

भारत सरकार/GOVERNMENT OF INDIA  
अंतरिक्ष विभाग/DEPARTMENT OF SPACE  
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE  
तिरुवनंतपुरम/THIRUVANANTHAPURAM - 695 022

**विज्ञा. सं. वीएसएससी/पी/विज्ञा./318/2021 दि. 18.10.2021**  
**ADVT. NO. VSSC/P/ADVT/318/2021 DT. 18.10.2021**

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदा आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender for the following :-

क्रम सं. Sl. No	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	8081-2019-6706-01 [एकल भाग / SINGLE PART]	वीएसएससी के लिए लघु वाहनों के फैलाव तथा सर्वि स हेतु कार्य पैकेज Work Package for deployment & service of Light vehicles for VSSC	2 वर्ष / years	रु. 560/-
	नोट:- वाहनों की आवश्यकता तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Requirement of Vehicles and detailed terms & conditions as per Tender Document			

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	10/11/2021 up to 16:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	11/11/2021 at 10:00 Hrs.

**विशेष टिप्पणी/Special Note:-**

मेक इन इंडिया नीति के अनुसार क्लास-I और क्लास-II स्थानीय आपूर्तिकर्ता ही इस निविदा में भाग लेने हेतु पात्र हैं।

Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate against this tender.

विवरण इसरो वेबसाइट [www.isro.gov.in](http://www.isro.gov.in) / वीएसएससी वेबसाइट [www.vssc.gov.in](http://www.vssc.gov.in) पर उपलब्ध है।

Details are available on ISRO Website [www.isro.gov.in](http://www.isro.gov.in) / VSSC Website [www.vssc.gov.in](http://www.vssc.gov.in)

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores

**Note :-**

1. Full details and specification of the item and general instructions to be followed regarding submission of tender is indicated in the tender document.
2. Tender Documents can be downloaded from our websites and also be obtained from the following address on request and submission of tender fee :

Sr. Purchase & Stores Officer, Main Purchase, RFF Area, VSSC, ISRO PO, Thumba, Thiruvananthapuram - 695 022, Ph : 0471-256 3139 / 3523.

While requesting for Tender Documents please indicate on the envelope as "Request for Tender Documents- Tender No..... dt.....".

3. Tender Fee (Rs. 560/-) shall be paid in the form of CROSSED DEMAND DRAFT ONLY. Other mode of payment is not acceptable. **The Demand Draft should be in favour of : Accounts Officer, Centre Accounts payable at State Bank of India, Thumba, Thiruvananthapuram** [The tender fee is NON-REFUNDABLE].

**Government Departments, PSUs (both Central and State), Small Scale Industries Units borne in the list of NSIC and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.**

4. While submitting your offer, the envelope shall be clearly superscribed with Tender No. and Due Date and to be sent to the following address.

Sr. Purchase & Stores Officer, Main Purchase, RFF Area, VSSC, ISRO PO, Thumba, Thiruvananthapuram - 695 022, Ph : 0471-256 3139 / 3523.

5. Quotations received after the Due Date/Time will not be considered.
6. VSSC, Thiruvananthapuram is not responsible for any postal delay/loss of documents in transit.
7. Sr. Head, Purchase & Stores, VSSC, Thiruvananthapuram reserves the right to accept or reject any/or all the tenders in part or full without assigning any reasons thereof.

भारत सरकार  
अंतरिक्ष विभाग (अं.वि.)  
विक्रम साराभाई अन्तरिक्ष केन्द्र  
तिरुवनन्तपुरम -695022  
क्रय एवं भंडार



GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE (DOS)  
VIKRAM SARABHAI SPACE CENTRE  
THIRUVANANTHAPURAM 695022  
PURCHASE UNIT-I, MAIN PURCHASE, RFF AREA  
Ph No. 0471-2563139, 3676, 3522, 3523 Fax. 0471-2705092 / 2562065  
e-mail : spso\_psd@vssc.gov.in

निविदा आमंत्रण  
INVITATION TO TENDER

मैसर्स  
M/s

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हमारी संदर्भ सं

Our Ref. No. 8081 2019-006706-01

निविदा अंतिम तिथि

Tender Due at 16:00 hrs IST on 10/11/2021

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न ) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

Please submit your sealed quotation, in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature, superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No. null )

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Work Package for Deployment & Service of Light Vehicles for VSSC	Years	2

सुपुर्दगी स्थल

Delivery At

VSSC

प्रेषण की विधि

Mode of Despatch

ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) FAX/EMAIL QUOTATIONS WILL NOT BE CONSIDERED. Please send your offer well in advance by speed post and should reach us before due date and time. Department will not be responsible for any postal delays.

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भारत के राष्ट्रपति के लिए एवं ओर से  
For and on behalf of the President of India  
क्रेता / The Purchaser

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
**VIKRAM SARABHAI SPACE CENTRE**  
THIRUVANANTHAPURAM – 695 022

**ADVT. NO. VSSC/PT/ADVT/318/2021 Dated 18<sup>th</sup> October, 2021**

For & on behalf of the President of India, Senior Head, Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), RFF Area, Thiruvananthapuram invites offers from reputed and reliable Service Providers, for award of **Work Package Order for deployment & service of light vehicles by VSSC**. These activities are required to be carried out under the administrative control of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram / Mechanisms & Vehicle Integration Testing (MVIT), Valiamala for carrying out various activities as detailed for a period of **Two years** and extendable for one more year on mutual consent.

Potential and reliable Service Providers are requested to submit their offer in a sealed cover superscribing “**TENDER FOR FINALIZING WORK PACKAGE FOR DEPLOYMENT & SERVICE OF LIGHT VEHICLES FOR VSSC**” quoting our reference No. **VSSC/PT/ADVT/318/2021 dated 18.10.2021** addressed to the **Senior Purchase & Stores Officer, Main Purchase (Unit-I), VSSC, RFF Area, ISRO P.O., Thiruvananthapuram on or before 10.11.2021 up to 16:00 hrs.**

Detailed Terms & Conditions, eligibility norms to participate in bid are made available in our website [www.isro.gov.in](http://www.isro.gov.in) and [www.vssc.gov.in](http://www.vssc.gov.in).

Corrigendum, if any, will be published in our websites: [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in).

Sd/-  
Senior Head, Purchase & Stores

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
**VIKRAM SARABHAI SPACE CENTRE**  
THIRUVANANTHAPURAM – 695 022

**ADVT. NO. VSSC/PT/ADVT/318/2021 Dated : 18.10.2021**

**TENDER TERMS AND CONDITIONS**

**1.0 Definitions:**

- a. The term “**Vikram Sarabhai Space Centre [VSSC]**”, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called “**Service Receiver**” includes its Units/Entities/Groups/Divisions and facilities all over Kerala State under the administrative control of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram – 695 022, Mechanisms & Vehicle Integration Testing (MVIT), Valiamala - 695 547.
- b. The term “**Service Provider**” shall mean any registered Establishment/ individual which/who will be performing the Work package activities for providing taxies (light vehicles) with Drivers on deployment & service basis.
- c. The term “**Work Package**” shall mean a Work Package Rate Contract/Work Order to provide taxies (light vehicles) with Drivers on deployment & service basis to the Service Receiver as per the scope of work given below.
- d. The term “**Drivers/Workforce**” mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the Work Package tasks as defined in the Rate Contract/Work Order.
- e. The term “**Vehicles**” mean all the types/makes of vehicles as listed in the scope of work of the Service Providers. The Service provider shall provide Air-conditioned Diesel (preferably)/Petrol Light Vehicles which are not older than 7 years at any time during the validity period of the order. However, the Service Providers are at liberty to provide air-conditioned petrol variants of vehicles of same type/make, subject to the condition that they are willing to accept the rates of its diesel variant, in case of award of the Rate Contract/Work Order.
- f. The term “**Deployment basis**” means deployment & service of air-conditioned taxies (light vehicles) with Drivers on Contract basis for two categories viz., “Monthly Basis” and “Daily Basis”, based on the Service Receiver’s need.
- g. The term “**Zone**” means Zone of Garage classified to cover the requirements of the Service Receiver in Thiruvananthapuram District viz., (1) Kazhakuttom, (2) Vattiyoorkavu, (3) Karamana, (4) Chackai, (5) Kesavadasapuram, (6) Nedumangad and (7) Sreekariyam; which will be strictly based on the address proof of the actual service provider’s office. In case the service provider is an registered firm, they must have an office or in case of an individual, a valid postal address in one of the above zones, subject to a maximum radius of 20 km from VSSC, Thumba or MVIT, Valiamala and the dead mileage is limited to 10 kms. The service receiver shall have all the right to select the most feasible nearest garage zone from the Centre.
- h. This is a “Contract for Services”, where the Drivers are the employees of the Service Provider, without any Employer-Employee relationship, between the Service Receiver and the Drivers.

## 2.0 Mandatory Documents

The following documents shall be submitted by the Service Provider along with documentary proof (wherever required); **WITHOUT WHICH THE BID WILL BE SUMMARILY REJECTED.**

No.	Details	Annexure
(a)	The details of Service Provider's establishment in their letter head / with Office seal in case of registered firm/ details in Annexure in case of an individual	A
(b)	Declaration Form	B
(c)	Declaration with respect to Court Cases (except MACT), if any pending or being contemplated against the Service Provider	C
(d)	"Near Relative" Certificate declaration in the format in line with Clause 7.0 of Terms & Conditions	D
(e)	Compliance Statement	E
(f)	Details of Taxies to be provided in given annexure along with copies of RC of vehicles owned by service provider	F
(g)	Willingness letter from taxi owners other than service provider	G
(h)	Declaration Form (No relatives)	H
(g)	Rates quoted for Monthly basis category	I (A)
(h)	Rates quoted for Daily basis category	I (B)

With an objective to provide employment to local residents, the Service Provider shall source as many numbers of employees from the locality of VSSC/wherever deployed, and shall have about 20% of employees who are residents within 10 km of the location of the work-place. This shall be applicable for short listed service providers who provide service of five vehicles or more. A confirmation in this regard shall be furnished in the Compliance Statement (**Annexure-E**).

## 3.0 **PERIOD OF WORK PACKAGE:**

The Work package shall be initially valid for a period of **Two Years from the date of releasing the purchase order**. However, VSSC reserves the right to extend the same for one more year on mutual agreement or short close the same by giving one-month prior notice in writing without any financial obligation on either side.

## 4.0 **SCOPE OF WORK:**

The scope of this work package is deployment & service using Air-Conditioned Diesel (preferably)/Petrol taxies (light vehicles) of different make & types as per the following table.

Type No.	Model of Vehicles	Type	Min. Seating Capacity
01	TAVERA/ERTIGA/XYLO/ENJOY/EVALIA/LODGY/SUMO GRANDE /MARAZZO or Equivalent	Air-Conditioned Vehicles	6 + 1
02	ETIOS/CIAZ/AMAZE/VERNA/VENTO/NEW FIESTA/SUNNY/SWIFT DZIRE/AMEO/ FIGO ASPIRE/XCENT / VERITO/TIGOR/AURA or Equivalent		4 + 1
03	INNOVA (OLD) / INNOVA CRYSTA or Equivalent		6 + 1

The vehicles deployed shall not be older than 7 years at any time during the validity period of the order on deployment & service basis to VSSC, Thiruvananthapuram as and when required on monthly or daily basis for the transportation of personnel and materials. If the vehicles deployed as taxis are getting older than 7 years during the currency of this rate contract, service providers shall replace them with alternate vehicles meeting the above criteria.

Alternatively, parties can deploy petrol variants of vehicles of same class & model if they are willing to accept the rates of its diesel variant as per our work package.

The taxi requirements on deployment & service are classified as two categories namely “Monthly Basis and Daily Basis”.

#### 4.1 Monthly Basis Category [As per Annexure I (A)]:

Monthly deployment & service basis category is applicable only for vehicles deployed for one month or more extending up to one year or till the validity of the work package. Average number of vehicles required on monthly basis will vary based on the requirements of VSSC at Thumba and at MVIT, Valiamala.

One month is defined as 22 days excluding holidays. During the 22 days, the total vehicle utilization shall be for 220 Hours (10 Hours×22 Days) and 2200 Kms (100 Kms×22 Days) irrespective of the distance and duration used per day. The duty can be split into multiple units as decided by VSSC on day to day requirement basis and the duty hours will be decided by the VSSC. The taxis with driver shall be required to perform round the clock duties as required by VSSC. The taxis with driver shall also be required to report to duty at any time and willing to take split duty hours.

The rates shall be quoted only in the format enclosed as Annexure I (A). Payment will be made in full for vehicle deployed on monthly basis if vehicle provided for 22 days in a month. If any vehicle is used for less than 22 days in any month, the payment will be deducted on pro-rata basis from the monthly charges as given below.

<b>Pro-rata basis calculation for one day =</b>	<b>2200 Kms/22 = 100 Kms for Distance</b>
	<b>220 Hours/22 = 10 Hrs for Duration</b>
	<b>Monthly Charge/22 for Rate</b>

Some of the examples payment calculations are explained in detail below.

For usage of vehicle less than 22 days in a month, Monthly charge, Kms & Hrs will also be reduced on pro-rata basis.

[Example 1: If the monthly charge is Rs.33000.00 per month i.e. for 22 days and the vehicle is used only for 20 days in a month

**Pro-rata basis calculation for one day = 100 Kms for Distance, 10 Hours for Duration, Rs.1500.00 (Rs.33000.00/22) per day for Monthly charge.**

So after reduction for 2 days based on the above pro-rata calculation, the total vehicle utilization for 20 days shall be **2000 Kms & 200 Hours** and **Rs.30000.00** payment will be made. For usage of vehicle beyond 200 hours or 2000 Kms in 20 days, payment will be made on rate per hour or km whichever is higher.]

For usage of vehicle beyond 220 hours or 2200 Kms in 22 days, payment will be made on rate per hour or km whichever is higher in addition to the monthly charge.



[Example 2: If the monthly charge is Rs.33000.00 per month for 22 days, Rs.12/Addn. Km and Rs.120/ Addn. Hr. and the vehicle is used for 250 hours or 3000 Kms in 22 days in a month

**Pro-rata basis calculation for one day = Rs.1500.00 (Rs.33000.00/22) per day for Monthly charge.**

So in addition to monthly charge of **Rs.33000.00**, additional payment of **Rs.9600.00 (800 Kms × Rs.12)** will be made which is higher than the amount of Rs.3600.00 (30 Hrs × Rs. 120) for additional hrs.]

For usages of vehicle beyond 22 days in a calendar month, Monthly charge, Kms & Hrs will also be increased on pro-rata basis. For usage beyond corresponding Kms/Hrs, payment will be made on rate per hour or kms whichever is higher in addition to the respective pro-rata based monthly charge.

[Example 3: If the monthly charge is Rs.33000.00 per month for 22 days, Rs.12/Addn. Km and Rs.120/Addn. Hr. and the vehicle is used for 300 hours or 2800 kms in 25 days in a month

**Pro-rata basis calculation for one day = 100 Kms for Distance, 10 Hours for Duration, Rs.1500.00 (Rs.33000.00/22) per day for Monthly charge.**

So based on the above pro-rata calculation, the total vehicle utilization for 25 days shall be **2500 Kms & 250 Hours** and fixed payment is **Rs.37500.00 (Rs.1500 × 25)**.

So in addition to monthly charge of **Rs.37500.00**, additional payment of **Rs.6000.00 (50 Hrs × Rs.120)** will be made which is higher than the amount of Rs.3600.00 (300Kms × Rs. 12) for additional Kms.]

Bidders shall quote in annexure I (A) for monthly rate for 22 days/220 hours/2200 kms and for additional km & hour. This additional rate per km or hour will be applicable for any excess duty done beyond the slab within 22 days or exceeded days used beyond 22 days in a calendar month.

#### **4.2 Daily Basis Category [As per Annexure - I (B)]:**

Daily deployment & service basis category is applicable only for vehicles deployed for shorter duration of one day to 15 days. Normally, the number of vehicles required on daily basis on an average will vary. Daily basis requirement will also vary for a given time period during special events such as conferences, seminars, review meetings or any such other requirements. The rates shall be quoted only in the format enclosed as Annexure - I (B).

Bidders shall quote in annexure - I (B) for daily basis in slabs of 4 Hrs/40 Kms, 8 Hrs/80 Kms, 10 Hrs/100 Kms, 12 Hrs/120 Kms and for additional km & hour. For usage in excess of the distance/duration limit of each slab, payment will be made on additional rate per km or hour whichever is higher. Payment for exceeded Kms in each slab will be made without any upper limit for additional distance/hours used.

For exceeded hours between/beyond slabs, rate per hour will be applicable. This will be counted in multiple of 30 minutes and duration up to and including 15 minutes will be rounded to lower and duration above 15 minutes will be rounded to next higher multiple of 30 minutes.

So, whenever the usage in hours falls between two slabs, the claim shall be admitted for initial slab + additional charges in multiple of 30 minutes or next higher slab whichever is lower.

(Example 4: If the vehicle is used for 8 Hours 45 minutes, it will be rounded to 8 Hours 30 minutes with additional charge for 30 minutes. Similarly, if the vehicle is used for 8 Hours 46 minutes, it will be rounded to 1 hour with additional charge for 1 hour)



#### 4.3 Night Halt:

The taxi drivers will be required to do overnight duties whenever required. Bidders must quote for night halt charges in both Annexure I (A) & (B) and this amount will be paid only for vehicles retained in our office premises for official purpose between 00:00 Hrs. & 05:00 Hrs. and is not applicable for vehicles deployed for outstation trips as per clause no. 4.6. However, if the time of termination of the duty between 00:00 Hrs. & 05:00 Hrs. is outside VSSC, night halt charges will be paid on certification by the last alighting official and approval from Competent Authority.

#### 4.4 Airport Trip:

The taxi drivers will be required to do airport pickup/drop duties including early morning & late-night duties whenever required. The day's duty can be split into multiple units as decided by VSSC. As such, only the actual distance and duration of the early morning/late night airport trip can be claimed and cannot be combined with regular working hours. For example, airport duty performed between 04:00 Hrs to 06:00 Hrs and 22:00 Hrs to 24:00 Hrs cannot be combined with day's duty of 09:30 to 19:30 Hrs. However, night halt charge is applicable if the duration of duty is as per Clause no. 4.3.

#### 4.5 Local Duty:

All trips within the approved VSSC bus routes limit will be considered as local duty. For any local trip, maximum area permitted to be covered will be up to approved VSSC bus routes limit in any direction as fixed from time to time. For any local trip beyond the VSSC bus routes limit within Thiruvananthapuram & Kollam districts (Towards South up to Kaliyakkavila and towards North up to Kollam Railway Station), prior approval from Competent Authority shall be obtained.

#### 4.6 Outstation Duty:

All trips made beyond the limits as mentioned in Clause 4.5 will be considered as outstation duty. Vehicles deployed on monthly/daily basis will be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva and other places.

The total hours/kms starting from concerned ISRO office or any other pickup place and back to office or terminating place will be counted for the payment calculation. For any such outstation duties, driver bata per day shall be quoted in Annexure I (A) & (B) and this will be paid in addition to the normal payment based on monthly/daily basis rate whichever is applicable.

#### 4.7 Miscellaneous Charges:

Any extra charges like temporary inter-state permit, toll charges (as per FASTag report), parking fees at Airport, Railway Station etc. incurred during duty shall be reimbursed on production of original receipts issued by the concerned government/local authorities etc. with vehicle registration number duly incorporated. Such bills are to be submitted to the Competent Authority on the next day or the earliest date of reporting at VSSC. Late submission of bills or in mutilated condition will not be reimbursed.

#### 4.8 Max. Time required for dead mileage:

The maximum time that can be claimed for dead mileage (i.e. distance from dropping/pickup point of last alighting/first boarding official to garage) is as given below.

Sl. No.	Distance Range	Max. Time can be claimed
1	Up to 5 Kms	15 Mins.
2	Up to 10 Kms	25 Mins.
3	Up to 20 Kms	40 Mins.

4	Up to 30 Kms	55 Mins.
5	Beyond 30 Kms	(Distance * 1.5 Min.) + 10 Mins.

#### 5.0 Zone, Garage and Dead Mileage:

Maximum dead mileage from garage to VSSC, Thumba and MVIT at Valiamala will be based on 7 zones as given below;

Zone No.	Zone of Garage	Places covered under each zone
Zone - 1	Kazhakuttom	All areas surrounding Menamkulam, Kulathoor and Kazhakuttom and beyond will be placed under this zone.
Zone - 2	Vattiyoorkavu	All areas surrounding Peroorkada & Vattiyoorkavu, Vellayambalam, Sasthamangalam and beyond will be placed under this zone.
Zone - 3	Karamana	All areas surrounding Thirumala, Poojappura, Karamana, Thampanoor and beyond will be placed under this zone.
Zone - 4	Chackai	All areas surrounding Chackai, Eanchakkal, Pettah, Shangumugham, Kannamoola, Vanchiyoork and beyond will be placed in this zone.
Zone - 5	Kesavadasapuram	All areas surrounding Kesavadasapuram, Ulloor, Medical College, Pattom, Kowdiar, Mannanthala and beyond will be placed in this zone.
Zone - 6	Nedumangad	All areas surrounding Nedumangad, Azhikodu, Aruvikkara, Anad and beyond will be placed in this zone.
Zone - 7	Sreekariyam	All areas surrounding Sreekariyam, Powdikonam, Chenkottukonam, Pulayanarkotta, Aakkulam, Cheruvakkal, Kumarapuram, Pangappara, etc., will be placed in this zone.

Inclusion of each service provider in a particular zone will be strictly based on address proof of the service provider. Vehicles reporting to our office directly at Thumba/ Vattiyoorkavu/ Valiamala will be paid a dead mileage at actuals or 10 Kms or a maximum mileage as mentioned in the below table depending upon the zone, whichever is less. Vehicles/service providers from other distant places will be placed in a suitable nearest zone listed here as decided by VSSC and no additional dead mileage will be applicable.

Zone No.	Zone of Garage	Maximum Dead mileage to ISRO office at	
		Thumba	MVIT/ Valiamala
Zone - 1	Kazhakuttom	5	Not allowed
Zone - 2	Vattiyoorkavu	17	14
Zone - 3	Karamana	14	Not allowed
Zone - 4	Chackai	8	Not allowed

Zone - 5	Kesavadasapuram	13	20
Zone - 6	Nedumangad	Not allowed	5
Zone - 7	Sreekariyam	9	Not allowed

Vehicles reporting or terminating at any other duty place will be eligible for actual distance from the respective zone to the reporting/terminating place.

Address proof for garage shall be furnished by the bidders and place/zone of garage will be fixed based on this. In case the vehicle provided is not owned by the service provider, the address of the service provider only will be counted for fixing garage/zone with necessary documentary proof.

## 6.0 Price Variation:

The unit prices quoted will be firm and fixed during the validity of the order. The Price variation will be accepted only on account of diesel price variation and not on any other account. Further, the price variation will be considered only on account of diesel price variation irrespective of whether the vehicle offered in Petrol / Diesel variant. Variation in rate per km will be effective only on account of every 10% increase or decrease in diesel price in a single spell or different spells over a period during the validity of the order.

## 6.1 Mileage of Vehicles:

VSSC has fixed an average mileage in KMPL for each class of vehicles as given in Annexure I (A) & (B) to use in price variation formula which will be final and bidders are bound to accept the same.

## 6.2 Price Variation Formula:

Increase or decrease in Total charges = (Total Kms used after 10% variation/Mileage) × (Revised diesel price per litre - Base diesel price per litre).

### Example 5:

Base diesel price (A)= Rs. 100/litre                      10% of Base diesel price (B) = Rs.10.00

Revised diesel price (C) = Rs.120.00/litre

Variation (C-A) = Rs. 10.00 which is more than B (10% higher than A)

Total kms used after 10% variation = 1000 Kms

Mileage fixed for vehicle = 20 KMPL

Increase or decrease in Total Charges = (1000/20)\*(120.00-100.00) = Rs.1000.00

### Example 6:

Base diesel price (A) = Rs. 100/litre                      10% of Basic diesel price (B) = Rs.10.00

Revised diesel price (C) = Rs.80.00/litre

Variation (A-C) = Rs. 20.00 which is greater than B (10% lower than A)

Total Kms used after 10% variation = 1800 Kms

Mileage fixed for vehicle = 20 KMPL

~~Increase or~~ Decrease in Total Charges = (1800/20)x(100.00-80.00) = Rs.1800.00

The price of the diesel in Trivandrum on the date of advertisement of this tender is the reference base diesel price for the above price variation formula. The diesel price at any given time will be based on the rates for Trivandrum available at [www.mydieselpri.com](http://www.mydieselpri.com) and will be used for calculation.

## 7.0 **Near Relative:-**

The Service Provider shall furnish a Declaration (**Annexure-D**) of the details of “Near Relative” of the Service Provider (of the owner, partner, member of board of directors, members of governing body, or similar authorized bodies responsible to perform the management functions of the Service Provider’s Firm/service provider) who is/are working/employed in VSSC & IISU, Liquid Propulsion Systems Centre (LPSC), a Centre of ISRO located at Thiruvananthapuram and any other ISRO Centre/Unit.

### **The “Near Relative” (s) means:**

- a) Spouse
- b) The one is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister, sister-in-law, sister's husband (brother-in-law) in relation to the Partner / Shareholders / Directors / Executives / Office bearers of the Service Provider.

### **Declaration of the details of “Near Relative”**

If any “Near Relative” are engaged as above, a declaration to the effect that the said employees of ISRO has no connection/ partnership/share-holding or any other business interest in the Service Provider’s firm/service providers shall be certified and provided in the declaration at Annexure D.

## 8.0 **Eligibility Criteria for bidding:**

1. Should be an individual/ a Registered Firm having valid registration certificate issued by any Government Agency. The Registration Certificate should permit undertaking the proposed work.
2. Should have Income Tax (PAN) and GST Registration (in case of registered firm) with appropriate Government Agencies.
3. Should have at least one registered taxi (light vehicle) in the name of the firm/ individual and specify how many vehicles of different types can be provided at a time (type wise and number wise), and mention in the table attached as **Annexure A** (Column 10). Should deploy Drivers having adequate expertise to drive the vehicles listed in scope of works.
4. Should submit the Bio-Data of the Drivers to be deployed for verification and approval by Service Receiver after the award of the work package.
5. Should be willing to source at least 20% of drivers from local area [within 10 km of the location of the Work Place]. This shall be applicable for short listed service providers who deploy five vehicles or more.
6. In case the firm is a MSE, then the service provider should possess valid Udyam Registration with MSE Authorities (copy of Udyam Registration Certificate to be attached).
7. Only Indian Nationals/firms registered in India shall be eligible to participate in the bid. Proof of nationality shall be submitted along with the format attached as Annexure- A in Column No. 6.
8. The bidder shall provide details of taxis proposed to be deployed in **Annexure F** out of which at least one vehicle must be owned by the service provider or their firm. Self-attested copies of RC book, Road Tax payment, Insurance Policy, Taxi permit of the vehicle/vehicles owned shall be attached along with Annexure F. Also, in case the vehicle offered is not owned in the name of the service provider, authorization letter from owner of the vehicle in the format attached shall be enclosed along with the offer. Taxi details without proper authorization letter will not be considered for evaluation.

9. In case the service provider is a registered firm, they must have an office or in case of an individual, a valid postal address within a maximum radius of 20 km from VSSC, Thumba or MVIT, Valiamala and the dead mileage is limited to 10 kms. Necessary documentary proof in this regard should be submitted along with quote at Annexure A (Column No. 2 or 3).
10. The Service Provider shall have a valid email ID and mobile number for effective communication & monitoring and shall mention the same in the format attached as at Annexure-A Column No. 2(a), 2(b) or 3(a) & 3(b).
11. The no. of vehicles to be deployed for VSSC varies from time to time and the service provider shall be ready to provide vehicles demanded by VSSC as and when required. There shall be no lower/upper limit on;
  - i. the number of vehicles deployed
  - ii. the number of days each vehicle is deployed
  - iii. the duration (number of hours) of operation per day and
  - iv. the distance operated per day.
12. Only vehicles with yellow number board along with valid taxi permits and insurance shall be allowed. VSSC reserves the right to refuse/restrict payment in case unauthorized vehicles are provided.
13. Those service providers who were excluded from participating in any tender/ deployment & service of vehicles on earlier occasions in VSSC or other ISRO establishments, for the reasons of submission of forged or false documents along with any tender, such service providers shall be ineligible to participate in the tender process during the period in which the agency is suspended/debarred/blacklisted and if such service providers submit offers, the service receiver reserves the right to summarily reject the same.
14. Likewise, those drivers of the service providers, who were previously expelled by the service receiver or other ISRO establishments for misbehaviour, forged log sheet etc., are also not eligible to participate in the tender and if such service providers submit bids, the service receiver reserves the right to summarily reject the same.
15. To receive the "Service"(Vehicles) will be purely on the basis of requirement of the Service Receiver. It is not binding on the service receivers to receive all 'service'(vehicle) mentioned by Service provider.
16. The service provider shall be willing to accept the following requirements of VSSC.
  - a. The taxi duty can be split into multiple units as decided by VSSC on day to day requirement basis and the duty hours will be decided by the VSSC.
  - b. The taxies shall be required to perform round the clock duties as required by VSSC.
  - c. The taxies shall also be required to report to duty at any time and willing to take split duty hours.
  - d. Service provider shall depute only drivers meeting the eligibility criteria mentioned in clause 8.0.
18. This RC will be awarded based on Lowest offer which also satisfies all the specified terms & conditions. It may be noted that the tentative no. of vehicles required at a time varies from 25 to 100 which however, is not guaranteed. Depending on the quantity, offers from multiple parties other than the lowest bidder shall be accepted provided they accept to offer vehicles at the rates offered by lowest bidder. However, preference will be given to lowest bidder as decided by VSSC. VSSC reserves the right to split the requirement among the remaining bidders who accepted the counter offer.

## **9.0 Eligibility Criteria for Drivers:**

1. The drivers posted to VSSC must have minimum 3 years' experience in driving light vehicles and shall possess valid driving license & badge, wherever required.
2. He should be medically fit in all respect, well behaved, age between 21 and 60 years.
3. Drivers who were previously expelled from VSSC or other ISRO centers for misbehavior, forged log sheet etc., are not eligible.
4. No driver shall drive the taxies for VSSC under the influence of alcohol and if found to be under the influence of alcohol or any other narcotic items, his service will be discontinued with immediate effect.
5. Drivers deputed shall be able to follow the responsibilities given in Clause no. 12.0
6. They shall submit police verification report with verification of character and antecedents to VSSC before joining.
7. They shall be eligible to drive the taxies at all time as per MV Rules.

## **9.1 Uniform for Taxi Driver:**

The taxi driver shall compulsorily wear neat & clean uniform (Normally formal White shirt and black pants) while on VSSC duty as per the existing MV Act. No extra payment will be made to service provider by VSSC for providing uniforms to drivers deployed for VSSC duty.

## **9.2 Mobile for Taxi Driver:**

The driver of the vehicle must have a **BASE MODEL MOBILE PHONE (WITHOUT CAMERA & RECORDING FACILITY)** with network connection from any service provider in Kerala region for functional requirement. The service provider shall ensure that taxi drivers posted to VSSC are carrying only such a mobile, for which necessary pass will be issued by VSSC. The mobile make & model, equipment no. and SIM card no. shall be provided to VSSC in the format attached herewith. Any violation of the above will be liable for suitable action including termination of the order. VSSC will not reimburse any payment towards mobile instrument and mobile charges incurred by Taxi driver/ service provider.

## **10.0 Condition of the Vehicle:**

1. All statutory documents such as RC book, Road Tax payment, Insurance Policy, Taxi permit, etc., shall be valid during the period of work package and they shall be kept in the taxies for verification of RTA. If any documents validity is expired during the validity of the order, the Service Provider shall immediately rectify the same.
2. Well maintained vehicles with neat and tidy upholstery only to be provided. Sufficient spares viz. spare wheel, tools etc. should be available with the vehicle to take care of emergency repairs.
3. Vehicles which are not older than 5 years of age during the validity of the order shall only be deployed based on our request. If it gets older than 7 years of age during the validity of the order, service provider shall replace the vehicle immediately with another vehicle not older than 5 years.
4. VSSC reserves the right to reject any vehicle provided by the service provider even if the vehicle is less than 7 years old, if VSSC is not satisfied with the condition of the vehicle and the service provider should provide another vehicle to the utmost satisfaction of the Service Receiver.
5. Sun control film shall not be stuck on the window glass as per the norms stipulated by the Motor Vehicle rules and the interior of the vehicle shall be visible for the security personnel without lowering the window glass.
6. The dickey space (boot space) of the vehicle shall be completely available for the use of our material transportation purpose. External speaker box, woofer etc., shall not be kept in the dickey.
7. Adequate fuel shall be available in the vehicle every time for performing the duty.



## 11.0 Taxi service provider's Responsibility;

1. The service provider shall be held responsible for:
  - a. Claiming of higher time and Kilometer than the actual recorded data
  - b. Misbehavior of Driver with VSSC officials/or any assigned traveler or interfering person
  - c. Indulging in manipulation of meter reading and time
  - d. Tampering of Speedometers/Odometers

In case anyone is found guilty, bill will be cleared for the actual usage only apart from cancelling the work package and the decision of VSSC will be binding on the service provider.

2. It is service provider's responsibility to obtain a police verification report with verification of character and antecedents of the taxi driver posted to VSSC. Initially, the entry pass will be provided only for a maximum of 15 days and any further permission for the drivers must be supported with a police verification report with minimum 2 years' validity. VSSC reserves the right to accept/reject any drivers without assigning any reasons.
3. Service provider should give strict instructions to the taxi drivers that they should not make any entries in the log sheets other than the vehicles details & entries of travel between their garage to duty starting point/VSSC and back to garage after completion of duty. In case any driver is found guilty, it shall be dealt seriously and appropriate action will be taken.
4. It is responsibility of the service provider to strictly instruct the drivers that all column of the table in the log sheet is required to be filled by the concerned official using the vehicle and the Taxi shall be produced before TOMD official daily to examine the condition of vehicles, speedometer/odometer reading and documents. Daily speedometer reading will be certified by Competent Authority in log sheets. It is mandatory to follow the above said procedure to get the bills cleared for payment. Incomplete and illegible log sheets will not be considered for payments.
5. In case VSSC request for a taxi on a continuous period exceeding 24 hrs, the taxi service provider shall change the driver and the log sheet. Service providers are allowed to use 2nd day's log sheet only after a continuous period of 24 hrs. The same taxi driver shall not be deputed for duty till next 24 hours. The service provider may also change log sheets when the taxi driver is changed.
6. The drivers posted to VSSC must have minimum 3 years' experience in driving the light vehicles and shall possess valid driving license. The service provider should monitor and ensure that the drivers behavior suits the organizations' status. He should be medically fit in all respect and well behaved during the validity of the order. No driver shall drive the vehicles for VSSC under the influence of alcohol or any other narcotic items. If found to be under the influence of alcohol or any other narcotic items during VSSC duty, concerned driver will be removed and service provider shall substitute with suitable driver.
7. The service provider shall ensure that adequate fuel is available for performing the duty.
8. The service provider shall provide A/C vehicles only. Whenever the A/C is not working, the rate/km shall be deducted @Rs.2/- per km.
9. In case of any strike or Bandh, civil commotions, curfew, labour unrest and other disturbances, the service provider shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be immediately intimated to concerned VSSC officials and follow their instructions. However, VSSC will not be responsible for any damage to the taxi & taxi driver during VSSC duty.
10. In the event of any strike or unrest by the employees of the service provider, he shall make alternative arrangements to operate the vehicles at his own cost and risk. In case, the Service provider fails to make alternative arrangements, VSSC reserves the right to arrange vehicles at the cost of the Service provider and the cost of alternate arrangements will be deducted from the running bills of the Service provider.



11. The service provider shall strictly follow the rules and regulations of VSSC and CISF & our security personnel have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
12. The Service provider should not deploy any vehicle which is registered in the name of VSSC employee.
13. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi service provider. VSSC will not be a party to any dispute arising out of accident or traffic offense. Further the service provider will observe and comply with the requirements of the Minimum Wages Act and all other Industrial & Labour legislation in force from time to time or that may be brought into force in future, governing the relationship between the employer and the employee.
14. In case of any damage to the VSSC property due to an accident by the taxi within the VSSC/ISRO premises, the vehicle will be permitted to be taken out only after remittance of the amount towards the damages. The decision of the VSSC regarding the amount of damages will be final & binding on the Service provider and the amount should be paid without any demur. VSSC will also have the option of recovery of the amount from the pending bills of the service provider.
15. The Service provider should provide the vehicles mentioned in the Annexure F. In case of any change in type of vehicle/registration no., the same shall be intimated to Competent Authority or his authorized representative and approval shall be obtained.
16. The taxi service provider will provide as many vehicles as originally offered by the service provider to VSSC. In case of breakdown of any taxi, the replacement should be provided within one hour.
17. The service provider shall deploy necessary log sheets in A4 size white paper to the drivers for recording the journey details. Sample log sheet will be provided once work package is finalized. The paper quality of the log sheet shall be got approved by Competent Authority.
18. During the validity of the order, the ownership of the vehicles shall not be transferred without the written consent of the Service Receiver.
19. The service provider shall not be allowed to change the inspected and accepted vehicles during the work package period. If they are willing to replace with new vehicles of similar model, the Service Receiver may accept subject to inspection.
20. The service provider shall maintain all statutory registers under the applicable law. The service provider shall produce the same, on demand to the concerned authority of VSSC or any other authority of law.
21. The service provider shall be solely responsible for the redress of grievances/ resolution of disputes relating to workforce deployed. VSSC shall, in no way, be responsible for settlement of such issues whatsoever.

## **12.0 Taxi Driver's Responsibility:**

1. Driver of the vehicle shall possess all documents as required by RTO in the vehicles such as RC book, Insurance certificate, PUC Certificate, Taxi permit, valid driving license and VSSC reserve the right to verify the same at any time during duty.
2. The taxi driver shall not carry any electronic gadgets such as Computer, Laptop, Smart phone, pen drive, hard disc, camera, etc., inside VSSC/ISRO campus.
3. Taxi drivers shall compulsorily wear uniform during VSSC duty as per clause no. 9.1 and no extra payment will be given by VSSC in this regard.
4. The taxi driver shall ensure that the entries in the log/trip sheets be written legibly by the taxi users. Name, designation of the person using the vehicle, purpose should be written along with his/her signature.

5. It is the duty of the taxi driver to make necessary entries in the log sheet like the vehicle details, details of dead mileage from garage/zone to our office while reporting for duty and termination of a day's duty separately in a row if the vehicle is reporting/ terminating to/ from VSSC campus.
6. The distance and time from the respective garage/zone to the starting point and termination point of a day's duty will be counted for calculation of charges per day subject to Clause no. 5.0 and it should be recorded in the log sheet promptly. The time duration shall be as per clause no. 4.8.
7. Similarly, for vehicles reporting/terminating at any place other than ISRO campus, the actual distance from garage/zone to the reporting place in the beginning of a day's duty and actual distance from duty termination place to garage/zone after completion of a day's duty/dropping point/garage shall be entered by the taxi driver in separate rows without clubbing with the actually used distance by user.
8. Speedometer/Odometer reading in the vehicle should always tally with the entries in the log/trip sheets and VSSC reserve the right to verify the same at any time during VSSC duty.
9. The driver of the taxi must produce the vehicle and log/trip sheet before Competent Authority daily for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
10. The taxi driver shall follow the rules and regulations of our Department and our security personnel (CISF) have the right to inspect the vehicles & the taxi drivers posted to VSSC at any time during the duty period inside ISRO Campus.

#### **13.0 Intimation of Vehicle Requirement:**

Normally VSSC will inform the next day's requirement in previous working day itself, but in case of emergency, the service provider shall deploy vehicles within one hour as and when required based on the request over mobile/email.

Note: The service provider shall compulsorily provide an email ID and their Mobile No. to VSSC for future communication like vehicle requirements, drivers absence etc.

#### **14.0 Earnest Money Deposit:**

The tender should be accompanied by an interest free Earnest Money Deposit (EMD) @ Rs. 5,000/- (Rupees Five Thousand Only) by way of Demand Draft in favour of Accounts Officer, Centre Accounts, VSSC, Trivandrum - 695 022. The EMD of unsuccessful bidders will be returned within 30 days from the date of finalization of the work package. EMD can be adjusted against security deposit in clause no. 16.0 for successful bidders. **EMD will not be applicable for Registered Vendors /MSE/Govt. Departments** and the Service Provider(s) shall submit necessary proof in this regard. **For others, offers submitted without EMD shall be summarily rejected.**

The EMD will not be returned to successful bidders who are not able to produce vehicles provided in **Annexure F** for inspection along with necessary documents within 14 days from the date of award of the order without any further information from VSSC.

#### **15.0 Payment:**

For monthly basis bills, parties shall submit the bills for any calendar month, i.e. from first day of a month to last day of a month within 10 days from that month to Competent Authority, with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after 15 days will not be considered normally. Similarly, bills for daily basis shall also be submitted to Competent Authority within 10 days of completion of duty days, with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after 15 days will be settled

only in the subsequent month. However, bills submitted beyond 90 days will not be normally entertained for payment.

The bills will be approved by Competent Authority and payment will be made by RTGS mode within 15 days from approval of bill. Bank details such as Bank Account No., Name of the Bank, Branch, IFSC Code etc., shall be submitted along with the bills. VSSC will not bear any cost towards operation, repair, maintenance, fuel and oil, servicing, wages of drivers, garage fees, insurance, road tax etc. The complete liability in such cases will be that of the taxi service provider.

**16.0 Security Deposit:**

Successful bidder(s) have to produce an interest free security deposit for an amount of Rs.10,000/- (Rupees Ten Thousand Only) which shall be paid either in the form of Fixed Deposit Receipt or in the form of Bank Guarantee drawn in favour of Accounts Officer, Centre Accounts, VSSC obtained in Rs.200/- non judicial Stamp Paper and issued by a Nationalised / Scheduled Indian Bank as per our format enclosed (Form No. DOS:PM:07) and valid beyond two months from the date of the expiry of the Order. This Security Deposit without any interest thereon shall be returned to the service provider on successful completion of the work package or shall be adjusted / forfeited against non-fulfillment of any of the contractual obligations.

Whenever the period of work package is extended, the security deposit submitted shall be revalidated.

**17.0 Parallel/Adhoc Contract:**

VSSC reserves the right to enter into any number of Parallel/Adhoc contracts simultaneously with one or more agencies.

**18.0 Subletting of Contract:**

Service provider shall not sublet, transfer or assign the contract or any part thereof without VSSC's prior written approval.

**19.0 Fall Clause:**

The unit prices for providing vehicles under the contract shall in no event exceed the lowest charges at which the service provider provides vehicles of identical/similar specification to any other customer during the contract period. If at any time during the validity of the order, the service provider reduces charges to any other customer(s), the same shall be passed on to VSSC and the charges shall stand correspondingly reduced.

**20.0 Arbitration:**

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Arbitrator(s) appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation (Amendment) Act 2015 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre – Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be “English” only.

Work under the Contract shall be continued by the SERVICE PROVIDER during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such

that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

#### **21.0 Termination of Contract:**

1. VSSC reserve the right to terminate the work package, without assigning any reasons by giving one-month notice in writing.
2. The Service provider shall be bound by the details furnished by him to VSSC while submitting the tender or at subsequent stage. In case any of such documents furnished by him is found to be false at any stage, it would be deemed to be a breach of terms of order and making him liable for legal action, termination of order, black listing and ineligible for further tenders as per clause no. 11.1.
3. VSSC also reserves the right to terminate the order without notice in the following cases.
  - a) Service provider's failure to produce vehicles for inspection along with necessary documents within a week from the date of award of the order.
  - b) Service provider fails frequently to provide vehicle within the stipulated time from the intimation of vehicle required on daily/monthly basis.
  - c) Frequent breakdown of the vehicles en-route or any lapse in providing required services as per terms and conditions specified.
  - d) Frequent stoppage of vehicles mid-way due to lack of fuel, accident, etc.
  - e) Not replacing drivers with frequent/repeated misbehavior and indiscipline
  - f) Unsatisfactory conditions of the vehicle
  - g) Any manipulations observed in the log sheet or bills.
  - h) Any compromise in safety of the users of VSSC due to rash & negligent driving of the drivers.

#### **22.0 General:**

1. Normal duty hour is from 0915 hrs. to 1915 hrs. According to the requirement, taxies provided will have to perform duties before & after office hours and on holidays as required by the person authorized by Head, TOMD.
2. The Contact person or his/her authorized representative's instructions have to be adhered strictly.
3. The service provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for the taxi drivers deputed to VSSC.

#### **23.0 Instructions to the Bidders:**

- a) Self attested copies of RC book, Road tax payment, Insurance policy, Taxi permit of all vehicles mentioned in the **Annexure F**
- b) Monthly basis category charges for vehicles shall be quoted in **Annexure I (A)**
- c) Daily basis category charges for vehicles shall be quoted in **Annexure I (B)**
- d) Indicate % of GST, if any, applicable clearly
- e) Income tax will be deducted by VSSC as per IT rules in vogue
- f) VSSC reserves the right to split the vehicle requirement and choose any one or more number of firms in the contract for assigning of taxies on daily / monthly rates based on the performance/requirement.

#### **24.0 Validity:-**

The bid submitted by the Service Provider shall be valid for a minimum period of **ONE HUNDRED AND EIGHTY DAYS** from the date of opening of the Bid.

**ANNEXURE-A**

**DETAILS OF THE SERVICE PROVIDER'S ESTABLISHMENT**

(To be provided by the SERVICE PROVIDER with Bid)

**PASSPORT SIZE  
PHOTO OF THE  
PERSON SIGNING  
OFFER TO BE  
PASTED HERE**

1.	Name and Type (Individual/ Regd. Firm) of the Service Provider	
2.	In case of an individual, Full Postal Address of the Service Provider (within 20 km from the site of Service Receiver viz. VSSC-Thumba or MVIT-Valiamala) with valid address proof issued by an Govt. Agency shall be attached)	
2(a).	Telephone No.	
2(b).	Mobile No. (Mandatory) (Copy of bill to be attached)	
2(c).	E-mail id (Mandatory)	
3.	In case of a regd. firm, full Postal Address of Operating Branch Office, if any within 20 km from the site of Service Receiver viz. VSSC-Thumba or MVIT-Valiamala (valid address proof issued by an Govt. Agency shall be attached)	
3 (a)	Telephone No.	
3 (b)	Mobile No. (Mandatory) (Copy of bill to be attached)	
3 (c)	E-mail id	
3.(d)	Act/Rule under which the Service Provider is registered	
3.(e)	Registration No. & Date of Registration, Agency with whom registered (valid copy to be attached)	
3.(f)	Indicate the Organizational status of the Service Provider  (please tick any one of the above which is applicable)	<div><div>1. Proprietorship</div><div>2. Society</div><div>3. Joint Venture Firm</div><div>4. Partnership</div><div>5. Private Limited Co</div><div>6. Public Limited Co</div><div>7. PSU/PSE</div><div>8. Limited Liability Partnership</div><div>9. Others, if any (please indicate)</div></div>

3.(g)	Status of the bidder in the Firm (Eg. Proprietor/ Proprietress/ Managing Partner, etc.,)		
3.(h)	Name of the Proprietor /Manager/ President/ Secretary/ Chief Executive with address and Contact Phone No.		
3.(i)	Name of Partners/Shareholders (of privately owned)/ Directors/ Executives/ Officers of the Service Provider (If required attach additional sheet) and enclose partnership deed if applicable		
3.(j)	Valid power of attorney details in the name of person who is signing & operating the contract if the firm is operated other than by Proprietor/Proprietress and copy of the same shall be attached		
3.(k)	Copy of the Bye-law/ Establishment Registration Certificate issued by any Governmental Agency		
3.(l)	Labour Department Registration No.		
3.(m)	EPF Registration No.		
3.(n)	ESI Registration No.		
3.(o)	Goods & Service Tax (GST) Registration No.		
4.0	Whether any Near Relative of the Proprietor/Office bearers is/ are working in VSSC/IISU/LPSC, if so details (As per Clause 7.0 and Fill in Annexure-D)		
5	PAN/TAN No. of Individual or firm		Firm:  Individual:
6.	Proof of nationality		
7.	Bank Account Details of the Service Provider	<b>Banker's Name</b>	
		<b>Banker's Address</b>	
		<b>Bank Account No.</b>	
		<b>IFSC Code</b>	
		<b>PFMS No. (if available)</b>	



Sl. No.	Details of Client along with Address, Telephone & email Id with self attested copies as proof	Scope of Work whether providing Taxi/ Driver/ Both	Value of Contract (Rupees in Lakhs)	Contract period	
				From	To
8-a					
8-b					
8-c					
8-d					
9.	Whether the Service Provider undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC/IISU/LPSC. If so, give the details				
10.	Should have at least one registered taxi (Light Vehicle) in the name of the firm/ individual and shall specify how many vehicles of different types can be provided at a time (type wise and number wise). Should deploy Drivers having adequate expertise to drive the vehicles listed in scope of works.				
11.	Details of Vehicles (Make & Type), you propose to deploy on contract to the Service Receiver (copy of valid RC book to be attached).				

Note:- 1. If any of the above columns are kept unfilled and not supported by documentary proof, such Bid will be summarily rejected by the Service Receiver.

### **DECLARATION**

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date : .....

(Signature of Authorized Signatory with Seal)

Place : .....

Name in full :



**ANNEXURE-B**  
**DECLARATION BY THE SERVICE PROVIDER**

(To be provided by the Service Provider with offer on the letter head of the Service Provider)

1. I/We, \_\_\_\_\_  
Son/Daughter/Wife/Husband of Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ (Proprietor/Partner/Director/Authorized  
Signatory of the Firm/Individual), I am competent to sign the declaration and execute this  
Bid.
2. I/We have carefully read and understood all the enclosed terms and conditions and  
undertake to abide by the same.
3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that  
furnishing of any false/suppression of information/fabricated document would lead to  
rejection of our offer at any stage besides liabilities towards prosecution under appropriate  
law.

Date : .....

(Signature of Authorized Signatory with Seal)

Place : .....

Name in full :

## **ANNEXURE-C**

### **DECLARATION BY THE SERVICE PROVIDER REGARDING HONOURABLE COURT / MACT CASES**

(To be provided by the Service Provider with offer On the letter head of the Service Provider)

I/We hereby undertake that our establishment do not have any legal suit/criminal case either pending against me/ us/ Partner(s)/ Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Motor Accident's Claims Tribunal / Honourable Courts	Nature of the Case	Name of the Parties involved
1.			
2.			
3.			

Note : Strike out whichever is not applicable.

Date : .....

(Signature of Authorized Signatory with Seal)

Place : .....

Name in full :

\* To be executed on Rs.200/- Non-Judicial Stamp Paper & attested by Notary Public/Executive Magistrate by the Service Provider, on award of the contract for Work package

**ANNEXURE-D**  
**PROFORMA FOR NEAR RELATIVE(S) CERTIFICATE \***

I, \_\_\_\_\_,  
S/o or D/o Shri/Smt. \_\_\_\_\_  
on behalf of \_\_\_\_\_  
hereby certify that

(a) None of my relatives are working in VSSC/IISU/LPSC.

(b) Following relative (s) as defined in Clause 7.0 of the tender Terms and Conditions for Work Package is/are employed in VSSC/IISU/LPSC.

Sl. No	Name of the Person, Designation, Staff Code No., Organization
1.	
2.	
3.	
4.	
5.	

(c) It is also certified that the employee/(s) as above of ISRO has/have no connection/partnership/share-holding or any other business interest in the Service Provider's firm.

In case at any stage, it is found that the information given by me/us is false/incorrect, the Department/ISRO shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature of Authorized Signatory of the  
Service Provider/Service Provider with Seal)

Name in full :

Date : .....

Place : .....

\* To be executed on Rs.200/- Non-Judicial Stamp Paper & attested by Notary Public/Executive Magistrate by the Service Provider, on award of the contract for Work package

**COMPLIANCE STATEMENT****(to be provided by the Service Provider with offer on their letter head)**

<b>Sl. No.</b>	<b>Conditions in tender/ Requirements</b>	<b>Compliance Yes/No</b>	<b>Explanation Comments</b>	<b>Details of Relevant Documents attached</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1	The details of Service Provider's establishment in their letter head (Annexure-A)			
2	Declaration Form (Annexure-B)			
3	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider except MACT (Annexure-C)			
4	A declaration in line with "Near Relative" Certificate as at Clause 7.0 (Annexure-D)			
5	Details of Taxies to be provided in Annexure - F			
6	Willingness letter from taxi owners other than service provider in Annexure-G			
7	Declaration Form in Annexure - H			
8	Valid Registration Certificate of Service Provider's Establishment issued by any Governmental Agency			
9	Details of vehicle with Drivers provided as per the scope of work and Details of drivers with adequate qualification/ expertise			

10	The Bye-law/Registration Certificate issued by any Governmental Agency of such establishment of the Service Provider permitting the permit undertaking of the assigned work			
11	Willingness to provide employment to local residents to the tune of at least 20% of the employees. (applicable for short listed service providers who deploy five vehicles or more)			
12	Labour Department Registration			
13	EPF Organization Registration			
14	ESI Corporation Registration			
15	Bank Account Details (Annexure-A – Column-17)			
16	Copy of PAN Card			
17	Copy of the Goods and Service Tax Registration Certificate			

Date : .....

(Signature & Name of Authorized Signatory with Seal)

Place : .....

**ANNEXURE - F**

1. Name and address of service provider :

2. Details of vehicle to be provided by the service provider :

\*Age of the vehicle shall be calculated from the date of opening of the tender document.

Sl. No.	Vehicle Reg. No.	Make & Model	Date of Reg.	Age of the Vehicle*	Owned by Service provider	Zone No.#
1					Yes/No	
2					Yes/No	
3					Yes/No	
4					Yes/No	
5					Yes/No	

#Zone No. shall be filled as per clause no. 5.0 of Annexure I.

Note: If no. of vehicles offered is more than 5, you may use more Annexure - F as required.

3. Exact location of Garage of the Service Provider :

4. Time required for vehicle to report to VSSC :  
after getting intimation

5. Self-attested Photo copies of documents of all the : Enclosed/ Not Enclosed  
above vehicle are to be enclosed

I/We hereby declare that the information furnished above are true and correct to the best of my knowledge. I hereby undertake the following and I am aware that failing to the following will lead to rejection of my offer.

- I/We have completely read & understood the terms & conditions provided in Annexure I carefully before submitting the quotation and accept the same.
- I have submitted the rates only in Annexure I (A) & (B) attached in the tender document.
- I have submitted authorization letter in prescribed format as annexure G filled by owners of each taxies (other than owned by me) mentioned in Sl. No. 2 & annexure H.
- All relevant documents are attached as required in the tender.

**Signature of the Service Provider (Individual or Proprietor or  
Managing Director of the firm with office seal)**

**ANNEXURE - G**  
**TO WHOMSOEVER IT MAY CONCERNED**  
**(Willingness Letter from the Taxi Owners other than Service Provider)**

I

.....  
..... (Name & Address of Taxi Owner) hereby confirm that I am willing to  
provide the vehicle reg. no. ...., Make  
....., Model ..... registered  
on my name to use as Taxi in Vikram Sarabhai Space Centre, ISRO, Thumba, Trivandrum through  
the ..... service ..... provider

.....  
..... (Name & Address of the Bidder) as per the terms & conditions in  
tender invitation no. .... dated  
..... and subsequent rate contract to be finalized for a period of two years  
from the date of releasing the order as per the terms & conditions of the contract. All relevant  
documents attached are self-attested by me and I abide to renew them time to time. I am aware that  
the taxi service provider is the sole responsible person for all matters related to my vehicle & driver  
and VSSC will not be responsible for any matter. I hereby also confirm that I have given this  
willingness letter for the above mentioned taxi only for the bidder mentioned above.

All the information furnished above are true to the best of my knowledge.

Yours truly,

Signature: .....

Name: .....

Address: .....

.....

.....

.....

Mobile

No. 1: .....

Mobile

No. 2: .....

Email ID: .....

Place: .....

Date: .....



**ANNEXURE - H**

**TO WHOMSOEVER IT MAY CONCERNED**

**(To be submitted by the Bidder)**

I

.....  
..... (Name) hereby confirm that I have no relatives in VSSC or ISRO and I am not a benami of person employed in VSSC or any other ISRO Centre's. I also affirm that I will not deploy any vehicle registered in the name of VSSC/ISRO Employees or his/her dependent. I am aware that, if any of the information provided in the tender found false at any later stage, I agree to be cancel the contract awarded to me, forfeiture of security deposit, imposing of any other penalty and black listing from ISRO tenders.

All the information furnished above is true to the best of my knowledge.

Yours truly,

**Signature of the Service Provider (Individual or Proprietor or  
Managing Director of the firm with office seal)**

Place: .....

Date: .....

**Annexure I (A) to Tender No. 8081-2019-006706-01 Dt. 18.10.2021**

**TENDER FORMAT FOR WORK PACKAGE FOR DEPLOYMENT & SERVICE OF LIGHT VEHICLES FOR VSSC ON MONTHLY BASIS CATEGORY**

Type No.	Type of Vehicle	Avg. KMPL of each class of vehicle	Monthly Charges for 22 Days/Total 2200 Kms/Total 220 Hrs in ₹	Charges beyond 2200 Kms in ₹	Charges beyond 220 Hrs in ₹	Driver Batta for Outstation Trips in ₹	Night Halt Charges 00:00 Hrs to 05:00 Hrs in ₹
				Per Km	Per Hour		
1	Tavera/ Ertiga/ Xylo/Enjoy/Evalia/Lodgy/ Sumo Grande/Marazzo or Equivalent	10					
2	Etios/ Ciaz/ Amaze/Verna/Vento/New Fiesta/ Sunny/Swift Dzire/Ameo/Figo Aspire/Xcent/ Verito/Tigor/Aura or Equivalent	20					
3	Innova (Old) / Innova Crysta or Equivalent	10					
Distance from Contractor's Garage to our Offices at		Thumba					
		Valiamala					

**Signature of the party**

**Address**

**Phone No.**

1. Monthly deployment & service basis category is applicable only for vehicles deployed for one month or more extending upto one year or till the validity of the order. Average number of requirement of vehicles on monthly basis will be 25 to 100. Refer clause no. 4.1 in terms & conditions for further details.
2. Night halt charges will be paid only as per clause no. 4.3 .
3. Vehicles deployed on monthly basis will be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva or other places with specific approval from the competent authority. Refer clause no. 4.6 in terms & conditions for further details.
4. The unit prices quoted in this Annexure will be firm and fixed during the currency of the contract subject to price variation clause no. 6.0 & 6.2.
5. Dead mileage from garage to VSSC/Thumba and MVIT at Valiamala will be based on 7 zones only as per clause no. 5.0.
6. Average fuel mileage given above is fixed by VSSC and bidders are bound to accept the same.

**Annexure I (B) to Tender No. 8081-2019-006706-01 Dt. 18.10.2021**

**TENDER FORMAT FOR WORK PACKAGE FOR DEPLOYMENT & SERVICE OF LIGHT VEHICLES FOR VSSC ON DAILY BASIS CATEGORY**

Type No.	Type of Vehicle (Air Conditioned)	Avg. KMPL of each class of vehicle	Minimum Rate per slab				Charges beyond 12 Hours/120 Kms in ₹		Driver Batta for Outstation Trips in ₹	Night Halt Charges 00:00 Hrs to 05:00 Hrs in ₹
			4 Hrs/40 Kms.	8 Hrs/80 Kms.	10 Hrs/100 Kms.	12 Hrs/120 Kms.				
			Amount in ₹	Amount in ₹	Amount in ₹	Amount in ₹	Per Hour	Per Km		
1	Tavera/ Ertiga/ Xylo/Enjoy/Evalia/Lodgy/ Sumo Grande/Marazzo or Equivalent	10								
2	Etios/ Ciaz/ Amaze/Verna/Vento/New Fiesta/ Sunny/Swift Dzire/Ameo/Figo Aspire/Xcent/ Verito/Tigor/Aura or Equivalent	20								
3	Innova (Old) / Innova Crysta or Equivalent	10								
Distance from your Garage to our Offices at		Thumba								
		Valiamala								

**Signature of the party**

**Address**

**Phone No.**

1. Daily deployment & service basis category is applicable only for vehicles deployed for shorter duration of one day to 15 days. Normally, the number of vehicles required on daily basis on an average will be 5 to 10 vehicles. Refer clause no. 4.2 in terms & conditions for further details.
2. Night halt charges will be paid only as by clause no. 4.3 in terms & conditions.
3. Vehicles deployed on daily basis will be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva of other places with specific approval from the competent authority. Refer clause no. 4.6 in terms & conditions for further details.
4. The unit prices quoted in this Annexure will be firm and fixed during the currency of the contract subject to price variation clause no. 6.0 & 6.2.
5. Dead mileage from garage to VSSC/Thumba and MVIT at Valiamala will be based on 7 zones only as per clause no. 5.0.
6. Average fuel mileage given above is fixed by VSSC and bidders are bound to accept the same.