

## APPLICATION FORM (Transport services)

To,

The Principal  
Cambridge School  
\_\_\_\_\_

Dear Sir/ Ma'am,

I/We hereby apply for rendering transport service in Cambridge School \_\_\_\_\_ for a period of one year from the date of execution of the agreement. I/We have gone through the terms and conditions and agree to the same. The details are as under:

1. Name of the Company/Firm/Contractor : \_\_\_\_\_
2. Name & Designation of Authorized Signatory : \_\_\_\_\_
3. Address for Communication : \_\_\_\_\_
4. Phone No./Mobile No.: \_\_\_\_\_ Email ID: \_\_\_\_\_
5. The following documents are attached for your perusal:

- Profile of the firm
- List of present and former clients
- PAN
- EPF Registration Certificate
- ESI Registration Certificate
- GST Registration Certificate
- Any other relevant document (Please specify) \_\_\_\_\_

6. Past experience (Please attach separate sheet)
  - a) Total experience (in years) : \_\_\_\_\_
  - b) Experience in other schools : \_\_\_\_\_
  - c) Experience in Cambridge Schools : \_\_\_\_\_
7. Rate for providing transport services to the school shall be @ Rs. \_\_\_\_\_ (Rupees In words) per kilometer per day against the bus route no. allotted to my firm.
8. General Information:

1	Total number of Routes	
2	Details of Route with actual total distance in kms. (i.e. Inward + outward)	Attached
3	Minimum no. of kms. for a route including garage in and out distance	
4	Morning arrival time at school	
5	Afternoon departure time from the school	
6	Type of bus (by seating capacity)	
7	5+5 KM: shall be added on account of garage in & out on the kilometer distance mentioned against each route	

## Undertaking

I, the undersigned, on behalf of the company/ firm do state and undertake that:

1. The information mentioned above is correct and true in all respects.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I shall provide transport services throughout the contract period as per the direction of the school within 10 days of signing the contract.
4. I also declare that Govt. of India or any other Govt. body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. I shall comply with all statutory compliances in respect of my firm/ company as well as towards the bus to be deployed for the transportation of students after execution of agreement in letter and spirit, in case the contract is offered to our company/firm.
6. I understand that if any of the above information is found to be false and/or I did not comply with any statutory compliance, my application shall stand null and void.
7. I have read the terms and conditions depicted below with regards to award of contract. I agree and accept the same for its compliance in truth and spirit.

Date: \_\_\_\_\_

Signature of Applicant with official seal

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

## **Terms and Conditions**

1. The selected transporter will be required to enter into an agreement for rendering transport services.
2. The principal condition will be that the transport operator will adhere to all directions given by the Hon'ble Court of India, concerned Govt. departments and school authorities with respect to safety conditions of the vehicles and qualifications of the drivers and conductors employed.
3. The "Application for hiring of bus" should be clearly marked on the envelope.
4. The rates should be inclusive of all taxes and duties.
5. The school may award the contract to any transport operator for the purpose of obtaining excellent service.
6. The decision of the school with respect to any of the matter pertaining to the application for hiring of bus or arising there from shall be final and binding and shall not be questioned.
7. Only bus operator with at least 10 buses registered in his/her name can only participate in the tender. The applicants are to submit details viz. make & model, commercial vehicle no. registered in the name of contractor/firm/company, etc. in their fleet of vehicles for reference of the school.
8. Rates quoted by the transport operator shall be valid for the full period of the contract. No escalation shall be payable due to any increase in rates of materials/fuel and labor-statutory or otherwise.
9. The contractor will bill the school on monthly basis for the number of trips undertaken by the buses. Payments against such bills will be made only after they are verified by the school. Applicable TDS will be deducted at current prevailing rate.
10. Penalty Clause: After the award of the contract, the school may impose penalties for any deficiencies/non-compliances by the contractor. The amounts of penalty for the following defaults are mentioned below:
  - a) Failure to provide bus on time – Rs.2000/- each time
  - b) Bus reports to school without a helper onboard – Rs.500/- each time
  - c) Failure to provide a bus as per the terms and conditions in the contract – Rs.2000/- each time.

Any misconduct by bus staff will attract penalties.