Ph No: 0135 - 2524317, 4318
Fax 0135 - 2748041
Email: pns@iirs.gov.in

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS
DEHRADUN
PURCHASE & STORES

Date : 02/05/2016

INVITATION TO TENDER

Our Ref No : GIDI **2016-000026-01**

M/s 000000

Tender Due: 15:00 **Hrs ISTon** 17/05/2016

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	Hiring of Bus & Tempo Traveller, Capacity: 27,35,40 & 52/55 Seater Bus & 12 Seater Tempo Traveller (AC/Non-AC), Period: 01-06-2016 to 31-03-2018 (General & Technical Bid Terms & Conditions & Commercial Bid Proforma as per annexure encloseds)	Job.	1

DELIVERY AT: IIRS

MODE OF DESPATCH DOOR DLVRY

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS

2/5/16

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

भारत सरकार
अन्तरिक्ष विभाग
भारतीय सुदूर संवेदन संस्थान
देहरादून
क्रय एवं भंडार अनुभाग
निविदा आमंत्रण

टेलीफोन:0135-2524317, 4318
फ़ैक्स: 0135-2748041
ईमेल: pns@iirs.gov.in

संदर्भ सं॰ जी॰आई॰डी॰आई॰ 2016-000026-01 दिनांक: 02/05/2016

निविदा जमा करने की अंतिम तिथि: 17.05.2016 (1500 बजे)

सेवा में,

महोदय,

1. इस संस्थान द्वारा निम्नलिखित सामग्री का क्रय किया जाना है। आपसे आग्रह है कि उक्त सामग्री की पूर्ति हेतु संलग्न निविदा प्रपत्र में अपनी मुहरबंद बोली जमा करने का कष्ट करें। उक्त बोली के साथ यथावश्यक कैटेलॉग/पैम्फलेट/लिट्रेचर आदि भी जमा करें। मुहरबंद लिफाफे पर ऊपर की ओर संदर्भ संख्या तथा अंतिम तिथि अंकित होनी चाहिए। सामग्री की पूर्ति से संबन्धित निबंधन एवं शर्तें संलग्नक (प्रपत्र सं॰.....) में वर्णित हैं।

क्रम सं॰	सामग्री का विवरण तथा विनिर्देश	इकाई	संख्या
1.	Hiring of Bus & Tempo Traveller, Capacity: 27,35,40 & 52/55 Seater Bus & 12 seater Tempo Traveller (AC/Non-AC), Period: 01-06-2016 to 31-03-2018 (General & technical Bid Terms & Conditions & Commercial bid Proforma as per annexure enclosed)	Job.	1

डिलिवरी का स्थान : भारतीय सुदूर संवेदन संस्थान
प्रेषण की विधि : द्वार पर
शुल्क छूट :
विशेष निर्देश : कुछ नहीं
विशिष्ट शर्तें :

2/5/16

वी॰वी॰ नारायणन कुट्टी
क्रय एवं भंडार अधिकारी
कृते भारत के राष्ट्रपति,
क्रेता

Annexure-I

Indian Institute of Remote Sensing
Dehradun

General Terms & conditions for hiring of Buses 27, 35, 40, 52 & 55 seater & 12 Seater Tempo Traveller (Ac / Non-Ac)

1. The vehicles supplied should be preferably in the name of Tenderer.

2. The contract will kept valid for a period of one year, which is extendable for one more year subject to satisfactory services during the first year of the contract.

3. The number of vehicles required will depend on the actual requirement keeping in view the visits and field tours of our concerned officers. The requirements may increase or decrease depending upon the actual need. The vehicle(s) to be deployed for providing the services must be in very good condition and the drivers to be deployed must have valid license for driving vehicles to hill areas also.

4. Vehicle logbook supplied by IIRS 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 IIRS official/user duly indicating opening and closing kilometers with timings for using the vehicles. No payment will be made for the trips not signed by IIRS officials/authorized persons.

5. The maximum lead mileage (Garage to reporting place and terminating place to Garage) per day allowed is 10 kilometers or actual, whichever is less. The total kilometers run by the vehicle will be calculated from the logbook, however, the decision of IIRS will be final to arrive at the correct mileage.

6. Vehicles deployed should be in good running condition and should have valid current comprehensive insurance and road tax coverage, permit etc. (copies of the same are to be made available along with the vehicles).

7. In case of failure of the contracted vehicle, a suitable substitute vehicle of same type and seating capacity shall be deployed immediately. No payment will be paid for the idle time when vehicle is unfit to ply.

8. Contractor should keep the vehicles in neat, clean and good running condition. The seats should be covered with neat seat covers made of cloth. The contractor should carry out the periodical maintenance of the vehicles possessed / held by him and ensure that vehicles always are maintained in good condition and maximum hygiene.

9. The contractor should obtain prior approval of the In-charge, Transport, IIRS before changing the vehicle and driver for any reasons.

10. Other state taxes, parking charges etc., if any, will be borne by the contractor, which will be reimbursed along with the bill on production of original receipt of other State tax, parking bill etc.

Contd.....2/-

11. Any increase / decrease in the cost of fuel will be considered by IIRS as and when the fuel prices increase / decrease after awarding the contract.

    The rate will be revised as per the rate of extra premium or HSD available on the day of commencement of contract.

12. The contractor should arrange to verify the character and antecedents of the drivers with the concerned local Police Station Authorities before they are deployed in IIRS 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 IIRS. Any unforeseen incidents in this connection will be the responsibility of contractor only.

13. The Transport Contractor should maintain all registers and records under Motor Transport Workers Act, 1961 and comply with the rules made thereunder, including other statutory obligations applicable to him / them as a Transport Contractor.

14. The drivers deployed must be of good health, well mannered, well behaved, even tempered and should have minimum VIIIth standard qualification and should perform the duties entrusted to him properly. They must possess valid driving license with badge at all times and should observe all traffic rules. They should not consume alcohols/drugs while driving and during interval periods. They should also keep away from smoking, using of mobile phones etc., while driving.

15. The drivers must always wear Uniform while on duty, and should adhere to all Traffic Regulations while driving the vehicle. They should not expect food or beverages or lodging from the users. They have to arrange lodges at their own expenses, at locations almost nearby, where the users are staying.

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

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

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

19. 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.

Contd.....3/-

*	Failure to provide a vehicle on any day	:	Rs. 2000/-
*	Failure to provide a suitable Vehicle in case of breakdowns	:	Rs. 500/-
*	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 without prior permission		
*	Change of driver without prior permission		
*	No cell phone with driver		

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 IIRS.

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

22. Payment will be made on submission of bill in duplicate and payment will be released within one month from the date of receipt of bill.

23. In case of accident etc. IIRS has no responsibility whatsoever towards Police/Road Transport Authorities, Court of Law, victims of accidents including (deceased/injured parties) driver and any damages occurred to the vehicle or property etc. All these are entirely the contractor's responsibility.

24. The model of vehicle should not be prior to 2012 and vehicle should be in good running conditions.

25. The firm should have at least 02-03 Nos. of Bus (AC / Non-AC) under the firm.

26. IIRS reserves the right to split the vehicle requirement among two or more contractors for the same period or any part thereof.

27. IIRS also reserves the right:-

    a) to enter into parallel rate contract simultaneously or at any time during the period of the rate contract with one or more agencies;

    b) to place Ad-hoc contract or contract simultaneously or at any time during the period of the contract with one or more agencies; and

    c) to enter into an agreement for vehicles other than mentioned above.

Contd....4/-

28. In case of not quoting, you have to send a REGRET LETTER to keep you on our mailing list.

29. Order can be extended by one more year if the services are found satisfactory during the current period.

30. The successful tenderer will have to deposit an amount of Rs. 10,000/- as security deposit in the shape of a Deposit-at Call Receipt or Fixed Deposit Receipt in the name of the Director, IIRS, Dehradun before awarding the work. In case of lapses / default on the part of contractor / tenderer in providing the vehicle services, the amount of security money will be forfeited in part or full at the discretion of the Director, IIRS, Dehradun.

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

Administrative Officer (PR)
Indian Institute of Remote Sensing

Annexure-II

TECHNICAL BID

Documents to be enclosed to the Quotation

1. The copy of PAN Number :

2. Following valid documents of the vehicles.

   * RC Book :
   * Valid Insurance Certificate :
   * Valid Fitness Certificate :
   * Valid Permit :
   * Valid Tax Payment Receipt :
   * Valid Pollution Control Certificate:

2. Valid firm registration certificate obtained from Registrar of Firms or Labour Department.

3. The copy of Service Tax Registration and Service Tax Number.

4. Copy of TAN Number.

5. Demand Draft for an amount of Rs. 5,000/- as EMD in favour of Pay & Accounts Officer, IIRS.

6. Copy of latest landline telephone, registration of Service Tax etc. showing address of the firm established in Dehradun only. The firm should have established office and not on residence based firm office, which will be verified at any time without any notice.

Administrative Officer (PR)
Indian Institute of Remote Sensing

NOTE :-

1. Other State tax, if levied, during the hiring for field trip will be reimbursed by IIRS on submission of documentary evidence (Original receipt).

2. The kilometer Running charges will be increased or decreased in the same percentage or ratio, if there will be any increase or decrease in the price of fuel.

3. Please write the rates quoted in words also.

4. Please type the above format on letterhead and quote the rates.

5. Please indicate the Service Tax.

6. Rates may be quoted accordingly if found deviation.

Administrative Officer (PR)
Indian Institute of Remote Sensing

Annexure-III

COMMERCIAL BID

Proforma for submission of Quotation for hiring of 27, 35, 40, 52 & 55 Seater Buses & 12 Seater Tempo Traveller (AC/Non-AC) on contract basis

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

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

20	IIRS, Dehradun to Jollygrant Airport, Dehradun										
21	Jollygrant Airport, Dehradun to IIRS, Dehradun										
22	IIRS, Dehradun to Jollygrant Airport & back to IIRS, Dehradun										
23	IIRS, Dehradun to IGI Airport , New Delhi										
24	IGI Airport, New Delhi to IIRS, Dehradun										
25	IIRS, Dehradun to IGI Airport & back to IIRS, Dehradun										
26	IIRS, Dehradun to Agra via Delhi & back to IIRS, Dehradun (3 days)										
27	IIRS, Dehradun to Agra via Delhi & Local Delhi and back to IIRS, Dehradun (4 days)										
28	IIRS, Dehradun to Dwarka Guest House, New Delhi										

29	Dwarka Guest House, New Delhi to IIRS, Dehradun										
30	IIRS, Dehradun to Dwarka Guest House & back to IIRS, Dehradun										

NOTE :-

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

Administrative Officer (PR)