

GOVT. OF INDIA
DEPT. OF SPACE
NATIONAL REMOTE SENSING CENTRE
BALANAGAR, HYDERABAD 500 625

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NRSC WEBSITE: www.nrsc.gov.in under commercial link
ISRO WEBSITE: www.isro.gov.in under commercial link

TENDER DOCUMENT

REF: NRSC/PT-68/NI-63-2011-000969-01/

DATE:

Sub: ANNUAL CONTRACT FOR HIRING OF GOOD CONDITION
NON A/C VEHICLES (DIESEL) ON REGULAR BASIS FOR
EARH STN. SHADNAGAR.

Ref: Our Tender No.NRSC/ PT-68/NI-63-2011-000969-01/

The following tender documents pertaining to the above referred tender is enclosed herewith:

ANNUAL CONTRACT FOR HIRING OF GOOD CONDITION NON A/C VEHICLES
(DIESEL) ON REGULAR BASIS FOR EARH STN. SHADNAGAR
FOR A PERIOD OF ONE YEAR FROM 01/APR/2012 TO 31/MAR/2013

- | | |
|---|--------------|
| a) 4+1 SEATER NON-A/C CARS (INDICA,AMBASSADOR ETC.) | .. 02 NOS. |
| b) 9+1 SEATER NON-A/C HATCHBACK VEHICLE (TATA SUMO,
TAVERA ETC.) | .. 01 NO. |
| c) 12+1 SEATER NON-A/C MINI BUS (EICHER, SWARAJ MAZDA,
TEMPO TRAVELLER ETC.) | .. 01 NO. |
| 1) GENERAL TERMS & CONDITIONS | ANNEXURE-I |
| 2) DOCUMENTS TO BE ENCLD.ALONG WITH QUOTATION | ANNEXURE-II |
| 3) TENTATIVE HIRED VEHICLES DEVELOPMENT | ANNEXURE-III |
| 4) PROFORMA FOR SUBMISSION OF QUOTATION | ANNEXURE-IV |

NOTE: 1) The Contract will be awarded initially for one year and the same contract is extendable for one more year subject to satisfactory performance and mutual consent. 2) A crossed demand draft for an amount of Rs. 220/- (Rupees Two hundred twenty only) from a Nationalized/ Schedule Bank drawn in favour of **Pay & Accounts Officer, NRSC** is to be submitted to NRSC towards the cost of Tender Document(s) for collecting the same from NRSC, Purchase Division on all working days before 1630 hrs.. In case the tender documents are down loaded from NRSC Website: www.nrsc.gov.in/www.isro.gov.in a demand draft for an amount of Rs. 220/- drawn in favour of PAO, NRSC payable at Hyderabad is to be submitted along with the bid.

- > Quotation should be submitted in a sealed envelope superscribing Tender No. and Due Date and Sender's name with full address including Telephone number/Fax numbers etc.
- > Quotation should be valid for a period of 90 days from the date of opening date of the bids.
- > The last date for submission of quotation is on or before **23-FEB-2012 upto 1030hrs.**

The above tender will be opened on **23-FEB-2012 at 1100 hrs.** in Purchase & Stores Conference Hall, NRSC, Balanagar, Hyderabad.

Encl: as above

PURCHASE & STORES OFFICER

GENERAL TERMS AND CONDITIONS FOR HIRING OF Non-A/C 4+1 seater CARS (DIESEL) 10 seater hatch back vehicle (Tata sumo, tavera etc...) and 12+1 seater minibus ON REGULAR BASIS for Shadnagar

S.No	Terms & Conditions
1	The vehicles supplied should be preferably in the name of Tenderer. The date of registration of 4+1 seater cars (Non-AC, diesel) and 9+1 seats hatch back vehicle (TATA Sumo / Tavera etc...) and 12+1 seater minibus (Eicher, Swarajmazda, Tempotraveller etc..) must be 2009 or later (date of registration in RC) only to be provided.
2	The contract will be kept valid for a period of one year, which is extendable for one more year subject to satisfactory services during the first year and on mutual consent.
3	Vehicle logbook supplied by NRSC shall be maintained for each of the vehicles by the drivers for the duties performed. Entries should be correct and each entry should be got signed by the concerned NRSC official/User duly indicating opening and closing KMs with timings for using the vehicle. No payment will be made for the trips not signed by NRSC officials/authorized persons.
4	The maximum lead mileage (garage to first reporting place (5Km) and last terminating place to garage (5Km)) allowed is 10 kms per day or actual whichever is less. However, in case of first reporting place is at RGI Airport,shamshabad the actual kilometers will be allowed. The total kilometers run by the vehicle will be calculated from the logbook. However, the decision of NRSC is final to arrive the correct Mileage.
5	Extra hours will be paid only if exceeds 372 hours per month per vehicle.
6	The contractor should only supply the vehicles mentioned in the work order, and the duties will be 365 days throughout the year.
7	In case of failure of the contracted vehicle a suitable substitute vehicle of same type and seating capacity should be deployed immediately. No payment will be paid for the idle time when vehicle is unfit to ply. In case, the contractor fails to send suitable substitute vehicle, NRSC reserves its right to arrange vehicles at the cost of the contractor and the cost of alternate arrangements will be deducted from the running bills besides fine / penalty. In case a Non-transport vehicle reports as substitute vehicle in place of contracted vehicle it will be treated as failure to provide the vehicle ordered and penalty mentioned below against Sl.No. 27 will be imposed.

8	Vehicles deployed should be in good running condition and should have Taxi registration, current comprehensive Insurance and road tax coverage, permit, Fitness etc. (Copies of the same are to be made available along with the vehicles).
9	Contractor should keep the vehicles in neat and clean and good running condition with seat cloth covers, which should be replaced with another set of washed covers once in a week. The contractor should carry out the periodical maintenance of the vehicles supplied and ensure them always in good condition.
10	The contractor should obtain prior approval of the In-charge, Transport, NRSC before changing the vehicle mentioned in work order and driver for any reasons.
11	<p>In case of contract is awarded for more than one vehicle to any one travel agency in any category, the extra kilometers will be calculated as given below instead of calculating the extra kms separately for each vehicle.</p> <p>01. Sum of actual Kms operated per month by the number of vehicles hired minus the sum of the minimum Kms to be operated per month by the number of vehicles awarded.</p>
12	<p>After awarding the contract any increase/decrease in the cost of fuel (HSD) will be considered for actual kilometers operated by NRSC and considered only when the increase/decrease is more than one rupee per litre or the sum of each increases/decreases becomes one rupee per litre and later for every subsequent increase/ decrease the same will be followed. Accordingly the price will be revised i.e either will be increased or decreased as per the formula given below:</p> <p>Formula: Value of Increase/decrease per Km is equal to the ratio of Increase/decrease in HSD Price to the Mileage of vehicle (Will be Taken as 15 KMPL for cars, 10/8 seater vehicle and 10 for 12+1 seater). The price of HSD available on the date of commencement of contract will be taken as base price, for calculating the fuel price revision.</p>
13	The drivers deployed must be in good health, well mannered, well behaved, even tempered and should have minimum VIIIth standard qualification and should perform the duties entrusted to him properly. He must possess a valid driving license with badge at all times and should adhere to all Traffic regulations while driving the vehicle.
14	The contractor should arrange to verify the character & antecedents of the drivers with the concerned local Police Station authorities before they are deployed in NRSC for duty and obtain a certificate to that effect from the Police Station in respect of each of the drivers and provide the same to NRSC. Any unforeseen incidents in this connection will be the responsibility of contractor only.

15	The drivers must always wear khaki/blue/white Uniform while on duty, 15 days time will be given to contractor for providing uniforms to drivers after awarding the contract. No extra payment will be made to contractor by NRSC for providing uniforms to drivers deployed on NRSC duty.
16	No driver should work continuously for more than 12 hrs on any given day with out rest.
17	The contractor should provide a cell phone to each of the drivers of the vehicles.
18	The parking charges if any will be borne by the contractor, which will be reimbursed along with the bill on production of parking bill.
19	All payments towards fuel, lubricants, repairs, Insurance, taxes etc., and any other expenditure related to vehicles are the contractor's sole responsibility. Similarly, all payments to the drivers towards their salary, OT, Batta etc, are also the contractor's responsibility.
20	Income Tax / Surcharge will be recovered at source as per the IT rules in force from time to time. The contractor shall furnish their PAN Number to NRSC.
21	The Travel Agency should be registered with Central Excise Department for payment of Service Tax and the contractor should furnish the 15 digits Service Tax code number obtained from Central Excise Department.
22	Payment will be made once in a month on submission of bills in triplicate. Bills are to be submitted on or before 5 th of every month and the payment will be released on 30 th of the month.
23	The Transport Contractor should comply and maintain all registers and records under Motor Transport Workers' Act 1961 and rules made there under including other statutory obligations applicable to him / them as Transport Contractor.
24	In case of any strike or Bandh, civil commotions and other disturbances, the tenderer shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to Transport Department Officials immediately and follow their instructions.
25	In situations like curfew, labour unrest, the contractor should make all the 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. 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, NRSC reserves its right to arrange vehicles at the cost of the contractor and the cost of alternate arrangements will be deducted from the running bills besides fine / penalty.

26	The contract can be terminated by giving 2 months notice in writing by either party. In case of breach of terms and conditions NRSC reserves the right to terminate the contract without giving any notice.
27	<p>If contractor fails to observe the following, a penalty per vehicle per day will be imposed and deducted from the bill of the contractor on each of such occasions.</p> <ul style="list-style-type: none"> • Failure to provide a vehicles ordered on any day - Rs.2000/-per vehicle <ul style="list-style-type: none"> • Failure to provide a suitable substitute vehicle in case of breakdowns. • Failure to perform trips and duties. • Failure to maintain copies of valid documents, spare wheel and associated tools kit in each of the vehicles. • Failure to upkeep the vehicles in neat and clean condition. • Late reporting of vehicle. • Change of vehicle with out prior permission. • Change of driver without prior permission. • No cell phone with driver. • No spare wheel, jack, wheel spanner • Driver found without uniform <p style="text-align: right;">Rs.500/-</p>
28	In case of accident etc. NRSC has no responsibility whatsoever towards Police / RTA authorities, court of law, injured parties, damages to the vehicle or property etc. All these are entirely the contractor's responsibility.
29	NRSC reserves the right to split the vehicle requirement among two or more contractors for the same period or any part thereof. NRSC reserves the right to increase or decrease the number of vehicles during the contract period.
30	Any deviation / violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice. NRSC reserves the right to reject the vehicle at any point of time during the contract period will rest with the Controller, NRSC and any issue, not specifically covered under contract, shall be referred to the Controller, NRSC whose decision shall be final and binding.
31	NRSC reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not.

32	The Contractor should have a landline telephone and a representative in their office for receiving the information given by NRSC.
33	Offers should be submitted in sealed covers for taxies clearly superscripting "TENDER FOR HIRING OF Non-A/C vehicles ON REGULAR BASIS" AND SUBMIT THE SAME TO Sr. Purchase Officer, NRSC, Balanagar, Hyderabad. The sealed covers will be opened in presence of the bidders representative.
34	The tenderer should quote the rate in figures as well as in words in quotation. No corrections or no erasions or over-writings are allowed.
35	Tenders should be accompanied by a crossed Demand Draft for an amount Rs. 10,000-00(Rupees ten thousand only) in favour of PAO, NRSC, Balanagar, Hyderabad towards EMD and the EMD amount will be refunded to the unsuccessful tenderer after finalization of contract. EMD in respect of successful tenderer will be adjusted against security deposit. No interest will be payable on EMD and on Security Deposit.

I/We agree all the above terms and conditions.

(SIGNATURE OF THE CONTRACTOR)
REPRESENTING THE FIRM

Date:

Place:

DOCUMENTS TO BE ENCLOSED along with quotation

I) Sealed cover clearly superscripting "Tender for Hiring of Indica Non-A/C cars and Tata Sumo/ Tavera for shadnagar on regular basis"

1. The copy of PAN Number.
2. Copies of RC of the following Non-A/C vehicles of 2009 or later (Date of registration in RC) for ascertaining the capability of the tenderer for supplying of vehicles and also for considering the quote submitted by tenderer for that type of vehicles.
 - a) 4+1 seater cars (Indica, Ambassador etc.) – 02 RCs
 - b) 9+1 seater hatchback vehicle (Tata Sumo/ Tavera etc..) – 01 number RC.
 - c) 12+1 seater minibus (Eicher, Swaraj Mazda, tempotraveller etc...) – 01 number RC.
3. Valid firm registration certificate obtained from Registrar of Firms or Labour Department.
4. The copies of latest two years experience with Government organizations or PSUs in similar type of contracts.
5. The copy of Service Tax Registration and the service Tax number.
6. Demand Draft for an amount Rs. 10,000-00 drawn in favour of PAO, NRSC, Balanagar, Hyderabad towards EMD.
7. In respect of acceptance of Terms & Conditions, duly signed copies of Terms & Conditions to be enclosed.
8. Duly filled and signed original quotation (as per the proforma enclosed to tender documents).on letter head of the concerned travel agency or firm and kept in sealed cover with clearly superscripting "Tender for Hiring of Indica Cars on Regular basis, Commercial Bid" on the cover.
9. The tenderer should enclose an assurance letter stating that the vehicles of 2010 or later year of manufacture will be produced along with all original valid documents pertains vehicles for physical inspection by a Committee and the same will only be supplied during the contract period if the contract is awarded.

Annexure - III**NATIONAL REMOTE SENSING CENTRE
TRANSPORT DIVISION
TENTATIVE HIRED VEHICLES DEPLOYMENT (Non-A/C, Diesel)**

Category	No. of vehicles (Non-A/C)	Duties to be performed	Minimum Km per month	Tentative Duration of Duty
I	02 Nos 4+1 seater vehicle (Indica, Ambassador etc...)	One car for Earth Station Duties during night time and another car for CMD duties during day time.	2000 Km	Car-1: 1830hrs to 0630hrs(next day) Car-2: 730 hrs to 1930 hrs.
II	01 number 9+1 seater hatch back vehicles (Sumo / Tavera etc...)	CISF and Earth Station duties during day time.	2700 Km	0630hrs- 1830hrs.
III	01 number 12+1 seater minibus with push back seats. (Eicher, Swaraj Mazda, Tempotravelle r etc...)	Employees dropping from ES, Shadnagar to NRSC, Balanagar(Hyd) and for shifting documents, small materials etc. from Balanagar to NRSC and other duties.	6000 Km	0630hrs to 1830hrs

Note:

In addition to the above duties, the vehicles have to perform any other duties allotted from time to time by NRSC and also have to perform the duties before and after the timings mentioned. All the above vehicles may require to report first at any point in Shadnagar. However, the max.lead kilometers allowed will be as per the Sl.No.04 of Terms and conditions. Amount for extra kilometers will be paid as per the Sl.No. 11 of terms and conditions and extra hours will be paid as per the Sl.No.05 of terms and conditions (Annexure-I). Driver must wear Uniform while on duty. Driver found without uniform will be viewed seriously.

The above requirement is only a tentative requirement and NRSC has right to decrease or increase the requirement before finalization of contract or after awarding the contract.

ANNEXURE-IV

PROFORMA FOR SUBMISSION OF QUOTATIONS FOR HIRING OF VEHICLES ON ANNUAL CONTRACT BASIS.

Category - I

(a) 4+1 seater car(Indica, Ambassador etc..) Non-A/C CAR, Diesel (0730 Hrs to 1930 Hrs, 12 HRS for CMD duties):

Rate for 2000 Kms per month & 12 hrs a day(Basic Rate) Rs.

(b) 4+1 seater car (Indica, Ambassador etc..) NON-A/C CAR, Diesel: (1830 Hrs to 0630 Hrs (NEXT DAY), 12HRS):

Rate for 2000 Kms per month & 12 hrs a day(Basic Rate) Rs.

Rate for extra kilometer for (a) and (b) above Rs.

Rate for extra hour beyond 372 hrs per month for (a) & (b) above Rs.

Category-II

9+1 seater hatch back vehicle, NON-A/C , Diesel: (0630 Hrs to 1830 Hrs, 12HRS):

Rate for 2600 Kms per month & 12 hrs a day(Basic Rate) Rs.

Rate for extra kilometer Rs.

Rate for extra hour beyond 372 hrs per month Rs.

Category-III

12+1 seater minibus with pushback seats,Non-A/C,Diesel(0630hrs to 1830hrs, 12hrs)

Rate for 6000 Kms per month & 12 hrs a day(Basic Rate) Rs.

Rate for extra kilometer Rs.

Rate for extra hour beyond 372 hrs per month Rs.

Service Tax will be paid extra as applicable. Therefore rates quoted above will be treated as exclusive of Service tax.

(SIGNATURE OF THE CONTRACTOR)
REPRESENTING THE FIRM with seal

Date:

Place:

Note:

1. Please type the above format on letterhead and quote the rates and write the rates quoted in words also.
2. In case driver batta or any other amount other than the mentioned above is quoted by Bidder/tenderer that will be multiplied by 30 and the same is added to the amount mentioned against basic rate for arriving lowest bidder. Further, the extra kilometer amount will be multiplied by 450 and added to the amount mentioned against basic rate for arriving lowest quoted bidder.