus fare from the students directly at the rates prescribed by the Haryana Roadways for commuting in their buses by a passenger. The service provider shall not increase the bus fare without consent of the University failing which the contract may be terminated immediately after providing an opportunity of hearing to the bus provider.
3. The Service Provider shall not engage any person below 18 years of age for driving or cleaning etc. a bus.
4. That the preference shall be given to women drivers by the service provider and a male driver should not be below the age of 45 years of age.
5. The University reserves the right to cancel the bids or a particular part without assigning any reason under administrative grounds.
6. A firm/society willing to participate in the bid/tender shall use and submit separate envelopes for Technical Bid and for Financial Bid.
7. The word “Technical Bid/Financial Bid for the award of contract for hiring of buses” may be super scribed on the envelope. Both these sealed envelopes may be put in a bigger cover/envelop which should also be sealed and duly super scribed with “Bid for the award of contract for hiring of Buses.
8. The Technical Bid will be opened first by the Tender Committee at Swami Rattan Dev Regional Centre, Kharal, Narwana in the presence of bidders/representative of the bidders on the date as decided by the Tender Committee. The Financial Bid will be

opened after scrutiny of Technical Bid. The Financial Bid of only those firms/bus service providers will be opened who qualify in technical bid.

**9.** The bidding firm will have to submit application fees @ Rs. 500/- (Non-refundable) in the shape of A/c payee demand draft in favor of Registrar, BPSMV, Khanpur Kalan or in the PNB account No. 17582041010694 IFSC-PUNB0153110, Branch Name- PNB Kharal (Proof of deposition of amount should be enclosed) at the time of submission of tender. In case of the firm fails to attach the draft of application fees, the bid shall be rejected.

**10.** The bid of only those firms will be entertained who deposit the Earnest Money Deposit of Rs. 5000/- per route in the shape of A/C Payee Demand Draft in favour of Registrar, BPSMV, Khanpur Kalan payable at Khanpur Kalan or in the PNB account No. 17582041010694 IFSC-PUNB0153110, Branch Name- PNB Kharal (Proof of deposition of amount should be enclosed). No interest is payable on EMD amount and the EMD should be valid of 45 days beyond the bid validity.

**11.** Bid Security/EMD offered by the bidder will indicate Nos. of buses to be offered by the Bus Service Provider. In case the bidder bid more number of buses and EMD submitted by him are less, bid shall be considered only on the basis of EMD amount.

**12.** The firm/bus service provider/society whose tender is accepted (being L1) will have to deposit security money Rs. 50000/- per route only in the shape of A/c payee demand draft in favour of Registrar, BPSMV, Khanpur Kalan payable at Khanpur Kalan or in the PNB account No. 17582041010694 IFSC-PUNB0153110, Branch Name- PNB Kharal (Proof of deposition of amount should be enclosed) within 7 days.

**13.** The offer letter will be issued after deposition of the Security Money by the L1 and L1 will provide the bus services and submit all the necessary documents as per Haryana Govt. norms within 21 days from the date of issuance of offer letter failing which earnest money and security money deposited will be forfeited and offer will stand cancelled and

next eligible firm/bus service provider will be offered the work. The decision of the Tender Committee will be final in this regard. The action regarding blacklisting of the firm can also be taken.

**14.** The Security Money shall remain with the university during the entire period of the contract plus two months. The contract will be signed only after deposition of the Security Money. Security Money shall bear no interest.

**15.** The tendered must quote rate clearly without any over-writing/cutting route and rate may be given route/village wise.

**16.** The Tender Committee reserves the right to award the contract to one or more firms/bus service providers/society, on different routes in case the offered L-1 rate are found to be the same.

**17.** The firms whose rates are accepted will have to deposit a stamp paper worth Rs. 100/- for signing the agreement.

**18.** The Tender/Bid committee reserves the right to reject any or all the bids without assigning any reasons.

**19.** EMD of unsuccessful bidder shall be returned only after receiving of the security deposit/sign of agreement from the successful bidder. No any interest is payable in this regard.

**20.** No firm/bus service providers/society which has either been blacklisted by Haryana Police or by any other Govt./ Private organization shall be allowed to participate in the tender process. All intending firms/bidder/contractor/bus service provider shall be under obligation to inform in writing about criminal cases pending against them including the employee's driver, conductor and helper etc. the bidders shall also furnish names and residential address of their partners and employees i.e. driver, helper etc. The local police

my get the antecedents of all such persons verified through any agency in respect of the successful bidder after finalization of the tender process or in between.

**21.** The bid should be submitted in a sealed cover marked “BID FOR HIRING OF BUSES” for use in Swami Rattan Dev Regional Centre/KGSSS, Kharal, Narwana” addressed to the Director, Swami Rattan Dev Regional Centre, Kharal and can be submitted at Director, Swami Rattan Dev Regional Centre, Kharal from Monday to Friday during the bid validity.

**22.** Bidders are advised to study the tender documents, terms & conditions carefully. Submission of bid shall be deemed to have been done so after careful study & examination of tender documents.

**23.** The bid documents are not transferable.

**24.** The tenderer or their authorized representatives are allowed to remain present at the time of opening of the tender on production of valid ID proof/authorization letter. The bidders/representative, who remains present, will have to sign the attendance sheet in as a token of attending the proceedings.

**25.** The contractor shall be responsible for the antecedents of all drivers/helpers employed /hired by them for duty with SRD Regional Centre/KGSSS, Kharal. The contractor shall not change the drivers/helpers other than those listed without the permission of the Director/principal. The Director/Principal will get the verification of antecedents of the drivers done through any agency or other related security agencies, if needed be at Transporter’s expenses. The drivers/helpers must be smartly turned out while on duty and must possess valid commercial driving license/required qualifications.

**26.** The Bus service provider (s) shall be solely responsible for arranging sufficient fuel to the vehicles supplied by him.

**27.** The bus service provider (s) shall be to furnish/renew the certificate of fitness of the vehicle from the competent authority time to time. In case any deficiency is found in any documents of the vehicle, action shall be taken as deems fit.

**28.** The vehicle's fleet shall be subject to surprise inspection, the bus service provider shall ensure that the drivers do not tamper with the seal/speed governor/speed meter of the vehicle and that they maintain all the paper properly. If the speedometer/speed governor/seal of any vehicle is found defective or out of order, the same should be repaired within 24 hours under intimation to the Director Regional Centre or the Transport Incharge of the University.

**29.** The period of contract will be counted from the date of award of offer letter.

**30.** The University reserves the right to negotiate with the lowest tenderer firm for supply of vehicles. The right to accept/reject any bid without assigning any reasons is reserved with the University.

**31.** Incomplete or conditional tender will not be accepted.

**32.** The University reserves the right to terminate the contract at any time before expiry of the contract period without assigning any reasons by giving 15 days notice to the bus service provider.

**33.** Each tender document shall be signed by the bidder or in case of firm either by all the partners of the firm or by a partner having authority on behalf of the firm to enter into the proposed contract.

**34.** As a token of acceptance of terms & conditions of the tender, a copy of the terms and conditions duly signed by the bidders should be enclosed with their bids.

**35.** The driver/helpers should be well aware of all traffic rules and should not be color

blind.

- 36.** The contractor will have to provide the replacement of driver/helpers in case of any eventuality.
- 37.** All disputes are subject to the jurisdiction of court at Sonipat only.
- 38.** In case, the contractor/bus services provider desires to withdraw his buses, he will have to intimate the university, two months in advance. In case, the contractor fails intimate regarding the same, EMD/Performance guarantee shall stand forfeited.
- 39.** The EMD will be forfeited in the following conditions:
- a) If at any stage any of the information/declaration given by the bidder is found false.
  - b) If a bidder withdraws his bid during the period of bid validity specified in the tender's terms and conditions.
  - c) In case of any lapse/default in honoring the terms & conditions at any stage after submitting the tender.
  - d) In case of being successful to bidder, if he fails to furnish Security Deposit in accordance with tenders' terms & conditions.
- 40.** The tender terms and condition/tender documents are also available the website of University i.e. [www.bpsmv.ac.in](http://www.bpsmv.ac.in).
- 41.** The main condition of running buses on the routes to be provided by the University, is that the contractor will adhere to abide all the directions of the Hon'ble Courts as well as directives issued by the State Government issued time to time.
- 42.** For the facility and convenience of the parents and school, helper shall always carry a mobile phone properly working condition at his/bidder cost. The mobile number shall be shared to all the parents of the students concerned as well as to the university authorities.
- 43.** In the event that the contractor's buses do not strictly follow the time schedule specified by the Region Centre/the University shall impose a penalty of Rs. 1000/- (One

thousand only) for each infringement/violation. In case of infringement more than four times in month, the University reserves the right to terminate the contract without giving any opportunity.

44. Only authorized Driver and Conductor who are license holders and possess “authorization card” issued by the transport department, will be allowed to operate the buses. Driver/conductor shall handover the child to the parents/guardian authorized only after proper checking of ID Card and issued by the Regional Centre/the University and to their satisfaction. In case, they failed to comply this direction, action shall be taken against the driver/helpers as well as the bus service provider including the criminal case, if deems fit by the Competent Authority of the University. This issue is serious and must be strictly followed.
45. No bus will carry excess of the permitted strength of the students. In case of violation, action as deems fit shall be taken against the bus service provider.
46. The drivers or the contractors while plying the buses will not allow any person other the students or teachers of the college/school to travel in the buses assigned on the routes for the college/school.
47. The bus service provider shall issue identity cards to each driver and conductor which they shall possess at all times during the performance of their duties under the tender/agreement.
48. In case any untoward incident happens due to the negligence of the contractor, absence of helper, vehicle fault etc., the contractor solely shall be held responsible for the same and he will have to compensate/face the consequences for the same.
49. There must be proper rods in the windows of the buses, to avoid any kind of injury/accident to the students/passengers.
50. Driver/conductor shall ensure that no students should bring any part of the body out of the window.
51. The Surkshit School Vahaan Policy framed by the State Govt. time to time shall be followed in letter and spirit by the Bus Service Provider (s). The detail instructions issued by the Transport Department, Govt. of Haryana are enclosed for ready reference.
52. All repairs and maintenance, running costs, fuel, lubricants, salaries of

drivers/conductor/helpers, taxes, insurance, etc. necessary for the running & maintenance of bus shall be borne by the Bus Service Provider (s).

**53.** The Bus Service Provider (s) would be responsible for the good conduct of the drivers employed and if at any point of time, any driver/Lady/attendant is found to be working against the interest of the Contract, Commuters and the University, the said driver/attendant shall be withdrawn and a fresh driver/Lady/transgender attendant shall be replaced by the Bus Service Provider (s) immediately.

**54.** The bus shall be under control of the Regional Centre or the University during the working days/hours and shall be parked in designated location of the Regional Centre, Kharal when not in use during the working hours. During and after working hours, the University shall not bear any responsibility for safety of the buses.

**55.** The bus shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.

**56.** The buses offered are to be complying with the conditions as laid down by the Government applicable for an Educational Institution. The buses should be painted in uniform lemon yellow color with all necessary marking on the body as per Government orders.

**57.** The party should assume all liabilities and keep the Regional Centre and the University, away against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the bus.

**58.** The University reserve right to enter into contract for hiring of bus/drivers with one or more service Providers/ bidders.

**59.** The Bus Service Providers should not assign this bus service any part thereof to any third party.

**60.** Driver should always carry all necessary documents like Registration papers,

Insurance papers, Pollution Control clearance, RTO tax payment papers, valid driving license and all other documents that should accompany bus as per rules & regulations of applicable laws.

61. In case of breakdown of any bus, the Bus Service Providers shall, within one hours provide another bus. The University shall have absolute right to charge Rs.1,000 per day if they will not provided another bus within one hours.
62. In case of any accident to the bus, it will be the responsibility of the Bus Service Provider (s) or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the Bus Service Provider (s).
63. The contract is only valid for providing transport service by hiring the buses from the Bus Service Providers and at no point of time, the Staff of the transporter shall have any claim over the Regional Centre, Kharal and the University, including revision of wages, bonus, and employment etc. in the Regional Centre or the University.
64. Lodging, boarding, transportation of drivers shall be responsibility of the Bus Service Provider (s).
65. The Child Helpline No. 1098 shall be display in every school buses/vehicle.
66. **Being the women students, only Lady Attendant should be deployed in the buses as per Govt. Instructions.**
67. **The word “On School Duty” must be written on the back and front of the bus.**
68. The driver/lady attendant provided by the contractor should fulfill the following conditions:
  - (i) Should be in possession of valid commercial driving license issued by RTO for the class of bus he is driving;
  - (ii) Should wear uniform which should be properly washed/ironed;
  - (iii) Should be well qualified and should be able to read and write, and have minimum

five years of experience as driver for plying a bus as per Haryana Govt. Norms.

- (iv) Should not smoke; chew Pan/Pan masala/Tobacco inside the bus both while driving or otherwise.
- (v) Should not get indulged in any activity in indicial to security of the officers, staff and students traveling in his bus.
- (vi) Should be in possession of Mobile phone with valid connection.
- (vii) Should not use mobile phone, while driving.

69. In the event of driver not being in presentable dress, not behaving properly, engages in rash and unsafe driving, the university shall have right to expel or refuse entry to such of the driver and bus to be treated as absent.

70. Driver should be alert/careful enough to take care of items/material kept in the bus.

71. Bus should carry portable fire extinguisher.

**72. Bus Service Providers should follow the class timing of educational institutions of the regional centre including its School separately as per their respective academic calendar.**

73. The Tentative list of villages for which the Bus Service Providers are required to provide bus service is given below:-

Route No	Name of the route/village
1	Dhundhwa, Ambarsar, Belerkha, Hamirgarh,
2	Lochab, Fulian Kalan, Fulian Khurd, Kahna Khera, Karamgarh, Harnampura,

	Lown
3	Balianwala, Kalwan, Dhamtan Sahib
4	Saiman Kanheri Juleda Suleda
5	Rewar, Padarth Khera, Dhabi Tek Singh, Rasidan
6	Dhindoli, Hansdehar, Data Singh Wala
7	Koyal, Barta, Dhanouri
8	Nepewala, Garhi, Pipaltha
9	Bhullan Bahmniwala Ramgarh Makror
10	Guladi Karoda
11	Ujhana

**74. The University shall run its own buses on any two routes out of the above routes.**

**75. The Documents required to be furnished along with the tender should be in sequence as follow:**

<b>Technical Bid</b>	<b>Commercial Bid</b>
1. Application fee of Rs. 500/- (Non-refundable)	Bid price/rates (route/village wise)
2. Earnest Money Rs. 5000/- per route	
3. Terms & conditions duly accepted/signed by	

bus service provider/bidder/firm/society	
4. Certificate regarding non blacklisting or criminal case pending against the bus service provider/bidder/firm/society	
5. No. of buses being offered by the bidder	
6. Copy of experience of three years in providing bus services to a government, semi-government or private organization	
7. Other documents (s), if any.	

