

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS

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DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER

Date :12/06/2018

M/s

000000

Our Ref No : GIDI 2017-000268-01

Tender Due: 14:00 Hrs IST on 12/07/2018

Opening : 15:00 Hrs IST on 12/07/2018

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 Vehicle for 1 Year and also extendable for 1 year.	Job	1

DELIVERY AT: IIRS, DEHRADUN

MODE OF DESPATCH ON SITE

DUTY EXEMPTIONS


SPECIAL INSTRUCTIONS TWO PART

SPECIFIC TERMS

ASHA CHANDRAN L
PURS. & STORES OFFICER
For and on behalf of the President of India
The Purchaser

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 2017000268-01, Due on 12/07/2018 at 14.00 Hrs (Techno-Commercial Bid)" and "Tender No. GIDI 2017000268-01, Due on 12/07/2018 at 14:00 Hrs (Price Bid)"
2. Both the sealed tenders (Techno commercial & Price bid) should be kept in one big cover super scribing **Tender for Work Contract for Hiring of Drivers** against Enquiry No **GIDI 2017000268-01, Due on 12/07/2018 at 14:00 Hrs** and put in the Tender Box available in Purchase Division, IIRS or send by post or Courier within the due date and time prescribed.
3. The Techno-Commercial Bid should clearly indicate the technical details, scope of supply, payment terms, delivery terms, delivery period, taxes and duties, warranty, guarantee, security deposit, performance bank guarantee, etc. under separate heads. Please note that the **price should NOT be indicated** in the Techno-Commercial Bid
4. Tender forms can be purchased from Purchase & Store Section IIRS, Dehradun on all working days on payment of ` 573/- in the form of DD drawn in favor of Pay & Accounts Officer, IIRS Dehradun payable at Dehradun or can be downloaded from www.iirs.gov.in. When tender forms are downloaded, DD for ` 573/- drawn in favor of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached with Technical Bid.
5. 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. The bidders are allowed to attend the tender opening on the date and time of opening.
6. Late and Delayed Tenders will not be considered. Therefore, please ensure that your tender is posted well in time to reach us before the due date and time.
7. Fax/Email 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. 65,000/-** to be submitted along with the Technical Bid in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favor 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.


[Purchase & Stores Officer]

Specific terms and conditions to the tender

1. Please submit the Technical Details / Catalogue / Make/ Model/Data Sheets.
2. The offer should be valid for a period of 90 days from the date of opening of Tender.
3. **Please send the quotations ONLY in 'SEALED COVER' indicating our tender enquiry No. and due date by speed post so as to reach us on or before the due date & time. IIRS will not be responsible for any postal delays.**
4. **E- mail/ fax quotations 'WILL NOT BE ACCEPTED'.**
5. Please quote the percentage of GST applicable.
6. Our standard delivery term is FOR, IIRS. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lump sum amount.
7. We are exempted from the payment of Customs Duty and necessary exemption certificate shall be issued upon request.
8. **Payment Term:** Payment will be made within 30 days from the date of receipt and acceptance of the item at our site for order value up to 2.00Lakhs. For order value above 2.0 Lakh, 90% payment will be made within 30 days and 10% against submission of Performance Bank Guarantee for the warranty period (wherever warranty is applicable). The Performance Bank Guarantee should be valid for a period of 2 months beyond the completion of the warranty period.
9. **Liquidated Damages** – The delivery period quoted should be realistic. The delivery period so quoted and mentioned in the order is the essence of the order/contract. In case of delay in delivery of material as per the delivery schedule, Liquidated Damage @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever, installation and commissioning is also involved, the supply will be deemed to have been completed only when the entire Stores is supplied, installed and accepted.
10. **Security Deposit:** - Wherever the offer value is Rs. 5.00 Lakhs or above, the successful tenderer should submit Security Deposit @ 10% of the order value by way of Bank Guarantee / FD Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the completion of all contractual obligations.
11. In order to avail of the benefits extended to by Govt. of India to the Micro and Small Sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre / Udyog Adhar / NSIC Registration Certification along with your offer.
12. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.


Purchase & Stores Officer

TECHNO COMMERCIAL BID

TECHNICAL TERMS & CONDITIONS

Sl. No.	Requirement of Documents	Enclosed	
		Yes	No
1.	EPF Number and certificate of registration issued by EPF authority in Dehradun jurisdiction only.		
2.	ESI number and certification issued by ESI authority in Dehradun jurisdiction only.		
3.	Details of documents to be enclosed:		
3.a	Copy of latest payment made to workforce duly signed by workforce already employed by the firm as per central Government Minimum Wages Act.		
3.b	Copy of latest EPF year slip in respect of workforce engaged by the firm in Dehradun area EPF Office.		
3.c	Copy of latest ESI Card issued to workforce engaged by the firm Dehradun area.		
3.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.		
3.e	Copy of latest Income Tax Clearance Certificate in Dehradun area.		
3.f	Copy of Registration Certificate (Under Contract Labour Act).		
3.g	Copy of Service Tax Registration and clearance of Service Tax department of 3 years at Dehradun area.		
4.	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.		
5.	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.		
6.	EMD of Rs. 65,000/- in the shape of Bank Demand Draft drawn in favour of ACCOUNTS OFFICER, IIRS to be submitted along with Technical Bid.		

NOTE:-

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



**INDIAN INSTITUTE OF REMOTE SENSING
DEHRADUN**

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 two (2) persons for operation of heavy vehicle as well as light vehicles and six (6) persons for operation of light vehicles of IIRS, Dehradun from 09:00 am to 5:30 pm/8 hours shift and for the other duty before & after hours from Monday to Saturday and on holidays (s) on requirement basis.
3. IIRS reserve the right to increase/decrease the number of workforce as per our requirement as and when required.
4. The persons engaged for operation of heavy vehicle & light vehicles required to do the outstation duties on requirement basis.
5. (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.
6. Payment will be made in every month to the drivers by the contractor after satisfactory report given by the indenter.
7. Institute reserve the right to cancel the contract in between without assigning any reasons by giving one month prior notice or whenever the services are not required.
8. Director, IIRS reserve the right-
 - (a) To enter into parallel rate contract simultaneously or at any time during the period of the rate contract within one or more tenderers.
 - (b) To place ad-hoc contract simultaneously or at any time during the period of the rate contract within one or more tenderers.
 - (c) To terminate the contract by giving one month's time.
9. (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 person 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.
- (g) The conditions of service 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 drives. 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 person engaged by the Contractor for operation of the heavy vehicle and light vehicle shall be responsible for the safety of the passenger 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 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 in 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.
- (o) No relative of IIRS employee should be employed at IIRS as driver.
- (p) Vendor should not have any relationship with IIRS employee.



Price Bid Form

S.No	Details of Claim	Wages	
		Skilled	Highly Skilled
1.	Minimum wage per day per worker	(Not to be Quoted) At present Rs.593/- per day	(Not to be Quoted) At present Rs.653/- per day
2.	ESI Contribution @4.75% per month (Employer's)	(Not to be Quoted)	(Not to be Quoted)
3.	EPF Contribution @13.15% per month (Employer's)	(Not to be Quoted)	(Not to be Quoted)
4.	Contractor's Administrative/Service charge in Rupees (per person per day) In figures and in words)	To be Quoted in Rupees only	To be Quoted in Rupees only
5.	GST as applicable		
	Grand Total		

Note:

1. **The amount of Service charge quoted shall remain fixed during the entire period of contract irrespective of revision of Minimum wages by the Govt.**
2. Contractor's Administrative/Services charges in Rupees (per person per day) (In figures and in words) should include all the other expenses which may have a commercial impact on the contracting manpower agency.
3. The rates should be quoted as per Minimum wages Act fixed by the Commissioner of Labour, Central Government from time to time.
4. Before submitting the quotations parties must go through all the terms and conditions in the tender document thoroughly.

