

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)  
NELLORE**

**Tender for Hiring of Light Vehicles for SDSC SHAR**

**Bids to be submitted online**

**Tender No.: SDSC SHAR/SCF-2(CMG, TEL, MSA, EF&HD, SR, TOMD, CANTEEN,  
F&AD, P&S, SCS, SCEND)/SH202500140301 dated 17-12-2025**

## A. Tender Details

Tender No :	<b>SDSC SHAR/SCF-2(CMG, TEL, MSA, EF&amp;HD, SR, TOMD, CANTEEN, F&amp;AD, P&amp;S, SCS, SCEND)/SH202500140301</b>
Tender Date :	<b>17-12-2025</b>
Tender Classification:	<b>SERVICES</b>
Purchase Entity :	<b>SCF-2(CMG, TEL, MSA, EF&amp;HD, SR, TOMD, CANTEEN, F&amp;AD, P&amp;S, SCS, SCEND)</b>
Centre :	<b>SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)</b>

## Hiring of Light Vehicles for SDSC SHAR

Hiring of Light Vehicles for SDSC SHAR

- (1) This tender is processed on Public Tender, Two-Part Basis.
- (2) The Price bid opening date mentioned is tentative only, Exact date will be initiated once the technical bids are finalised.
- (3) Price of any kind should not be mentioned in Part-I Technical bid.

### A.1 Tender Schedule

Bid Submission Start Date :	<b>17-12-2025 14:10</b>
Bid Clarification Due Date :	<b>24-12-2025 14:00</b>
Bid Submission Due Date :	<b>07-01-2026 14:00</b>
Bid Opening Date :	<b>07-01-2026 14:30</b>
Price Bid Opening Date :	<b>20-02-2026 14:30</b>

## **B. Tender Attachments**

### **Technical Write-up/Drawings**

Document : Scope, T&C (RFP)

### **Instructions To Vendors**

#### **2. Tender- Two part Instructions**

1. This requirement can be quoted only through online e-procurement mode using ISRO portal <https://eproc.isro.gov.in>. No manual tender will be considered.
2. The vendors have to get themselves registered in above site to download the tender details. To register in above ISRO portal (<https://eproc.isro.gov.in>) the vendors need to have digital certificate. The digital certificate can be obtained from any digital certifying authority like M/s (n)Code solutions; M/s Tata Consultancy Ltd., M/s Satyam Information System etc.
3. The parties are advised to download the tender and submit the bid online at least two days prior to tender closing date to avoid last minute network problem. The due date shall not be extended due to network or computer related problems.
4. Tender fee is not applicable.
5. This being a two part tender i.e. Technical & Commercial Part and Price Part, the tenderer should not attach any documents containing Pricing information along with Technical & Commercial Bid. Normally we do not open PART-II (Price bid), if PART-I (Technical Offer) does not meet with our technical specification requirements. Price bid opening date mentioned in the tender document/Schedule is tentative only. However, price bid opening will be made only after satisfactory completion of Part-I technical bid evaluation and with prior intimation to vendors.
6. Our Tender Enquiry contains technical requirements and specification. The detailed technical specification of your offer should be covered in the technical part. The Technical documents need to be attached online as a single PDF file without any prior information. The tender attachments containing Price details will be treated as unsolicited offers and rejected.
7. The quote should indicate quantity wise unit rate separately which have to be filled online. The Prices are to be mentioned both in figures as well as in words. The taxes, duties etc. are to be calculated and indicated in the column provided in online forms explicitly.
8. Bidders are expected to comply with the technical & commercial and other terms and conditions given in vendor specified terms of this tender. In case of any deviation, the reasons thereof should be clearly specified in the vendor specified terms column.
9. The vendors have to compulsorily submit the compliance statement online otherwise their offer will not be considered for further evaluation. Before entering the compliance statement, vendors are advised to refer the detailed specification provided in the Technical Write-up/ Drawings document. The specification offered by the vendors may also be indicated in the compliance statement wherever necessary.

10. The Technical Specification / Drawing / Product Catalogues / Works carried by vendor / Make offered etc. as a single PDF file without any financial details has to be uploaded online mode by the vendor. This being TWO PART TENDER the PDF document uploaded should not contain any commercial/pricing details. If the attached PDF contains any pricing detail the offer will be treated as unsolicited and will be summarily rejected.
11. Original Equipment Manufacturer (OEM) or their representative can submit bid. Indian agents while quoting on behalf of their principals are requested to attach necessary authorization letter from their Principals in their bid.
12. Instructions on Indian Agent (if any):- Bidders are required to provide the following information in respect of their authorized Indian Agent, if any, along with technical bid as the same is mandatory as is required for consideration of the bid. Name, Address, Telephone no. , fax no., email of the Indian Agent including the contact person.
13. A letter from the OEM in the current date certifying that the said Indian Agent is their authorized Indian Agent and also indicating the responsibilities/role of the Indian Agent under the proposed purchase. Remuneration/service charges payable to the Indian Agent under the proposed purchase.
14. The offer should be valid for a minimum period of 120 days from the date of tender opening or as specified in the tender document.
15. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.
17. The vendors may contact +91471 2565454/4574/2527/3753/3289 or eproc@vssc.gov.in for any technical assistance in bid submission.
18. Once the offer is submitted in on line mode by the vendor and bid submission period is over, vendor will not be able to provide revised offer.
19. Request for the extension of the due date will not be considered.
20. Tender which are not prepared in terms of these instructions are liable to be rejected.
21. Based on the response to the e-Public Tender Notice, SDSC SHAR reserves the right to change any milestone date of the tendering activity.
22. SDSC SHAR reserves the right to verify all claims made by the bidder.
23. Tender Opening : The Technical and Commercial Bid [Part-I] will be opened on the specified day mentioned in the schedule and in case any further clarification/ discussion are required, such clarification/discussion shall be called for before opening the Price Bid.
24. The exact date and time of opening of price bid of successful tenderers will be intimated later.
25. Tenderers can participate in the said tender opening to know the details on for which, the representative of the firm shall be duly authorized by Competent Authority. Against proper authorization only such representatives shall be allowed to attend the tender opening. Tenderer Presence is not mandatory to consider the Quote for evaluation.
26. SDSC SHAR, SRIHARIKOTA reserves the right to accept or reject any/or all the tenders in part or full without assigning any reasons thereof.

### **3. STANDARD TERMS & CONDITIONS**

1. Tele No.08623-/225174/226043

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, psoscf2@shar.gov.in

1. Instruction to Indigenous Suppliers:

a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our Normal payment term is 100% within 30 days after receipt and acceptance of the item at our site. Please confirm acceptance in your quotation.

b) GST/IGST: Please specify GST percentage, if any, in your offer. Please mention HSN code in your offer.

c) 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 up to 25% of the total tendered value. In case of more than one such eligible MSE, the supply will be shared equally. Micro & Small Enterprises which have technical capability to deliver the goods & Services as per prescribed technical & quality specifications and may not be able to meet the qualification criterion relating to prior experience-prior turnover may be relaxed as per guidelines issued by Ministry of MSMEs & as amended from time to time. Interested vendors shall specifically claim the benefit with supporting documents.

d) Purchase / Price preference to Make-in-India Products: Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs. 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in-India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

## 2. Instruction to Foreign Suppliers:

- a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our normal payment term is SIGHT DRAFT, Please confirm acceptance in your offer, if you insist for L/C, and all bank charges shall be to your account. Confirm acceptance.
- b) Please specify whether any export clearance is required in case of an order on you.
- c) Warranty/Guarantee applicable for the item shall be mentioned in your offer
- d) Special Certification for packing Material : as per Plant Quarantine (Regulation of Control into India) Order 2003, Articles packed with packing material of plant origin viz., hay, straw, wood shavings, wood chips, saw dust, wood waste, wooden pallets, Dunn age Mats, wooden packages, coir pith, peat or sphagnum moss etc., will be allowed entry by Customs only with a Phytosanitary Certificate. In case if a Purchase Order, if you propose to us any of the above material for packing such a certificate issued by your local Plant Quarantine Authority shall be furnished.
- e) Confirm whether any Export License is required and for which End User Certificate is to be provided by us, in case of an Order on you. (Enclose format for EUC, if applicable).
- f) Either Indian Agent on behalf of the foreign principals or the foreign principal directly can quote against this order, but not both. In either case an Indian agent cannot represent more than one principal against the same tender.
- g) In case the quote is in INR we prefer to execute the same on HSS Basis and for which Concessional Customs duty as per Notification no.50/2017 Customs dated 30.06.2017, Serial No.539(A) as amended by Notification no.05/2018 dated 25.01.2018. In case the quote is on Indian Rupee (Outside High Sea Sale), the price shall include taxes and duties if any. We shall not able to provide any duty or IGST tax exemption/concession certificates. If the item quote is of USA make, please quote for all-inclusive price since we prefer to get the item on FOR destination basis.
- h) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

Common terms to Indigenous and foreign suppliers:

3. Warranty : You shall provide applicable warranty for the items offered by you without fail. For the applicable period you shall provide necessary warranty certificate.

4. Performance Bank Guarantee : Towards the performance of the systems during the warranty period you shall submit a performance bank guarantee equivalent to 3% of the order value to cover the warranty period. This PBG shall be interest free and the same shall be returned to you on successful completion of all contractual obligations. The said PBG shall have a further claim period of 2 months.
5. Security Deposit : On acceptance of the order, you shall submit an interest free amount equivalent to 3% of the total contract/order value towards security deposit. This security deposit is collected towards the performance of the Contract. The said Security Deposit shall be submitted either in the form of Bank Guarantee/Demand Draft/FDR receipts duly endorsed in the name of the centre. The Security Deposit will be returned to you on successful completion of the Contractual obligations; failing which it shall be forfeited/adjusted.
6. Offer Validity : Your offer shall be valid for 180 days in case of 2 part / 90 days in case of single part from the date of tender opening. In case you offer validity is less than the mentioned above, the said offer is liable for rejection which may please be noted.
7. Liquidated Damages: If you fail to deliver the ordered items satisfactorily within the time specified or any extension thereof, Liquidated Damage @ 0.5%(zero point five percent) of the order value or part thereof the un-delivered items for each calendar weeks of delay shall be recovered from your bill. However total Liquidated Damage shall not exceed 10% (ten percent) of the order value.
8. FORCE MAJEURE: Should a part or whole work covered under this contract be delayed in delivery/completion of work due to reasons of Force majeure which shall include legal lockouts, strikes, riots, civil commotion, fire, accidents, quarantines, epidemic, acts of God & War, stoppage of deliveries by the Government , freight embargoes etc; the delivery period/completion of work referred to in this Contract shall be extended by a period not in excess of duration of such Force Majeure. The occurrence shall be notified by either party within reasonable time.
9. Offers received through post, courier, fax or email will not be considered.
10. Technical and commercial bid (Part-I) shall not contain any price details. Optional accessories or other price details, if any shall be uploaded in Supporting documents related to Price Bid, to be opened along with Price Bid.
11. In respect of FIM being issued, the fabricator shall submit Bank Guarantee for equivalent sum compulsorily. In case, submission of Bank Guarantee is not possible, the reasons there for shall be clearly mentioned. However, for such cases the fabricators at their cost shall secure such FIM through Insurance Policy with Director, SDSC SHAR as beneficiary. In case of PSU and Government Organization, Indemnity Bond in lieu of Bank Guarantee is acceptable. Balance FIM/Scrap, if any shall be returned along with the supply of the items. Please confirm acceptance in your quotation.
12. SDSC SHAR shall have the right to place part order among the parties for the items for which they

are the lowest.

13. Arbitration: In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in 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 Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

14. As per Rule 144 (xi) to GFR any bidder from a country - for any goods/services including consultancy and non consultancy services and turnkey projects -- that shares a land border with India, will have to be registered with a competent authority.

#### **4. General Instructions to Vendor**

1. Instructions to tenderers

Tele No.08623-225174/226043

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, psoscf2@shar.gov.in

1. Interested tenderers may, at their option, login to <https://eproc.vssc.gov.in> and submit your offers.

2. TENDER FEE IS NOT APPLICABLE.

3. EARNEST MONEY DEPOSIT IS NOT APPLICABLE IF NOT MENTIONED IN THE RFP SPECIFICATION.

4. Indian agents while quoting on behalf of their principals are requested to attach Principals original quote, necessary authorization letter from their Principals, copy of agency agreement etc. in their bid.

5. TWO PART BIDS: In case of Two part tender, price details shall not be uploaded in the Technical & Commercial Bids (Part I), failing to which the bid will be treated as INVALID.

6. The offer should be valid for a minimum period of 180 days for 2 part / 90 days for single part from the date of opening.

7. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.

7 (A). Request for the extension of the due date will not be considered.

8. (a) Bid Opening for Public Tender: In case of Public Tender-Two Part Tenders: Technical and Commercial Bids will be opened on the first day specified for Tender opening. Interested vendors can attend the tender opening session to know the bidding details (Bidders presence is not mandatory to consider the quote for evaluation). Price Bid opening of the selected vendors will be scheduled later and it will be intimated to the selected Bidder (s).

(b) For Limited Tender: Bidders participation is not allowed.

9. Prices are required to be quoted according to the units indicated.

10. Preference will be given to those tenderers offering supplies from ready stocks and on the basis of FOR destination delivery at site.

11. (a) All available technical literature, catalogues and other data in support of the specifications and detail of the items should be furnished as attachments.

(b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.

(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensions details are available the same should be indicated in your offer.

(d) Specifications: Stores offered should strictly conform to our specifications. Deviations, if any, should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples wherever necessary. Test certificates wherever necessary should be attached. Whenever options are called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate response for the same.

12. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of quantity offered and the tenderers shall supply the same at the rates quoted.

13. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.

14. The tenderer will be required to furnish a document containing the name of his bankers as well as the latest income-tax clearance certificate duly counter signed by the Income-tax Officer of the Circle concerned under the Seal of his office, if required by the Purchaser.

15. The Purchaser reserves the right to place order on the successful tenderers for additional quantity up to 25% of the quantity offered by them at the rates quoted.

16. Sr. Head, Purchase and Stores, SDSC SHAR SRIHARIKOTA reserves the right to accept or reject any bid in part or full without assigning any reason thereof.

17. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

## C. Bid Templates

### C.1 Technical Bid - Hiring of Light Vehicles for SDSC SHAR

#### 1. HIRING OF VEHICLES - Hiring of Light Vehicles for SDSC SHAR

##### Common Specifications (Applicable for all items)

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	As per RFP	RFP	Yes / No / Explain		

##### Supporting Documents required from Vendor

###### 1. Price Bid (Price Bid Related)

###### 2. additional space

###### 3. any other information

###### 4. declaration

###### 5. Pre qualification documents

###### 6. NOTE : BIDDERS SHOULD NOT UPLOAD ANY PRICE RELATED DOCUMENTS IN THE ABOVE BID FORMS

###### 7. MII Local Content Declaration

###### 8. Land Border Sharing Declaration as per GFR Rule No.144(xi)

###### 9. Furnish Latest UDYAM Certificate

5 additional documents can be uploaded by the vendor

## C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	<p>Please confirm here whether your quoted "UNIT PRICE" in our Price Bid is EXCLUDING GST or INCLUDING GST.</p> <p>----- NOTE: If you are not clearly stating "GST is Inclusive OR Extra in basic cost" it will be treated as "GST is included in the quoted Basic/Unit cost in the price bid". Your offer will be evaluated as INCLUSIVE OF GST.</p>	Yes / No / Explain	
2	<p><b>CONTRACT PERIOD:</b> The Contract shall be valid for 2 years from the date of placement of Order and extendable for one more year on mutual agreement basis on the same terms and conditions, if the services are found to be satisfactory.</p>	Yes / No / Explain	
3	<p><b>DELIVERY TERM:</b> SDSC SHAR, Sriharikota</p>	Yes / No / Explain	
4	<p><b>PAYMENT TERM:</b> 1. Bills should be approved by the entity head (Deputy Director/Chief General Manager) of the vehicle user concerned Unit/ Division/ Entity and 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 Service provider to ensure the driver(s) of the vehicle to get the log sheet filled by the user(s).</p> <p>2. If full details are not covered in the log sheets for the kms claimed, the bills will not be processed further for payment.</p> <p>3. Payment after due certification by the concerned user division the bills along with trip/ log sheet shall be raised and submitted to TOMD (Service receiver) as per the agreed rates and payment will be made within 15 days from the date of receipt of the bills at TOMD through PFMS. After due certification by the concerned user division the bills along with trip/ log sheet shall be raised and submitted to TOMD as per the agreed rates and payment will be made within 15 days from the date of receipt of the bills at TOMD through PFMS.</p>	Yes / No / Explain	

5	<p><b>FORCE MAJEURE :</b> Notwithstanding anything contained in the provisions of conditions of Works package, the Successful Service provider shall be liable for forfeiture of its Security Deposit, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the works package is the result of an event of Force Majeure.</p> <p>In case, completion of job is delayed by any circumstances such acts of god, sabotages, civil commotion, riots, insurrections, 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 work package as may be reasonable without prejudice other terms and conditions of work package order(s). If a Force Majeure situation arises, the Successful Service provider shall promptly notify SDSC SHAR (service receiver) in writing of such conditions and the cause thereof. Unless otherwise directed by SDSC SHAR in writing, the Successful Service provider shall continue to perform its obligations under the Works package as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>	Yes / No / Explain	
6	<p><b>VALIDITY OF OFFER:</b> - The validity of offers/tenders should be 180 days from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.</p>	Yes / No / Explain	

7	<p><b>ARBITRATION:</b>  In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in 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/Hindi only. Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.</p>	Yes / No / Explain	
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8	SECURITY DEPOSIT (SD) : If the Order value exceeds 5 Lakh, a Bank Guarantee for the faithful execution of the contract / PO for 3% of the order value shall be provided immediately after receipt of the order towards the performance of the contract. The Bank Guarantee should be from a Nationalised / Scheduled Bank in Rs.100 non-judicial stamp paper valid till the completion of scope of work / supply as per the order plus 60 days. This will not carry any interest and shall be returned to you after successful completion of scope of work / supply against your request. In case of non performance/poor performance the Bank Guarantee shall be forfeited. If you are not submitted the BG within the specified period, this order is liable to be cancelled.	Yes / No / Explain	
9	PENALTY CLAUSE: As per the RFP document , S. No. 5,7 and 8 under B. Commercial .	Yes / No / Explain	
10	FALL CLAUSE: As per the RFP document , S. No. 6 under B. Commercial.	Yes / No / Explain	
11	Mention the GST Registration No. & enclose a copy of GST Registration. GST No. for SHAR- GSTIN: 37HYDF00385A1DZ	Yes / No / Explain	
12	Mention the ESI/EPF/GSTN & enclose a copy of ESI/EPF/GST Registration.	Yes / No / Explain	

13	<p>Purchase preference to micro and small enterprises (MSE): purchase preference will be given to MSE as defined in public procurement policy for micro and small enterprises (MSE) order, 2012 dated 23.03.2012 issued by ministry of micro, small and medium enterprises and its subsequent orders/notifications issued by concerned ministry. If the bidder wants to avail the purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of public procurement policy for micro and small enterprises. In respect of bid for services, the bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If l-1 is not an MSE and MSE seller (s) has/have quoted price within l-1 plus 15% (selected by buyer) of margin of purchase preference/price band defined in relevant policy, such seller shall be given opportunity to match l-1 price and contract will be awarded for 25% (selected by buyer) percentage of total quantity. Please specify whether you belong to MSE or not. If yes, supporting documents shall be uploaded.</p> <p>MSE Purchase preference will be applicable only to the manufacturers of the items offered and supporting documents to that shall be submitted. Traders are not eligible for MSE Purchase preference.</p>	Yes / No / Explain	
14	<p>FOCAL POINT:Please furnish contact details i.e., Name of the focal point for this tender, E-mail id, mobile No etc., for further communication.</p>	Yes / No / Explain	
15	<p>EVALUATION CRITERIA :INDIVIDUAL ITEM WISE EVALUATION WILL BE AWARDED P.O . split and multiple orders are allowed. Bidder must quote for all items.Order will be split among maximum 4 venders, who accepted counter offer made with individual item wise L1 rates only.</p>	Yes / No / Explain	

16	LAND BORDER : The bidder shall provide compliance to Order No.F.No.6/18/2019 PPD, dated 23.07.2020 and amendments thereof by Ministry of Finance, Department of Expenditure, Public Procurement Division regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order. In this regard, you shall certify that the bidder entity is not from such a country or, is from such a country, has been registered with the competent Authority.	Yes / No / Explain	
17	Service Provider make sure with help of checklist provided in RFP document to send the required document for this tender.	Yes / No / Explain	
18	service provider may please go through RFP document to understand how to draw price for a lot quantity and to submit necessary document with signature at required place.	Yes / No / Explain	
19	As tender is two part bidding, Service provider pay attention while preparing Part -I ( Technical bidding) where no details of price offered to be provided	Yes / No / Explain	
20	Police Verification: It is the responsibility of the Service provider to get the antecedents of their drivers verified through police and furnish the same to the contract manager for the vehicles hired.with in month from the date of release of order.	Yes / No / Explain	
21	Please provide an undertaking for compliance of all labour laws as applicable from time to time including Minimum wages Act, Payment of ESI/EPF/GST etc.	Yes / No / Explain	
22	The contractor shall employ Indian national above 18 years age only.	Yes / No / Explain	
23	All terms and conditions are as per RFP document attached.	Yes / No / Explain	

### C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
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1	HIRING OF VEHICLES - Hiring of Light Vehicles for SDSC SHAR	1.00 Lot		-		
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**Common charges (Applicable for all items)**

<b>Additional Charges, if any (P&amp;F, Freight etc.)</b>	
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**REQUEST FOR PROPOSAL**  
**FOR**  
**HIRING OF LIGHT VEHICLES**  
**TO SDSC SHAR**

**SATHISH DHAWAN SPACE CENTRE SHAR**  
**SRIHARIKOTA - 524124**

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## 1.0 SCOPE OF WORK:

- 1.1 Supply of light vehicles (**2022** or later model and covered up to 70,000 km) of different types of A/C diesel/petrol vehicles of Sedan Cars (like Maruti Dzire or equivalent), MUV Std. (like Scorpio, Bolero Neo, Marazzo, Ertiga, Rumion, or equivalent vehicles subject to approval of department based on performance, esthetics & user comfort), MUV Luxury (like Innova Crysta) and Vans (like Force Traveller or equivalent) on hire basis to SDSC SHAR as and when required on monthly, weekly and daily basis. The vehicles required are around **31 to 39 VEHICLES** (6 Nos of Cars, 32 of MUV Std./Luxury and 1 van) on monthly basis and 06 to 08 vehicles on daily/ weekly basis throughout the year on an average during non-launch campaign period. During the launch campaign period the additional requirement may be around **50 to 100 VEHICLES** (12 Nos of MUV Std./Luxury on monthly basis for a period of two to three months and peak demand during countdown & launch (approx. 15 days) will be around 68 numbers on daily/weekly basis) in addition to the above. **The bidder shall be able to meet our further additional demand based on request from SDSC SHAR.**
- 1.2 Order will be split among maximum **4 (Four) vendors only**. For deciding L1, overall rates quoted will be considered. (in the order of L1, L2, L3, L4 will be decided). Individual item wise L1 rates will be counter offered to maximum of 4 vendors who ever accepts counter offer, they will be considered for placement of orders. If the vendors are not accepting the counter offer given by department, they are not considered for placement of PO. Initial overall L1 vendor will be awarded up to **55% of the demand** depending on his capability, for the balance quantity will be shared equally with other vendors (it will be less than L1 order quantity) based on the acceptance of counter offer of item wise L1 rate. If number of eligible participating parties are more than 4, the offers of the highest bidders i.e., L5 and above will not be considered.
- 1.3 VALIDITY OF THE CONTRACT:

Validity of the contract will be 2 years and extendable on mutual agreement basis on the same terms and conditions for One more year if the services are found satisfactory.

## 2. Definitions:

- a.** The term “Satish Dhawan Space Centre (SDSC)”, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called “Service Receiver” and its office located at Sriharikota – 524 124, Tirupati District, Andhra Pradesh State.
- b.** The term “Service Provider” shall mean any registered Establishment who will be performing the work package activities for providing taxies (Light Vehicles) with drivers on deployment and service basis.
- c.** The term “Work Package” shall mean a work package Rate Contract / Work Order to provide taxies (Light Vehicles) with drivers on deployment and service basis to the Service Receiver as per the scope of work given below.
- d.** The term “Drivers/Workforce” mean all the employees, supervisors and staff of service provider deployed by the service provider to carry out the work package tasks as defined in the Rate Contract / Work Order.

e. The term "Vehicle" means all the types/makes of vehicles as listed in the scope of work of the service providers. The Service provider shall provide Air-conditioned Diesel (preferably) / Petrol light vehicles which are manufactured / Registered in the year 2022 or later and covered up to 70,000 kms) during the validity period of the work order. However, the Service Providers are at liberty to provide air-conditioned petrol variants of vehicles of same type/make, subject to the condition that they are willing to accept the rates of its diesel variant.

f. The term "Deployment basis" means deployment & service of air-conditioned taxis (light vehicles) with Drivers on Contract basis for four categories viz., "Monthly Basis", "Daily Basis", "Weekly Basis" and "Out Station", based on the Service Receiver's need.

g. This is a "Contract for Services", where the Drivers are the employees of the Service Provider, without any Employer-Employee relationship, between the Service Receiver and the Drivers.

### **3. ELIGIBILITY CRITERIA FOR QUALIFICATION**

#### **3.1 Techno-commercial bids.**

The contractor to be eligible for technical qualification MUST satisfy the following conditions / qualification criteria. Any service provider not fulfilling any of these conditions / requirements would be classified as 'technically disqualified'. Price bids of such bidders will not be opened. All the formats and check lists attached in the RFP must be filled and enclosed for the technical evaluation (Part I) of the offer, except the price bid forms. The price bid forms (without price quote) mentioned as "submitted" shall be enclosed in the technical evaluation (PART I). The filled in price bid forms shall be uploaded in the (price related) PART II only. Offers with price details in Part I (technical evaluation) will be rejected.

- A) The service provider should have minimum 5 numbers of 2019 or later model of light vehicles on the date of submission of the tender (Hatch Back/Sedan Car / MUV Std & Luxury / Van or any tourist permit light vehicles) registered in their firm name if it is partnership owned firm/ firm or proprietor name if it is owned by individual. The capacity of the service provider will be assessed by the number of vehicles possessing on their firm name / proprietor name submitted in the tender. Valid self-attested Xerox copies of RC book, Permit, Insurance Certificate etc., should be submitted along with the tender.
- B) The service provider should be in the field of transport (supply of vehicles on hire basis) for last 3 years. The service provider should have executed at least **One** work package/contract (for a period of minimum 24 months for providing minimum 5 vehicles throughout the contract or order value should not be less than Rs 10 Lakhs/year) in any establishment during the last 3 years. Copies of such contracts and feedback from such contracts shall be provided. SDSC SHAR reserves the right to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about the contractor. The service provider should have no objection to making such enquiries from their existing / past clients by SDSC SHAR.

- C) Offers from the service providers (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 SDSC SHAR, **WILL NOT BE CONSIDERED** for further processing. At the time of submission of tender documents, the bidders / all the partners of the firm have to submit a declaration that NO NEAR RELATIVE OF that Service Provider (as defined above) is working in SDSC SHAR in any capacity in the declaration enclosed at page no. 15.
- If it comes to be known after awarding the contract that the contractor is a benami to any other person or relatives of any of the partner, penal action will be taken like cancellation of contract and forfeiture of security deposit or imposition of any other penalty as deemed fit by Service receiver (SDSC SHAR).
- D) The service provider should have their registered office at Sullurpet or nearby (within 6 kms radius), otherwise should open up an office at Sullurpet or nearby (not beyond 6 kms of Sullurpet) within 15 days after awarding the contract for better co-ordination. Detailed office Address of the Firm/Agency along with contact numbers shall be provided.
- E) The service provider shall be registered at Central/State Govt. for providing the services of light vehicles on hire basis before THREE years to tender closing date.
- F) The service provider should not have been 'blacklisted' by any of their existing / past clients, especially any Government Department / organizations, in the last 3 years for defective / deficient service or any such reasons. Undertaking to be furnished by the contractor that the contractor is having no legal suit/criminal case pending against firm/partners/its proprietor or any of its Directors (in the case of Private Ltd. Company) or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force. The contractor should submit a declaration enclosed at page no 17 to this aspect.
- G) In addition to submission of above documents, the service provider should submit self-attested copy of the following documents in the Techno-commercial bids.
- a. Establishment Registration Certificate issued by Central / State Govt. for providing services of light vehicles on hired basis.
  - b. PAN Card, Profit & Loss Accounts, Balance Sheets duly Certified by the auditor and IT returns for the years FY2021-22, FY2022-23 and FY2023-24 on their firm name if it is partnership firm/ firm or proprietor name if it is owned by an individual.
  - c. GST Registration Certificate.
  - d. Self-attested copy of the terms and conditions of the tender document.
  - e. Partnership deed if it is partnership owned firm/ self-declaration about individual owned firm if it is owned by individual. Partnership firm should give in their declaration very clearly; the name/names of managing partners who are authorized to deal with SDSC SHAR and only that / those person/persons should deal with SDSC, w.r.t. the contract. Representations from other partners will not be considered.

- f. Any other Registration (if applicable).
- H) The Bidder's annual financial turnover shall be not less than ₹ 30.00 Lakhs per year during last three Financial years ending with 31.03.2025.
- I) Bidder should possess a current Solvency Certificate from Nationalized Bank for an amount of not less than Rs.30.00 lakhs in the current financial year (FY 25-26).
- J) Notwithstanding anything stated above, SDSC SHAR reserves the right to assess service provider's capability and capacity to perform the contract. Shall the circumstances warrant, such assessment in the overall interest of ISRO & decision of ISRO/DOS in this regard shall be final. SDSC SHAR reserves the right to reject any or all tenders or cancel/ withdraw the notice inviting tender in whole/part without assigning any reason whatsoever and decision in the matter shall be final & binding. In such case no service provider shall have any claim arising out of such action.

### **3.2 Criteria for finalising the Price bids.**

- A) L1 will be arrived based on amount quoted for one-month requirement mentioned at page no 16. Requirement mentioned in the format is only for arriving L1. Service providers have to provide vehicles as per the actual requirement only.
- B) Based on the assessment of Department, if found, cartel group offers will be rejected.

## **4. TERMS AND CONDITIONS:**

### **A. TECHNICAL:**

1. Service provider should not supply the vehicles which are registered on SDSC employees housing colony address.
2. The vehicles supplied by the Service provider should be authorised by RTO to run on hire basis with all the relevant documents as per statutory rules of AP Motor Vehicle Act from time to time. In addition, for out station trips, all the provisions of the respective state i.e., (Tamil Nadu, Karnataka ) Motor Vehicle Act should be compiled. The vehicles supplied by the Service Provider 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.
3. The vehicles supplied by the service provider (refer page 1, para 1.1) should have a valid insurance policy and the vehicle should be of **2022** or later model & covered up to 70,000 kms and such vehicles are only accepted for usage. **Acceptance** of the vehicles will be given based on **inspection** of vehicle model (2022 or later manufactured /registration), mechanical condition of vehicle, elegance, and other relevant documentation. Electric Vehicles and CNG/LNG vehicles are not accepted due to safety concerns.
4. The work force (drivers) of the vehicles should have minimum 3 years of experience in driving with valid driving license to drive transport light vehicles and aged below 60 years. 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.

5. The Service provider should have a registered office or should be able to open up an office at and to operate from Sullurpeta or nearby (but not beyond 6 kms distance of Sullurpet), 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.
6. The work force (driver) should wear a neat and clean uniform as prescribed by the AP Motor Vehicle Act.
7. For daily basis, weekly basis & outstation trip hired vehicles, the kilometer reading will be counted from the Service provider's office to SDSC SHAR and also after release, the kilometer will be counted up to contractor office (dead mileage) not exceeding max. of 36 kms
8. For vehicles hired on monthly basis, they are to be parked at Keepakam, Sriharikota in case of vehicle released at SDSC SHAR. Kilometer claim for the vehicles will be given Max of 36 Kms (driver on duty) for taking the vehicle to Sullurpeta for fuel filling purpose after the coverage of a distance of 400 to 450 kms provided the vehicle has not gone to Sullurpeta on any purpose during such mileage. On any day if the vehicle is released in the night after 21.00 hrs, the vehicle will be allowed to go to Sullurpct as official (driver on duty) for which the kilometer covered will be considered and taken in to account for payment.
9. For monthly hired vehicles, 18 kms or actual whichever is lower will be added and the starting time will be counted from Sullurpet at the time of reporting for duty at SDSC SHAR.
10. For vehicles hired on monthly basis, the mileage and starting time will be reckoned from Keepakam to Keepakam only except on reporting and releasing day. In case of necessity and on official work, the vehicle may have to go up to Sullurpet and the same shall be indicated in trip sheet.
11. Generally, the vehicles are for use inside Sriharikota range and in case of official work, the vehicle may have to go up to Sullurpeta. For out-station trip vehicles beyond Sullurpet to Nellore, Chennai, Tirupathi, Bangalore etc., night halt charges will be paid wherever applicable.
12. No departmental transportation facility will be extended to the work force (driver) at SDSC SHAR. Canteen facility will be extended to the work force (taxi drivers) at the rates fixed by the department.
13. A month is defined as usage of taxi for 26 days. In case of vehicle hired on monthly basis, this payment will be made full if the vehicle is run for 26 days. In case of the hired vehicle is used for less than 26 days (Illustration-II), the payment will be deducted on pro-rata basis in any given slab (slab with least amount) from the monthly amount. Beyond the usage of 26 days in a month (Illustration-I), for the rest of days beyond arrived slab, payment will be made on pro-rata basis. Sample calculation is given below.

**Illustration -I:** If, Kilometers run for 30 days = 5013 kms

If, Nearest PO slab available is 4300 kms for 26 days.

If quoted rate is Rs.79410/- for MUV,

The bill calculation =  $79410 \times 30 \div 26 = 91626.00$  (arrived slab)

Prorate kilometer slab for 30 days =  $4300\text{km (slab)} \times 30 \div 26 = 4962$  kms.

Extra kms charges beyond limit =  $5013 - 4962 = 51$  kms

If charge for extra kilometer is Rs. 10.00, the amount for extra run kilometers =  $51 \times 10 = \text{Rs.}510.00$

If charges for OT as per PO are Rs.50/- per hour and OT is 6 hours in the month, OT charges =  $50 \times 6 = 300/-$ .

Total Bill =  $91626+510 +300 +/-$  fuel correction + GST.

**Illustration -II:** If, Kilometers run for 19 days = 3353 kms

If, Nearest PO slab available is 4300 kms for 26 days.

If quoted rate is Rs.79410/- for MUV,

The bill calculation =  $79410 \times 19 \div 26 = 58030.00$  (arrived slab)

Prorate kilometer slab for 19 days =  $4300\text{km (slab)} \times 19 \div 26 = 3142$  kms.

Extra kms charges beyond limit =  $3353 - 3142 = 211$  kms

If charge for extra kilometer is Rs. 10.00, the amount for extra run kilometers =  $211 \times 10 = \text{Rs.}2110.00$

If charges for OT as per PO are Rs.50/- per hour and OT is 16 hours in the month, OT charges =  $50 \times 16 = 800/-$ .

Total Bill =  $58030+2110 +800 +/-$  fuel correction + GST.

**Note 1:** The amount will be checked in all slabs as illustrated above and the lowest slab amount only will be paid.

**Note 2:** Vehicles utilized for 15 or more days will be treated as monthly basis & if it is 14 or less, it will be considered as weekly basis and 5 or less days, it will be considered as daily basis.

14. In case of any price revision of diesel takes place during the contract period i.e., either increase or decrease (base price as quoted in price bid) the same will be compensated by taking average price of previous month (1<sup>st</sup> to month end) for current month and 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	A/c
SEDAN Car	15 KMPL
MUV Std	12 KMPL
MUV Luxury	10 KMPL
Van	08 KMPL

Any other type of vehicle, if provided, the KMPL will be considered equivalent to similar model, same on assessment by department.

The Price variation formula is given below:

D

----- X (Present price – Base price)

M

Where D = Distance in Kms

M = Mileage per one litre of diesel

The other price component remains firm during the contract period.

15. In case of necessity, during launching, VVIP visits or any other important activities, party should be able to arrange vehicles for operation at short notice. Similarly, replacement drivers should be arranged in case of continuous usage of vehicles (i.e., for Round-the-clock duties) without any additional cost.
16. All costs and liabilities arising out of any accident are solely the responsibility of the Service provider. Department officials will not be a party to any dispute arising out of accidents.
17. Service Receiver "ISRO SDSC SHAR" will not bear any cost 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.
18. The validity of the contract is for a period of 24 months and extendable on mutual agreement basis with the same terms and conditions for One more year. However, dept. is having the right to cancel or terminate the contract at any time with out assigning any reason there of and notice and without any compensations.
19. At the time of keeping the taxi for dept. usage, Engineer - in- charge or any other engineer nominated by DGM, TOMD will carry out mechanical check-up and road worthy condition of the taxi. In case the vehicle is not road worthy, and does not satisfy the Motor Vehicle rules, the dept. Is having right to reject the vehicle & for such vehicles, no claims towards hiring charges will be allowed.
20. The safe parking of hired vehicles is the responsibility of the contractor either at their office or at a place in SDSC SHAR identified by the department.
21. For out station trip vehicles, the toll gate expenses (electronic proof), parking charges, permit charges, entry tax etc., will be reimbursed at actuals on production of proof (electronic proof) along with the bill.
22. The vehicle(s) driver(s) identified by the Service provider should wear photo identity pass issued by the PR section, SDSC SHAR while on duty. In case any person other than the identified driver is found to be driving the vehicle, the contract is liable to be terminated.
23. It is the responsibility of the Service provider to get the antecedents of their drivers verified through police and furnish the same to the contract manager for the vehicles hired.

24. Department reserves the right to hire taxis from other sources also in the exigencies of work not withstanding to the existence of this work contract.
25. It is the responsibility of the Service provider to safe guard the entry passes given to the work force (taxi driver)/vehicle passes and after the completion of the period, such passes should necessarily be returned to PR section SDSC SHAR.
26. DGM/ Head / Dy. Head, TOMD SDSC SHAR or their authorized representative only is authorised to contact the contractor to hire the vehicles as and when required.
27. The work force should display the board of "ON GOVT DUTY" on the hired vehicles while performing duty for SDSC SHAR and the same should be removed after the completion of duty.
28. Service receiver 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. Approximately limiting to 55% of the order will be awarded to L1 depending on the firm capability and remaining order will be equally awarded to max. of next 3 parties (It will be less than L1 order quantity) based on the acceptance of L1 rate. If number of eligible participating parties are more than 4, the offers of the other highest bidders beyond 4 will not be considered.
29. Sun control film shall not be stuck on the window glass as per the norms stipulated by Motor Vehicle rules and the interior of the vehicle shall be visible for the security personnel without lowering the window glass
30. The dickey space (boot space) of the vehicle shall be completely available for the use of SDSC SHAR for material transportation purpose. External speaker box, woofer etc., shall not be kept in the dickey.
31. The service provider shall supply AC Vehicles only. When ever the A/C is not working, the rate/km shall be deducted @2.50/- per km.
32. Adequate fuel shall be available in the vehicle every time for performing the duty.
33. Automatic vehicle monitoring system will be provided by the department in case of requirement, for which, service provider has to accept.

#### **B. COMMERCIAL:**

1. Bills should be approved by the entity head (Deputy Director/Chief General Manager) of the vehicle user concerned Unit/ Division/ Entity and 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 Service provider to ensure the driver(s) of the vehicle to get the log sheet filled by the user(s).
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. **PAYMENT:** After due certification by the concerned user division the bills along with trip/ log sheet shall be raised and submitted to TOMD as per the agreed rates and payment will be made within 15 days from the date of receipt of the bills at TOMD through PFMS.
4. Service receiver is having right to enter in to parallel adhoc rate contracts with other firms too.

5. The Service provider should ensure & take all the precautions that the vehicles will not break down while in use. If it happens, the contractor has to press in to service a substitute vehicle with in 4 hours time. If the contractor fails to provide the alternative vehicle, an amount of Rs 500/- per day shall be recovered till the contractor replaces or make the break down vehicle ready.
6. The rates charged for the services provided by the service provider under this contract should in no event exceed the lowest price at which the contractor provides the services identical to any other person or agency during the period of this contract. It is found later, the work contract is liable to terminated without assigning any reason there of or a notice.
7. If the Service provider fails to provide the vehicle at the specified time and date, an amount of Rs 500/- for each such occasion will be deducted and if it recurs more than 3 times in the contract period, the contract will be liable for termination.
8. In case of finding travelling un authorized persons in the hired vehicle, an amount of Rs.600/- will be deducted from their bill for each occasion and if it recurs the same more than 3 times in a month, the deployed work force will be stopped.
9. Whenever the usage falls between two slabs the claim shall be admitted for initial slab+ extra charges or next higher slab, whichever is less.
10. Valid power of attorney shall be produced for the person, who deals with department if the firm is not managed by proprietor/partners.
11. Mere awarding of the work contract does not entitle the bidder to demand the full scope of work from the dept.
12. The drivers deployed to SDSC SHAR must have minimum 3 years experience in driving the light vehicles and shall possess valid driving license. The service provide should monitor and ensure that the drivers behavior suit the organization's status. He should be medically fit in all respect and well behaved during the validity of the work contract. No driver shall drive the vehicles for SDSC under the influence of alcohol or any other narcotic items. If found to be under the influence of alcohol or any other narcotic items during SDSC SHAR duty, concerned driver will be removed and service provider shall substitute with suitable driver.
13. The service provider shall be held responsible for:
  - a. Claiming of higher time and Kilometer than the actual recorded data
  - b. Misbehavior of Driver with SDSC officials/ or any assigned traveler or interfering person
  - c. Indulging in manipulation of meter reading and time
  - d. Tampering of Speedometers/ Odometers

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

14. In the event of any strike or unrest by the employee of the service provider, he shall make alternative arrangements to operate the vehicles at his own cost and risk. In case, the Service provider fails to make alternative arrangements, SDSC SHAR reserves the right to arrange vehicles at the cost of Service provider and the cost of alternate arrangements will be deducted from the running bills of the Service provider.
15. **Security Deposit:** Contractor, in case of awarding the contract, requires to submit security deposit of 3% on the order value with SDSC SHAR in the form of Insurance Security Bonds / Account payee Demand Draft / Bankers Cheque/ Fixed Deposit Receipt/ Bank Guarantee issued by a Nationalized scheduled Bank valid for the entire contract period and its subsequent extensions if any, with a claim period of Two months beyond the validity of contract. The Security Deposit will not carry any interest and shall be returned after satisfactory completion of all contractual obligations.
16. The vehicle should be of 2022 or later model (Manufactured or Registered) & covered up to 70,000 km and such vehicles are only accepted for usage.
17. **Force Majeure:**

Notwithstanding anything contained in the provisions of conditions of Works package, the Successful Service provider shall be liable for forfeiture of its Security Deposit, penalty or termination for default, if and to the extent that, its' delay in performance or other failure to perform its obligations under the works package is the result of an event of Force Majeure.

In case, completion of job is delayed by any circumstances such acts of god, sabotages, civil commotion, riots, insurrections, 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 work package as may be reasonable without prejudice other terms and conditions of work package order(s).

If a Force Majeure situation arises, the Successful Service provider shall promptly notify SDSC SHAR (service receiver) in writing of such conditions and the cause thereof. Unless otherwise directed by SDSC SHAR in writing, the Successful Service provider shall continue to perform its obligations under the Works package as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under the contract to any other agency.

**19. Arbitration:**

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in 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/Hindi only.

Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

**20. Jurisdiction:**

The Courts within Andhra Pradesh have jurisdiction to deal with and decide any matter arising out of this contract.

**5. COMPANY PROFILE:**

<b>SL NO</b>	<b>DESCRIPTION OF ITEM</b>	<b>TO BE FILLED BY THE PARTY</b>
01	NAME OF THE FIRM	
02	OFFICE ADDRESS (SERVICE PROVIDER 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	GST NUMBER	
11	PAN DETAILS	
12	IT RETURNS FOR THE YEARS 2021-22, 2022-23, 2023-24 (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 THE ORGANISATIONS TO WHOM THEY HAVE EARLIER SUPPLIED (ATTESTED COPIES OF PROOF SHOULD BE ENCLOSED)	

NOTE: THE DOCUMENTARY PROOF FOR SL NO 05, 09,10, 11, 12, 13, 14 & 15 TO BE SUBMITTED ALONG WITH TENDER IN TECHNICAL BID ( Part-I)

SIGNATURE OF THE TENDREER  
(WITH OFFICE SEAL)





DECLARATION

(On Original Letter Head of the Bidder)

1. We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
2. The information / documents furnished along with this tender are true and authentic to the best of my knowledge and belief. We 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.
3. We shall deploy the number of vehicles as per the requirement.
4. We accept that you are neither bound to accept the lowest tender nor bound to assign any reason for rejecting or returning of our Tender.
5. We hereby certify that none of my relative(s) [ viz Father, Mother, Wife/ Husband, Sons & Son's wife (daughter-in-law), Daughter & Daughter's husband (son-in-law), Brother & Brother's wife, Sister & Sister's husband ( Brother-in-law), Father-in-law, Mother-in-law, Step Son, Step Daughter] is/are employed in SDSC SHAR. 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 deemed fit/ without any prior intimation to me.
6. We hereby Undertake that our Company/Firm do not have any legal suit/criminal case either pending against us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.
7. We confirm that we are not black-listed by any Central/State Government/Public Sector Undertakings/ Autonomous Bodies under Central/State Government/ Any Other Organization.
8. The name/names of managing partners who are authorized to deal with SDSC SHAR are provided and only that / those person/persons only should deal with SDSC with respect to the contract. Representations from other partners need not be considered by SDSC SHAR.

Signature of the service provider

Date:

Full Name :

Place:

Seal:

**FORMAT FOR ARRIVING L-1****No. OF VEHICLES REQUIREMENT / MONTH**

Sl No	TYPE OF VEHICLE	On MONTHLY basis			
		2000 Kms run /Month	2600 Kms run /Month	3400 Kms run /Month	4300 Kms run /Month
01	A/C SEDAN car	2	2	1	--
02	A/C MUV Std	1	3	4	5
03	A/C MUV Luxury	1	3	4	4
04	A/C Van	--	--	--	1
		On DAILY basis No of vehicles x days			
		80 Kms run/Day	120 Kms run/Day	160 Kms run/Day	220 Kms run/Day
05	A/C SEDAN car	1 X 5	1 X 5	1 X 5	1 X 5
06	A/C MUV Std	1 X 5	1 X 5	1 X 13	2 X 4
07	A/C MUV Luxury	3 X 5	3 X 5	9 X 5	3 X 8
08	A/C Van	--	--	1 X 10	---
		OUT STATION trips			
		250 Kms run/Day			
09	A/C SEDAN car	1	--	--	--
10	A/C Innova	2	--	--	--

**Note: 1. This requirement is only for arriving L-1. Suppliers have to provide vehicles as per the actual requirement.**

**2. Party has to calculate the amount per month as per the above. Mention the amount of 24 months in "lot amount" of tender document.**

**6 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 FURNISHED BY THE PARTY	FURNISHED	NOT FURNISHED	REMARKS
01	FIRM REGISTRATION			
02	GST REGISTRATION CERTIFICATE			
03	RESIDENTIAL PROOF			
04	ADDRESS PROOF OF OFFICE			
05	POWER OF ATTORNEY IN THE NAME OF PERSON OR PROPRIETOR WHO IS SIGNING THE CONTRACT			
06	DETAILS OF EXPERIENCE (ALONG WITH WORK ORDER COPIES PREVIOUS TO WHOM THEY HAVE SUPPLIED VEHICLES)			
07	IT RETURNS FOR THE YEARS 2021-22, 2022-23, 2023-24			
08	COPIES OF DOCUMENTS ENCLOSED AS GIVEN IN INFRASTRUCTURE			
09	COMPLIANCE TO ALL T&C			
10	DECLARATION			

SIGNATURE OF THE TENDERER

**7. PRICE BID:****I- DAILY BASIS (1 – 5 days)**

Base price of Diesel for the rates quoted is Rs. \_\_\_\_\_ per litre

DESCRIPTION OF SERVICE	TYPE OF VEHICLES			
	A/C VEHICLES			
RATE FOR HIRE CHARGES FOR VEHICLES ON DAILY BASIS (INCLUSIVE OF FUEL, DRIVER BATA, NIGHT HALT & INCIDENTAL CHARGES IF ANY)	SEDAN Car (4 SEAT) Rs	MUV Std (6/7 SEAT) Rs	MUV Luxury (6/7 SEAT) Rs	VAN (11/12 SEAT) Rs
For & up to 80 kms run per day & up to 8 hours usage				
For & up to 120 kms run per day & up to 12 hours usage				
For & up to 160 kms run per day & up to 16 hours usage				
For & up to 220 kms run per day & up to 16 hours usage				
Rate per km for extra running (beyond kms limit)				
Rate per extra hour usage (beyond the limited hours)				

Indicate GST \_\_\_\_\_% on the above rate if applicable

**II OUT STATION TRIPS :**

HIRE CHARGES INCLUDES FUEL, DRIVER BATA

DESCRIPTION OF SERVICE	TYPE OF VEHICLES			
	A/C VEHICLE			
HIRE CHARGES INCLUDING FUEL & DRIVER BATA	SEDAN Car (4 SEAT) Rs	MUV Std (6/7 SEAT) Rs	MUV Luxury (6/7 SEAT) Rs	VAN (11/12 SEAT) Rs
For & up to 250 kms run per day & up to 12 hours usage				
Rate per km for above 250 kms				
Night halt charges per day				
Driver charges if stay more than 16 Hrs				
Permit charges	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Rate per extra hour usage (beyond 12 hours)				

Indicate GST \_\_\_\_\_% on the above rate if applicable

**III MONTHLY BASIS (15 days and above):**

DESCRIPTION OF SERVICE	TYPE OF VEHICLES			
	A/C VEHICLES			
HIRE CHARGES PER MONTH INCLUDES FUEL, DRIVER BATA, NIGHT HALT, etc.	SEDAN Car (4 SEAT) Rs	MUV Std (6/7 SEAT) Rs	MUV Luxury (6/7 SEAT) Rs	VAN (11/12 SEAT) Rs
For & up to 2000 kms per month & up to 12 hours usage per day				
For & up to 2600 kms per month & up to 12 hours usage per day				
For & up to 3400 kms per month & up to 12 hours usage per day				
For & up to 4300 kms per month & up to 12 hours usage per day				
Rate per km for extra kms run beyond limit				
Rate beyond every extra hour usage per day				

Indicate GST \_\_\_\_% on the above rate if applicable

**IV WEEKLY BASIS (6 - 14 days):**

DESCRIPTION OF SERVICE	TYPE OF VEHICLES			
	A/C VEHICLES			
RATE FOR HIRE CHARGES FOR VEHICLES ON WEEKLY BASIS (INCLUSIVE OF FUEL, DRIVER BATA, NIGHT HALT & INCIDENTAL CHARGES IF ANY)	SEDAN Car (4 SEAT) Rs	MUV Std. (6/7 SEAT) Rs	MUV Luxury (6/7 SEAT) Rs	VAN (11/12 SEAT) Rs
For & up to 480 kms run per week & up to 12 hours usage per day				
For & up to 720 kms run per week & up to 12 hours usage per day				
For & up to 960 kms run per week & up to 16 hours usage per day				
For & up to 1320 kms run per week & up to 16 hours usage per day				
Rate per km for extra running (beyond kms limit)				
Rate per extra hour usage (beyond the limited hours)				

Indicate GST \_\_\_\_% on the above rate if applicable

{Sedan Cars - Maruti Dzire, Ciaz, Honda City, Amaze, Hyundai Verna, Aura, Virtus, or its equivalent.

MUV Std. – Mahindra Scorpio, Bolero Neo, Marazzo, Maruti Ertiga, XL6, Toyota Rumion, Kia Carens, or equivalent (refer page I, para 1.1).

MUV Luxury – Innova Crysta. VAN – Force Traveller or its equivalent}

Date:

**SIGNATURE OF THE TENDERER**  
**(WITH OFFICE SEAL)**

