

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./344/2022 दि. 28.03.2023
ADVT. NO. VSSC/P/ADVT/344/2022 DT. 28.03.2023

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.	B220-2022-004747-01 [एकल भाग / SINGLE PART]	विभागीय वाहनों का उपयोग करते हुए स्थानीय और देशभर के पूर्व निर्धारित गंतव्य स्थानों तक तथा विपर्यय व्यक्तियों/सामग्रियों के परिवहनार्थ चालकों तथा फोर्कलिफ्ट प्रचालकों को काम पर लगाने संबंधी दर निविदा। Rate Contract to engage drivers and forklift operators for transportation of men/material locally and to the pre-identified destinations across the country and vice versa using departmental vehicles	1 वर्ष / year	रु. 560/-
नोट:- विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	18/04/2023 up to 16:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	19/04/2023 at 10:00 Hrs.

बोली-पूर्व बैठक गुरुवार, 06 अप्रैल, 2023 को [10:00 बजे से 11:30 बजे तक] पी आर ओ सम्मेलन कक्ष, वीएसएससी, तिरुवनंतपुरम में निर्धारित है। तिथि / समय में परिवर्तन हेतु कोई अनुरोध स्वीकार नहीं किया जाएगा। पूर्व-बोली बैठक में उपस्थित रहना अनिवार्य है। इस पूर्व-बोली बैठक में भाग लेनेवाले बोलीकार ही निविदा प्रस्तुत करने हेतु पात्र हैं। प्रवृत्ताद्ध / सहायता के लिए कृपया संपर्क करें : 0471 2563139/3523, ई-मेल :: spsd@vssc.gov.in / psd2_main_pur@vssc.gov.in

A Pre-bid meeting is scheduled on Thursday, the 06th April, 2023 [10:00 Hrs. to 11:30 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. Attending pre-bid meeting is mandatory. Bidders participated in the Pre-bid meeting only are eligible to quote. For any queries / assistance, please Contact : 0471 2563139 / 2563523. E-mail : spsd@vssc.gov.in / psd2_main_pur@vssc.gov.in

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 / 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 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, 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. B220 2022-004747-01

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 to engage drivers and forklift operators for transportation of men/material locally and to the pre-identified destinations across the country and vice versa using departmental vehicles for a period of 1 year.	Year	1

सुपुर्दगी स्थल

Delivery At central stores

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) Bidders are requested to go through the scope of work, terms & conditions and submit their offer in Annexure C along with completely filled and signed Annexure A to D.

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

TERMS & CONDITION OF RATE CONTRACT FOR ENGAGING OF DRIVERS & FORKLIFT OPERATORS

1. Definitions:

- a) The term "Service Receiver" means 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 - 695 583, Composites Entity (CMSE), Vattiyoorkavu - 695 013.
- b) The term "**Service Provider**" shall mean any registered Establishment which will be performing the Rate Contract activities.
- c) The term "**Employees/ work- force**" shall mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the tasks as defined in the Rate Contract Order.
- d) The term "**Focal Point**" shall mean the designated officials of Service Receiver, who will be from the technical stream of the Units/Entities/Groups/Divisions, who will be coordinating with the Supervisor of the Service Provider.
- e) The term "**Supervisor**" shall mean an identified person of the "Service Provider", who will supervise the work carried out by the works carried out by the qualified work-force of "Service Provider".
- f) The term "**Paying Authority**" shall mean the respective Sr. Accounts Officer/ Accounts Officer of the Division/Group/Entity of Service Receiver.
- g) The term "**Outstation trip**" means one side journey distance beyond 65 kilometers along with an absence period of more than 12 hours from the headquarters.
- h) The term "**Local duty**" means all duties which are not coming under the definition of outstation trips.

2. Period of Rate Contract Order:

The proposed Rate Contract Order will be valid for a period of 12 months or any such period as defined in the scope of Rate Contract Order and with an option to extend the same for a further period, with same terms and conditions on mutual consent.

3. Scope of Contract:

- a) The Rate Contract is to engage forklift operators and heavy vehicle Drivers for transportation of material/men locally and to the pre-identified destinations across the country using Departmental Vehicles & vice versa. The various categories of vehicles used are given in the **Annexure-2**.
- b) **This is a “contract for services”, where the Drivers/Forklift Operators are employees of the Service Provider, without any employer – employee relationship between Service Receiver and the Drivers and other staffs engaged by the Service Provider.**
- c) **Approximate number of Drivers required will be a maximum of 170 Nos. including 20 work forces for forklift operation and 10 workforces for Tractor Trailer driving.** The drivers engaged shall have successfully completed 8th Standard and minimum 5 years expertise in driving in which at least 2 years expertise in driving heavy vehicles as on the date of engagement of duty (Out of 170 work force, 20 work force shall have expertise in forklift operation with valid forklift license and 10 work force shall have expertise in tractor trailer driving). There is no lower limit for number of drivers to be engaged through the Rate Contract. The exact number of drivers to be engaged will be specified on a monthly basis considering the internal requirement of the Service Receiver.

4. Eligibility Criteria for Service Providers

- a) The Service Provider must have deployed minimum of 10 numbers of Drivers to any Central or State Government Department during the last 5 years. A copy of such Work Order(s)/ Contract(s) shall be submitted invariably (Compliance Statement – Annexure-D – Column 6). In case of non-submission of the same, such offer will not be considered. Proof in this regard shall invariably be submitted on demand.
- b) Only Indian nationals are eligible to bid.
- c) A Registered firm has a valid registration certificate issued by any Government Agency. Firm should have Income Tax (PAN) and GST Registration. The Registration Certificate should permit undertaking the proposed work. The service provider shall provide all the details in **Annexure –A**
- d) Those bidders who have been excluded from participating in the tenders for providing manpower/drivers or hiring of vehicles on earlier occasions, for the reason of submission of forged or false documents along with tender, such bidders are ineligible to participate in the tender process during the period in which the agency is black listed & if such parties submit bids, it will be summarily rejected. The Service Provider shall provide an undertaking to this effect in **Annexure-B**.
- e) The bidder shall have an office at Thiruvananthapuram for effective operation of the contract. A copy of address proof shall be submitted invariably (Compliance Statement – Annexure-D – Column 15).

5. **Qualifications and experience of Drivers:**

- a) The Drivers should possess valid Heavy Vehicle Driving License **mandatorily**. They must have passed 8th standard and have minimum of 5 years' expertise in driving in which at least 2 years' expertise shall be in driving heavy vehicles, as on the date of engagement for duty.
 - i) The drivers being engaged shall drive both light & heavy vehicles of the Service Receiver.
 - ii) The drivers being engaged for operation of Forklift should also possess required valid license for operating the same in addition to the above and shall have sufficient expertise in operating forklifts
 - iii) The Drivers being engaged for operation of 'Explosive Vehicle' shall possess required valid license for driving the same.
 - iv) The Drivers being engaged for operation of 'Tractor Trailers' shall have sufficient expertise in driving the same.
- b) Indian nationals above the age of 23 years and up to 60 years, medically fit and well behaved only shall be engaged for duty. Persons suffering from chronic illness, high blood pressure, vision defect, etc., shall not be engaged for duty. The Drivers being engaged by the Service Provider shall be subjected to basic medical examination by the VSSC Medical Unit at the time of engaging the drivers and whenever required by the Service Receiver thereafter.
- 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 at the time of engaging the drivers, and as and when required by the Service Receiver thereafter.
- d) The drivers proposed to be deployed by the Service Provider will be assessed by the Service Receiver for verifying their suitability with respect to driving skill, age, general health, validity of driving license, experience etc., before engaging them on duty.
- e) The drivers who were previously expelled from VSSC or other ISRO Centre's for misbehavior are not to be engaged by the Service Provider.
- f) The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider, if the presence or activity of such workforce is detrimental to the interest or discipline or security of the Service Receiver establishment.

6. Nature of Duty

- a) **Local duty including forklift operation:-** Chauffeur of given vehicle in a safe manner, checking of brake, engine oil level, coolant level, power steering fluid level, DEF(Adblue) level, tyre pressure, battery, water separator draining, proper functioning of all lights, horn, buzzer & gauges (Engine RPM, Fuel level, DEF Level, Temperature, Air pressure, etc.), instrument panel for any warning lamps, fan belt tightness, other regular checkup of vehicle as applicable to vehicle given and reporting to concerned persons if any abnormality is found, cleaning and maintaining the vehicle in neat and safe condition, in time fuel filling and ensure sufficient fuel in vehicle for allotted duties, maintain log book of respective vehicles and making proper entry in logbook after each trip, checking and ensuring the availability of valid documents in the allotted vehicles, ensuring proper tying/anchoring of consignment before the commencement of each trip, carrying out minor breakdown rework like changing of wheels, etc., as per the instruction of focal point while on duty outside the premises of service receiver.

Payment will be made based on number of units (One unit = one hour) of work performed in a day or continuous duty performed from the commencement of work if case of night duties. Unit rate is fixed for all type of work; however, additional incentives will be paid extra for schedule II duty, schedule III duty, forklift operation, Trailer duty, holidays, etc.

Initial 8 hour of above mentioned work in a day will be considered as schedule-I and after 8 units up to 12 units and after 12 units up to 16 units as schedule-II & schedule-III respectively.

The Service Provider shall only quote rate per hour and additional incentives, if applicable, will be paid extra as per the multiplication factors mentioned below;

Sl. No.	Description of Work	Multiplication factor
01	Rate per hour	A (To be quoted by the Service Provider)
02	Additional incentive per unit for schedule -II	0.05 × A (0.05 multiplied by A)
03	Additional incentive per unit for schedule -III	0.2 × A
04	Additional incentive per unit for forklift operation/Tractor Trailer duty	0.5 × A
05	Additional incentive per unit for holiday duty	0.2 × A
06	Incentive per unit for outstation without night stay/stay provided by Service Receiver. (No other additional incentives mentioned above are applicable except incentive of '0.5A' for Tractor Trailer duty, if applicable)	0.5 × A

07	Incentive per unit for outstation duty with night stay other than free accommodation by Service Receiver (No other additional incentives mentioned above are applicable except incentive of '0.5A' for Tractor Trailer duty)	1.25 x A
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- b) **Outstation duty:** The duties are as mentioned above in Local duty in 6.a). However, the duties are to be carried out while performing outstation trip.

The incentive for out station duty with night stay other than accommodation provided by Service Receiver will be 1.25 times that of unit rate for schedule-I. The incentive for out station duty without night stay and/or stay provided by Service Receiver will be 0.5 times that of unit rate for schedule-I. **No other additional incentives mentioned in the above table are applicable and no charges will be paid extra for food, accommodation, batta etc. However, an additional incentive of '0.5A' will be paid extra for tractor trailer duty.**

The Drivers being deployed for outstation trips shall meet the Focal Point of the Service Receiver at least on the previous day of commencement of the outstation trip with all particulars like valid driving license including special licenses, wherever required, proof of age, Aadhaar Card, etc. The Drivers will be subjected to basic medical examination at VSSC Medical Unit, whenever required.

While carrying out the outstation trips, the drivers engaged by the Service Provider shall make their own arrangements for stay.

- c) Single driver will be engaged for destination within 300 kilometers and two drivers for distance more than 300 kilometers from the originating place. Two drivers will be deployed for Trailer operation depending upon the nature of duty. Maximum duty will be limited to 16 units per day/per driver. Pocket expenses as per clause No. 7(C) shall be reimbursed subject to conditions.
- d) The Drivers shall satisfactorily drive the given vehicle in a safe manner observing all traffic, safety and security rules/regulations. If Service Receiver is not satisfied with the performance of any Driver on grounds, such as, rash and negligent driving; non-adherence to the traffic/safety rules and regulations; behavioral aspects, etc., the Service Provider shall be bound to replace them, on demand from the Service Receiver subject to the terms and conditions for the selection and acceptance of drivers by the Service Receiver
- e) The drivers shall be required to perform round the clock duty as and when required by the Service Receiver.
- f) 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 additional expenditure towards such replacements will not be borne by the Service Receiver.

- g) During the trip, the Departmental vehicle shall be parked only at safe and convenient place observing all safety and security precautions and also observing traffic rules.

7. Roles and responsibilities of Service Receiver

- a) Vehicles of appropriate class in road worthy condition, depending upon the specification of the material to be transported/number of personnel travelling, will be provided by the Service Receiver. The Gross Vehicle Weight (GVW) of the vehicle would vary depending upon the specification and quantity of materials to be transported.
- b) The vehicle will be provided with full tank fuel at the commencement of the outstation trip. Service receiver shall communicate the minimum net fuel consumption based mileage in Kilo Meter Per Litre (KMPL) to be given based on the type of vehicle deputed for the trip to the service provider. 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 the Service Receiver at the time of commencement of the trip. Additionally, required quantity of fuel may also be filled up from other ISRO Centre's /Units, after obtaining prior concurrence/approval from the focal point/Head, TOMD/VSSC. The Service Receiver shall arrange to inform other ISRO Centre's/Units in this regard, if such requirement arises. After the completion of the trip, the net fuel consumption based mileage (in KMPL) will be verified by the service receiver and shall deduct the expenditure towards the excess fuel consumed if any from the service provider's bill.
- c) **Pocket Expenses for outstation:** - Pocket Expenses are expenses meant for toll charges, parking charges, repair charges such as tyre repair/puncture, tube vulcanization, head light/wiper repairing, electrical repairs, air-locks etc., if any. Repair work shall be carried out only after the prior approval of focal point. Such expenses shall be reimbursed to the Service Provider at actuals against original documentary evidence at the time of final settlement after each outstation trip.
- d) **Service Charges:-** Service Receiver will provide service charges to Service Provider for their services. Service Provider shall quote their Service Charges in percentage of the normal 8 hours duty on working days and payment will be made at actual based on number of drivers provided, working days in a month, etc. Additional incentives will not be considered for calculating service charges. Service charges (maximum) in a month calculation is as follow; quoted service charge in % of unit rate for schedule –I duty x maximum 8 units in a working day x no. of working days in a month x no. of drivers provided in month)

8. 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 rates.
- b) For local duty, the Service Receiver will intimate the number of drivers (to a maximum 170 drivers including 20 drivers for forklift operation with valid licence for forklift operation and 10 drivers for Tractor Trailer driving) to be engaged on a daily basis by the Service Provider. The exact number of drivers to be engaged will be specified on a monthly basis considering the internal requirement of the Service Receiver. Service Provider shall not change the engaged drivers except in unavoidable circumstances, without the consent of the Service Receiver. If any of the drivers is found unacceptable for any reasons, the Service Provider shall provide suitable replacement at the earliest, subject to the terms and conditions for the selection and acceptance of drivers by the Service Receiver. Total number of leave at any time shall not be exceeded 10%.
- c) For outstation trips, the Service Receiver shall 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 for arranging and engaging Drivers. However, in exigencies, the Service Provider shall also provide required number of Drivers at short notices. The minimum fuel consumption based mileage (in KMPL) mentioned by the service receiver shall be maintained during the trip. After the completion of the trip, the net mileage (in KMPL) will be verified by the service receiver and any expenditure towards the excess fuel consumed will be deducted by the service receiver from the service provider's bill.
- d) The staffs so engaged by the Service Provider shall not be under the influence of any alcohol/intoxicated drinks/drugs or any other narcotic items while on duty. The driver will be barred from driving the vehicle if found to be under the influence of alcohol/intoxicating drinks/drugs or any other narcotic items. The Service Provider shall immediately arrange a substitute driver at the earliest at their own cost. Appropriate disciplinary action deemed fit will be initiated against the driver and the service provider.
- e) The Service Provider has to submit the bills covering all the relevant details including the expenditure incurred towards toll charges, petty repairs, parking charges, etc., if any to the focal point within 3 working days after completion of each outstation trip.
- f) The Service Provider shall be held responsible for the following:
 - i. claiming of higher time and kilometer than the actual duty performed.
 - ii. Misbehavior of driver(s) with officials of VSSC.
 - iii. Indulging in manipulation of odometer reading and time.
 - iv. Tampering of odometer.

g) At least two authorized official(s) of the Service Provider shall be identified and their communication address with mobile numbers shall be intimated to the Service Receiver on awarding the contract for the smooth co-ordination. No drivers engaged to the Service Receiver shall be deployed for the above mentioned duties.

h) In addition to the above,

9. Roles and responsibilities of Drivers: -

- a) The deployed Drivers shall necessarily carry base model mobile phone with roaming facility for outstation trips.
- 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 each trip; the log book shall be handed over to the Focal Point of the Service Receiver.
- c) The deployed driver shall wear neat and clean uniform as prescribed by RTA.
- d) The deployed driver is responsible for daily cleaning/up keeping of the vehicles during each trip.
- e) The driver shall abide by all Security instructions of the Department.
- f) The drivers shall not be under the influence of any alcohol/ intoxicated drinks/drugs or any other narcotic items while on duty.
- g) The drivers shall mandatorily follow the travel guidelines and road traffic rules/regulations of State Government concerned through/to which the trip has to be made.
- h) The drivers engaged should make necessary biometric entries at the security gate of VSSC/other ISRO Centre's for all the in & out movements.

10. List of Reimbursable and Non-reimbursable Expenses

- a) During outstation trips, any petty repairs like, tyre puncture, tube vulcanization, head light and wiper non-functioning, electrical repairs, airlock etc., may be carried out in nearby workshops and the expenditure incurred will be reimbursed at actuals on production of bills subject to the intimation and approval from the Focal Point for each item.
- b) All major repairs should be undertaken at ISRO Centre's. In case of any unforeseen major repair outside ISRO Centre's, it shall be done only with the permission of the focal point. The expenditure incurred will be reimbursed at actuals on production of bills subject to the intimation and approval from the VSSC Focal Point for maintenance.

- c) In case maintenance of vehicle is carried out at other ISRO Centre(s)/Units, no expenses will be reimbursed.
- d) Service receiver has fitted all vehicles with FASTag for payment of toll charges. However, Toll Charges (due to insufficient balance/non-working of FASTag) & Parking Charges, if any, paid enroute by the service provider will be reimbursed at actuals upon production of bills.
- e) VSSC being a Government of India Organization, Departmental vehicles are exempted from permit charges. However, inter-state tax/permit charges/entry tax paid by the service provider if any, the same will be reimbursed at actuals on production of proof.
- f) For any traffic violation, if penalty is levied by Traffic Police/ Motor Vehicle Department on the Driver, the Service Provider shall pay the fine and the Service receiver will not reimburse the amount levied as fine. The receipt of payment of such penalty shall be submitted to service receiver for record purposes.
- g) Upon return, if any pre-listed items are found missing from the vehicle, the cost of the item shall be recovered from the Service Provider.
- h) Charges towards Comprehensive All Risk Insurance Policy for each work-force of the Service Provider for a minimum value of Rs. 10 Lakhs (Group Insurance) Cover will be reimbursed by the Service Receiver at actuals against the quote to be obtained by the Service Provider from any of the Government Nationalized General Insurance Companies. The name and other details of the drivers shall also be listed in the said policy.

11. Accidents, contingencies and medical expenses

- a) **As the vehicles of Service Receiver are not insured based on an exemption, the Drivers shall put utmost alert while driving the vehicles.** The drivers shall satisfactorily drive the vehicle in a safe manner observing all traffic and safety rules and regulations. If the Service Receiver is not satisfied with the 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 bound to replace them on demand.
- b) In case any accident takes place while vehicle is on the road, the details of accident to be intimated to focal point, immediately over phone and by writing after completion of the trip. The Department Accident Inquiry Committee along with the representatives of the Service Provider shall inquire into the incident and if it is found that the Driver is at fault, the amount towards the damage of the Departmental vehicle as recommended by the Committee will be levied and recovered from the Service Provider's bills. If it is found that there is no fault of Driver, the Department shall bear the expenses. The compensation if any, ordered

by Motor Claims Tribunal /Court on vicarious liability are to be borne by the respective respondents as per the Tribunal/ Court decree. The Service Provider shall bear the compensation amount liable to be paid by the driver concerned

- c) The Service Provider shall necessarily take death–cum–accident insurance policy (All Risk Insurance Policy) for insurance coverage of Rs.10.00 Lakh for each Driver from the pool of Drivers planned for deployment by the Service Provider, which will cover road accidents and all associated risks. **The Service Provider shall obtain a quote for the Comprehensive All Risk Insurance (ARI) Policy through a Group Insurance from any one of the Government approved Insurance Companies. Quotes received from Service Provider WITHOUT the INSURANCE QUOTE will NOT be considered. The expenditure shall be reimbursed to the Service Provider by the Service Receiver.**
- d) The Service Provider shall bear all the 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.

12. Legal :

- 12.1 The Service Provider shall abide by the law of the land including, Contract Labour (Regulation & Abolition) Act, and all labour related laws/Acts or any new regulations/legislations enacted in this regard and its compliance as applicable during the tenure of the Rate Contract Order. Service Receiver shall in no way be responsible for any default of the Service Provider regarding statutory obligation. The Service Provider has to ensure compliance of the above provisions at the time of submission of bill to the Service Receiver and while making payments to their work-force at all times during the currency of the Rate Contract. The Service Provider shall provide an undertaking to this effect as at **Annexure-B.**
- 12.3 The Service Provider shall discharge all the legal obligations in respect of the work-force engaged by them for the execution of the work in respect of their remuneration and Service conditions and shall also comply with all the rules and regulations and provisions of the law in force that may be applicable to them from time to time. The Service Provider shall indemnify and keep indemnify the Service Receiver from any claim, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Service Receiver shall be final and binding on the Service Provider.
- 12.4 The timely payment of remuneration to the work-force, remittance of EPF and ESI shall be the sole responsibility of the Service Provider. For any default with regard to statutory obligation, the Service Provider is solely responsible.
- 12.5 The Service Provider shall also be liable for the remittance of all Taxes, Levies, Cess etc., on account of service rendered by them to the concerned authorities from time to time as per extant rules and regulations in the matter.

12.6 The Service Provider shall completely be responsible to maintain the Attendance, acquaintance of remuneration paid, EPF, ESI and Comprehensive Medclaim Policy as the case may be. Governmental authorities shall have the right to inspect these records at any time and take necessary penal action for non-compliance of these provisions, if any.

12.6.1 The Service Provider is fully responsible for timely claiming and disbursing monthly payment of remuneration to their work-force engaged in the campus of the Service Receiver, within the time limit prescribed in the relevant Act/Rules.

12.6.2 Payment disbursement shall be made to the Service Provider by the Service Receiver on monthly basis for the actual units of work completed on piece rate and part thereof and on receipt of the invoice/bill which is duly certified by the Focal Points and approved by Divisional Head/Group Head in the Campus of the Service Receiver and submitted to the respective Sr./Accounts Officer, as the case may be, in the prescribed format together with the following documentary proof.

- i. Proof of payment of remuneration made to the work-force for the preceding month duly certified by the Service Provider.
- ii. Proof of remittance of both Employees and Employer's contribution towards EPF, ESI or Medi-claim Policy, as the case may be, made for the preceding month.
- iii. The Service Provider should maintain basic records essential to provide the details mentioned under Clause 12.6.2 (i) to (ii) for verification.

12.6.3 The Service Provider should issue signed wage slip/statement on their letterhead to the work-force containing details of remuneration paid, recoveries made etc.

12.6.4 The Service Provider, upon being served with the Rate Contract Order(s) shall engage the work-force as per the requirements sought for by the Service Receiver for which the Service Provider shall provide the bio-data of their qualified workforce.

12.6.5 **Issue of Entry Pass:** - For arranging Entry Pass to enter the Service Receiver's premises, the Service Provider should submit the details of their work force to the respective Focal Point and the same shall contain the following documents. The respective Focal Point shall scrutinize the same and shall forward it to the Senior Administrative Officer, GAD/P & GA duly approved by their Divisional Head:

- (a) Police Clearance Certificate as at Clause 12.6.5(i);
- (b) ID card issued by the Service Provider as at Clause 12.6.5(ii);
- (c) Any valid Photo ID card issued by any Government Agency; and
- (d) Two copies of stamp size photographs;

- i. **Police Clearance Certificate:** -

It is the responsibility of the Service Provider to arrange the character and antecedents of the work-force engaged for duty. The Service Provider shall engage the work-force 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 (Police Clearance Certificate) and submit the original report.

ii. **Identity Card to be issued by the Service Provider:** -

The Service Provider shall issue tamper proof necessary Identity Card in their firm's/ society's/agency-ies/company's logo to the work force deployed by them to Service Receiver.

- 12.6.6 The work-force once engaged for the Service shall not be changed without the prior concurrence of the Focal Point of the Service Receiver.
- 12.7 The Service Provider shall submit to the respective Paying Authority of the Service Receiver, the details of the monthly remuneration in the form of a pay-slip made by them to their workforce including the deductions, by 3rd of the following month.
- 12.8 In case, the Service Provider fails to comply with any statutory/taxation liability under the appropriate law, and as a result, if Service Receiver is put under any loss/obligation, monetary or otherwise, Service Receiver will be entitled to get itself reimbursed either out of the outstanding bills against any of the Rate Contract Orders or from the Security Deposit to the extent of the loss or obligation in monetary terms.
- 12.9 The Service Provider shall be bound by the details furnished by them to the Service Receiver while submitting the tender or at any subsequent stage(s). In case, any of the documents furnished by them is found to be false at any stage, it would be deemed to be a breach of the Terms and Conditions of the Rate Contract Order making the Service Provider liable for legal action besides termination of Rate Contract Order(s) and forfeiture of Security Deposit.
- 12.10 The Service Provider shall not be allowed to transfer, pledge, assign or sub Contract its rights and liabilities under this Rate Contract Order to any other agency.
- 12.11 The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to the work-force engaged by them. Service Receiver shall in no way be responsible for the settlement of such disputes. Service Provider should maintain a record of grievances received from their work force and action taken for settlement.
- 12.12 For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of the work-force engaged by the Service Provider at Service Receiver's site. The work-force engaged by the Service Provider to the Service Receiver shall not have any claim whatsoever of "Master and

Servant” relationship nor have any “Principal and Agent” relationship with or the Service Receiver for the said services.

- 12.13 The Service Provider upon being served with the Rate Contract Order(s) by the Service Receiver shall obtain all necessary Labour Licence from the Labour Department and the License shall be valid till the currency of the Rate Contract Order(s) and shall be extended whenever required.
- 12.14 Any other terms, conditions or clauses not covered in this document shall be in accordance with other statutory Rules/ Acts applicable to DOS/ISRO.
- 12.15 In case of termination of the Rate Contract Order(s) on its expiry or otherwise, the work-force engaged by the Service Provider shall not be entitled to and shall have no claim whatsoever for any kind of employment in Service Receiver’s establishment and shall be made known by the Service Provider to their workforce before being engaged.
- 12.16 The status of the Service Provider shall be that of an independent Service Provider. The Service Provider and its work-force performing under this Rate Contract shall not be the employees of Service Receiver. Neither the Service Provider nor its work-force shall be considered as employees of Service Receiver. Such work-force has no right for subsequent regularization.
- 12.17 The Service Provider shall not assign, transfer or convey in whole or in part, this Work/Rate Contract Order(s) to anyone. The Service Provider shall also not delegate any of its obligations or duties under this Rate Contract Order(s) to anyone. The Service Provider shall not assign, pledge as collateral, grant a security interest in, create a lien against or otherwise encumber any payments that may or will be made to the Service Provider under this Rate Contract Order(s).
- 12.18 The Service Provider shall be bound to accept all instructions/ directions issued by the Focal Point or any other person duly authorized by them relating to the execution of the Rate Contract Order(s).
- 12.19 The Service Provider shall maintain a register for the execution of the work and get endorsement of the same from the Focal Point of the Service Receiver every day for having completed the work satisfactorily.
- 12.20 The details of work handled by the work-force, Supervisor and Establishment should be kept secret and should not be divulged to any person or outside agencies.
- 12.21 The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider, if the presence or activity of such workforce is detrimental to the interest or discipline or security of the Service Receiver.
- 12.22 **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 RFP. In**

order to avail of the benefits extended by the Government of India to Micro and Small Enterprises, Service Providers are requested to submit Entrepreneur Memorandum Part-II duly signed by the General Manager, District Industries Centre or NISIC Registration/Udhyog Aadhar details.

13. Submission of Bills and Payment:

13.1 The Service Provider's bills for last 30 days shall be submitted before 20th of every month with due certifications to the respective Paying Authority.

13.2 The Service Provider shall ensure that all the payments to the work-force shall be made through only their respective Bank Account on or before 3rd of every month.

13.3 The payment under the Rate Contract Order shall be inclusive of the following components:

- i. Contributions towards Employer's and Employee's Provident Fund, wherever applicable.
- ii. Contributions towards Employer's and Employee's State Insurance or Medi claim Insurance, as the case may be.
- iii. Service Charges to the Service Provider, if any.

This will applicable at a percentage of one year cost for schedule I (8 hours normal duty without any incentives) duty on working days for 170 drivers at actuals (as per clause 7.d) above).

Maximum Service Charges for one year = ____ % of [(8 hours x22 working days x 12 monthsx170 drivers xA)

- iv. Goods & Service Tax
- v. Insurance Premium towards All Risk Insurance Policy for each work-force of the Service Provider for a minimum value of Rs. 10 Lakhs for One Year

13.4 Income Tax or any other Tax/Taxes/Fees/Cess/Levy(ies) as applicable and payable by the Service Provider as per rules will be recovered from the monthly bills payable to the Service Provider.

13.5 In case the Service Receiver is made liable to pay any statutory liability arising due to the default of the Service Provider in relation to the Rate Contract Order(s), the Service Receiver shall be entitled to deduct/recover the same from the payment against the Rate Contract Order(s) due to the Service Provider.

14.0 Safety and Security:-

14.1 The Service Receiver's premises being a High Security Area, the work-force engaged for the work by the Service Provider, will be required to follow the security requirements such as possessing a valid Entry Pass issued by the Service Receiver and ID Card issued by the Service Provider while entering the campus, maintaining high order of discipline while on duty. **It should be ensured by the Service Provider that only Indian Nationals**

between the age of above 23 years and up to 60 years are included in the work-force and they should not have any criminal back ground.

- 14.2 The Service Provider shall take all safety precautions required for the execution of the work. They shall also be responsible for any loss or damage caused to Service Receiver's Property/Personnel due to negligence of the work-force and shall make good the losses by the Service Provider at their own cost, failing which cost thereof, shall be recovered from the outstanding/running bills/Security Deposit of the Service Provider.
- 14.3 The Service Receiver shall not be responsible for any damages, losses, claims, financial or other injury to any of the work-force engaged by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation. The work-force shall adequately be insured by the Service Provider against accidents including loss of life.
- 14.4 The Service Provider shall solely be responsible for any theft, pilferage or misbehavior committed by any of the work-force while carrying out the Service(s) and the Service Receiver reserves the right to forfeit the Security Deposit/ Running Bills/any outstanding payment to the Service Provider.
- 14.5 In case, the work-force engaged by the Service Provider commits any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the Service Provider shall forthwith remove the work-force under intimation to the Focal Point. The Service Provider shall replace immediately any of its work-force who is/are found unacceptable because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from Service Receiver.
- 14.6 The work-force engaged by the Service Provider at the Service Receiver's Campus should not carry any Technical/Electronic Gadgets inside the Service Receiver's Campus and shall follow all Security and Safety norms as prescribed by the Service Receiver, from time to time.
- 14.7 The Service Provider shall ensure that the work-force engaged by them are disciplined and do not participate in any acts prejudicial to the interest of the Service Receiver.
- 14.8 The Service Provider shall solely be responsible for the redressal of grievances/dispute relating to work-force engaged.
- 14.9 The workforce engaged by the Service Provider at Service Receiver's Campus shall wear Cotton Uniform Dress while they are at work and the colour of the said uniform shall be decided by the Service Provider in consultation with the Service Receiver.

15.0 Joint and several liability:

If the Service Provider is a joint entity, consisting of more than one, partnership, corporation or other business organization, all such entities shall be jointly and severally

liable for carrying out the activities and obligations of this Rate Contract Order(s) and for any default of activities and obligations.

16.0 Severability:

If any provision of this Rate Contract Order (s) is determined by a Court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Rate Contract Order (s).

17.0 Immunity from liability:

Every person who is a party to the Rate Contract Order(s) is hereby notified and agrees that the State, Service Receiver and all its employees, agents, successors and assigns are immune from liability and suit for or from Service Provider's activities involving third parties and arising from the Rate Contract.

18.0 Intellectual Property:

The Service Provider agrees that they should not use the Name/logos of the Service Receiver in any manner, including commercial advertising or as a business reference, including ID cards without the approval of the Service Receiver. Any violation will result in cancellation of the Rate Contract Order(s) including forfeiture of Security Deposit.

19.0 Down Time Compensation:

- 19.1 In case of non performance of Rate Contract by the Service Provider, i.e., total absents at any time in a day exceeds more than 10%, an amount of ₹100 per day per total number of absentees exceeds the 10% limit will be recovered from the Bill(s).

Example:- Drivers demanded by Service Receiver in a month is 150 nos., total allowable leave limit- 15 nos.(10% of total demand), Actual absentees in a day -20 nos.

Then an amount of ₹500 /- ((₹100 x 1 day x (20-15 drivers)) will be deducted from the monthly bill as non performance.

- 19.2 The Service Provider is responsible to complete the quantum of work as specified in the Rate Contract Order(s) and as required by the Service Receiver and in case of absence of the work-force, the successful Service Provider should provide suitable replacement and for this purpose to ensure timely completion and the Service Provider shall keep a panel of work- force whose Character and Antecedents are verified.

20.0 Termination and Short Closing of Contract:

- 21.1 Under the normal circumstances, termination/short closing of the Rate Contract Order(s) is not foreseen. However, in case of repeated non-performance of the Rate Contract Order(s), owing to deficiency of service or breach of Order conditions or cessation of the requirement, the Service Receiver reserves the right to terminate the Rate Contract Order(s) wholly or partly by giving a prior notice of not less than 30 days, without any obligation on its side.

- 21.2 If the Service Provider want to withdraw the Rate Contract Order(s) voluntarily, a prior notice of 30 days is required.
- 21.3 The Rate Contract Order(s) is liable to be terminated without notice and the Security Deposit under the Rate Contract Order(s) shall be liable to be forfeited in the following circumstances:-
- 21.3.1 For the breach of any material term, condition or provision of this Rate Contract Order(s) by the Service Provider.
- 21.3.2 In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.
- 21.3.3 The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation, embezzlement, malfeasance or misfeasance.
- 21.3.4 If the Service Provider terminates or suspends their business, without giving prescribed notice.
- 21.3.5 The Service Provider's license or certification is suspended, terminated, revoked or forfeited.
- 21.3.6 If the Service Provider failed to comply with any applicable law of the land.
- 21.3.7 In the event of sustenance of loss by the Service Receiver due to the premature termination of Rate Contract Order(s) by the Service Provider, the same shall be recovered from the Security Deposit.

22.0 Security Deposit:

The Service Provider shall guarantee faithful execution of the Rate Contract Order(s) in accordance with the terms and conditions specified. As a performance security, the Service Provider shall furnish security deposit for 3% of the **annual** total Rate Contract Order(s) value in the form of Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee issued by a Scheduled Bank as approved by the Reserve Bank of India and shall be valid beyond 2 months from the date of completion of the Contract. The Security Deposit shall not carry any interest and shall be returned by the Service Receiver on completion of all the contractual obligations. The security deposit has to be executed within **30** days after the receipt of Rate Contract Order(s) as per our specimen. **No extension of the date for submission of the Security Deposit will be entertained by the Service Receiver and failure to submit in time will result in cancellation of the Rate Contract Order(s).**

23.0 Parallel/Adhoc/Split Rate Contract Order:

Service Receiver reserves the right to enter into parallel/adhoc Rate Contract Order (s) with one or more Service Provider(s) in order to facilitate deployment of work-force during the currency of the Rate Contract Order(s) for availing the same or similar Services. **The Service Receiver reserves the right to Split the Rate Contract Order(s), if need be, to one or more Service Provider(s) either equally or in any other ratio, and the Service Provider(s) shall accept such Split Rate Contract Orders at the L-1 rates.**

24.0 Volume of Work:

The requirement of work force purely depends upon the activities of Service Receiver for the Rate Contract. The mere mention of the number of work-force against this Rate Contract Order(s) does not by itself confer any right on the Service Provider to demand that work relating to or any item thereof, should necessarily or exclusively be entrusted to the Service Provider. The Service Receiver reserves the option for allocation of work force to meet the works to be carried out and the Service Provider shall not have any right in this regard. No guarantee can be given as to the definite volume of work which will be entrusted to the Service Provider at any time or during the period of the Rate Contract Orders(s).

25.0 Force Majeure Clause:

In case, completion of job is delayed by any circumstances such as acts of God, sabotages, civil commotion, riots, insurrections, revolutions, earthquake, fire, flood or other natural events beyond the control of the Service Provider, which makes their work-force unable to complete the tasks assigned to them in time, then the Service Provider shall give notice within 15 days to the Service Receiver in writing of his claim for an extension of time. The Service Receiver on receipt of such notice after verification if necessary may agree to extend the period of Rate Contract as may be reasonable without prejudice to other terms and conditions of Rate Contract Order(s).

26.0 Applicable Law, Jurisdiction and Arbitration:

The Contract shall be interpreted, construed and governed by the Laws in India. In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Rate Contract Order(s), such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Office 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 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 Rate Contract Order(s) 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 Service Receiver or unless the matter is such the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

27.0 Submission of Forged Documents: -

If any of the Service Provider submits any forged or false documents along with their Tender/Bid, such Tenders/Bids will be summarily rejected and such Service Providers will be blacklisted for all future tenders/bids.

28.0 Compliance Statement:

The Service Provider shall mandatorily submit the Compliance Statement as at Annexure-D along with their tender/bid, failing which the said tender/bid will not be evaluated.

29.0 Bidding Format:

The format wherein the Service Provider shall submit their Tender/Bid in their Letter Head is kept at Annexure- C. The Service Provider shall mandatorily bid in the said format only and all the columns shall be duly filled and no column shall be left blank. In case the Bid/Tender is not submitted in the Bidding Format, the said bid/tender is liable for rejection.

29.1 Pre-bid meeting:

For better understanding of our requirements to the bidder, a Pre-bid meeting will be arranged and **Bidders participated in the Pre-bid meeting only are eligible to quote.**

30.0 Validity:

The bid submitted by the Service Provider shall be valid for a minimum period of One Hundred and Twenty Days (120 Days) from the date of opening of the Bids/Tenders.

31.0 Corrections:

Any corrections in any portion of the tender/bid shall be rounded off and shall be compulsorily initialed by the Service Provider, failing which such tenders/bids are liable for rejection.

32.0 Due Date and Due Time for Submission of Tender/Bid

- 32.1 The Service Provider's shall submit their Tender/Bid with all its enclosures and complete in all respects in a sealed cover **superscripting the Tender/No. B220-2022-4747-01 and Opening Date to the Senior Purchase & Stores Officer, Purchase Unit- 1, RFF Area, Vikram Sarabhai Space Centre, Thiruvananthapuram - 695 022.**
- 32.2 The Due Date and Due Time for the submission of the Tender/Bid is **18.04.2023 upto 16:00 Hrs.** and the Tender/Bid will be opened on **19.04.2023 at 10:00 Hrs.**
- 32.3 Tenders/Bids received after the said Due Date and Due Time will **NOT** be considered.
- 32.4 Fax/E-mail Tenders/Bids also will **NOT** be considered.

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

Category	Class	Model/Make/Capacity
1.	Light Vehicles like Cars (Petrol/Diesel) and Multi Utility Vehicles (MUVs)	Ciaz/Etios/Tavera/ Boler o/Innova/Crysta
2.	Mini buses/Delivery Van	13-26 Seater Tempo Traveller/3050 to 4020WB Delivery van
3.	Light Commercial Vehicles	Open/Closed Truck Less than 12 Ton GVW
4.	Passenger Vehicle	Mini Bus 28-35 Seater/Bus (45- 55Seater)
5.	Heavy Trucks	12 – 20 Ton GVW
6.	Well Bed/Explosive Tractor Trailers	35 to 40Ton GVW having width 2.6M to 3.5 M and length up to 18 M
7.	Extra Long Over Dimensional Well bed or Semi Low bed Trailer	Have width 3 M to 3.5 M and length up to 22 M
8.	Explosive Van	Explosive Van
9.	Passenger Bus, Exhibition Bus	Tata Bus/Ashok Leyland Bus
10.	Forklift	2Ton to 16 Ton
11.	Ambulance	Force Traveller, Maruti Eeco

ANNEXURE-A

<u>TO BE PROVIDED BY THE BIDDER ALONG WITH THE BID</u>		PASSPORT SIZE PHOTO OF THE PERSON SIGNING THE BID TO BE PASTED HERE
1.	Name of the Bidder (Firm) - M/s.	
2(a).	Full Postal Address of the Bidder	
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 at Thiruvananthapuram (Mandatory)	
3 (a).	Telephone No.	
3 (b).	Mobile No.	
3 (c).	Fax No.	
3(d).	E-mail	
4.	Indicate the Organizational status of the Bidder	<ul style="list-style-type: none">1. Proprietorship2. Society3. Firm4. Partnership5. Private Limited Co6. Public Limited Co7. PSU/PSE8. Others (please indicate) <p>(please tick any one of the above which is</p>

		applicable)
5.	Act/Rule under which the Bidder 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 Bidder (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.	Firm PAN No.	
14.	Goods & Service Tax Registration No.	
15.	Bank Account Details of the Bidder	Banker's Name
		Banker's Address
		Bank Account No.
		IFSC Code
		PFMS No. (if available)
16.	Whether the Bidder 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 summarily be 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

(in line with Clause 12.1)

(To be provided by the Service Provider with their 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 Tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We agree to pay the Remuneration to the work-force in time not less than the Minimum Remuneration fixed by the Ministry of Labour and Employment, Government of India/State Government and remit the EPF and ESI or Medi-Claim Policy of both Employee's as well as Employer's without fail to the concerned Government Authorities regularly.
5. I/We have not been excluded from participating in the tenders for providing manpower/drivers or hiring of vehicles on earlier occasions, for the reason of submission of forged or false documents along with tender
6. I/We also agree to strictly abide by all the statutory requirements/provisions relating to labour laws as prevailing from time to time.
7. I/We also agree to engage only that work-force whose character and antecedents are verified through Police Clearance Certificate for carrying out the work at VSSC.
8. I/We also agree to submit the monthly bills/invoices to the Paying Authority before 5th of the following month itself with due certification.
9. I/We also agree to strictly provide self-attested proof of crediting remuneration to the Bank Account of our work-force as per labour laws/rules.
10. I/We also agree to adhere to all the Clauses of the General Terms and Conditions of the Rate Contract.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

BIDDING FORMAT TEMPLATE

(TO BE PROVIDED IN THE SERVICE PROVIDER'S LETTER HEAD)

(in line with Clause 29.0)

Tender Ref. No.	
Due Date & Time for submission	
Due Date & Time for opening	
Service Provider's Reference No. and Date	

From: _____

To

The Sr. Purchase & Stores Officer
 Purchase, Purchase Unit No. 1
 Vikram Sarabhai Space Centre, RFF Area
 ISRO PO., Thiruvananthapuram - 695 022

TENDER FORM

Dear Sir,

I/We hereby offer to provide the services detailed below at the price hereunder quoted and agree to hold this offer open till _____. I/We shall be bound to provide the services hereby offered upon the issue of the Rate Contract Order(s) communicating the acceptance thereof on or before the expiry of the last mentioned date. I/We, notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to provide you such services and such portion or portions of one or more of the services as may be specified in the said Rate Contract Order(s) communicating the acceptance in line with **Clause 23.0**. **The price quoted by me/us is inclusive of Contributions towards Employer's and Employee's Provident Fund and Contributions towards Employer's and Employee's State Insurance/Mediclaim Insurance as applicable as per relevant rules.**

Sl. No.	Description of Work	Quantity (P)	Unit of Measure	Unit Cost in Rs.	Total cost for ONE YEAR in Rs. (Q)
1	Per hour rate for any duty	639552 (P1)	Unit.	A = ₹ _____	Q1 = P1 x A
2	Schedule 2 duty incentive	188928 (P2)	Unit.	0.05 x A	Q2= P2 x 0.05 x A
3	Schedule 3 duty incentive	56640 (P3)	Unit.	0.20 x A	Q3= P3 x 0.20 x A
4	Holiday incentive	46080 (P4)	Unit.	0.2 x A	Q4= P4 x 0.2 x A
5	Forklift /Tractor Trailer incentive	57024 (P5)	Unit.	0.5 x A	Q5= P5 x 0.5 x A
6	Incentive for outstation duty without night stay	4224 (P6)	Unit	0.5 x A	Q6= P6 x 0.5 x A

7	Incentive for outstation duty with night stay	4224 (P7)	Unit.	1.25 x A	Q7= P7 x 1.25 x A
Sl. No.	Description	Explanation	%	Total Cost for ONE YEAR in Rs.	
8	Service Charges to the Service Provider (Clause 13.3.iii of Annexure 1)	% of one year cost for normal 8 hour duty on working days for 170 drivers. i.e., ----% of (A x 8hours X 22 working days X 12 months X 170 drivers)	_____% (P8)	Q8= P8 % of (A x 8 x 22 x 12 x 170)	
9	Goods & Service Tax @ 18% (Clause 13.3 iv of Annexure 1)	18% of sum of Sl. No. 1 to 8	18%	Q9 = 18% of (Q1 + Q2 +Q3 +Q4+ Q5+ Q6+ Q7 + Q8)	
10	Insurance Premium Charges towards All Risk Insurance Policy for each work-force of the Service Provider for a minimum value of Rs. 10 Lakhs (Clause 13.3 v of Annexure 1)	Lump sum per person of one year x 170 Persons	Premium for ONE person for a period of One year (P 10)	Total premium for one year (Q10)	
				Q10 =P10 x 170	
11	TOTAL →	Sum of Sl. No. 1 to 10 of Total price for One year in ₹		Q11 = Q1+Q2 +Q3+Q4+Q5+Q6+Q7+Q8+Q9+Q10	
12	Minor repair charges (Clause 10 a of Annexure 1)	Approx. ₹1.00 lakh for 1 year	1,00,000.00	1,00,000.00 (Q12)	
13	GRAND TOTAL	Sum of Sl. No. 11 & 12		XXXXXX	Q13= Q11 +Q12

Note:

1. The bidder shall quote the value of 'A ' , service charge percentage and insurance premium charges for one person only. All other costs will be calculated based on the respective formulae mentioned above.

Place at which the Services will be made	Service Receiver's Site as at Clause 1.a
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2. I/We have understood the items of the tender annexed to the invitation to tender and have thoroughly examined the scope of the work as detailed at Clause 3 quoted or referred to herein and am/are fully aware of the nature of the services required and my/our offer is to provide the services strictly in accordance with the requirements subject to the terms and conditions stipulated in the enquiry and contained in the Rate Contract Order(s) communicating the acceptance of this tender either in whole or in part.

3. I / We understand that the decision for award of Rate Contract order will be decided on the sum total(Q13) of all components listed above.

Signature of the Service Provider

Date:

(Seal)

ANNEXURE-D**COMPLIANCE STATEMENT****(To be provided by the Bidder 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 Bidder's establishment in their letter head in Annexure –A format			
2.	Declaration Form in Annexure -B format			
3	Completely filled bid in annexure-C format			
4.	Valid Registration Certificate of Bidder's Establishment issued by any Governmental Agency			
5.	Details of similar works executed under any of the skill set and Details of experienced employees with adequate qualification/experience			
6.	Copy of Work Order(s)/ Contract(s) issued in the name of the Bidder, authenticating the deputation of minimum of 10 Nos. of Drivers to any Central or State Government Department during the last 5 years.			
7.	Labour Department Registration			
8.	EPF Organization Registration			
9.	ESI Corporation Registration			
10.	Bank Account Details			

11.	Copy of PAN Card			
12.	Copy of the Goods and Service Tax Registration Certificate			
13	Participated in Pre bid meeting (Clause 29.1)			---
14	Quote for the comprehensive All Risk Insurance (ARI) Policy through a group insurance from any one of the Govt. approved Insurance Company.			
15	Details of office at Thiruvananthapuram and proof for the same. (Clause 4.e)			

Date :

(Signature & Name of Authorized Signatory with Seal)

Place :

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. 5,00,000/- (Rupees Five Lakh 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. Also, 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.