



Invitation for selection of Bus operator(chartered/private or public) plying through Virar to Jogeshwari(Mumbai)

Dated: 01st August 2020.

BOB Financial Solutions Limited(BFSL)

Behind Dewan shopping centre
Baroda house
S V Road Jogeshwari West

Mumbai – 400 102

Tel: 022-40268548, 544

Email: rfp@bobfinancial.com, adm@bobfinancial.com

Important Details (Schedule of Events, contact & communication details etc.)

Schedule and Due Dates	Date
Release of the request for Proposal Document	01.08.20
share list of queries / clarifications	05.08.20
Response to queries	07.08.20
Commercial & Technical Bid Submission	14.08.20
Award Letter	17.08.20



1 Scope of Work and terms of reference:-

Sr.No	Scope of work for Bus operator
1	This is a non exclusive fixed fee monthly contract which will be likely to continue unless /until company deemed to continue it .It is not a mutually exclusive on the part of vendor, company holds the right to cancel the contract
2	Buses/motor coaches must be clean, orderly and in excellent condition.It may be equipped with Air conditioning/Non AC, sanitisation equipment, disposable mask and water bottle.
3	The seating capacity of the bus should be around 40-50 seats. It is expected that newest and highest quality buses in the contractors/individuals/Travel Agency fleet will be assigned to serve this contract. At the contractors/individuals/Travel Agency expense, drivers must have cell phones with them to assist in case of emergency for reaching the contacts.
4	The driver must be a responsible citizen and abide all the rules and regulations of transport operator.It is pertinent to note that assigned driver should be aware of all the routes with in the vicinity and of the city and have the necessary directions to drive directly to the specified destination.
5	Contractor must be accessible 24*7 per day and seven days a week to address the emergency situation.
6	Extra buses and drivers will be kept available in case of breakdowns.No added charge shall be admissible for extra time or on equipment or drivers delays, instead penalty may be levied for delay in reaching the destination(details below in annexure)
7	Contractor shall ensure that it's drivers have to comply with all laws and regulation that pertains to safe driving and also aware of the local laws.
8	Force Majeure cancellation: In the event of inclement weather, road blockage due to govt. work contractor/individuals/Travel Agency should not charge fee for the cancelled trip. No other cancellation will be accepted otherwise. Cancellation on part of company will be intimated 24 hours in advance from the official time of start of journey.
9	The winning bidder shall have all necessary insurance documents of the operated coaches/buses and their operating drivers are submitted to BFSL.
10	Contractor/individuals/Travel Agency should ensure that proper registration documents are in place and taxes are paid up to date, no expiry documents or in process are acceptable.
11	The contractor/individuals/Travel Agency shall ensure that each bus driver who supplies services under the awarded contract will have the following- <ol style="list-style-type: none">1. Possess a valid commercial driver license.2. Have a good driving track record3. Have no driving while intoxicated(DWI)on their driving.
12	Contractor/individuals/Travel Agency shall also ensure that insurance cover be in place for any casualties of passengers on board while any accident/fire/drowning etc.
13	The contractor/individuals/Travel Agency shall obtain and maintain in full compliance and affect all required licenses, permits, and authorizations necessary to perform these contracts. All statutory documents to be submitted at the time of bid submission.
14	The contractor/individuals/Travel Agency has to provide contact information of three references of companies / agencies for which they have provided services during the past three years.
15	Driver should wear mask and follow the rules & regulations of traffic and also follow the Maharashtra Covid -19 advisory.



16	BFSL will not provide parking facility at the origination and destination point, operator has to manage at their own without any cost. The official time schedule for movement of bus is at 7.30 am from virar and leave Jogeshwari (west) SV road by 5.30 pm, time of journey may vary as and when required.
	The above list is inclusive and not exhaustive i.e. scope of work shall include providing professional assistance for all activities required for due compliance with applicable GST Rules and provisions.
	Annexure
17	A Penalty will be imposed @ 25% of daily rate for delay by more than 2 hours of normal time schedule.
18	No payment will be made if the delay is more than 4 hours. Absence of service without information will be treated as breach of contract and will be treated as per agreement of law.

2 **Format of commercial bid.**

Particulars	Amount (INR)	
	Non Ac with Seat Capacity	AC with Seat Capacity
Monthly fees without GST*		
Daily fees if called on Saturdays/Sundays/holidays		

*Bus will ply on all days except on Saturdays, Sundays and holidays.

Rates will be quoted on 22 days service in a month.

Toll charges will payable extra on submission of proof.

Extra expenses shall be paid to contractor for carrying out the assignment over & above the agreed scope of work.

Selection of bidder will be on the basis of lowest quote received(L1)

Proposal submission : - The quotation in a sealed envelope is not possible due to current situation of Lockdown , hence would request you to submit proposal in password protected pdf format to rfp@bobfinancial.com and admn@bobfinancial.com and share password after being called on contractor ph no.

Terms & Conditions:

BFSL reserves the right to at any point:

- Reject any and all proposal received in response to the Terms of Reference.
- Waive or Change any responsibility in the proposal.
- Negotiate any aspect of proposal with final shortlisted proposer.
- Extend the time for submission of all proposals.
- Select the most responsive proposer as deemed suitable.
- Share the information/ clarifications provided in response to the Terms of Reference by any proposer, with any other proposer(s) /others, in any form.
- Cancel the Terms of Reference at any stage, without assigning any reason whatsoever.
- Bidders will be selected basis L1 commercial(lowest rate offered).
- Winning bidder will have to sign the agreement with BFSL within 30 days from the PO date.



ANNEXURE -I

**UNDERTAKING FOR NON- BLACKLISTED
(To be provided on letter head of the Bidder's Company)**

AVP Procurement
BOB Financial Solutions Ltd.
303, 3rd Floor,
Hallmark Business Plaza,
Near Gurunanak Hospital,
Kalanagar, Bandra East
Mumbai – 400 051
Tel: 022-4208 6613,

Dear Sir,

We, M/s_____, do hereby confirm that we have not been blacklisted/banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Institutions/Banks/ Government/ RBI/ Semi Government Departments/ private firms/PSUs in India and have no disciplinary proceedings pending against the applicant firm or any of the partners.

This declaration is been submitted and limited to, in response to the tender reference mentioned in this document

Dated at ___day of_____2020.

Thanking You,

Yours faithfully,

Signature of Authorized Signatory
Name of Signatory:
Designation:
Seal of Firm/LLP