

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS
DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER**

Ph No: 0135 - 2524317, 4318
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Email: pns@iirs.gov.in

Date :27/03/2015

M/s

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Our Ref No : GIDI 2015-000017-01

Tender Due: 15:00 Hrs ISTon 16/04/2015

Dear Sirs,

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

S.No.	Description of Items with Specifications	Unit	Quantity
1	Work Contract for driving Heavy Duty Vehicle and Light Duty vehicles of IIRS, Dehradun for a period of 01 Year from the date of placement of order, a) Heavy Duty Vehicle : 01, b) Light Duty Vehicles : 03, Terms & Conditions as per annexure enclosed	Job.	1



DELIVERY AT: IIRS

MODE OF DESPATCH DOOR DLVRY

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS


V.V. NARAYANAN KUTTY
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser


**GOVERNMENT OF INDIA
DEPT. OF SPACE, GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
4, KAIDAS ROAD, P.B.NO.135, DEHRADUN-248001
PURCHASE DEPARTMENT**

No: GIDI-2015-000017-01

Dated : 27-03-2015

TERMS & CONDITIONS

1. The work contract is valid for a period of one year. IIRS reserves the right to extend the period of work contract another one more year or more with same terms & conditions, after satisfactory performance of the one year or to terminate the contract at any time by giving one month's notice.
2. The scope of the work contract includes engagement of one person for operation of heavy duty vehicle & light duty vehicles and three persons for operation of light duty vehicles of IIRS, Dehradun from 09.00 am to 05.30 pm and for the other duty before & after office hours from Monday to Saturday and on holiday(s) on requirement basis.
3. The persons engaged for operation of heavy duty vehicle & light duty vehicles required to do the outstation duties on requirement basis.
4. (a) The rates were arrived based on minimum wages fixed by the Central Labour Commission. In case, the minimum wages are revised, the Contractor shall provide necessary documentary proof for consideration and amendment of work order.
(b) Charges per hour for engagement beyond the above mentioned duty hours will be counted as overtime on hourly basis.
5. Payment will be made in every month to the drivers by the contractor after satisfactory report given by the indenter.
6. (a) The persons engaged for operation of heavy duty vehicle & light duty vehicle should have valid Heavy Duty Licence and Light Duty Licence, hill experience and Public Service Vehicle experience / documents (Badge).

(p.t.o)

- (b) The persons deputed shall be Ex-Servicemen preferably below the age of 50 years.
- (c) The persons deputed will be assessed by IIRS, Dehradun to verify their suitability with respect to driving skills, age, general health and their Driving Licence, experience etc., will be scrutinized with original Licence / certificates.
- (d) Contractor shall provide substitute(s) in case of the absence of the person deputed.
- (e) The focal point or his representatives will issue instructions to the person engaged regarding the duties to be performed by him. They shall obey these instructions.
- (f) Contractor shall provide a Certificate obtained from the concerned Police Station, in respect of the persons deputed, regarding their character and antecedents and the details of places of their stay in other than Dehradun District during the last five years.
- (g) The conditions of services of the drivers deputed for the purpose of the contract and the payment to them are the matters to be determined between the Contractor and the drivers. IIRS has nothing to do with these matters.
- (h) The drivers deputed for duty shall follow the statutory and other instructions issued by the Govt. from time to time under the Motor Vehicles Act and other rules applicable to them.
- (i) The persons engaged by the Contractor for operation of the heavy duty vehicle and light duty vehicles shall be responsible for the safety of the passengers and of the vehicles. IIRS will not be responsible for any loss/injury/death caused to the public / commuters or to the driver deployed by the Contractor, by way of any accident caused to/by the vehicles they are driving.
- (j) Contractor shall be responsible for any loss/damage to the vehicle or properties of IIRS due to the carelessness or negligence of the person engaged by them and may make good the losses from the defaultees/born by the contractor.
- (k) The persons engaged by the Contractor are not eligible for any canteen / medical / conveyance / quarter facilities from IIRS.

- (l) The persons engaged shall be responsible for proper upkeep and maintenance of the vehicle entrusted to him while he is on duty or if the vehicle is under his custody.
 - (m) Any complaints regarding the performance of the persons engaged shall be referred to the Contractor and they shall take suitable action in this regard under intimation to the Centre including replacement of person in case IIRS demands so, in writing.
 - (n) Contractor shall pay minimum wages to the person engaged and ensure compliance with all labour laws and other rules applicable from them. The contractor shall produce the details of EPF, ESI & Salary paid to the person(s) engaged by them, on demand, by this office.
6. EMD of Rs. 20,000/- to be submitted along with the quotation in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favour of Pay & Accounts Officer, IIRS, payable at Dehradun. Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be returned after finalization of order.


27/3/15
Purchase & Stores Officer

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Commercial Bid Format

Category of Work ● Force	Minimum Wages/per day/per Person (₹)	Percentage of Contractor Profit on basic wages		EPF Charges 13.61% of basic wages (₹)	ESI Charges 4.75% of basic wages (₹)	Other Charges, if any (₹)	Service Tax of (1+2b+3+4+5) (₹)	Total (1+2b+3+4+5+6) (₹)
		As% of basic wages	Amount (₹)					
	1	2a	2b	3	4	5	6	7
Skilled								
● Highly Skilled								

Note: Employees Contribution of EPF @ 13.61% and ESI @ 4.75% on Sl. No. 1 shall be reimbursed by department as the terms & condition of this contract