

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
LIQUID PROPULSION SYSTEMS CENTRE
VALIAMALA, TRIVANDRUM 695547, KERALA
PURCHASE & STORES**

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Date :20/12/2018

INVITATION TO TENDER

Our Ref No : AX25 2017-031270-01

M/s

Tender Due: 14:00 Hrs ISTon 23/01/2019

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: DOS:PM:20)

S.No.	Description of Items with Specifications	Unit	Quantity
1	Rate contract for hiring of Diesel Tourist Taxi vehicles on monthly hire basis to LPSC Valiamala for a period of 18 months as per the terms and condtions stipulated in the Annexure I.	Nos.	55

DELIVERY AT: LVF

MODE OF DESPATCH BY ROAD

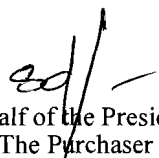
DUTY EXEMPTIONS Exempted

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS DOS:PM:20

INSTRUCTIONS TO TENDERERS:

- Note:1. Scope of work, Technical Details and Price bid format as per Annexure:- I
2. Compliance Statement as per Annexure:- II
3. TWO- PART Terms and conditions as per Annexure:- III
4. General terms and conditions as per Annexure:- IV


For and on behalf of the President of India
The Purchaser

TAXI CONTRACT ON MONTHLY RENTAL BASIS**1.0 PERIOD OF CONTRACT:**

The Contract shall be initially valid for a period of 18 months from the date of award of Purchase order. However, LPSC reserves the right to extend the same for further period up to one year on mutual agreement or short close the same by giving one month prior notice in writing without any financial obligation on either side.

2.0 SCOPE OF WORK:

The scope of this rate contract is to supply of Air Conditioned Diesel light vehicles of different make & types as tabled below. The vehicles shall not be older than 4 years from the last date of submission of tender. The vehicles shall be hired on monthly basis to LPSC, Thiruvananthapuram for the transportation of men and materials.

Description of Vehicles: TABLE 1

Sl.No.	Main Category Name	Sub Category Name	Type of Vehicle	No.of Vehicles required	Mileage
1	A	A1	Innova Crysta	2	10 kmpl
2	B	B1	Innova	2	11 kmpl
3	C	C1	Maruthi Suzuki Ertiga	2	13 kmpl
4		C2	Renault Lodgy		13 kmpl
5	D	D1	Xylo	2	12 Kmpl
6	E	E1	Maruthi Suzuki Swift	5	18 kmpl
7		E2	Ford Figo		18 kmpl
8		E3	Hyundai Grand I 10		18 kmpl
9		E4	Tata Tiago		18 kmpl
10		E5	Toyota Liva		18 kmpl
11	F	F1	Honda Amaze	16	15 kmpl
12		F2	Toyota Etios		15 kmpl
13	G	G1	Tata Zest	6	15 kmpl
14		G2	Tata Tigor		15 kmpl
15		G3	Ford Aspire		15 kmpl
16		G4	Hyundai Xcent		15 kmpl
17		G5	Volkswagen Ameo		15 kmpl
18	H	H1	Maruthi Suzuki Swift Dzire	20	15 kmpl

If sufficient number of offers for a particular category is not received, then offers for vehicle from categories F, G and H in the respective order will be considered for the remaining vehicles.

If number of offers in any main category is more than the required, preference will be given to the lowest offer among the sub categories.

If number of vehicles quoted with lowest acceptable rate is more than the required vehicles in a particular category or sub category, latest registered vehicle in the particular category or sub category will be considered for awarding the contract.

3.0 MONTHLY BASIS CATEGORY:

Monthly hire basis category means vehicles are hired for one month. In a calendar month if the vehicle is utilized for minimum 25 days it is eligible for one month full payment. During 25 days period, the total vehicle utilization shall be for a minimum of 3375 Kms.

Payment will be made in full, if the vehicle service is made for minimum 25 days in a month even though the kilometer covered is less than 3375, subject to clause no 4.0.3 b (Penalty clause for non satisfactory performance.)

If LPSC has not utilized a vehicle for minimum 25 days in any month or minimum 3375km, payment will be made in full for that particular month.

If the contractor is failed to supply the vehicle for 25 days in any month, the payment will be deducted on pro-rata basis from the monthly hire charges in addition to the penalty for absence as per clause no. 4.0.2

If the distance travelled by a taxi is more than the monthly hire kilometer, the payment for the additional kilometer will be made using the agreed rate for extra kilometer.

If any vehicle is used for more than 25 days in any month, the payment will be made on pro-rata basis for the additional days which will be added to the monthly hire charge.

Pro-rata basis calculation for one day

Hiring charge for distance	=	3375 Kms/25 = 135Km for one day
Hiring charge for one day	=	Monthly Hire Charge/25 for one day

4.0 PENALTY CLAUSES:

Penalties will be levied on the contractor, for the following mentioned reasons:
Amount of penalty will be deducted from the subsequent bill.

4.0.1 MAJOR PENALTY: The following incidents are considered as major and shall attract immediate termination of the contract for non-compliance.

Sl.No.	Incidents
1	No Valid Registration / Fitness Certificate
2	No Valid Insurance Certificate
3	No Valid Contract Carriage Permit
4	Carrying out Log book tampering / forgery subject to clause 4.0.2.13
5	Carrying out odometer tampering/ forgery subject to clause 4.0.2.14

4.0.2 MINOR PENALTY:

Sl. No.	Contract Terms	Penalties for non compliance		
		1 st Time	2 nd Time	3 rd Time
1	Back up vehicle to be provided as per clause no 11.14	Rs.200/-	Rs.500/-	Rs.1000/-
2	Absence of the vehicle	Rs.500/- per day		
3	Vehicle missing without any information	Rs.500/-	Rs.1000/-	Driver will be terminated
4	Driving License of the driver shall be always kept with the driver	Rs.100/-	Rs.200/-	Rs.500/-
5	All relevant documents shall be available in the Vehicle	Rs.200/-	Rs.500/-	Rs.1000/-
6	Uniform of the driver as per clause no.12.8	Rs.100/-	Rs.150/-	Rs.200/- An increment of Rs.50/- for every additional instance
7	Vehicle delay beyond 10 min to 30 min.	Rs.150/-	Rs.300/-	Driver will be terminated
8	Vehicle delay beyond 30 min	Rs.500/-	Rs. 750	
9	Misbehaviour with staff	Rs.500/-	Rs.1500/-	Driver will be terminated

10	Vehicle Driving under the influence of Alcohol or any kind of intoxication.	Rs.1500/-	Driver will be terminated	
11	Smoking while driving the vehicle.	Rs.500/-	Rs.1500/-	Rs.3000/-
12	Over speeding / Rash driving of the vehicle inside ISRO campus	Rs.150/-	Rs.200/-	Rs.500/-
13	Carrying out Log book tampering / forgery	1 st time:- Manipulated kilometer will be deducted and Rs.500/- as penalty will be levied.		
		2 nd time:- Manipulated kilometer will be deducted and Rs.1000/- as penalty will be levied.		
		3 rd time:- Will be treated as Major penalty		
14	Carrying out odometer tampering/ forgery	1 st time:- Manipulated kilometer will be deducted and Rs.500/- as penalty will be levied.		
		2 nd time:- Manipulated kilometer will be deducted and Rs.1000/- as penalty will be levied.		
		3 rd time:- Will be treated as Major penalty		
	<u>Non Air Conditioned journey</u>	Rs.1/- per Kilometer		

4.0.3 OTHER PENALTY:

a) Penalty for Absence:

For the following reasons the contractor shall provide a substitute vehicle of same class in place of the hired vehicle for a maximum of 7 days in a stretch.

1. Due to breakdown of the hired vehicle.
2. For obtaining annual Fitness Certification.

Providing substitute vehicle is limited to four times in a year. The acceptability of the substitute vehicle is under the discretionary power of operation in charge.

In case of absenteeism of a driver, the contractor shall change the driver for the particular date with one day advance information. The exchange of driver shall be allowed only two times in a month for a particular vehicle.

The change of driver/vehicle is allowed only with the prior consent of the officer in charge of TOMD/LPSC.

If the contractor failed to provide vehicle/ substitute vehicle a penalty of Rs.500/- per day on every absence will be imposed.

b) Penalty for non-satisfactory performance:

If the vehicle is not running for the daily hire average of 135 km (ie. Monthly hire Kilometer / 25 = 3375/25 = 135km) in any day due to the non-performance of the driver a penalty as detailed in Table 2 will be imposed.

Table 2

No. of days	Total Distance covered during the days	Assured Minimum average for the days = (3375 / 25) * A	Distance due for these days = Q - P	Per km. rate quoted (in Rs.)	Penalty Amount = R* H (In Rs.)
A	B	C	D	E	F
1	101	135	34	11	374
2	190	270	80	11	880
3	400	405	5	11	55
4	509	540	31	11	341
5	603	675	72	11	792
6	809	810	1	11	11
7	900	945	45	11	495
8	1025	1080	55	11	605
9	1203	1215	12	11	132

c) Penalty for Non Air Conditioned journey

The vehicles shall always be operated with the air-conditioner working. In case of technical snag with the air-conditioner midway during the trip, the contractor shall rectify the same before next trip. For the distance operated without air-conditioner, the hire price shall be calculated as Non Air Conditioned journey and a penalty of Rs.1 per kilometer will be imposed, and will be deducted in their subsequent bills.

4.1 MISCELLANEOUS CHARGES:

Any extra charges like temporary inter-state permit, toll charges, parking fees at Airport, Railway Station, etc. incurred during the duty shall be reimbursed subject to the following conditions

- 1) Submission of original invoice issued by the concerned government/local authorities.
- 2) Registration number of vehicle shall be duly incorporated in the invoice.
- 3) The invoice shall be endorsed by the official using the vehicles.

For all trips with night stay is required, the drivers shall take accommodation at ISRO guest houses. If the guest house is not available, the drivers can avail the private accommodation with the prior approval of head TOMD. However the reimbursement shall be limited to maximum of Rs.450 /- per day. Reimbursement will be made against the submission of original bill signed by the concerned driver and duly approved by Head TOMD.

4.2 NIGHT HALT ALLOWANCE:

The drivers will be required to do overnight duties. The additional allowance shall be given as per the table below.

Sl. No.	Allowance Type	Vehicle utilization Time Slab	Amount	Remarks
1	Allowance 1	If the vehicle is utilized between 20.00hrs. to 22.30hrs.	Rs.150/-	Subject to minimum utilization of the vehicle above 5 hrs. 59 minutes.
2	Allowance 2	If the vehicle is utilized between 22.30hrs. to 24.00hrs.	Rs.250/-	Subject to minimum utilization of the vehicle above 5 hrs. 59 minutes. In this case allowance1 is not applicable.
3	Allowance 3	If the vehicle is utilized between 00.00hrs. to 02.00hrs.	Rs.350/-	Subject to minimum utilization of the vehicle above 5 hrs. 59 minutes. In this case allowance1 & 2 is not applicable.
4	Allowance 4	If the vehicle is utilized Beyond 02.00hrs.	Rs.450/-	Subject to minimum utilization of the vehicle above 5 hrs. 59 minutes. In this case allowance1, 2 & 3 is not applicable.
5	Allowance 5	If the vehicle is utilized Before 05.00am	Rs.200/-	

The payment will be made only if a certification by the first boarding / last alighting official as the case may be is obtained in the log sheet quoting the time with counter sign by the user.

The driving time for journeys without any passenger will be calculated at the rate of 1.6 minutes for each 1 kilometer.

5. **GARAGE POINTS:**

The garage points for the vehicles shall be any place from Table 3. The to and fro distance from the garage will be counted for making the payment for each day. The distance from the respective garage places to LPSC Valiamala campus is fixed and is mentioned in the below table.

Table 3

Sl.No.	Garage Point	Distance to LPSC Main Gate in km
1	Karakulam	14
2	Vattiyookavu	20
3	Pappanamcode	30
4	Thampanoor	24
5	Manacadu	26
6	Eanchakkal	27
7	Pettah	25
8	Thumba	32
9	Kazhakkuttam	30
10	Sreekaryam	28
11	Pattom	20
12	Mannamthala	18
13	Vattappara	13

6. **PRICE VARIATION:**

The unit hire prices quoted will be firm and fixed during the currency of the contract. However the price variation will be accepted only on account of retail diesel price variation and not on any other account. Variation in rate per km will be effective only on account of every 05% increase or decrease in retail diesel price in Thiruvananthapuram in a single spell or different spell over a period of time during the contract. The price of retail diesel price will be recorded on first working day of every week and average of these prices in a month will be considered for the price revision. The revised rate will be applicable from the first day of the following month when diesel price variation of 5% is happened.

7. **MILEAGE OF VEHICLES:**

LPSC has fixed the average mileage in KMPL for each class of vehicles as mentioned in Table 1. This KMPL shall only be used in the price variation formula. This KMPL is firm and fixed during the currency of the contract and parties are bound to accept the same.

8. PRICE VARIATION FORMULA:

The prevailing retail price of diesel at Thiruvananthapuram corporation area on the last date of submission of tender will be the reference price for the price variation formula. The diesel price at any given time will be based on the rates available at official websites of IOCL, BPCL and HPCL will be referred for calculation.

The method of calculating the revised rate / km will be as follows:

Revised rate per km= Existing rate/km+(Diesel price after revision - old price) / Mileage

Example:

Let Existing rate / km for Innova Car	=	Rs. 12.75/-
Diesel price before revision	=	Rs. 62/-
Revised diesel price	=	Rs.68.29/-
Revised rate per km for Innova Car (AC)	=	12.75 + (68.29-62)/10
	=	12.75 + (6.29 / 10)
	=	12.75 + 0.629 = <u>13.379/-</u>

(Rounded off to nearest 10 paise Rs.13.40/-)

The same procedure will be adopted in the case of price decrease for fuel also.

In that case the revised rate per kilometer will be calculated as follows:

Revised rate per km= Existing rate/km-(Old price - Diesel price after revision) / Mileage

Example:

Let Existing rate / km for Innova Car	=	Rs.12.75/-
Diesel price before revision	=	Rs.62/-
Revised diesel price	=	Rs.55.4/-
Revised rate per km for Innova Car (AC)	=	12.75- (62-55.4)/10
	=	12.75 - (6.6/10)
	=	12.75 - 0.66
	=	12.09

Rounded off to nearest 10 paise Rs.12.10/-

The next revision will be done when the hikes / decreases in retail diesel price accumulated to 05% on the revised diesel price from the last revision.

9. ELIGIBILITY CRITERIA:

1. Any individual, Registered Society, Registered Travels, Registered firms who can supply a minimum of 10 vehicles shall only be eligible to participate in this tender.
2. For an individual bidder, the tender shall be submitted with the details of at least 10 vehicles in the prescribed Format 1. The copies of RC book, Insurance Policy, Taxi permit etc. of the specified vehicle shall be self-attested and to be attached along with Format 1 duly filled. At least one vehicle must be owned in the name of the bidder.

3. For Registered Society, Registered Travels, Registered firms, shall submit either the details of at least 10 vehicles in the prescribed Format 1 (The copies of RC book, Insurance Policy, Taxi permit etc. of the specified vehicle shall be Self-attested and to be attached) or shall submit format 1 along with the proof of experience and ability to supply quoted number of vehicles.
4. Contractor shall have a valid mobile phone connection for effective communication and monitoring.
5. A contractor shall be ready to provide the quoted number of vehicles at any time.
6. Only vehicles with yellow number board along with valid taxi permits and insurance shall be allowed as taxis. LPSC reserves the right to refuse/restrict payment and terminate the contract in case unauthorized vehicles are provided as taxis.
7. Only Air Conditioned Diesel vehicles shall be quoted.
8. LPSC employees and their dependent relatives should not be a contractor / driver, and vehicles in their names also will not be considered. A declaration in this regard in the prescribed Format 3 shall be attached along with the offer.

10. CONDITION OF THE VEHICLE:

1. 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.
2. Vehicles which are not older than 4 years of age from the date of opening of tender shall only be supplied. If not satisfied with the condition of the vehicle LPSC reserves the right to reject any vehicle provided by the Contractor even if the vehicle is less than 4 years old, and the Contractor should provide another vehicle to the utmost satisfaction of the Department.
3. 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.
4. The dicky space (boot space) of the vehicle shall be completely available for the use of our material transportation within the campus as well as to other work centres, VSSC, Airport etc. External Speakers, Speaker Box, Woofers etc. shall not be kept in the dicky.

11. TAXI CONTRACTOR'S RESPONSIBILITY:

1. The contractor shall be held responsible for:
 - a. Claiming of higher time & Kilometer than the actual
 - b. Misbehavior of Driver
 - c. Indulging in manipulation of meter reading and time
 - d. Tampering of speedometers
 - e. Over speed of vehicle inside ISRO campus.

In case anyone is found guilty, a suitable action including termination of the contract may be taken by the department and the decision of the Department will be binding on the Contractor.

2. It is contractor's responsibility to obtain a police clearance certificate with verification of character and antecedents of the taxi driver posted to LPSC. Initially, the entry pass will be provided only for a maximum of 7 days and any further permission for the drivers must be supported with a police clearance certificate.
3. The contractor shall supply necessary log sheets A4 size to the drivers for recording the journey details. Sample log sheet will be provided once contract is finalized. The paper quality of the log sheet shall be got approved by TOMD/LPSC.
4. Contractor shall 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/LPSC and back to garage after completion of duty. In case any driver is found guilty, the whole log sheet will not be entertained for payment.
5. It is the responsibility of the contractor to strictly instruct the drivers that all column of the table in the log sheet is required to be filled by the concerned official using the vehicle and the Taxi shall be produced before TOMD official every day to examine the condition of vehicles, speedometer reading and documents. It is mandatory to follow the above said procedure to get the bills cleared for payment.
6. The drivers posted to LPSC must have minimum 3 years' experience in driving the light vehicles and shall possess valid driving license to drive taxi vehicle. He should be mentally stable and his behavior shall suit the organizational status. Driving after consuming alcohol is a serious offence and will be viewed very seriously; the contractor shall ensure that drivers having alcohol addiction are not deputed to LPSC for duty.
7. 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 immediately intimated to LPSC Transport Division officials and follow their instructions.
8. In situations like curfew, labour unrest etc. the contractor should make all efforts to operate vehicles with the assistance of Police authorities. The payment of hire charges shall be made for only such trips that are actually operated subject to the minimum slab rate prescribed. In the event of any strike or unrest by the employees of the Contractor, he shall make alternative arrangements to operate the vehicles at his own cost and risk. In case, the Contractor fails to make alternative arrangements, LPSC reserves the right to arrange vehicles at the cost of the Contractor and the cost of alternate arrangements will be deducted from the running bills of the Contractor.
9. The contractor shall follow the rules and regulations of LPSC. Our security personnel (CISF) have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.

10. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi contractor. LPSC officials will not be a party to any dispute arising out of accident or traffic offense
11. In case of any damage to the LPSC property due to an accident by your vehicle within the premises, the vehicle will be permitted to take out only after remittance of the amount towards the damages. The decision of the Department regarding the amount of damages will be final & binding on the Contractor and the amount should be paid without any demur. Department will also have the option of recovery of the amount from the pending bills of the Contractor.
12. During the currency of the rate contract, the ownership of the vehicles shall not be transferred without the written consent of the Department.
13. The contractor shall not be allowed to change the inspected and accepted vehicles during the rate contract period. If they are willing to replace with new vehicles of similar model, the Department may accept subject to inspection.
14. In case of an accident / breakdown of a vehicle midway during the trip, It is the responsibility of the contractor to arrange a back up vehicle within half an hour to complete the allotted trip. If the contractor fails to arrange a back up vehicle, alternate arrangements will be made by LPSC and the cost of the alternate arrangement will be deducted from the running bills of the Contractor. This will attract an additional penalty as detailed in minor penalty clause no.4.0.2.1
15. The mobile number of the driver shall be given to the operation in charge / Head TOMD after awarding the contract. The mobile connection shall be with a network connection from any one of the service providers in kerala region. LPSC will not reimburse any payment towards mobile connection.

12. TAXI DRIVER'S RESPONSIBILITY:

1. Driver of the vehicle shall possess all documents as required by RTO in the vehicles such as RC book, Insurance certificate, PUC Certificate, Taxi permit, valid driving license with badge and TOMD officials reserve the right to verify the same at any time during LPSC duty.
2. The taxi driver shall ensure that the entries in the log/trip sheets be written legibly by the taxi users. Name, Staff code No. of the person using the vehicle, purpose, starting and closing time & Km. should be written against their signature. Incomplete and illegible log sheets will not be entertained for payment.
3. 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 LPSC campus.
Similarly, for vehicles reporting/terminating at any place other than our campus, the actual distance from garage 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 shall be entered by the taxi

driver in separate rows without clubbing with the actually used distance by LPSC.

4. The distance and time from the respective garage to the starting point and termination point of a day's duty will be counted for calculation of charges per day and it should be recorded in the log sheet promptly.
5. Speedometer reading in the vehicle should always tally with the entries in the log/trip sheets and TOMD officials reserve the right to verify the same at any time during LPSC duty.
6. The driver of the taxi must produce the vehicle and log/trip sheet before TOMD officials periodically for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
7. 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 LPSC at any time during the duty period inside ISRO Campus.
8. The taxi driver shall compulsorily wear neat & clean uniform (Normally White shirt and black pants) while on LPSC duty as per the existing MV act. No extra payment will be made to Contractor by LPSC for providing uniforms to drivers deployed for LPSC duty.

13. INTIMATION OF VEHICLE REQUIREMENT.

Normally LPSC will inform the next day's requirement on previous working day itself, but in case of emergency, the contractor shall supply vehicles within one hour as and when required over telephone/email.

14. TERMINATION OF CONTRACT:

1. LPSC reserves the right to terminate the contract, if the performance of the contractor or his employees is found to be unsatisfactory during its currency by giving one month notice in writing.
2. LPSC also reserves the right to terminate the contract without notice in the following cases.
 - a) Contractor's failure to produce vehicles for inspection along with necessary documents within 14 days from the date of award of the contract.
 - b) Contractor fails frequently to provide vehicle within the stipulated time from the intimation of vehicle required on daily/monthly basis.
 - c) Frequent breakdown of the vehicles enroute or any lapse in providing required services as per terms and conditions specified.
 - d) Frequent stoppage of vehicles mid-way due to lack of fuel, accident, misbehavior, indiscipline of the driver.
 - e) Untidy conditions of the vehicle
 - f) Any manipulations/overwriting observed in the log sheet or bills.
 - g) In case of any pecuniary loss to LPSC/user staff due to rash and negligent driving by the driver.
 - h) Any other reason mentioned in the penalty clause 4.0

15. **PAYMENT:**

For monthly basis bills, parties shall submit the bills for any calendar month, within 10 days from that month to TOMD along with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after the 15th day of the month will not be considered normally.

The bills will be verified by operation-in-charge, TOMD and approved by Head, TOMD will be forwarded to the Accounts Officer, LPSC for arranging payment which will be made within 20 days from the receipt of bills in TOMD.

However 70% of the eligible monthly hire charge will be paid within 4th working day of the month. This settlement will be applicable only for those who are submitting completely filled bills along with all relevant documents within the first two working day of the succeeding month. The balance amount will be paid after detailed scrutiny of log sheets.

Extra payment for night halt charges, Miscellaneous Charges will be added and Penalty charges if any will be deducted in the final settlement of the bill.

LPSC will not bear any cost towards operation, printing of log sheets, repair, maintenance, fuel and oil, servicing, wages of drivers, garage fees, insurance, road tax etc. The complete liability in such cases will be with the taxi contractor.

For an individual bidder the payment of bills shall be made to the registered owner of the vehicle through bank transfer.

For Registered Society, Registered Travels, Registered firms the payment will be made to the respective account of Registered Society/ Travels/ firms.

16. **GST:**

GST as applicable will be paid extra on production of documentary evidence.

17. **PARALLEL / ADHOC CONTRACT:**

LPSC reserve the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.

18. **SUBLET OF CONTRACT:**

Contractor shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.

19. **ARBITRATION:**

All disputes, differences, claims and demands arising under or pursuant to this agreement shall be referred to Arbitration of a Sole Arbitrator to be appointed by Director, LPSC. Arbitration shall be held in Trivandrum and shall be subject to and governed by the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof, whose decision shall be final and binding on both parties.

20. EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT:

The tender should be accompanied by an interest free Earnest Money Deposit (EMD) @ Rs. 10,000/- per vehicle by way of Demand Draft in favor of Accounts Officer, LPSC Valiamala. The EMD of unsuccessful bidders will be returned within 30 days from the date of finalization of the contract. The EMD will not be returned to successful bidders who did not produce the quoted vehicles for inspection along with necessary documents within 14 days from the date of award of the contract without any further information from LPSC contract person/purchase.

In case the bidder is awarded with contract, an interest free security deposit of Rs.10000/- per vehicle shall be paid in the form of Demand Draft drawn in favour of Accounts Officer,LPSC Valiamala, and payable at State Bank of India, Valiamala Branch, Trivandrum. This Security Deposit without any interest thereon shall be returned to party on successful completion of the contract or shall be adjusted / forfeited against non-fulfillment of any of the contractual obligations.

The bidder awarded with the contract can convert the EMD to Security deposit by giving a written consent to Purchase and stores officer. Bank guarantee will not be accepted as EMD or Security Deposit.

21. GENERAL:

1. Normal duty hour is from 06.00 hrs. to 21.00 hrs. According to the requirement, taxies will have to perform duties before & after the normal duty hours and on holidays as required by the authorized person of the concerned division.
2. The Contact person or his authorized representative's instructions have to be adhered strictly.

22. CONDITION FOR BIDDING:

The bidders shall submit the quotation in Two Part System viz. "Technical & Commercial" bid as Format 1 and "Price" bid as Format 2.

The quotation shall contain the following details:

1. Technical details as per Format 1 enclosed. Bidders shall quote only for the brands/ models from among those specified under "Description of vehicle" for each category in Table 1 above.
2. Self-attested copies of documents such as RC book, road tax, taxi permit and comprehensive /third party insurance policy for each vehicle quoted should accompany the quotation, failing which the quotation will not be considered. (Please refer clause no. 9.2 and 9.3 before attaching these copies)
3. The quotation shall be submitted in sealed envelope super scripting Tender enquiry number and due date and time of opening.
4. The rate shall be quoted in Format 2 which is inclusive of all expenses of the taxi.
5. Indicate GST if any clearly.

6. Income tax will be deducted by LPSC as per IT rules in vogue.
7. LPSC reserves the right to award contract with multiple parties at a common rate arrived at by us to the successful bidders.
8. LPSC reserves the right to split the vehicle requirement and choose any one or more number of firms / parties in the contract for assigning/hiring of taxies on monthly rates based on the performance/requirement.
9. 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.
10. Quotation shall be submitted only as per the prescribed formats with all information duly filled and quotations submitted in any other format will not be considered. Rates quoted in any other format other than that in the format will not be considered.

CHECKLIST FOR QUOTATION

- Technical details as per Format 1 (with additional sheets if necessary).
- Price details as per Format 2.
- Self Attested copy of RC book of each vehicle quoted.
- Self Attested copy of Road tax of each vehicle quoted.
- Self Attested copy of Taxi permit of each vehicle quoted.
- Self Attested copy of Inter State permit (if available) of each vehicle quoted.
- Self Attested copy of Insurance policy of each vehicle quoted.
- The list of existing clients if any.
- PAN number
- Service tax registration number, if any
- Company registration number, if any
- Self declaration in Format 3.

Contractor's
please refer
clause no. 9.2
and 9.3 before
attaching these
copies.

TECHNICAL DETAILS

Name & address of the Bidder / Firm		Contact Person:	
Landline Phone:		Mobile Phone:	
Fax No.:		Email ID	

Sl. No.	Main Category name as per Table 1 of Tender Enquiry	Sub Category name as per Table 1 of Tender Enquiry	Type of vehicle	Garage Place	No. of vehicles quoted	Registration number	Date of Registration

(Use additional sheets in this format if necessary)

Signature of the party

Address

Phone No.

PRICE BID FORMAT

Sl.No.	Main Category name	Sub Category name	Type of vehicle	Monthly Charges for 25 days / Total 3375 kms. (In Rs.)	Charges beyond 3750 kms
					Per Km (In Rs.)
1.	A	A1	Innova Crysta		
2.	B	B1	Innova		
3.	C	C1	Maruthi Suzuki Ertiga		
4.		C2	Renault Lodgy		
5.	D	D1	Xylo		
6.	E	E1	Maruthi Suzuki Swift		
7.		E2	Ford Figo		
8.		E3	Hyundai Grand I 10		
9.		E4	Tata Tiago		
10.		E5	Toyota Liva		
11.	F	F1	Honda Amaze		
12.		F2	Toyota Etios		
13.	G	G1	Tata Zest		
14.		G2	Tata Tigor		
15.		G3	Ford Aspire		
16.		G4	Hyundai Xcent		
17.		G5	Volkswagen Ameo		
18.	H	H1	Maruthi Suzuki Swift Dzire		

Signature of the party
Address

Phone No.

Format – 3

I hereby declare that my near relatives are not working in LPSC, ISRO. Also I am aware that any breach of this condition would render rejection of tender or cancellation of contract.

Sign. of the Bidder

COMPLIANCE STATEMENT FOR COMMERCIAL TERMS
(To be filled and furnished along with your quotation)

Sl. No.	Description (Commercial terms & conditions)	Compliance to Col. (2) [YES/NO]	Remarks
(1)	(2)	(3)	(4)
1.	P & F charges, if any. (If mentioned as EXTRA or INCLUDED in your offer, please mention the percentage or amount in Remarks column)		
2.	Freight charges, if any. (If mentioned as EXTRA or INCLUDED in your offer, please mention the percentage or amount in Remarks column)		
3.	GST, if applicable, please mention percentage in Remarks column.		
4.	Are you a registered vendor? (Please mention GST No.)		
5.	ISRO is exempted from payment of Customs Duty vide Notification No.50/ 2017- Customs dated 30/06/2017. (We will provide Customs Duty Exemption Certificate in case of Import Orders/ imported supplies/ High Sea Sales).		
6.	ISRO is eligible for concessional GST rate as per Notification No. 47/ 2017- Integrated Tax(Rate) dated 14 th November 2017. (We will provide IGST Concession Certificate on request).		
7.	Installation Charges, if any. (If mentioned as EXTRA or INCLUDED in your offer, please mention the percentage or amount in Remarks column)		
8.	Delivery <ul style="list-style-type: none"> • FOR LPSC, VALIAMALA • In case of foreign orders, FOB or FCA. 		
9.	Delivery Period		
10.	Payment: <u>INDIGENOUS SUPPLIERS:</u> 100% payment through RTGS within 30 days after receipt and acceptance of the item in good condition. NOTE: Please mention your Bank name, Branch, IFSC & Account number <hr/> <u>FOREIGN SUPPLIERS:</u> Against Sight Draft/ Letter of Credit NOTE: Please mention your Bank name, Branch, IFSC & Account number		

	<p>Advance payment:</p> <ul style="list-style-type: none"> • Private firms: Upto 30% advance on submission of bank guarantee for an equivalent amount with sufficient validity • State/ Central Govt. Agencies/ PSUs: Upto 40% advance on submission of indemnity bond for an equivalent amount with sufficient validity <p>NOTE: Please mention your Bank name, Branch, IFSC & Account number</p>		
11.	<p>Liquidated Damages (LD): In case of failure of delivery within the specified time or any extension thereof, we shall recover as liquidated damages, a sum of 0.5% of the order value of the undelivered item for each calendar week of delay, subject to a maximum of 10% of the order value of the undelivered item. (This is a mandatory clause. Confirm acceptance.)</p>		
12.	<p>Warranty: Warranty for the offered item shall be from the date of installation/acceptance of the item at our site for a minimum period of 12 months, or as specified in the tender document. Please specify warranty period in the remarks column.</p>		
13.	<p>Security Deposit (SD): You shall submit SD @ 10% of the value of the order obtained through bank guarantee or fixed deposit receipt, valid for a period of 60 days beyond the date for completion of the purchase order. The amount retained as SD will be refunded after the purchase order is successfully executed in all respects.</p> <p>Note:</p> <ul style="list-style-type: none"> • No SD is applicable if value of ordered items is up to Rs. 5 lakhs. • Central PSUs/ PSEs/ Autonomous Bodies/ MSEs are exempted from payment of SD. Instead, an Indemnity Bond for 10% of the value of the order shall be furnished in lieu of SD. 		
14.	<p>Performance Bank Guarantee (PBG): You shall submit a PBG @ 10% of order value obtained through bank guarantee, valid for a period of 60 days beyond the date for completion of all contractual obligations/ expiry of warranty period.</p> <p>(If not agreed, 10% of the order value shall be retained in lieu of PBG for a period of 60 days beyond the date for completion of all contractual obligations/ expiry of warranty period.)</p>		
15.	<p>Consolidated PBG-cum-SD: In case you are unable to provide two separate BGs,i.e., one for SD & one for PBG, you can submit a combined BG for SD & PBG for 10% of</p>		

	the order value, valid for 60 days beyond the date for completion of all contractual obligations/ expiry of warranty period.		
16.	<p>Validity of Offer: Minimum validity of tender from the date of opening of the tender shall be as follows:</p> <ul style="list-style-type: none"> • Two- part tender: 120 days • Open/ Public/ Limited Tender(Single part): 90 days 		
17.	<p>In case of foreign orders:</p> <p>(a) Please specify whether any export clearance is required. If required, please provide End User Certificate format along with the offer.</p> <p>(b) Please mention percentage of Agency Commission, if any. (Agency Commission shall be claimed by the Indian Agent through an invoice. Agency commission shall be paid to the Indian agent in Indian Rupees worked out on the basis of Telegraphic transfer buying rate of exchange prevailing on the date of placement of the purchase order/ contract and within 30 days from the date of satisfactory acceptance of the item.)</p>		
18.	<p>Special conditions against Indian Agents submitting quotations in Foreign Currency</p> <p>(a) Foreign Principal's proforma invoice shall indicate the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.</p> <p>(b) Copy of Agency agreement with the Foreign Principal, precise relationship between them and their mutual interest in the business</p> <p>(c) The enlistment of the Indian Agent with Director-General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.</p>		
19.	<p>Purchase/Preference to MSEs</p> <p>Purchase/Price Preference shall be extended to the MSEs under the Public Procurement Policy for MSEs formulated under the Micro, Small & Medium Enterprises Development Act 2006. Necessary authenticated documentary evidences shall be submitted along with your offer. MSEs will be exempted from submission of EMD. Specify your category.</p>		

NOTE:

- **The tender submitted by you shall be compulsorily signed. Unsigned tenders will be summarily excluded from the procurement process.**
- **Being a Govt. of India Dept., insurance is not required at our cost. Please ensure safe delivery of the ordered item with proper ROAD/ SEA/ AIR worthy packing.**
- **All formats (PBG, SD, IB) shall be provided by the Dept., in case of placement of order.**

INSTRUCTIONS FOR TWO PART TENDERS

1. We invite your offer duly signed, in TWO parts as follows:-

(a) PART- I : TECHNICAL & COMMERCIAL (Other than Price)

(b) PART -II : PRICE BID

1.1 PART-I : TECHNICAL & COMMERCIAL

1.1.1 **TECHNICAL:** The detailed Technical Specification and Commercial Terms such as delivery date, taxes, duties payable, place of delivery, payment term, validity, guarantee etc and scope of supply shall be covered in this part. Please enclose a copy of the details indicated in price quotation (**WITHOUT PRICES OR BY MASKING THE PRICE**) mainly to know the items/ specifications for which you have indicated prices in price bid. **This part should not contain prices.** The Technical and commercial part of the offer should be kept in a sealed envelope superscribing the following details.

QUOTATION AGAINST TENDER NO AX20 201703015001
DUE ON 23.01.2019 at 14.00 hrs IST
OPENING ON 24.01.2019 at 14.30 hrs IST
RC FOR HIRING OF TAXIES- MONTHLY BASIS
PART I - TECHNICAL & COMMERCIAL

1.2. PART -II : PRICE BID

1.2.1. This part shall contain PRICE details only.

1.2.2. The price for the item should be indicated item wise in this part. All the items/ specifications mentioned in the Technical Part should come here and prices indicated against each. The break-up for each item of supply or services should be indicated.

1.2.3. Whenever options are quoted, the same should also be indicated with quantity and unit rate separately. The prices are to be mentioned both in figures and in words. This part should also be kept in a sealed cover superscribing as follows:-

QUOTATION AGAINST TENDER NO AX20 2017030150 01
DUE ON 23.01.2019 at 14.00 hrs IST
OPENING ON 24.01.2019 at 14 .30 hrs IST
RC FOR HIRING OF TAXIES - MONTHLY BASIS AT LPSC, VALIAMALA
PART II - PRICE BID

THE TWO SEALED COVERS PREPARED AS ABOVE SHOULD BE KEPT IN ANOTHER ENVELOPE, SEALED AND SUPERSCRIBED AS UNDER:-

"Quotation against Tender No. AX25 2017031270 01 Due on 23.01.2019, 14.00 hrs IST

for

RC FOR HIRING OF TAXIES- DAILY BASIS AT LPSC, VALIAMALA

TWO SEPARATE COVERS PART-1 & PART -II SHALL ADDRESS TO

SR.PURCHASE & STORES OFFICER
Liquid Propulsion Systems Centre
Valiamala (PO)
Thriuvananthapuram- 695 547.

For any clarification you may contact us at following phone/Fax Nos.

Telephone : 0471 2567726/0471 2567727/0471-2567317

Fax : 0472 2800712/0471 2567305

Your offer should reach us on or before the due date and time i.e. 23rd, JANUARY, 2019 at 16.00 hrs IST. *Offers received after the due date and time will not be considered.*

Offers received through fax or email will not be considered.

General Terms and Conditions:

- 1) Tender fee Rs.590/- (Rupees Five Hundred Ninety only) (Including Service Tax) shall be payable only in the form of Demand Draft/Bankers Cheque in favour of Accounts Officer, LPSC, Valiamala payable at Trivandrum and the same shall be enclosed along with PART-I, Techno-Commercial Bid, **without which your offer will not be considered.**
- 2) **Earnest Money Deposit & Security Deposit**
As per Clause No. 20 of Annexure:- I
- 3) Foreign Vendors, 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. will be exempt from the payment EMD.
- 4) Any tender not accompanied with EMD will be treated as invalid tender and rejected. Vendors seeking exemption from payment of EMD will submit necessary proof like registration number, etc.
- 5) **Purchase / Price Preference to MSEs**
Purchase/Price preference will be applicable to the product reservation admissible to the Micro and Small Enterprises. Purchase/Price Preference shall be extended to the MSEs under the Public Procurement Policy for MSEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006. The participating MSEs in a tender, quoting price within the band of L-1 + 15% may also be allowed to supply a portion of the requirement by bringing down their price to the L-1 price, in a situation where L-1 price is from someone other than an MSE. Such MSEs may be allowed to supply upto 20% of the total tendered value. In case of more than one such eligible MSE, the supply will be shared equally.
- 6) **Offer Validity**
- 7) Your offer shall be valid for 120 days from the date of tender opening. In case you offer validity less than 120 days, the said offer is liable for rejection which may please be noted.
- 8) **Liquidated Damages:**

If you fail to execute the job satisfactorily within the time specified or any extension thereof, Liquidated Damage @ 0.5%(zero point five percent) of the order value or part thereof for each calendar week of delay shall be recovered from your bill. However total Liquidated Damage shall not exceed 10%(ten percent) of the order value.