

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./340/2022 दि. 06.01.2023**  
**ADVT. NO. VSSC/P/ADVT/340/2022 DT. 06.01.2023**

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्न लिखित 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.	B220- 2022-003662-01 [एकल भाग / <b>SINGLE PART</b> ]	अनुलग्नक I के अनुसार वीएसएससी में विशेष कार्यक्रमों के अवसर पर लघु वाहनों को भाडे पर लेने हेतु दर संविदा  Rate Contract for hiring of light vehicles only on special events of VSSC as per Annexure I	2 वर्ष/ years	रु.560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / <b>Due Date for Receipt of Tender</b>	<b>31/01/2023 up to 16:00 Hrs.</b>
निविदा खोलने की तिथि / <b>Tender Opening Date</b>	<b>01/02/2023 at 10:00 Hrs.</b>

**विशेष टिप्पणी/Special Note:-**

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

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 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).

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 Document 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 Document please indicate on the envelope as "Request for Tender Document- 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

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 : sppo\_psd@vssc.gov.in

निविदा आमंत्रण  
INVITATION TO TENDER

मैसर्स  
M/s

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हमारी संदर्भ सं

Our Ref. No. B220 2022-003662-01

निविदा अंतिम तिथि

Tender Due at

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. AS PER ANNEXURE I )

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate Contract for hiring of light vehicles only on special events of VSSC as per Annexure - I for a period of 2 years.	Years	2

सुपुर्दगी स्थल

Delivery At TOMD, VSSC

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions NA

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms AS PER ANNEXURE I

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) 1) All bidders are requested to go through the scope of work, terms and conditions in annexure I carefully before submitting the offer. Further, they should sign all the pages of the terms and conditions for having read and accepted the same.

(2) 2) Quotation should be submitted only as per the prescribed format in Annexure II(A), II(B) and III with all information duly filled and signed. Quotations submitted in any other format will not be considered.

(3) 3) Parties having experience in providing and managing large number of vehicles (Min. 25 vehicles) of same class such as Maruti Ciaz, Toyota Crysta at a time to large events such as international science congress & other

(4) events are only eligible for participating in the tender. Necessary documentary proof shall be attached in this regard.

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

**RATE CONTRACT FOR HIRING OF LIGHT VEHICLES FOR USAGE BY VSSC DURING  
SPECIAL EVENTS ONLY**

**1.0 DEFINITIONS:**

- a) The term “**Vikram Sarabhai Space Centre [VSSC]**”, (hereinafter called the **Service Receiver**) 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 of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram – 695 022.
- b) The term “**Service Provider**” shall mean any registered Establishment, which will be performing this Rate Contract activity.
- c) The term “**Staff**” mean all the drivers, supervisors and other persons engaged by 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 coordinating with the Service Provider or their Authorised Official (s). The Focal Point of VSSC shall be the Head, TOMD or authorized Officer (s) identified by Head, TOMD-VSSC in this regard.

**2.0 SCOPE OF WORK:**

- 2.1 **PERIOD OF CONTRACT:** The Contract is proposed for period of **TWO YEARS** from the date of award of R/C. However, Service receiver Reserves the right to extend the same for further periods with the same rate, terms & conditions on mutual agreement. We also reserve the right to short close the same by giving one-month notice in writing without any financial obligations on our side. **The Service Receiver also reserves the right to short-close/terminate the Rate Contract at any time by giving one-month notice period without any financial implication on either side. The Service Receiver also solely reserves the right to operate and not to operate the Rate Contract due to specific reasons and conclusion of Rate Contract does not mandate for award of work order.**
- 2.2 The scope of this Rate Contract is to supply tourist Air Conditioned Diesel light vehicles of different make & types like Etios, Ciaz, Amaze, Verna, Corolla Altis, Mercedes Benz E Class, S Class, Crysta, Traveller, etc., which are not older than 5 years at any time during the currency of this contract on hire basis to Service Receiver as and when required on daily basis for the movement of personnel during Inter Centre Sports Meet, Seminars, Conferences and other events of Service receiver. If the vehicles supplied as taxis are getting older than 5 years during the currency of this rate contract, Service Provider shall replace them with alternate vehicles meeting the above criteria.
  - 2.2.1 Service Provider can supply petrol variants of vehicles of same class & model if they are willing to accept the rates of its diesel variant as per our contract.
  - 2.2.2 The requirements will be on short notice. Though, advance information will be given on the requirement of vehicle, the actual no. of vehicles required could be confirmed only 1-2 days before the event. Only vehicles registered as Taxi with tourist taxi permit will be accepted.

(Company Sign & Seal)

### 2.3 Nature of Hiring:

2.3.1 The taxis will be hired only as and when required during any special events of the Centre as per the applicable slab. Normally, the vehicle requirement during special events will be up to 20 numbers of different class of taxis per day. The number of vehicles required may go up to 50 numbers per day during the large events such as inter Centre sports meets, Parliamentary Committee Members visit etc.

Bidders shall quote the rate in Annexure-III for different slabs such as 8 Hrs/80 Kms, 10 Hrs/100 Kms, 12 Hrs/120 Kms and for additional km & hour. Hours of hiring only will be considered for deciding the slab. This additional rate per km will be applicable for any services made in excess of the distance limit of each slab. Payment for exceeded kms in each slab will be made without any upper limit for additional distance used.

2.3.2 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 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 lower slab + additional charges in multiple of 30 minutes or next higher slab whichever is lower.**

(Example 1: If the vehicle is used for 8 Hours 45 minutes, it will be rounded to 30 minutes' additional charge (half of rate per additional hour). Similarly, if the vehicle is used for 8 Hours 46 minutes, it will be rounded to 1- hour additional charge.

Example 2: If vehicle is used for 8.46 hrs. & logged 140 kms, payment will be made for whichever rate is less in the below class.

A) Slab rate for 8hrs/80 kms + Rate for additional 1 hour + Rate for extra 60 km  
or

B) Slab rate for 10hrs/100kms + Rate for extra 40 km.

2.3.3 Service charges, if any also shall be quoted in the Annexure III in percentage of the total hiring charges. Applicable GST will be paid extra as per the rules.

### 2.4 Night duty charges:

The taxi drivers shall be required to do overnight duties if required. Bidders must quote for night duty charges per hour in Annexure III and this amount will be paid only for vehicles retained in our office premises as stand by or with steering duty beyond 23:00 Hrs and up to 5.00 Hrs. However, if the time of termination of the duty beyond 23:00 hours is outside VSSC, night halt charges will be paid only based on certification by the last alighting official and approval from Focal point.

### 2.5 Local Duty:

The term "Local duty" means all duties which are not coming under the definition of outstation trips.

### 2.6 Outstation Duty:

The term "Outstation duty" means one side journey distance beyond 65 kilometers along with an absent period of more than 12 hours from the Headquarters. Vehicles hired on daily basis may be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva and other places whenever required. For any such outstation duties, driver batta per day shall be quoted

Terms and conditions \_Annexure I  
in Annexure III and this will be paid in addition to the normal payment based on daily basis rate wherever applicable. Night duty charges is not applicable for vehicles deployed for outstation trips without steering duty in between 23:00 hrs. to 05.00 hrs.

**2.7 Miscellaneous Charges:**

Any extra charges like temporary inter-state permit, FASTag toll charges, 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 Focal Point along with the Service Provider's bills. Late submission/mutilated bills will not be permitted. Thermal printed bills should be submitted with Photostat copies to avoid fading out of information. It may be noted that **fine paid for non-availability/ non- working of FASTag will not be reimbursed** by Service Receiver.

**3.0 Dead Mileage:**

Dead mileage from garage to VSSC/Thumba will be at actuals; however, limited to a maximum of 10 kms for reporting to VSSC and return to garage after duty. For pickup/dropping place other than VSSC, the actual distance from dropping/pickup point of last alighting/first boarding official to garage of the bidder will be paid.

**3.1 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.

**4.0 Price Variation:**

The unit hire prices quoted will be firm and fixed during the currency of the contract. 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 a diesel price from base price in a single spell or different spell over a period during the contract.

**4.1 Mileage of Vehicles:**

All bidders should clearly indicate the average mileage in kilometer per litre (KMPL) of each class of vehicle quoted in the Annexure format III. Service receiver reserve the right to fix an

average mileage in KMPL for each class of vehicles to use in price variation formula which will be final and parties are bound to accept the same.

#### 4.2 Price Variation Formula:

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

##### Example 3:

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

I.e., The price revision formula will be applicable in case of diesel price crosses ₹110, will be recalculated once diesel price crosses ₹120, ₹130 and so on.

If current diesel price (C) is Rs.114.00/litre

Variation (C-A) = Rs. 14.00 which is more than B (10% higher than A) and price revision formula applicable at revised diesel price of ₹110.00/ litre.

Mileage fixed for vehicle = 10 KMPL

Increase or decrease in Total Hire Charges for every 1 km use

$$= (1/10) \times (110.00 - 100.00) = ₹1.00$$

##### Example 4:

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

I.e., The price revision formulas will be applicable in case of diesel price reduces to ₹90, and will be recalculated once diesel price reaches ₹80, ₹70 and so on.

If current diesel price (C) is Rs.88.00/litre, the price Variation (A-C) = ₹12.00, which is greater than B (10% lower than A) and price revision formula applicable at revised diesel price of ₹90.00/ litre.

Mileage fixed for vehicle = 10 KMPL

Decrease in Total Hire Charges for every 1 kms use

$$= (1/10) \times (100.00 - 90.00) = ₹1.00$$

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

#### 5.0 Eligibility Criteria for bidding:

- 5.1 The bidder shall provide documentary proof of having experience in supplying and managing large number of taxies of required classes as mentioned in clause 2.2 (50-100 Nos.) at a time for events such as International science congress in Trivandrum, Space Transportation System seminar in VSSC & other major events in Trivandrum.
- 5.2 The bidder's firm shall have minimum 5 years' experience in supplying of vehicles for which necessary proof shall be submitted along with the company profile format attached as Annexure II (A).
- 5.3 The bidder shall provide details of minimum 25 vehicles in Annexure II (B) out of which at least 5 vehicles must be owned in the name of the firm or proprietor / partner of the firm and

age limit of the vehicle is not applicable for this case as it is only to find the capacity of the firm.

- 5.4 Only Indian nationals are eligible to bid.
- 5.5 Bidder must have a valid email address and mobile number for effective communication and monitoring.
- 5.6 The bidder who have an office at Trivandrum city within 20 Km. of VSSC shall only eligible quote. An official with contact phone number shall be permanently identified to manage the contract in the office at Trivandrum. Whenever required, bidder must be able to provide a representative for managing the taxi movement during major events where more than 25 vehicles are required.
- 5.7 The no. of vehicles required by Service Receiver varies from time to time and the Service Provider shall be ready to provide any no. of vehicles demanded by Service Receiver as and when required. However, a Service Provider shall be able to provide minimum 25 taxies to Service Receiver within the time period of one day if required. There shall be no lower/upper limit on
  - i. the number of vehicles hired
  - ii. the number of days each vehicle is hired
  - iii. the duration (number of hours) of operation per day and
  - iv. the distance operated per day.
- 5.8 Only vehicles with yellow number board along with valid taxi permits and insurance shall be allowed as taxies. Service Receiver reserves the right to refuse/restrict payment in case unauthorized vehicles are provided as taxies.
- 5.9 A checklist attached regarding the eligibility criteria must be filled completely in all respects and quotation without properly filled checklist will be considered as invalid quote.
- 5.10 The Service Provider shall be willing to accept the following requirements of Service Receiver.
  - a) The taxi duty can be split into multiple units as decided by Service Receiver on day to day requirement basis and the duty hours will also be decided by the Service Receiver.
  - b) The taxies shall be required to perform round the clock duties as required by Service Receiver.
  - 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 6.0.

#### **6.0 Eligibility Criteria for Drivers:**

- 6.1 The drivers deployed to the Service Receiver must have minimum 3 years' experience in driving light vehicles and shall possess valid driving licence.
- 6.2 Drivers who have crossed 55 years (on the date of outward journey) shall not be deployed for duty. He should be medically fit in all respect and well behaved. The persons suffering from chronic illness, uncontrolled 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 Service Receiver whenever required.
- 6.3 No driver shall drive the taxies for Service Receiver 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 and appropriate disciplinary action deemed necessary shall be initiated against the driver and the Service Provider. The Service Provider should immediately arrange a substitute driver at the earliest

- 6.4 The Service Provider shall engage the driver who is not having any criminal background. Necessary Police Clearance Certificate shall be submitted by the Service Provider in respect of each of the driver whenever required by Service Receiver. It is the responsibility of the Service Provider to arrange the certificate on character and antecedents of the Drivers engaged for duty. The Service Provider shall engage the Driver who is not having any criminal background.
- 6.5 Drivers deployed shall be eligible to drive the taxies at all time as per MV Rules.

**7.0 Condition of the Vehicle:**

- 7.1 All statutory documents such as RC book, Road Tax payment, Insurance Policy, Taxi permit, etc., shall be valid during the contract period and they shall be kept in the taxies for verification of RTA. If any documents validity is expired during the currency of the contract, Service provider shall immediately rectify the same.
- 7.2 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.
- 7.3 Vehicles which are not older than 5 years of age during the currency of contract shall only be supplied based on our request. If it gets older than 5 years of age during the currency of the contract, the vehicle shall be replaced immediately with another vehicle not older than 5 years by Service Provider.
- 7.4 Service Receiver reserves the right to reject any vehicle provided by the Service Provider even if the vehicle is less than 5 years old. In case Service Receiver not satisfied with the condition of the vehicle, the same shall be replaced at the earliest by the Service Provider to the utmost satisfaction of the Service Receiver.
- 7.5 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.

**8.0 Uniform for Taxi Driver:**

The taxi driver shall compulsorily wear neat & clean uniform (Normally White shirt and black pants) while on Service Receiver's duty as per the existing MV act. No extra payment will be made to Service Provider by Service Receiver for providing uniforms to drivers deployed for Service Receiver's duty. Drivers not in uniform will not permitted for performing duty.

**9.0 Mobile for Taxi Driver:**

The driver of the vehicle must have a **BASE MODEL MOBILE PHONE (WITHOUT CAMERA)** 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 a base model mobile (without camera) for which necessary pass will be issued by Service Receiver. Any violation of the above will be liable for suitable action including termination of the contract. Service Receiver will not reimburse any payment towards mobile instrument and mobile charges incurred by Taxi driver/ Service Provider.

**10.0 Responsibility of Service Provider:**

- 10.1 The Service Provider shall be held responsible for;
- a. Claiming of higher time and Kilometer than the actual.
  - b. Misbehavior of Driver with officials of Service Receiver.
  - c. Indulging in manipulation of meter reading and time.
  - d. Tampering of speedometers.

In case anyone is found guilty, bill will be cleared for the actual usage only apart from cancelling the contract and the decision of Service Receiver will be binding on the Service Provider.

- 10.2 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. Service Receiver reserves the right to accept/reject any drivers without assigning any reasons.
- 10.3 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 punitive action will be taken.
- 10.4 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 Focal Point daily to examine the condition of vehicles, speedometer reading and documents. Daily speedometer reading will be certified by Focal Point in log sheets. It is mandatory to follow the above said procedure to get the bills cleared for payment.
- 10.5 In case Service Receiver request for a taxi on a continuous period exceeding 24 hrs, the Service Provider shall change the driver and the log sheet. Service Provider 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.
- 10.6 The drivers posted to VSSC must have minimum 3 years' experience in driving the light vehicles and shall possess valid driving licence. He should be medically fit in all respect and well behaved during the currency of contract. No driver shall drive the vehicles for Service Receiver 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 Service Receiver's duty, concerned driver will be removed and Service Provider shall substitute with suitable driver.
- 10.7 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.
- 10.8 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 Service

Receiver and follow their instructions. However, Service Receiver will not be responsible for any damage to the taxi & taxi driver during VSSC duty.

- 10.9 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, Service Receiver 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.
- 10.10 The Service Provider shall strictly follow the rules and regulations of Service Receiver and CISF & VSSC security personnel have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
- 10.11 All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the Service Provider. Service Receiver will not be a party to any dispute arising out of accident or traffic offense. Further the Service Provider shall 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.
- 10.12 In case of any damage to the Service Receiver 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 Service Receiver regarding the amount of damages will be final & binding on the Service Provider and the amount shall be paid without any demur. Department will also have the option of recovery of the amount from the pending bills of the Service Provider.
- 10.13 The Service Provider will provide as many vehicles as requested by Service Receiver. In case of breakdown of any taxi, the replacement should be provided within one hour.

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

- 11.1. 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 licence with badge and Service Receiver reserve the right to verify the same at any time during VSSC duty.
- 11.2. 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.
- 11.3. Taxi drivers shall compulsorily wear uniform during Service Receiver's duty as per clause no. 8.0 and no extra payment will be given by Service Receiver in this regard.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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. 3.0 and it should be recorded in the log sheet promptly. The time duration shall be as per clause no. 3.1.

- 11.7. 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.
- 11.8. Speedometer reading in the vehicle should always tally with the entries in the log/trip sheets and Service Receiver reserve the right to verify the same at any time during VSSC duty.
- 11.9. The driver of the taxi must produce the vehicle and log/trip sheet before Focal Point daily for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
- 11.10. 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.

#### **12.0 Intimation of Vehicle Requirement:**

Normally Service Receiver will inform the next day's requirement in previous working day itself; however, in case of emergency, the Service Provider shall supply vehicles within one hour as and when required over mobile/email.

Note: Bidders shall compulsorily provide an email ID and their Mobile No. in the bid for future communication like vehicle requirements, drivers absence etc.

#### **13.0 Payment:**

Bills for daily basis shall be submitted to Service Receiver within 10 days of completion of hired duty days along with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after 10 days may not be considered.

After variation and approvals by Focal Point, the bills will be forwarded to the Accounts Officer (Bills) for arranging payment through PFMS. Normally, Payment will be made within 15 days from the receipt of bills at Focal Point.

Service Receiver 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 Service Provider.

#### **14.0 General:**

1. Normal office working hours of Service Receiver is from 08.45 hrs. to 17.15 hrs. According to the requirement, taxis shall have to perform duties before & after office hours and on holidays as required by the Service Receiver.
2. The Focal Point or his authorized representative's instructions shall be adhered strictly.
3. The Service Provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for him & his personnel deputed to VSSC.

#### **15.0 Instructions to the Bidders:**

1. Parties having experience in providing and managing large number of vehicles of same class such as Innova (50 to 100 vehicles) at a time to large events such as international

science congress & other events are only eligible for participating in the tender. Necessary documentary proof shall be attached in this regard.

2. The rate quoted in this Annexure III shall be inclusive of all expenses of the taxi and Service Receiver will not pay any other charges except for the rates quoted in this annexure III and charges mentioned in clauses 2.7
3. Indicate GST if any applicable clearly.
4. Service Receiver reserves the right to split the vehicle requirement and choose any one or more number of firms in the contract for assigning/hiring of taxies on daily rates based on the performance/requirement.
5. All bidders are requested to go through the terms and conditions carefully before submitting the offer. Further, they should also sign all the pages of the terms and conditions for having read and accepted the same.
6. Quotation as per the prescribed format in Annexure III shall be submitted along with completely filled & duly signed Annexure II(A) & II(B). Quotations submitted in any other format or incomplete WILL BE SUMMARILY REJECTED.

**16.0 Security Deposit:**

In case of an order, you have to submit an interest free security deposit equivalent to 3% of the Annual contract value in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee which will be refunded after due performance of this Contract or shall be adjusted/forfeited against any dues.

**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

Terms and conditions \_Annexure I  
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.

**ANNEXURE - II (A) to Tender No.**

**COMPANY PROFILE:**

Sl. No.	Details of the Firm	To be Filled by the Party
1	Name of the Firm and Name of the Bidder	
2	Complete office Address of the Firm/Bidder	
3	Office & Residence contact details	Office Land Phone No.:  Office Mobile No.:  Email ID:
4	Status of the bidder in the Firm (Eg. Proprietor/ Proprietress/ Managing Partner, etc.,)	
5	Name of partners if any. (Enclose the copy of partnership deed)	
6	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	
7	Complete residential Address of the proprietor with Phone Number	Address:   Phone Number:
8	Firm Registration No. with year if registered	
9	GSTIN (If applicable)	1) 2) 3)

10	PAN Number of the firm/ bidder:	Firm's PAN No.: Bidder's PAN No.:
11	Details of experience in the field (Minimum 5 years of experience in the field is mandatory)	
12	List of organizations to whom you have supplied/supplying vehicles on hire basis (Self attested copies of the proof shall be enclosed)	

I declare that the particulars furnished above are true and correct to the best of my knowledge. I hereby also certify that documentary proof for Sl. No. 2, 5, 6, 8, 9, 10, 11, 12 are submitted along with this Annexure II(A).

**Signature of the Bidder/Proprietor/  
Managing Director of the firm with office seal**

**ANNEXURE - II (B) to Tender No.**

1. Name and address of Bidder/Firm :

2. Details of vehicles will be provided by the Firm :

Sl. No.	Vehicle Reg. No.	Make & Model	Date of Reg.	Owned by Firm/Proprietor/ Partner of firm
1				Yes/No
2				Yes/No
3				Yes/No
4				Yes/No
5				Yes/No
6				Yes/No
7				Yes/No
8				Yes/No
9				Yes/No
10				Yes/No
11				Yes/No
12				Yes/No
13				Yes/No
14				Yes/No
15				Yes/No
16				Yes/No
17				Yes/No

18				Yes/No
19				Yes/No
20				Yes/No
21				Yes/No
22				Yes/No
23				Yes/No
24				Yes/No
25				Yes/No

3. Exact location of Garage of the firm :
4. Time required for vehicle to report to VSSC :  
after getting intimation (in hours)

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.

- a. I/We have completely read & understood the terms & conditions provided in Annexure I before submitting the quotation and accept the same.
- b. I have submitted the rates in only as per the Annexure III attached in the tender document.
- c. All relevant documents are attached as required in the tender.

**Signature of the Bidder/Proprietor/  
Managing Director of the firm with office seal**

**QUOTATION FORMAT FOR RATE CONTRACT FOR SUPPLY OF TAXIES ON DAILY BASIS CATEGORY TO VSSC DURING SPECIAL EVENTS**

Sl. No	Type of Vehicle (Air Conditioned)	Avg. KMPL of each class of vehicle	Minimum Rate per slab			Charges for extra hrs/km in ₹		Driver Batta for Outstation Trips in ₹	Night Halt Charges per hour in between 23:00 Hrs to 05.00 Hrs. in ₹
			8 Hrs/80 Kms.	10 Hrs/100 Kms.	12 Hrs/120 Kms.	Per Hour	Per Km		
			Amount in ₹	Amount in ₹	Amount in ₹				
1	Ciaz/Etios/Amaze or Equivalent								
2	Corolla Altis or Equivalent								
3	Benz E class or Equivalent								
4	Jaguar/Audi A6 or Equivalent								
5	Toyota Crysta								
6	Tempo Traveller (14/17 Seater) or Equivalent								
7	Service Charges in Percentage, if any								
8	GST in Percentage								
Distance from your Garage to Service Receiver's Offices at		Thumba							

**Signature of the Bidder with name & office seal:**

Note:

- The vehicles will be hired only as and when required. Refer Clause no. 2.2 in Annexure I for further details.
- Night halt charges will be paid only as by clause no. 2.4 in Annexure I.
- Vehicles hired on daily basis may be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva or other places. Refer clause no. 2.6 in Annexure I for further details.
- The unit hire prices quoted in this Annexure will be firm and fixed during the currency of the contract subject to price variation clause no. 4.0, 4.1 & 4.2.
- Dead mileage will be as per clause no. 3.0. & 3.1
- Average fuel mileage in all of the above six classes of vehicle must be filled.
- Driver batta is applicable only for out station duty mentioned in Clause no. 2.6 in Annexure I

**EARNEST MONEY DEPOSIT / BID SECURITY:**

1. Earnest Money Deposit (EMD) or Bid Security is obtained to ensure the earnestness of the vendor in the procurement process. Registered Vendors of VSSC are exempted from furnishing EMD or Bid Security in the procurement process. Other Vendors participating in the tender process has *to furnish EMD through Demand Draft/Banker's Cheque for **Rs. 30,000/- (Rupees Thirty Thousand Only)** drawn in favour of **Sr. Accounts Officer, Centre Accounts, VSSC-Trivandrum** payable at State Bank of India, Thumba Branch.* EMD shall be interest free. EMD shall also be furnished in the form of Fixed Deposit Receipts or Bank Guarantee from any of the Scheduled Banks executed on non-judicial stamp paper of value Rs.200/-. In case of Bank Guarantee, it shall be valid for a period of 45 days beyond the final tender validity date.
2. Registered Vendors who have already applied for renewal of registration, Central PSUs, PSEs, Autonomous Bodies, Micro and Small Enterprises, KVIC, National Small Industries Corporation etc., are exempted from the payment of EMD.
3. Any tender not accompanied with EMD shall be treated as **INVALID TENDER** and rejected. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number etc.
4. EMD of vendor shall be forfeited if the tenderer/contractor withdraws or amends his tender or deviates from the tender in any respect within the period of the validity of the tender. Failure to furnish Security Deposit/Performance Bond by a successful vendor within the specified period shall also result in forfeiture of EMD.
5. EMD shall be refunded to all the unsuccessful vendors within thirty days after placement of the Purchase Order. EMD shall be refunded to the successful tenderer / contractor after payment of the Security Deposit. EMD shall be refunded to all the participants in cases where the tender is cancelled or withdrawn by the Centre/Unit, within thirty days from the date of such cancellation or withdrawal.