



**Mercedes-Benz
International School**

Mercedes-Benz Education Academy

FORMAL INVITATION TO TENDER FOR

Contract for Bus Body Building on Tata, make chassis

Model no: LP9 12/49WB BS4 TMML FES OBDII (ABS) – 2nos.

TENDER No. MBEA/2018-19/003

To be published on website of MBEA (www.mbis.org)



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**Mercedes-Benz
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MERCEDES-BENZ EDUCATION ACADEMY


Mercedes Benz Education Academy, herein after referred to as 'MBEA' or 'school' for the sake of brevity, is a registered public charitable society and trust having P.T.R. No. F-14510 having its office at Plot No. P 26, Rajiv Gandhi Infotech Park, Phase I, Hinjawadi, Pune - 411057.

MBEA hereby invites tenders from authorized dealers for the scope of work involved as mentioned herein below, subject to strict observance of terms and conditions, within the given time schedule.



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SCOPE OF WORK: Contract for Bus Body Building on

1	Body Structure	Body Structure and design in galvanized tubular sections on Tata, make chassis model no: LP912/19WB BS4 TMMI FES OBDII (ABS) – 2nos.  Mercedes-Benz International School
2	Front and rear facia	FRP molded front and rear facia with KIDZ model styling. Quarter glass NOT to be provided ahead of driver and co-driver windows due to non-visibility of traffic during turning. MBIS school drivers are facing problem of non-visibility on existing buses so modification necessary.
3	Exterior paneling	All exterior panels in galvanized panels (G.I.) - single panels . All skirt flaps to be with lock & key. Front taper of the first skirt panel to be avoided.
4	Interior paneling	PVC coated G.I. panels in ootis grey colour
5	Flooring	Plain flooring with marine plywood and stud blue colour vinyl
6	Body Insulation	Glass wool insulation to be provided for roof & sides
7	Passenger Door	One number pneumatically operated jack knife door with tower bolt at top and bottom and grab handle. Pilot lamp to be provided on dashboard to indicate door in OPEN condition. STOP sign board to be provided on passenger door
8	Passenger seats	31 nos. standard high back seats (2x2 config.) with headrest flap in rexine and rack below seats to be provided to store school bags. Armrests for 1st row of seats to be provided. ALL seats to be provided with 2-point lap type seat belts (manually adjustable). Seat pitch will be as per seating layout (offer drawing).
9	Seat Upholstery	Fire Retardant Rexine in blue colour OR fabric (non fire retardant) in blue colour. Headrest flaps to be in rexine. Customer to confirm during placement of purchase order.



10	Emergency Exit	Side emergency door to be provided with grab handle and footsteps. Buzzer to be provided with pilot lamp on dashboard. Rear windshield will also act as emergency exit. 2 nos. glass breaking hammers to be provided with EMERGENCY EXIT sticker in red colour on inside and outside of glass. EMERGENCY EXIT identification to be provided on inside and outside of emergency door. Tubular partition (without modesty panel) to be provided ahead of last 5 seater near emergency door rear aperture side to prevent passenger from sliding ahead during hard braking.
11	Driver door	To be provided with sliding glass window. Footsteps to be provided for driver entry into cabin - below door (footsteps to be provided)
12	Side Windows	Top 1/3rd SLIDING and bottom 2/3rd FIXED windows, CURVED flock channel type - black powder coated. Co-driver window to be top 1/3rd fixed and bottom 2/3rd sliding
13	Glass tint	Clear glass as per Central Motor Vehicle regulations
14	Front Windshield	Single piece laminated glass
15	Rear Windshield	Single piece toughened glass
16	Sunvisor	Roller type to be provided for driver
17	Mirrors	To be provided on driver and co-driver windows. One saloon mirror to be provided
18	Wipers	Wiping system will be provided.
19	Driver's partition	Full tubular partition with fixed glass in clear tint. Tubing in yellow colour. The fixed glass will act as a notice board so the glass to be in clear tint. On extreme LH corner of partition, the lower horizontal pipe NOT to be provided as this will enable the co-driver to access the single seat. Also, 2 nos. additional vertical pipes to be provided at the center area of partition (as in last supply).



20	Step partition	Tubular partition (yellow colour tubing) WITH MODESTY panel and upholstery. Tapered grab rail to be provided
21	Step	To be provided with plywood and vinyl - same as flooring
22	Front Bumper	FRP single piece front bumper
23	Rear Bumper	FRP single piece rear bumper
24	Towing hook	Only front towing hook to be provided as received on chassis
25	Battery Installation	Mounted under floor. Battery to be provided as on chassis with flap & lock with key.
26	Tool box	To be suitably provided
27	First Aid box	One no. to be provided without medicines.
28	Roof Lamps	Four numbers rectangular LED lamps in passenger saloon and 1 no. in driver cabin to be provided. 1 no. step lamp and night lamps to be provided.
29	Fog Lamp	To be provided
30	Side marker	4 nos. on each side as per CMV regulations with 1 no. repeater lamp on each side
31	Head Lamp	Round type.
32	Tail Lamp	Round type
33	Height marker lamp	Two nos. at front with white lens and two no's at rear with red lens
34	Fire extinguisher	1 no. in driver cabin of 6 kgs and 1 no. in saloon of 6 kgs - specific customer requirement.
35	Reverse horn	To be provided



36	Hat rack	Padded hat rack in dark blue colour rexine to be provided with built-in AC duct with free flow & adjustable louvers. Robust heavy duty end pads to be provided for hat rack. LH hat rack to end BEFORE LH 1st seat row. RH hat rack to be up to partition from where duct to be extended for driver.
37	Side Baggage Box	Not to be provided
38	Rear Baggage Box	To be provided with gas stays & lamps - maximum possible depth subject to chassis configuration
39	Roof grab rail	One no. to be provided (yellow colour rail) with 10 nos. nylon type hand straps in yellow colour
40	Window guard rail	4 no's to be provided on each side. For co-driver window only 2 nos. guard rails to be provided (to allow viewing of LH RVM)
42	Roof Luggage Carrier	Not to be provided
43	Driver Seat	To be provided as received on chassis
44	Driver Seat Belt	To be provided
45	Fans	To be provided for driver and passengers. For last 5 seaters, fans to be provided on LH & RH side. Fans to be located immediately below hat rack
46	Bell Switch	1 no. bell switch (additional) with STOP sign to be provided near passenger door
47	Battery cut off switch	To be provided as supplied on chassis with cover
48	Curtain rails	Only pipe with hooks to be provided for side windows and rear windshield glass
49	CD player	Not to be provided



50	Speakers	Not to be provided
51	Colour scheme	Base in 2K school bus colour scheme - Golden Yellow with Brown band (on sides only).
52	Dashboard	FRP dashboard to be provided
53	Engine Hood	Heat insulation to be provided
54	Air Conditioner	EBERSPAECHE (Carrier) AC310 model roof unit to be provided which will be driven directly by chassis engine - Vendor to procure and install AC unit with compressor and alternator.
55	AC Duct	To be within the hat rack with adjustable & free flow louvers only. Duct to be extended for driver with adjustable louvers & free flow louver for co-driver.
56	Additional fitments	Spare wheel carrier to be provided as supplied on chassis and to be re-located on co-driver side inside wheelbase (if feasible)
		Rubber beading to be provided for wheel arch's
		Reflective tapes to be provided on the sides (yellow), front (white) and rear (red)
		Cabin single seater (high back seat) to be provided facing forwards with headrest flap, 2 point lap type seatbelt and foldable armrest
		Branding to be provided for front, sides, rear and inside bus
		Small document box to be provided in driver cabin
		Battery to be provided under floor as on chassis with with flap & lock with key
		Grab handles to be provided on either side of driver door
		Peep glass to be provided below co-driver window



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		Footsteps to be provided for driver entry into cabin - below door (footsteps and bracket to be provided)
		Stickers for spare tyre / battery box / toolbox / fuel tank etc. to be provided.
		BOY/GIRL Sticker to be provided for front & rear.
		School bus sticker to be provided for front & rear.
		STOP sign board to be provided on passenger door
		Notice board - fixed glass of partition to act as notice board
		Rack to be provided below seats to store school bags - this is a specific customer requirement
		Pilot lamp to be provided on dashboard to indicate passenger door in OPEN condition
		Heat insulation to be provided for engine hood
		The podest of engine hood to be properly sealed to avoid hot air ingress into passenger saloon
		Foldable bottle holders to be provided - for driver and co-driver
		High mount brake lamp to be provided on rear face
		Robust heavy duty end pads to be provided for hatrack
		1 no. extension ladder without hooks to be provided for cleaning of bus
		1 no. 12V mobile charging provision to be provided on dashboard for driver
		EMERGENCY EXIT identification to be provided on inside and outside of emergency door



		Grab handle to be provided ahead of LH & RH 1st seat row
		Digital clock to be provided near partition - saloon side
		All wires, cables under the body to be properly fastened and should not be seen protruding from under side of body - this is a specific customer requirement
		Wiring & stiffener provision to be provided near the driver partition AND above last seats for mounting of CCTV type camera. (Camera will be installed by customer after delivery).
		Wiring & stiffener provision to be provided on the driver partition tubing for RFID. (RFID will be installed by customer after delivery). Customer to provide RFID details to Vendor to help in understanding the method of fitment and the provision required for the type of wiring/lugs.
		Tubular partition (yellow powder coated) WITHOUT modesty panel to be provided ahead of last 5 seater on emergency door side to prevent passenger from sliding ahead during hard braking.
		Pipe type footrest to be provided ahead of 1st LH seat row (to prevent passenger from sliding ahead during hard braking).
		Grab handles to be provided for cleaning of front & rear windshields
		All bolt heads of emergency door bottom hinge to be painted in black colour
		Wiring harness, HELP switch & structure to be provided as per AIS140 regulations

**FORMAL INVITATION TO TENDER FOR BUS BODY BUILDING
TENDER NUMBER MBEA/2018-19/003**

SECTION 1 - INTRODUCTION



- 1.1 This document defines the requirements of MBEA for contract for Bus Body Building
- 1.2 Only “Bus Body Builders” are invited to tender, for the provision of the requirements outlined in **Section 3 “Technical Specification”**
- 1.3 Please ensure that you have received all the tender documents listed in Section 2.3, it will be responsibility of the Tenderer to ensure that all the required documents are completed and submitted.
- 1.4 All correspondence concerning the tender, whether in writing or through mail shall be addressed to: **Head – Administration and Facilities Management**, Mercedes-Benz International School, P 26 Rajiv Gandhi InfoTech Park, Phase I, Hinjawadi, Pune - 411 057, Maharashtra, India.
Mobile No. 9823169822
Email id - jayaraman@mbis.org
- 1.5 The Tender documents should be submitted in a sealed envelope addressed to:
Head - Administration and Facilities Management,
Mercedes-Benz International School,
P 26 Rajiv Gandhi InfoTech Park, Phase I,
Hinjawadi, Pune – 411 057,
Maharashtra, India.
- 1.6. Should bear the name: “Bus Body Builder”
- 1.7 Tenders must be submitted during the office hours from Monday to Friday at the above given address physically in sealed envelopes only, along with fees quoted and other qualifications, registrations, credentials, work experience of similar nature, etc.
- 1.8 Tenders can be submitted within 8 days of the publication of tender notice on our website. Any tenders received beyond given time shall not be entertained under any circumstances.
- 1.9 Trustee/s of MBEA and its committee reserves every right to appoint any Bus body builder, decide terms or to reject any tender without assigning any reasons. Decision



of trustees of MBEA shall be final & binding and no claim of whatsoever nature shall lie against such decision.

- 1.10 Tenderers must consider and fill tenders for entire scope of work defined herein and shall not be filing it bifurcating the scope for any reasons. Any tender filled non-compliant to this term shall be invalid and deserves not to be even entertained.
- 1.11 Forms and scope of work and entire tender documents are found in subsequent section (Section 2 and Section 4).
- 1.12 For any queries contact numbers are given in the link or website.
- 1.13 Broadly scope of work is as follows:
- 1.14 Any additions, suggestions, deletions, postponement or inclusion of any new work or ancillary work can be done before finalization of appointment of Bus Body Builder mutually.



SECTION 2 - INSTRUCTIONS TO TENDERER

2.1 Description: Contract for Bus Body Building on Tata, make chassis

Model no: LP912/49WB BS4 TMML FES OBDII (ABS) – 2nos.

2.2 Cost of Tender

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Mercedes-Benz Education Academy, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

2.3 Tender Form / Document

The services required, tender procedures and contract terms are described in the Tender Documents. In addition to the invitation to tender, the Tender Documents include:

- (a) Instructions to Tenderer; Section 2 of this document
- (b) Pro-forma General Conditions of Contract; Section 3 of this document
- (c) Technical Specifications; Section 4 of this document
- (d) Tender Form

The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its tender or if any information given in the tender application or communicated by the tenderer relying on which, MBEA finalizes the tender and if any such information about tenderer is found wrong, illegal or misleading, then irrespective of work done till then MBEA has and reserves right to cancel any such contract or tender at its sole discretion.



2.4 Period of Validity of Tender

MBEA reserves right to put all tenders received in due time before its Managing Committee. Managing Committee may decide over tenders with or without consultation with tenderers and such decision will be communicated any time within 90 days from tender opening. Hence tenders quoted must be valid with all its specifications, quote etc., for the contract of bus body building.

2.5 Format & Signing of Tender

The original and all copies of the tender shall be signed by the Tenderer or a person or persons duly authorized by the Tenderer. Proving of authenticity and reliability of tenderer and its tender document is sole responsibility of the tenderer.

The tender shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.6 Deadline for submission of Tender

SEALED envelopes containing Tenders must be received by MBEA at the address specified under paragraph 1.5 no later than **1500 HRS ON 15th February, 2019**

“MBEA” may, at its discretion, extend this deadline for the submission of tenders by amending the Tender Documents in accordance with paragraph 2.4 in which case all rights and obligations of the MBEA and Tenderer’s previously subject to the deadline will thereafter be subject to the deadline as extended.



2.7 Modification and Withdrawal of Tenders

The Tenderer will not modify once or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawals is received by the MBEA prior to the deadline prescribed for submission of tenders.

The Tenderer's or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 1.5. A withdrawal notice may also be sent by mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders. Authenticity of email id provided for such communication by tenderer and any notices, withdrawal notices received from such email id shall be the sole responsibility of the tenderer for which MBEA shall not be held responsible.

No tender may be modified subsequent to the deadline for submission of tenders.

It is made absolutely clear that, No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.

2.7 Opening of Tenders by MBEA

The MBEA will open tenders in the presence of those Tenderer's representatives who may choose to attend, at **14:00 HRS LOCAL TIME ON 05th March, 2019 (if**



there is a change in date, the tenderer will be informed) in the Conference Room or an alternative office designated by the Head – Administration & Facilities Management. The Tenderer' representative who is present shall sign a register evidencing their attendance.

The Tenderers' names and tender prices, modifications, tender withdrawals and the presence or absence of details requested by the MBEA, at its discretion, may be announced at the opening. MBEA will prepare for its own record, minutes of the tender opening and these minutes shall be considered definitive.

2.8 Preliminary Examination

The MBEA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

Prior to the detailed evaluation, MBEA will determine the substantial responsiveness of each tender to the tender Documents. For these purposes a substantially responsive tender is one which confirms to all the terms and conditions of the Tender Documents without. MBEA's determination of a tender's responsiveness will be based on the contents of the tender itself without recourse to extrinsic evidence.

A tender determined as not substantially responsive will be rejected by MBEA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.9 Evaluation and Comparison of Tender



The MBEA will evaluate and compare only those tenders determined to be responsive.

A responsive tender should comply with the following: -

- (a) Furnish all information required by the tender document
- (b) Technical Specifications as detailed.
- (c) Submission of a tender valid for 90 days after the date of tender opening as prescribed by the MBEA.

2.10 Award Criteria

The MBEA will award the Order to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the most acceptable evaluated tender, provided further that the Tenderer is determined to be qualified to perform the assigned job satisfactorily.

- 2.11 MBEA's Right to Accept Any Tender and to Reject Any or All Tenders without assigning reasons. MBEA reserves further right to reject all tenders if not found satisfactory or even otherwise to re-tender the entire process for protecting best interest of MBEA.

The MBEA reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the MBEA's action.



2.12 Notification of Award

Prior to the expiration of the period of tender validity, MBEA will notify the successful Tenderer in writing or email on given id that its tender has been accepted.

2.13 Signing of Contract

Within 7 days of the MBEA notifying the successful Tenderer that it's tender has been accepted, the MBEA will send the tenderer, a draft contract incorporating the terms and conditions of the agreement between the parties for review and confirmation of their acceptance of the terms and conditions of the draft. After which the MBEA will send to the Tenderer a finalized contract signed by the MBEA Signatory.

Within fifteen (15) days of receipt of the finalized Contract, the successful Tenderer shall sign and date the Contract and return it to the MBEA. Signatures by finalized tenderer on contract shall be conclusive proof of execution and existence of contract.

2.14 Assurance by the Authorized Dealer

The successful Tenderer shall, be solely responsible to follow all laws applicable and other norms, government directions, notifications, rules, regulations and see to it that, all designs plans etc., prepared in this respect gets sanctioned from the Competent Authorities. The Tenderer so appointed shall be primarily responsible for the work involved in this contract and shall indemnify and keep indemnified MBEA in respect of issues and cases arising out of this contract.

The successful tender undertakes to submit for the approval of the MBEA a performance programme

SECTION 3 - PRO-FORMA GENERAL CONDITIONS OF CONTRACT



3.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the MBEA and a successful Tenderer who would thereafter be referred to as Authorized Dealer appointed for work involved for and on behalf of MBEA as recorded in the Contract Form signed by the parties, including all attachments and appendices hereto and all documents incorporated by reference therein;
- (b) "The Purchase Order/Contract Price" means professional fees payable to the Authorized Dealer under the Contract for the full and proper performance of its contractual obligations;
- (c) "The MBEA" means the Mercedes-Benz Education Academy (MBEA)

3.2 Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

3.3 Use of Contract Documents and Information

The Tenderer once appointed, shall observe all precautionary measures for non-disclosure to any person those authorized in writing by MBEA in this respect.



3.4 Payment Terms:

- a. 50% upon confirmation of order
- b. 50% balance payment within 30 days of advance payment

3.5 Delay in execution of works – Work can commence from the time of issue of the contract/Purchase order (with advance amount) and to be completed within time schedule fixed during finalization of contract and subsequently in contract document.

3.6 Taxes & Duties - Taxes extra as applicable, will be paid to you. TDS will be deducted from the billed amount as per government guidelines prevalent at the time. Any liability arising out of any dispute on the tax structure, calculations and payment to the government will be to your account.

3.7 Contractual Agreement

The Submission of a tender will be taken as implicit and explicit acceptance of the General Conditions of Contract as described.

SECTION 4 - TENDER FORM AND PRICE SCHEDULE

4.1 Tender Form

Date:.....



**Mercedes-Benz
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Tender No.: **MBEA/2018-19/003**

To: Mercedes-Benz Education Academy,
Head Administration & Facility Management,

We, the undersigned, declare that:

- (a) We have examined, read all terms and conditions to our complete understanding and have no reservations, complaints or queries to the Tender Documents
- (b) We offer to provide our professional services in conformity with the Tender Documents and in accordance with the Delivery Schedules
- (c) The total price of our Tender, is excluding taxes is:

Rs

Our tender shall be valid for the period of time specified in section 2.4 from the date fixed for the tender submission deadline in accordance with section 2.6, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (d) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.



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(e) We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.

Signed: _____

In the capacity of _____

Name: _____

Duly authorized to sign the tender for and on behalf of: _____

Dated on _____ day of _____, ____

Tender Submitted by (Name of Company): _____

Address: _____

Telephone _____ Fax: _____

Tender Prepared By (Name): _____

Signature: _____ Date: _____

Company Stamp: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.