

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./304/2020 दि. 19.08.2020

ADVT. NO. VSSC/P/ADVT/304/2020 DT. 19.08.2020

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.	8081-2020-0871-01 [एकल भाग / SINGLE PART]	"अनुलग्नक I व II में तथा अनुलग्नक A से E तक दिए गए निविदा निबंधन एवं शर्तों के अनुसार विभागीय वाहनों का उपयोग करते हुए स्थानीय रूप से तथा देश के पूर्व-निर्धारित सभी स्थानों में और वापस व्यक्ति / सामग्री के परिवहन के लिए भारी वाहन तथा लघु वाहन चालकों को उपलब्ध कराने हेतु दर निविदा" "Rate Contract to provide Heavy Vehicle and Light Vehicle Drivers for transportation of Men / material locally and to the pre-identified destinations across the country using Departmental Vehicles and vice versa as per Tender Terms and Conditions, Annexure – I & II and Annexures A to E."	2 वर्ष/years	रु. 560/-
नोट:- अपेक्षा तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Requirement and detailed terms & conditions as per Tender Document				

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	15/09/2020 up to 11:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	15/09/2020 at 14:00 Hrs.

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट www.vssc.gov.in / www.isro.gov.in में प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : www.vssc.gov.in / www.isro.gov.in.

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.

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.

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.

TENDER TERMS AND CONDITIONS OF RATE CONTRACT:

1 Definitions

- a. The term “**Vikram Sarabhai Space Centre [VSSC]**”, is a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) and 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 - 695 583, Composite Entity (CMSE) at Vattiyoorkavu, Thiruvananthapuram - 695 013 and Ammonium Perchlorate Experimental Plant (APEP), Alwaye - 683 112.
- b. The term “**Service Provider**” shall mean any registered Establishment, which will be performing this Rate Contract activity.
- c. The term “**Employees**” mean all the Drivers, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the tasks as defined in the Rate Contract.
- d. The term “**Focal Point**” means the designated officials of VSSC, who will be co-ordinating with the Service Provider or their Authorised Official (s). The Focal Point of VSSC shall be Head, TOMD or authorized Officer (s) identified by Head, TOMD-VSSC in this regard.

2 Scope of Contract

- a) The Rate Contract is to provide heavy vehicle and light vehicle Drivers for transportation of men/material locally and to the pre-identified destinations across the country using Departmental Vehicles and vice versa. The various categories of vehicles used are given in the **Annexure-I**.
- b) The Rate Contract is proposed for a period of **TWO YEARS** from the date of award of R/C. However, the R/C can be extended for further periods, based on mutual consent. VSSC also reserves the right to short-close/terminate the Rate Contract at any time based on Clause-11(e).
- c) This is a “contract for services”, where the Drivers are employees of the Service Provider, without any employer – employee relationship between VSSC and the Drivers.
- d) Approximate number of Drivers required will be around 200 Nos.

3 Eligibility Criteria for Service Providers

The Service Provider must have deputed minimum of 20 number of Drivers to any Central or State Government Department during the last 5 years. A copy of the said Work Order(s) / Contract(s) shall be invariably submitted (Compliance Statement - Annexure E – Column 7). In case of non-submission of the same, the said offer will not be considered. Proof in this regard shall invariably be submitted on demand.

4 Qualifications and experience of Drivers.

- a) The Drivers should possess a valid Heavy Vehicle Driving Licenses **mandatorily**. The Drivers being deployed for operation of Explosive Van should also possess required valid license for driving the same. They should have minimum of 5 years' experience in driving heavy vehicle, as the case may be, as on July 1, 2020.
- b) Drivers who have crossed 60 years (on the date of outward journey) shall not be deployed for duty. The persons suffering from chronic illness, high blood pressure, vision defect, etc., shall not be deployed for duty. The Drivers being deployed by the Service Provider will be subjected to basic medical examination by the VSSC Medical Unit.
- c) The Service Provider shall engage those Driver(s) who is/are not having any criminal background. Necessary Police Clearance Certificate shall be submitted by the Service Provider in respect of each of the Driver.

5 Nature of Duty

- a) The Drivers shall perform the driving duty for 8 hours a day and overtime as required. **The Service Provider shall quote for 8 HOURS DUTY, indicating the per hour charges. For outstation duties, pocket expenses shall be provided on a reimbursement basis.**
- b) The Drivers should satisfactorily drive the vehicle in a safe manner observing all traffic and safety rules and regulations. If VSSC is not satisfied with performance of the Driver on grounds, such as, rash and negligent driving; not adhering to the traffic and safety rules and regulations; behavioral aspects, etc., the Service Provider will be required to replace them, immediately.
- c) The Service Provider shall not change the Driver enroute during the trip, except with the express approval of the Head, TOMD/VSSC. In case of exigencies, if a Driver needs to be replaced, the expenditure towards the travel of Drivers (both incoming and outgoing) to be borne by the Service Provider.
- d) During the trip, the Departmental vehicle shall be parked only at safe and convenient place observing all safety and security precautions.
- e) The Drivers being deployed should meet the Focal Point of VSSC atleast on the previous day of commencement of trip with all particulars like valid driving license including special licenses, wherever required, proof of age, Aadhar Card, etc. The Drivers will be subjected to basic medical examination at VSSC Health Centre, wherever required.
- f) The Drivers shall make their own arrangements for stay enroute for which necessary charges shall be reimbursed by VSSC as mentioned at Clause-9 (i) below. However, VSSC will make arrangements for providing accommodation for the Drivers at ISRO Centres/Units, subject to availability of rooms in the Guest House at touring station, and also considering the security aspects.
- g) In view of the COVID19 Global Pandemic, as the Departmental Vehicles have to ply through various States/Union Territories, there will be a need for quarantining the Drivers as per the

directives of the Appropriate Government Authorities and hence such Drivers shall be paid Quarantine Charges for the applicable quarantine period. Hence, the Service Provider is directed to quote their **Quarantine Charges per Day per Driver as a percentage of the rate quoted for 5 (a) above in Col. No. V of Annexure-II.** (No other rate or lumpsum will be considered or accepted).

- h)** In case any Driver(s) need to be quarantined after a trip, the said Driver shall be deputed for VSSC duty, only after completion of the applicable quarantine period and necessary clearance from the Government Agency (ies) shall be submitted by the Service Provider to the Focal Point.
- i)** **Duty Time → Duty Time of the Driver will be based on the "VSSC Out and In Time" as in the VSSC Entry Management System.**

6 Roles and responsibilities of VSSC

- a)** Vehicle, in road worthy condition, of appropriate class depending upon the specification of the material to be transported/ number of personnel travelling, will be provided by VSSC. The Gross Vehicle Weight (GVW) of the vehicle will vary depending upon the specification of materials.
- b)** The vehicle will be provided with full tank fuel at the commencement of the trip. The fuel (petrol or diesel) required to operate the vehicle enroute shall be filled in through a cashless transaction using the 'Petro Card' being issued by VSSC at the time of commencement of the trip. Additionally, required quantity of fuel may also be filled up from other ISRO Centres/Units, after obtaining prior concurrence/approval from the Head, TOMD/VSSC. VSSC shall inform other ISRO Centres/Units in this regard, as and when warranted.
- c)** **Pocket Expenses:-** Pocket Expenses are expenses meant for toll charges, parking charges, tyre repair/puncture, tube vulcanization, head light non-functioning, wiper non-functioning, electrical repairs, air-locks etc.
- d)** **Personal Expenses:-** VSSC will provide the Service Provider, Personal Expenses to the Drivers deputed for outstation duty for food, accommodation and mobile recharge involving night stay.
- e)** **Service Charges** - VSSC will provide the Service Provider, Service Charges for their services. Service Provider shall quote their Service Charges in percentage of the basic wages per day per Driver (excluding ESI & EPF).
- f)** **Payment :-**

(i) Advance for Out of Pocket Expenses (FOR ALL OUTSTATION TRIPS)

VSSC will make an advance payment towards out of pocket expenses per trip as recommended by the Focal Point.

(ii) Advance for food and accommodation (FOR OUTSTATION TRIPS ONLY WITH NIGHT STAY):-

VSSC will make an advance payment towards personal expenses for the Drivers of the Service Provider for each trip depending upon the expected duration of trip @ Rs. 1000/- each per

day per Driver. The advance payment will be adjusted from the bills submitted after the trip. This is applicable for outstation trips only involving night stay

(iii) **Due date for bill submission:-**

The Service Provider shall submit their bills to Head, TOMD within 5 working days after completion of each trip with all documentary evidence.

(iv) **Verification of Bills by TOMD:-**

After verification of the bills submitted by the Service Provider and cross verification of the log sheet, usage of fuel, toll charges, other charges etc, the Head, TOMD shall forward the bills within 3 working days to Accounts Officer, VSSC Centre Accounts for processing the payment.

(v) **Release of Payment:-**

The Accounts Officer, VSSC Centre Accounts after verifying the bills of the Service Provider's shall release the payment to the Service Provider on a monthly basis. .

7 Roles and responsibilities of Service Provider

- a) The Service Provider has to ensure minimum wages to their deployed Drivers as per the Minimum Wages Act while quoting the rate under Clause-5 (a) above.
- b) **Service Provider shall quote their rates exclusive of EPF and ESI. For Overtime, there will be no ESI and EPF.** EPF and ESI being statutory payment, VSSC will reimburse the same at applicable percentage of the basic wages.
- c) VSSC will provide the details like date and time of outward journey, class/type of vehicle, place(s) to be visited, number of Drivers required (including specialized Drivers, if any, for driving articulated vehicles) etc., in advance to the Service Provider, wherever feasible for arranging and deputing the Drivers. However, in exigencies, the Service Provider should also provide required number of Drivers at short notice.
- d) Immediately after completion of each trip, the Service Provider has to submit the bill covering all the relevant details including the expenditure incurred towards toll charges, petty repairs, parking charges, etc.
- e) **Police Clearance Certificate:-**

It is the responsibility of the Service Provider to arrange the character and antecedents of the Drivers engaged for duty. The Service Provider shall engage the Driver who is not having any criminal background. The character and antecedents shall be got verified through record check by Service Provider at their own cost from the concerned Police Authorities and necessary Police Clearance Certificate shall be submitted by the Service Provider in respect of each of the Driver and submit the same to Head, TOMD.

8 Roles and responsibilities of Drivers:-

- a)** The deployed Drivers shall necessarily carry mobile phone with roaming facility. VSSC will reimburse mobile charges @ **Rs 100/- per trip upto 3 days and Rs. 200/- per trip beyond 3 days** for outstation trips only as per clause 9(j).
- b)** The deployed Drivers shall necessarily maintain log book provided by TOMD, VSSC. All the columns shall be filled by the Drivers on daily basis and upon completion of the trip, the log book shall be submitted to Head, TOMD.
- c)** Driver shall wear neat and clean uniform as prescribed by RTA and no expenditure shall be reimbursed by VSSC either to the Service Provider or their Drivers.
- d)** The Driver is responsible for daily cleaning/upkeeping of the vehicle during the trip.

9 List of Reimbursable and Non reimbursable Expenses.

- a)** Any petty repairs like, tyre puncture, tube vulcanization, head light non-functioning, wiper non-functioning, electrical repairs, airlock etc., may be carried out in nearby workshops and the expenditure incurred will be reimbursed at actual on production of bills.
- b)** All major repairs should be undertaken at ISRO Centres. In case of any unforeseen major repair outside ISRO Centres, it shall be done only with the permission of the focal point.
- c)** In case maintenance of vehicle is carried out at other ISRO Centre(s)/Units, no expenses will be reimbursed.
- d)** Toll Charges & Parking Charges, if any, paid enroute will be reimbursed at actual along with bill.
- e)** VSSC being a Government of India Organization, Departmental vehicles are exempted from permit charges. However, inter-state tax/permit charges/entry tax paid if any, will be reimbursed at actual on production of proof.
- f)** For any traffic violation, if penalty is levied by Traffic Police, Motor Vehicle Inspector of Transport Department on the Driver, the Service Provider shall pay the fine and the Department will not reimburse the amount levied as fine.
- g)** Upon return, if any pre-listed items are found missing from the vehicle, the cost of the item will be recovered from the Service Provider.
- h)** Food Charges - VSSC shall reimburse Rs. 500/- per Driver per day for 12 hours duty and proportionate rate for less than 12 hours towards food in the case of Outstation Duty (with or without Night Halt).
- i)** Accommodation Charges for Outstation Trips - Drivers will be eligible for accommodation charges for Outstation Trips involving night stay at the rate of Rs. 700/- per Driver and this will be reimbursed.

- j) **Mobile/Telephone Charges** at the rate of Rs. 100/- per trip upto 3 days and beyond 3 days, Rs. 200/- per trips shall be reimbursed while on days of outstation duty. This will not be applicable for local trips or during quarantine period.
- k) However none of the items mentioned at 5(h) to 5 (j) will be applicable for local trips or quarantine days. See table below.

Item	Local Trips	Outstation Trips	QuarantineDays
1	2	3	4
Basic wages for 8 hours excluding EPF/ESI + Overtime charges per hour (No EPF/ESI) if any	As per quote	As per quote	Basic wages as a % of Column 1. No overtime is applicable.
Food Charges per day of 12 hours duty and proportionate rate for less than 12 hours	Nil	Rs. 500/-	Nil
Accommodation Charges	Nil	Rs. 700/-	Nil
Telephone Charges	Nil	Rs. 100/- / Rs.200/-	Nil
Total receivable per day	Basic wage + overtime	Basic wage + overtime + Rs.1,200/- + Telephone	As a percentage of basic wage

- l) Charges towards Comprehensive All Risk Insurance (Group Insurance) Cover shall be paid by VSSC at actual against the quote to be obtained by the Service Provider from any of the Government Nationalized General Insurance Companies.
- m) As per the Motor Vehicles Act, wearing of applicable Uniform is mandatory for all the Drivers. The cost towards Uniform and its stitching shall be borne by the Driver concerned and VSSC shall not reimburse.

10 **Accidents, contingencies and medical expenses**

- a) As the Departmental vehicles are exempted from insurance, the Drivers shall be utmost alert while driving the vehicles.
- b) In case any accident takes place while vehicle is on the road, the details of accident to be intimated to Head, TOMD, VSSC, immediately. The Department Accident Enquiry Committee will inquire into the incident and if it is found that the Driver is at fault, the amount as recommended by the Committee will be levied as fine and recovered from the Service Provider's bills. If it is found that there is no fault of Driver, the Department will bear the expenses.
- c) The Service Provider shall necessarily take death -cum – accident insurance policy (All Risk Insurance Policy) for insurance coverage of Rs. 10 Lakhs for each Driver from the pool of Drivers planned for deployment by the Service Provider which will cover road accidents and all associated risks. **You shall obtain a quote for the Comprehensive All Risk Insurance (ARI) Policy through a Group Insurance from any of the Government National Insurance Companies and the cost shall be paid by VSSC extra at actual. This will be paid directly to the Service Provider.**

Quotes received from Service Provider WITHOUT the INSURANCE QUOTE will NOT be considered.

- d) The Service Provider shall also take care of medical/legal expenses relating to injury/death caused to the Driver while on duty. The proportionate expenditure towards insurance policy premium shall be included while submitting the quote.

11 Other Conditions:-

a) Type of Rate Contract and Extension of Rate Contract

The Rate shall remain firm and fixed during the Rate Contract period prescribed. VSSC reserves the right to extend the Rate Contract upon mutual consent for a further period without altering the rate.

b) Parallel Rate Contracts

VSSC reserves the right to enter into parallel/adhoc Rate contracts simultaneously with one or more agencies as required.

VSSC proposes to enter into Rate Contract with **TWO OR more** Service Providers and the scope of work will be split among many Service Providers. The Rate Contract will be as far as possible finalized at the L-1 rates and hence the L-2, L3, L4 bidder etc., shall agree to hold the L-1 rates in case they wish to be awarded with the Rate Contract(s).

c) Security Deposit:

On receipt of the Rate Contract, the Service Provider shall submit an interest-free Security Deposit (SD) for Rs. 5 Lakhs (Rupees Five Lakhs only) in the form of Fixed Deposit Receipt (FDR) drawn in favor of **The Accounts Officer, Main Accounts, VSSC** or in the form of bank guarantee in a non-judicial stamp paper of Rs.200/- issued by a Nationalized/Scheduled Bank as per the format (Form. No. DOS:PM:07) and shall be further valid for 2 months beyond the completion of this Rate Contract towards performance of the Rate Contract. This Security Deposit without any interest thereon shall be returned to the Service Provider on successful completion of this Rate Contract or shall be adjusted/forfeited against non-fulfillment/non-performance of any of the contractual obligations.

d) Preference for MSMEs

The Government of India has enacted the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 and the preferences that are extendable to the MSME Units including Women and SC/ST Entrepreneur's as issued by the Government of India from time to time and wherever feasible, will be applicable for this tender.

e) Termination& Short-closing of Rate Contract:

Under the normal circumstances, termination/short closing of the Rate Contract (s) is not foreseen. However, in case of repeated non-performance of the Rate Contract(s), owing to deficiency of service or breach of Order conditions or cessation of the requirement, VSSC

reserves the right to terminate the Rate Contract wholly or partly by giving a prior notice of not less than 30 days, without any obligation on its side. In case the Service Provider desires to withdraw the Rate Contract(s) voluntarily, a prior notice of 30 days is required.

The Rate Contract(s) is liable to be terminated without notice and the Security Deposit under the Rate Contract(s) shall be liable to be forfeited in the following circumstances:-

- i. For the breach of any material term, condition or provision of this Rate Contract (s) by the Service Provider.
- ii. In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.
- iii. The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation, embezzlement, malfeasance or misfeasance.
- iv. If the Service Provider terminates or suspends their business, without giving prescribed notice.
- v. The Service Provider's license or certification is suspended, terminated, revoked or forfeited.
- vi. If the Service Provider fails to comply with any applicable laws of the land.
- vii. In the event of sustenance of loss by VSSC due to the premature termination of Rate Contract (s) by the Service Provider, the same shall be recovered from the Security Deposit.

f) Sublet of Contract:

The Service Provider shall not sublet, transfer or assign the Rate Contract or any part thereof without VSSC's prior written approval.

g) Fall Clause:

The rates quoted by you shall in no event exceed the lowest charges at which the Service Provider provides the service of their Drivers identical description to any other party during the period of this Rate Contract. If at any time during the said period, the Service Provider reduces such charges to any other customers, it shall be forthwith notified to VSSC and the charges payable under the Rate Contract for the services done after the date of coming into force of such reduction of such charges, shall stand correspondingly reduced.

h) 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 Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Thiruvananthapuram in the Arbitration and Conciliation Centre – Thiruvananthapuram (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 CONTRACTOR 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.

i) **Format for submission of Bids :-**

The format for submission of Bids is kept as **Annexure-II**.

j) **Compliance Statements:-**

The Service Provider shall submit their Bid in Bid submission format as at **Annexure-II** along with **Annexure-A to E**, duly filled in mandatorily.

- **Annexure-A** relates to the complete details about the Service Provider.
- **Annexure-B** is a declaration to be provided by the Service Provider confirming that the quote is submitted on true knowledge and belief and that there are no false or fabricated documents.
- **Annexure-C** is a declaration to be provided by the Service Provider regarding Court cases.
- **Annexure-D** is a certification to be provided by the Service Provider informing the details of any of their "NEAR RELATIVE(S)", working in VSSC/IISU/LPSC.
- **Annexure-E** is a compliance statement to be provided by the Service Provider confirming their compliance to 13 bid conditions/requirements.

k) **Exclusions:-**

- i. Those Service Providers who were excluded from participating in any tender/ hiring of vehicles on earlier occasions, 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 said Service Provider is suspended/debarred/blacklisted and if such Service Provider submit bids, VSSC reserves the right to summarily reject the same.
- ii. Likewise, those Drivers of the Service Provider(s), who were previously expelled by VSSC or other ISRO Centres/Units for misbehavior, forged log sheet etc., are also not to be deputed to VSSC.
- iii. VSSC also reserve the right to accept or reject any offer either fully or partially.

l) **Offer Validity:-**

The Bid submitted by the Service Provider shall be valid for a minimum period of **Sixty Days (60 days)** from the date of opening of the Bid.

m) **General**

Our enclosed standard terms and conditions shall also form part of this tender enquiry.

n) **Due Date:-**

The **Service Provider** shall submit their bids in the Format at **Annexure-II along with Annexure-A to E** to the **Senior Purchase & Stores Officer, Purchase Unit-I, VSSC, RFF Area, Thiruvananthapuram - 695 022** on or before **15th September 2020 (before 11 AM)**.

Thanking you,

Yours faithfully,

(M R Premkumar)
Sr. Purchase & Stores Officer
Purchase Unit-I, VSSC, RFF Area,
Thiruvananthapuram - 695 022
For & on behalf of the President of India
(The Purchaser)

Encl : as above

CATEGORY OF VEHICLES MEANT FOR OPERATION BY VSSC
THROUGH THE SERVICE PROVIDERS

Category	Class	Models/Makes
1	Light Vehicles like Cars (Petrol/Diesel), Multi Utility Vehicles	Tavera/ Bolero/Innova/Crysta
2	Light Vehicles	13-17 Seater/20-26 Seater Tempo Traveller/Delivery van
3	Light Commercial Vehicles	Open/Closed Truck upto 8 T GVW
4	Passenger Vehicle	Mini Bus 28-35 Seater/Bus (45-50 Seater)
5	Heavy Trucks	12 – 20 T GVW
6	Trailers	Having width 3 M to 3.5 M and length from 5.5 M to 7.4 M
7	Extra Long Over Dimensional Well bed or Semi Low bed Trailer	Having width 3 M to 3.5 M and length 7.5 M and above
8	Explosive Van	Explosive Van
9	Passenger Bus, Exhibition Bus	TATA BUS/ASHOK LEYLAND BUS

BID SUBMISSION FORMAT
(TO BE SUBMITTED IN SERVICE PROVIDER'S LETTER HEAD)
RATE FOR HIRING DRIVERS ON CONTRACT BASIS

Sl. No.	Description of Charges	(Rate in Rupees)		
		On Local Duty	On Outstation Duty	On Quarantine at Trivandrum
I	II	III	IV	V
1.	Basic Wages per hour for 8 hour Duty - (Hourly rate only should be quoted.) (The basic wages shall be EXCLUSIVE of EPF and ESI)			
2.	Overtime Charges per hour in percentage of the Basic Wages – (No ESI/EPF for overtime)			Not Applicable
3.	Service Charges to be quoted in percentage of the basic wages per trip. (See Clause 6e)			Not Applicable
4	EPF and ESI	Will be included by VSSC at applicable percentage	Will be included by VSSC at applicable percentage.	Not Applicable
5	Goods & Service Tax@ 18%. (Amount need NOT be quoted)	GST @ 18% will be included by VSSC	GST @ 18% will be included by VSSC	Not Applicable
6	Name of Nationalised General Insurance Company			
6a	Total premium amount quoted by Insurance Company			
6b	Number Persons covered			

IMPORTANT NOTE:-

1. I also understand that the landed cost will be the sum total of Sl. Nos. 1, 2, 3 and 4 and will decide on the L-1 bidder.
2. The insurance cover will be a group insurance as per clause 10(c) of the terms and conditions. One insurance cover is sufficient for the local and outstation trips.
3. Insurance premium of the selected vendor /vendors will be reimbursed on an actual basis by VSSC by Cheque / Demand Draft payable directly to the insurance company.

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

Date :.....

Place:.....

(Signature of Authorized Signatory with Seal)

Name in full:

ANNEXURE-A**TO BE PROVIDED BY THE SERVICE
PROVIDER WITH THEIR BID**

PASSPORT SIZE
PHOTO OF THE
PERSON SIGNING
THE BID TO BE
PASTED HERE

1.	Name of the Service Provider - M/s.	
2(a).	Full Postal Address of the Service Provider	
2(b).	Telephone No.	
2(c)	Mobile No. (Mandatory)	
2(d).	Fax No.	
2(e).	E-mail id (mandatory)	
3.	Full Postal Address of Operating Branch Office, if any	
3 (a)	Telephone No.	
3 (b)	Mobile No.	
3 (c)	Fax No.	
3(d)	E-mail	
4.	Indicate the Organizational status of the Service Provider	<ul style="list-style-type: none">1. Proprietorship2. Society3. JV Firm4. Partnership5. Private Limited Co6. Public Limited Co7. PSU/PSE8. Others (please indicate) (please tick any one of the above which is applicable)

5.	Act/Rule under which the Service Provider is registered	
6.	Registration No. & Date of Registration	
7.	Name of the Proprietor /Manager/ President/ Secretary/ Chief Executive with address and Contact Phone No.	
8.	Name of Partners/Shareholders (of privately owned)/ Directors/ Executives/ Officers of the Service Provider (If required attach additional sheet)	
9.	Whether any Near Relative of the Proprietor/Office bearers is/ are working in VSSC/IISU/LPSC, if so details	
10.	Labour Department Registration No.	
11.	EPF Registration No.	
12.	ESI Registration No.	
13.	PAN No.	
14.	Goods & Service Tax Registration No.	
15.	Bank Account Details of the Service Provider	Banker's Name
		Banker's Address
		Bank Account No.
		IFSC Code
		PFMS No. (if available)
16.	Whether the Service Provider undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC/IISU/LPSC. If so, give the details	

Note:-1. If any of the above columns are kept unfilled and not supported by documentary proof, such BIDS 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:

DECLARATION BY THE SERVICE PROVIDER

(To be provided by the Service Provider with the BID 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), 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 information/fabricated document would lead to rejection of our bid at any stage besides liabilities towards prosecution under appropriate law.

Date :.....

(Signature of Authorized Signatory with Seal)

Place:.....

Name in full:

DECLARATION BY THE SERVICE PROVIDER REGARDING COURT CASES

(To be provided by the Service Provider with the BID 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 Honourable Court	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:

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) is/are employed in VSSC/IISU/LPSC.

No	Name of Employee	Designation	Staff Code No.	Organization

(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.

DEFINITION**Near Relative:-**

The Service Provider shall furnish a Declaration 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) 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:

- Spouse
- 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 shall be certified and provided.

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 :

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

Sl. No.	Conditions in BID Requirements	Compliance Yes/No	Explanation Comments	Details of Relevant Documents attached
1	The details of Service Provider's establishment in their letter head			
2	Declaration Form			
3	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider			
4	A declaration in line with "Near Relative" Certificate			
5	Valid Registration Certificate of Service Provider's Establishment issued by any Governmental Agency			
6	Details of similar works executed under any of the skill set and Details of experienced employees with adequate qualification/ experience			
7	Copy of Work Order(s)/ Contract(s) issued in the name of the Service Provider, authenticating the deputation of minimum of 20 Nos of Drivers to any Central or State Government Department during the last 5 years.			
8	Labour Department Registration			
9	EPF Organization Registration			
10	ESI Corporation Registration			
11	Bank Account Details			
12	Copy of PAN Card			
13	Copy of the Goods and Service Tax Registration Certificate			

Date :

(Signature & Name of Authorized Signatory with Seal)

Place :