

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
INDIAN INSTITUTE OF REMOTE SENSING  
IIRS  
DEHRADUN-248001 INDIA  
Ph No. 0135 - 2524317, 4318 Fax. 0135 - 2748041  
e-mail :pns@iirs.gov.in



भारत सरकार  
अन्तरिक्ष विभाग (अ.वि.)  
भारतीय सुदूर संवेदन संस्थान  
देहरादून -248001

INVITATION TO TENDER

M/s 00000 Our Ref. No. GIADMN 2017-000236-01  
Tender Due at 14:00 hrs IST on 04/05/2018

Dear Sirs,

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

Sl. No.	Description of items with Specifications	Unit	Quantity
1	Hiring of Bus & Tempo Traveller. Capacity: 27, 35, 40 & 52/55 Seater Bus & 12 Seater Tempo Traveller (AC/Non-AC). Period: One year extendable for 2 more years.	Job	1

Delivery At IIRS, DEHRADUN

Mode of Despatch ON SITE


Duty Exemptions

Special Instructions TWO PART

Specific Terms

Instructions to Tenderers

R

  
ASHA CHANDRAN L  
PURS. & STORES OFFICER  
For and on behalf of the President of India  
The Purchaser

NO. 2017000236-01

Date: 03/04/2018

**SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID**

1. This is a two part tender viz., Techno-Commercial Bid (consisting of Technical Specifications, Commercial terms & condition etc.) and Price Bid. Hence, quotation should be submitted in separate sealed covers super-scribing "**Tender No 2017000236-01, Due on 04/05/2018 at 14.00 Hrs (Techno-Commercial Bid)**" and "**Tender No. 2017000236-01, Due on 04/05/2018 at 14:00 Hrs (Price Bid)**"
2. Both the sealed tenders (Techno commercial & Price bid) should be kept in one big cover super scribing **Tender for Hiring of Bus & Tempo Trveller** against Enquiry No. **2017000236-01, Due on 04/05/2018 at 14.00 Hrs** and put in the Tender Box available in Purchase Division, IIRS or send by post or Courier within the due date and time prescribed.
3. The Techno-Commercial Bid should clearly indicate the technical details, scope of supply, payment terms, delivery terms, delivery period, taxes and duties, warranty, guarantee, security deposit, performance bank guarantee, etc. under separate heads. Please note that the **price should NOT be indicated** in the Techno-Commercial Bid
4. Tender forms can be purchased from Purchase & Store Section IIRS, Dehradun on all working days on payment of ` 573/- in the form of DD drawn in favor of Pay & Accounts Officer, IIRS Dehradun payable at Dehradun or can be downloaded from [www.iirs.gov.in](http://www.iirs.gov.in). When tender forms are downloaded, DD for ` 573/- drawn in favor of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached with Technical Bid.
5. Only Techno-Commercial bid will be opened on the date of tender opening. The price Bids of those tenderers whose Techno-Commercial Bids are found to be meeting our specifications/ requirements will be opened. The bidders are allowed to attend the tender opening on the date and time of opening.
6. Please quote the percentage of GST
7. Late and Delayed Tenders will not be considered. Therefore, please ensure that your tender is posted well in time to reach us before the due date and time.
8. Fax/Email offers shall not be considered.
9. All the pages of your offer should be signed/initialed by competent authority and affixed with your company's Seal.
10. In order to avail of the benefits extended to by the Government of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manger, District Industries Centre /Udyog Adhar/NSIC Registration Certificate along with your offer.
11. **EMD of Rs. 12,000/-** to be submitted along with the Technical Bid in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favor of Pay & Accounts Officer, IIRS, payable at Dehradun. Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be returned after finalization of order.

  
[Purchase & Stores Officer]



## **1. SCOPE OF WORK:**

Supply of Buses (capacity: 27, 35, 40, 52/55 Seater) and Tempo Traveller

(A/C & Non A/c) on hire basis to IIRS as and when required on monthly & daily basis. Department reserves the right to split the order/modify the apportionment from time to time on the eligible participating parties based on the counter offer for L1 rates.

## **2. VALIDITY OF THE CONTRACT:**

Validity of the contract will be 2 years and extendable on mutual agreement basis if the services are found satisfactory, for a period not exceeding one year with the same terms and conditions.

## **3. TERMS AND CONDITIONS:**

### **A. TECHNICAL**

1. The vehicles to be supplied should be preferably in the name of Tenderer.
2. The vehicles supplied by the contractor should be authorized by RTO to run on hire basis with all the relevant documents as per statutory rules of Uttarakhand Motor Vehicles Act amended from time to time. In addition, for out station trips, all the provisions of the respective state Motor Vehicle Act should be complied.
3. The vehicles supplied by the contractor should be in good running condition, neat & decent upholstery, elegant look, mechanically in good/road worthy condition and should not fail while under use. Vehicle should be maintained in perfect condition thorough out the contract period.
4. The vehicles supplied by the contractor should have a valid insurance policy and the vehicles should be registered on or after January 2013 and only such vehicles shall be accepted for usage. While sending the bills, the taxi agency shall indicate the year of registration of each vehicle it deployed during the month.
5. The contractor should have minimum 3 numbers of 2013 & above model of Buses and Tempo Travellers registered in their firm name / proprietor/ proprietrix / partners



of the firm. Attested Xerox copies of RC book, Permit, Insurance Certificate etc. should be submitted along with the tender.

6. The drivers of the vehicles should have minimum 3 years' experience in driving with valid driving license to drive light transport vehicles. The driver should be able to fill the log / trip sheet of the vehicle (as per the format) and should have decent behavior with ISRO officials. The drivers to be deployed must have valid license for driving vehicles to hilly area.

7. The contractor should have minimum 3 years' experience in supplying of vehicles to three reputed firms for which necessary proof should be submitted as per the company profile format attached.

8. The contractor should have a registered office or should be able to open up an office at and to operate from Dehradun with necessary telephone connection in the office as well as at the residence of the contractor in order to meet the regular and emergency vehicle requirements of the Department.

9. The driver should wear a neat and clean uniform as prescribed by the Uttarakhand Motor Vehicle Act.

10. In case of any price revision of fuel that takes place (Minimum of Rs 1 litre per hour) during the contract period i.e. either increase or decrease (base price as quoted in price bid) the same will be compensated proportionately for fuel component on the basis of KMPL of the vehicles. For this purpose, the KMPL of the vehicles are as given below.

Type of Vehicle	Non A/C	A/C
Tempo / Force Van	10 KMPL	08 KMPL
Bus	6 KMPL	5 KMPL

The Price variation formula is given below:-

$$\frac{D}{M} \times DC$$

Where D = Distance in Kms  
M = Mileage per one litre of diesel  
DC = Difference in cost

The other price component remains firm during the contract period.



11. All costs and liabilities arising out of any accident are solely the responsibility of the contractor. Department officials will not be a party to any dispute arising out of accidents.

12. ISRO/IIRS will not bear any costs towards operation, repair, maintenance, fuel and oil replenishment, servicing, wages of the drivers, garage fee, insurance, road tax etc. The complete liability in such cases will be that of the contractor.

13. The validity of the contract is for a period of 24 months and extendable on mutual agreement basis not exceeding one year with the same terms and conditions. However, Dept. is having the right to cancel or terminate the contract at any time without assigning any reason there of and notice and without any compensations.

14. For out station trip vehicles, the toll gate (Toll Plaza) expenses, parking charges, other state tax charges etc., will be reimbursed at actual, on production of proof, along with the bill.

15. It is the responsibility of the contractor to get the antecedents of their drivers verified through police and furnish the same to the Admin Officer (Estt.) for the vehicles hired on monthly basis. For remaining drivers (who are engaged on daily /weekly basis), contractor should submit undertaking regarding their antecedents along with photo ID (Aadhar / Voter) Card proof before engaging any driver.

16. Department reserves the right to hire similar vehicles from other sources also in the exigencies of work notwithstanding the existence of this contract.

17. Admin. Officer (Estt.) or his authorized representative are only is authorized, to contact the contractor, to hire the vehicles as and when required.

18. The drivers should display the board of "ON GOVT DUTY" on the hired vehicles while performing duty for IIRS and the same should be removed after the completion of duty.

19. Department reserves the right to split the order / modify the apportionment from time to time on the eligible participating parties based on the approved L1 rates. Department may award up to 50% of order on L-1 and remaining order will be equally awarded to maximum of next 10 parties based on the counter offer of L1 rate.

20. Offers from the bidders who have relatives viz. Father, Mother, Wife / Husband, Sons & Son's wife ( daughter-in-law), Daughter & Daughter's husband (Brother-in-law), Brother & Brother's wife, Sister & Sister's husband (Brother-in-law), Father-in-law, Mother-in-law, Step Son, Step Daughter at IIRS, **WILL NOT BE CONSIDERED** for further processing. At the time of submission of tender documents, the contractor has to be submit a declaration that NO NEAR RELATIVE OF THAT CONTRACTOR (as defined above) is working in IIRS in any capacity in the format enclosed at page No 11.

21. If it comes to be known after awarding the contract that the contractor is a benami to any other person, penal action will be taken like cancellation of contract and forfeiture of security or imposition of any other penalty as deemed fit by IIRS.

22. The contractor should provide a cell phone to each of the drivers of the vehicles and the contact numbers to be intimated to IIRS Administration.

23. In case of any strike or bandh, civil commotions and other disturbances, the contractor shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to Police / Transport Section officials immediately and follow their instructions.

24. The contract can be terminated by giving two months' notice in writing by either party. In case of breach of terms and conditions, IIRS reserves the right to terminate the contract without giving any notice.

## **B.COMMERCIAL**

1. Bills should be supported by the log / trip sheet with full details for each trip duly signed by the user(s). It is the responsibility of the contractor to ensure the driver(s) of the vehicle to get the log sheet filled by the user(s). A format is attached at Annexure – A.

2. If full details are not covered in the log sheets for the Kms claimed, the bills will not be processed further for payment.

3. After due certification by the concerned user Division/Department the bills along with trip / log sheet shall be raised and submitted to Admin. Officer (Estt.) as per the agreed rates and payment will be made within one month from the date of receipt of the bills at MT.

4. Department is having right to enter in to parallel adhoc contracts with other firms too.

5. If contractor fails to observe the following, a penalty per vehicle per day will be imposed and deducted from the bill of the contractor on each of such occasions.

- ❖ Failure to provide a vehicle on any day. : ₹. 2000 /-
- ❖ Failure to provide a suitable vehicle in case of breakdowns.
- ❖ Failure to perform trips and duties.
- ❖ Failure to maintain copies of valid documents, spare wheel and associated tools kit in each of the vehicles. } ₹. 1000 /-
- ❖ Failure to upkeep the vehicles in neat and clean condition.
- ❖ Late reporting of Vehicle.
- ❖ Change of vehicle without prior permission.
- ❖ Change of driver without prior permission.
- ❖ No cell phone with driver.





6. The rates charged for the services provided by the contractor under this contract, shall in no event exceed the lowest price at which the contractor provides, identical services to any other person or agency during the period of this contract. It is found later, the contract is liable to terminated without assigning any reason there of or a notice.

7. The contractor does not have the right to lease or engage or subcontract the contract works awarded to him.

8. Whenever the usage falls between two slabs, the claim shall be admitted for initial slab+ extra charges or next higher slab, whichever is less.

9. Valid Power of Attorney shall be produced for the person, who deals with Department if the firm is not managed by proprietor / partners.

10. Mere awarding of the contract does not entitle the agencies to demand the full scope of work from the Department.

11. The successful tenderer will have to deposit 10% security deposit of contract value of W.O in the shape of a Deposit-at Call Receipt or Fixed Deposit Receipt in the name of the Pay & Account Officer, IIRS, Dehradun before awarding work. In cases of lapses/default on the part of contractor / tenderer in providing the vehicle services, the amount of security money will be forfeited in part or full at the discretion of the Director, IIRS, Dehradun.

12. Income Tax / Surcharge will be recovered at source as per the IT Rules in force from time to time. The contractor shall furnish their PAN number to IIRS.

13. The Travel Agency should be registered with Central Excise Department for payment of Service Tax and the contractor should furnish the 15 digits Service Tax Code Number obtained from Central Excise Department.

14. Payment will be made on monthly basis subject to submission of bills in duplicate. Bills are to be submitted on or before 5<sup>th</sup> of every month and the payment will be released within one month.

15. In case of any dispute regarding terms and conditions and execution of contract arises in future, the matter is to be dealt under the Jurisdiction of District Court, Dehradun or the Hon'ble High Court of Uttarakhand at Nainital.



## TECHNICAL BID

### Documents to be enclosed to the Quotation

1. The copy of PAN Number.
2. Following valid documents of the vehicles.
  - ❖ RC Book
  - ❖ Valid Insurance Certificate
  - ❖ Valid Fitness Certificate
  - ❖ Valid Permit
  - ❖ Valid Tax Payment Receipt
  - ❖ Valid Pollution Control Certificate.
  - 1) Valid firm registration certificate obtained from Registrar of Firms or Labour Department.
  - 2) The copy of Service Tax Registration and Service Tax Number.
  - 3) Demand Draft for an amount of Rs. 12,000 /- as EMD in favour of Pay & Accounts Officer, IIRS.
  - 4) Copy of TAN Number.
3. Copy of latest landline / mobile, registration of Service Tax etc. showing address of the firm established in Dehradun only. The firm should have established office and not on residence based firm office which will be verified at any time without any notice.





## 4. COMPANY PROFILE:

SL. NO.	DESCRIPTION OF ITEM	TO BE FILLED BY THE PARTY
01	Name of the Firm	
02	Office address (Party should specify the door number clearly)	
03	Status of the Tenderer in the Firm (Proprietor / Proprietrix / Managing Partner, etc)	
04	In case the firm is having Partners list the name of partners and enclose copy of Partnership Deed.	
05	Valid Power of Attorney in the name of person who is signing and operating the contract if the firm is operated other than by Proprietor or Partners of the Firm.	
06	Residential Address of the Proprietor (Indicate the door number)	
07	Office Phone Number	Land Line:  Mobile:  E-mail:
08	Residence Phone Number	Land Line:
09	Firm Registration Number with year	
10	UKGST / VAT / Service Tax Number (if applicable)	1) 2) 3)
11	PAN details ( on firm name)	
12	IT Returns for the years 2014-15, 2015-16, 2016-17 ( Xerox copies should be enclosed)	
13	Number of vehicles possessed under the Firm / Proprietor Name ( the details are to be submitted in the infrastructure)	
14	Details of experience in the field	

15	List of three reputed Organisations to whom they have earlier supplied (Attested copies of proof should be enclosed)	

Note: The documentary proof for Sl. No 04, 05, 09, 10, 11, 12, 13, 14 & 15 to be submitted along with Tender in Technical Bid (Part – 1)

**Signature of the Tenderer  
(With Office Seal)**







## DECLARATION

(Regarding near relatives)

I/WE, \_\_\_\_\_ S/O \_\_\_\_\_

herby certify that none of my relative(s)viz Father, Mother, Wife / Husband, Sons & daughter-in-law, Daughter & Son-in-law, Brother & Brother's wife, Sister & Brother-in-law, Father-in-law, Mother-in-law, Step Son, Step Daughter, is/are employed in IIRS. In case at any stage, if having found that the information given by me is false / incorrect. Department shall have the absolute right to take any action as assumed fit / without any prior intimation to me.

SIGNATURE OF THE TENDERER

(WITH OFFICE SEAL)





**8. CHECK LIST:**

PROFORMA FOR CHECK LIST FOR THE INFORMATION TO BE FURNISHED BY THE BIDDER ALONG WITH THE OFFER

Bidder are requested to mark [√ ] in the appropriate column for having furnished details in requisite number of copies as detailed below. If the information is not furnished, then the Bidders are requested to give the reasons for not furnishing the same in the remark column. [Bidders are requested not to write anything in this proforma]. Copy of this proforma shall be submitted along with Techno-commercial part i.e. part-I] of the offer.

SL NO	DETAILS REGARDING INFORMATION BY THE PARTY	REGARDING FURNISHED	FURNISHED	NOT FURNISHED	REMARKS
01	Firm Registration				
02	UKGST / CST Registration Certificate				
03	Vat Registration Certificate				
04	Service Tax Registration Certificate				
05	Residential Proof				
06	Address proof of Office				
07	Power of Attorney in the Name of Person or Proprietor who is signing the Contract				
08	Details of Experience (along with work order copies previous to whom they have supplied vehicles )				
09	IT Returns for the years 2014-15, 2015-16 & 2016-17				
10	Solvency Certificate from the Bankers				
11	Copies of Documents enclosed as given in Infrastructure				
12	Declaration (Regarding near relatives)				

**SIGNATURE OF THE TENDERER**

COMMERCIAL BID

**Proforma for submission of Quotation for hiring of 27, 35, 40, 52 & 55 Seater Buses & 12 Seater Tempo Traveller  
(AC/Non-AC) on contract basis (Casual/Regular Basis) at IIRS, Dehradun**

Sl. No.	Description of work	27 Seater AC	27 Seater N/AC	35 Seater AC	35 Seater N/AC	40 Seater AC	40 Seater N/AC	52/55 Seater AC	52/55 Seater N/AC	12 Seater AC	12 Seater N/AC
1	Distance up to 50 km and journey time upto 6 hours.										
2	Distance upto 50 km and journey time upto 12 hours.										
3	IIRS to Dehradun & its surroundings & back to IIRS										
4	IIRS to Mussoorie & back to IIRS										
5	IIRS to Kempty Fall via Mussoorie & back to IIRS										
6	IIRS to Dhanaulti & back to IIRS										
7	IIRS to Dhanaulti via Mussoorie & back to IIRS										



8	IIRS to Sahashtradhara & back to IIRS																		
9	IIRS to Selaqui & back to IIRS																		
10	IIRS to Kulhal & back to IIRS																		
11	IIRS to Paonta Sahib & back to IIRS																		
12	IIRS to Dakpathar & back to IIRS																		
13	IIRS to Langha & back to IIRS																		
14	IIRS to Rishikesh & back to IIRS																		
15	IIRS to Haridwar & back to IIRS																		
16	IIRS to Rishikesh & Haridwar & back to IIRS																		
17	IIRS to ISBT, Dehradun																		
18	ISBT, Dehradun to IIRS, Dehradun																		
19	IIRS to Dehradun Railway Station																		



30	IIRS, Dehradun to Dwaraka Guest House, New Delhi																		
31	Dwaraka Guest House, New Delhi to IIRS, Dehradun																		
32	IIRS, Dehradun to Dwaraka Guest House & back to IIRS, Dehradun																		
33	Extra running per kilometer																		

**NOTE :-**

1. Other State tax, if levied, during the hiring for field trip will be reimbursed by IIRS on submission of documentary evidence (Original receipt).
2. The kilometer running charges will be increased or decreased in the same percentage or ratio, if there will be any increase or decrease in the price of fuel.
3. Please write the rates quoted in words also.
4. Please type the above format on letterhead and quote the rates.
5. Please indicate the Service Tax.
6. Rates may be quoted accordingly, if found any deviation.