

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

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

Date :28/10/2016

M/s

Our Ref No : GIDI 2016-000224-01

Tender Due: 14:00 Hrs ISTon 30/11/2016

Opening : 15:30 Hrs ISTon 30/11/2016

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	Work Contract for Driving Heavy Vehicles & Light Vehicles for IIRS Dehradun for a period of 01 year from the date of placement of order, Heavy Vehicles Driver: 01 No., Light Vehicles Drivers: 03 Nos.	Job.	1

DELIVERY AT: IIRS


MODE OF DESPATCH ON SITE

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS

Terms & Conditions as per Annexure


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
No.4, KALIDAS ROAD, P.B.NO.135, DEHRADUN-248001**

PURCHASE DEPARTMENT

NO.IIRS/P&S/GIDI-2016000224-01/PT-06/16-17

Dated : 28.10.2016

SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Techno-Commercial Bid (consisting of Technical Specifications, Commercial terms & condition etc.) and Price Bid. Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. **GIDI-2016000224-01/PT-06/16-17, Due on 30.11.2016 at 15:30 hrs.** (Techno Commercial Bid) and Tender No. **GIDI-2016000224-01/PT-06/16-17, Due on 30.11.2016 (Price Bid) at 15:30 hrs.**
2. Both the sealed tenders (Techno commercial & Price bid) should be kept in one big cover super scribing **TENDER for Work Contract for Driving Heavy Duty Vehicles & Light Vehicles etc.** against Enquiry No. **GIDI-2016000224-01/PT-06/16-17, Due on 30.11.2016 at 15:30 hrs.** and put in the Tender Box available in Purchase Division, IIRS or send by post within the due date and time prescribed.
3. Only Techno Commercial bid will be opened on the date of tender opening. The price Bids of those tenderers whose Techno Commercial Bids are found to be meeting our specifications / requirements will be opened in the presence of attending tenderers at the date and time to be notified later.
4. The Techno-Commercial Bid should have technical & commercial details only. No price should be quoted in the Techno-Commercial Bid.
5. Tender form can be purchased from Purchase & Stores Section, IIRS, Dehradun on all working days on payment of **Rs.568/- (Rs.500 + VAT@13.5%)** drawn in the form of Demand Draft in favour of Pay & Accounts Officer, IIRS payable at Dehradun through a request or Tenderer can downloaded the tender documents from the website (www.iirs.gov.in) When Tender form is downloaded DD for **Rs. 568/- (Rs.500 + VAT@13.5%)** drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached along with the technical bid.
6. Late & Delayed Tenders will not be acceptable.
7. Fax/e-mail offers shall not be considered.
8. All the pages of your offer should be signed/initialed by competent authority and affixed with your company's seal.
9. EMD of **Rs. 30,000/-** 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.


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1. The work contract is valid for a period of one year IIRS reserves the right to extend the period of work contract for 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 vehicle & light vehicles and three persons for operation of light 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 vehicle & light vehicles required to do the outstation duties on requirement basis.
4. (a) The rates shall arrive based on minimum wages fixed by the Central Labour Commissioner. 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 indentor.
6. (a) The persons engaged for operation of heavy vehicle & light vehicle should have valid License to drive heavy/light vehicles. He should also have driving the vehicle in hilly area and Public Service Vehicle experience / documents (Badge).

(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 License, experience etc., will be scrutinized with original License / 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 the instructions.

(f) Contractor shall provide a Certificate obtained from the concerned Police Station, in respect of the persons deputed, regarding verification of their character and antecedents and the details of places of their stay in other than Dehradun District during the last five years.

P.T.O

- (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 vehicle and light 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.



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NO.IIRS/P&S/GIDI-2016000224-01/PT-06/16-17

Dated : 28.10.2016

TECHNO- COMMERCIAL BID

TECHNICAL TERMS & CONDITIONS

Sl. No.	Requirement of Documents	Enclosed	
		Yeas	No
1.	EPF Number and certificate of registration issued by EPF authority in Dehradun jurisdiction only.		
2.	ESI number and certificate of registration issued by ESI authority in Dehradun jurisdiction only.		
3.	Minimum 5 years experience in the field of providing suitable services for an amount of Rs. 20 Lakhs and above each year.		
4.	Details of documents to be enclosed:		
4.a	Copy of latest payment made to workforce duly signed by workforce already employed by the firm as per Central Government Minimum Wages Act.		
4.b	Copy of latest EPF year slip in respect of workforce engaged by the firm in Dehradun area EPF Office.		
4.c	Copy of latest ESI Card issued to workforce engaged by the firm Dehradun area.		
4.d	Copy of latest Landline Telephone bill/ mobile showing address of the firm establishment at Dehradun only. The office/firm should have established office and not on residence based firm office which will be verified at any time without any notice.		
4.e	Copy of latest Income Tax Clearance Certificate in Dehradun area.		
4.f	Copy of Registration Certificate (Under Contract Labour Act).		
4.g	Copy of Service Tax Registration and clearance of Service Tax department of last 3 years at Dehradun area.		
5.	At least two "Satisfactory Service Certificates" issued by Govt./PSU/MNC office for relating similar services during the past 5 years.		
6.	IIRS shall inspect the services of the agencies and obtain confidential reports of contractor/agency from the office/Institute where the agencies put up the experience.		
7.	IIRS reserve the right not to consider the offer of those bidder whose service against any other contract have been found unsatisfactory and also imposed penalty.		
8.	EMD of Rs. 30,000/- in the shape of Bank Demand Draft drawn in favour of ACCOUNTS OFFICER, IIRS to be submitted along with Technical Bid.		

NOTE :-

- The above requirement documents duly attested by notary should be enclosed with the technical bids failing which the tender shall not be accepted.
- The original documents need to be submitted - in - person whenever called for by the department.
- Bidders who will not fulfill all the above technical terms & conditions shall not be considered for opening the Price Bids.

ANNEXURE -IV

**GOVERNMENT OF INDIA
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PURCHASE DEPARTMENT**NO.IIRS/P&S/GIDI-2016000224-01/PT-06/16-17****Dated : 28.10.2016****PRICE BID FORMAT**

Category of Work Force	Minimum Wages/per day/per Person	Percentage of Contractor Profit on basic wages		EPF Charges 13.36% 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)
		<u>As% of basic wages</u>	<u>Amount</u>					
	1	2(a)	2(b)	3	4	5	6	7
Skilled								
Highly Skilled								

Note: Employees Contribution of EPF@13.36% and ESI@4.75% on Sl.No.1 shall be reimbursed by department as the terms & condition of this contract.