

Tender Ref. No.: MSU/PRO/TEN/139/2025

Date: 07th March, 2025

INVITATION TO QUOTE: BUS SERVICE FOR TRANSPORTATION

Medhavi Skills University, Sikkim invites quotations for the provision of bus services for the transportation of students.

A. Service Overview:

The service provider will be responsible for providing safe, reliable, and efficient bus transportation services to meet the commuting needs of students of the University on specified predefined routes. The bus service is required to operate on the operational days of the University and on the days defined by the authorized person of the University. Specific operational hours and any special arrangements for weekends or holidays shall be outlined. The service provider must strictly adhere to the Court or government guidelines on safety measures for students.

B. Routes:

The buses will be required to ply in different routes as per the requirements of the university. The buses may also be required on other than usual routes for which only running kilometers shall be payable by the university. The service provider shall be required to cover the designated routes as defined in Annexure A.

C. Bus Specification:

1. The buses provided must meet all safety and regulatory requirements as laid down by RTO.
2. The 52 ,42 & 36 seater capacity of the buses shall be provided by the service provider
3. Buses should be equipped with necessary safety features, including first aid kits and emergency exits.
4. The buses deployed must have properly visible front and rear number plates
5. The Bus deployed should have decent upholstery, clean seat covers, comfortable seat cushions, hand rests, window curtains, grills for windows, and basic fillings for providing maximum comfort to passengers.
6. Display of University name & logo in the buses.

D. Driver Requirements:

1. The drivers must be licensed and familiar with university routes.
2. The drivers must be medically fit.
3. The drivers should adhere to safety protocols and provide excellent customer service to passengers. Rash driving is strictly prohibited.
4. The drivers must have a valid KYC
5. The driver must be in proper uniform and must have a mobile phone

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6. Prior information must be given by the service provider to the authorized person of the university regarding the change in driver.

E. Maintenance and Inspection:

1. The service provider is responsible for the regular maintenance of buses to ensure they are in good working condition.
2. The service provider should ensure that the maintenance of the buses and done on non-working days of the university.
3. The service provider shall maintain the running kilometer for such maintenance in the log book and the same shall be chargeable to the university.
4. Prior information must be given by the service provider to the authorized person of the university regarding maintenance schedule.
5. All buses must undergo routine inspections to meet safety standards.

F. Reporting and Communication:

1. The service provider will provide a daily log of bus operations, including any incidents, delays, or other relevant information.
2. Regular communication channels must be established by the service provider to address any concerns or emergencies.
3. The service provider must have contingency plans in place for handling emergencies, breakdowns, or any disruptions to service.
4. Immediate replacement of bus shall be done by the service provider in case of breakdown for which the university shall not be chargeable.
5. The buses will be solely deployed for the university and same shall not be used for any other purpose during the contract period.

G. Term of Payment

1. The service provide shall produce the monthly invoice to the University by 5th of next month clearly indicating the fixed hire charges and running kilometer charges along with a copy of the monthly log book indicating the running kilometer of every trip.
2. Payment will be made to the vendor after deduction of Tax Deducted at Sources (TDS)
3. The bills will be presented to the transportation in charge of the University for Further Verification.
4. The bills will be paid to the service provider within 30 days from the date of certification by the authorized person of the university.
5. Being an educational institution the university undergoes a semester break for one



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month after the examination until the beginning of the new session. Due to the student's absence, the bus service shall be stopped during such period and the university will not be liable for any charges during such period.

H. Duration of Contract

One (1) year from the date of award of contract. The duration of the contract may be increased or decreased based on the performance of the contract.

I. Bid Closure Date

The last day for submission of the bid along with all the regulatory documents (as per RTO norms) is **18.03.2025**. Any bid received after the due date, will not be considered.

J. Communication of Bid

The bid will be communicated in the following email within the defined due date.

tenders@msu.edu.in

For Medhavi Skills University



Registrar's Office

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Annexure-A

BUS ROUTES

Sr.No	Bus Route
1	SNT/Hospital Dara/Deorali/Dara Gaon/Tadong/Metro/5 th Mile/6 th Mile/Orange Village/ University & Return
2	Ranipool/9 th Mile/32 No./ Sangkhola/University & Return
3	Rangpo /Mamring Fatak/Mining/Majitar/Bardang/Singtam to University & Return

Please note that the above-mentioned are the usual routes. The routes can be changed as per the requirement of the university.

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