

भारतीय सुदूर संवेदन संस्थान Indian Institute of Remote Sensing

4 कालिदास रोड Kalidas road, देहरादून Dehradun – 248001

उत्तराखंड Uttarakhand

निविदा आमंत्रण सूचना Notice inviting tender

भारत के राष्ट्रपति की ओर से 01/02/2013 से 31/01/2015 तक की अवधि के लिए टाटा सुमो/क्वालिस्/स्कोर्पियो/टवेरा/जाइलो- वाहनों को भाड़े पर लेने हेतु दर संविदा के लिए दो भाग में मोहरबंद बोलियों आमंत्रित की जाती हैं।

On behalf of President of India sealed quotations are invited in two part form for rate contract for hiring of vehicles-Tata Sumo/Qualis/Innova/Scorpio/Tavera/Xylo- for the period 01/02/2013 to 31/01/2015.

निविदा दस्तावेज का मूल्य Cost of tender documents – Rs. 200 + UTT of 13.5%

निविदा दस्तावेज को जारी/डाउनलोड करने की अंतिम तारीख एवं समय - 05/12/2012 को 1300 बजे

Last date & time for issue/download of tender documents – 1300 Hrs on 05/12/2012

बोलीयां जमा करने की अंतिम तारीख एवं समय- 05/12/2012 को 1500 बजे

Last date & time for submission of bids – 1500 Hrs on 05/12/2012

तकनीकी बोलीयां खोलने तारीख एवं समय- 05/12/2012 को 1530 बजे

Date & Time for opening of technical bids – 1530 Hrs on 05/12/2012

निविदा प्रपत्र किसी भी अनुसूचित बैंक से देहरादून में भुगतान योग्य, वेतन एवं लेखा अधिकारी, आईआईआरएस के पक्ष में जारी '227/-का डीडी जमा करके क्रय एवं भंडार अनुभाग, आईआईआरएस से प्राप्त कर सकते हैं अथवा [www.iirs.gov.in](http://www.iirs.gov.in) से डाउनलोड कर सकते हैं। यदि निविदा दस्तावेज वेबसाइट से डाउनलोड किया गया है तो बोली के साथ डीडी अवश्य संलग्न करें।

Tender forms can be had from P&S section IIRS on submission of DD drawn from any scheduled bank for Rs 227/- drawn in favour of Pay & accounts officer, IIRS payable at Dehradun, on all working days or can be downloaded from [www.iirs.gov.in](http://www.iirs.gov.in) . When tender documents are downloaded from website cost of documents must be enclosed as DD along with bids.

निदेशक Director

**INDIAN INSTITUTE OF REMOTE SENSING  
DEPT. OF SPACE, GOVT. OF INDIAN,  
No.4, KAIKAS ROAD, P.B.NO.135,  
DEHRADUN-248001**

**PURCHASE DEPARTMENT**

**NO.IIRS/P&S/MPR-26,612/(12-13)/PT-05**

**Date : 09.11.2012**

**SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID**

1. This is a two part tender viz., Technical Bid (consisting of Technical Specifications etc.) and Commercial Bid (Consisting of Price). Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. MPR – 26,612 (2012-13)/PT-05 due on 05/12/2012 at 1500 hrs (Technical Bid) and Tender No. MPR – 26,612 (2012-13)/PT-05 due on 05/12/2012 (Commercial Bid). Only technical bid will be opened on the date of tender opening. The Commercial Bids of those tenderers whose technical bids are found to be meeting our specifications/requirements will be opened in the presence of attending tenderers at a date and time to be notified later.
2. The technical bid should have only technical details. **No price should be quoted in the technical bid.**
3. Commercial Bid should have the cost details and other statutory levies as per the proforma enclosed.
4. Both the sealed tenders (Technical & Commercial) should be kept in one big cover super scribing TENDER for **Hiring of Vehicles at IIRS**, against MPR No.**IIRS/P&S/MPR-26,612 (2012-13)/PT-05 due on 05/12/2012 and Commercial Bid against enquiry No. IIRS/P&S/MPR-26612(2012-13)/PT-05 due on 05/12/2012** and kept in the Tender Box available in Security Gate, IIRS or can be sent by post within the due date and time, prescribed.
5. Late & Delayed Tenders will not be accepted.
6. EMD of Rs. 10,000 (Ten thousand only) in the form of Demand Draft in favour of Pay & Accounts Officer, IIRS, drawn on any Schedule Bank after publication of tender notification date should be submitted along with technical bid only.

**Purchase & Stores Officer**

**Indian Institute of Remote Sensing  
Dehradun**

***General Terms & conditions for hiring of Vehicles – Tata Sumo / Qualis / Innova / Scorpio/ Tavera /Xylo (Non-AC / AC), NO.IIRS/P&S/MPR-26,612/(12-13)PT-05/***

1. The vehicles supplied should be preferably in the name of Tenderer.
2. The contract will kept valid for a period of two years, which is extendable for one more year subject to satisfactory services during the initial (first two years) period 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.
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 is 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, taxi 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 should 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 clothes 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 possessed / held by him and ensure the vehicles always maintained in good condition and maximum hygienic, by appearance.
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 receipt of other State tax, parking bill etc.
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. Accordingly the price will be revised i.e. either will be increased or decreased as per the formula given below:

FORMULA : Rate of increase / decrease per kilometer is equal to the ratio of increase / decrease in extra premium or HSD price to the mileage of vehicle (will be taken as 15 KMPL for Cars plus Rs. 0.01 towards the hike in the cost of Tyres, Spares etc..... ).

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 there under, 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 lodging 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.
  - \* Failure to provide a vehicle on any day
  - \* Failure to provide a suitable 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 without prior permission
  - \* Change of driver without prior permission.
  - \* No cell phone with driver.

: Rs. 1500/-

Rs.500/-

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 digits Service Tax Code Number obtained from Central Excise Department.
22. Payment will be made on monthly basis subject to submission of bills in duplicate. Bills are to be submitted on or before 5<sup>th</sup> of every month and the payment will be released within one month.
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 2010 and vehicle should be in good running conditions. If the vehicles found prior to 2010, a penalty of 10% of the hiring charges (excluding) POL should be imposed on each occasion, if the requirement has been given at least one day in advance for local duty and two days for outstation duties. In case of emergent call of the vehicles, the condition of the vehicle should be well satisfactory and in case of model prior to 2010 in emergent demand no such penalty shall be imposed. In case of emergency calls, vehicles should be arranged overnight also.
25. The firm should have at least 03 Nos. of Tata Sumo / Qualis / Scorpio/ Innova / Scorpio / Tavera /Xylo (AC / Non-AC) in the name of firm owned by its proprietor.
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 reserves also 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.

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

Purchase & Stores Officer

## 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 copies of previous *three* contracts/agreements (Latest Three years) with Govt. Organizations of similar type during the *past three years*, for an amount of **Rs. 15.00 lakhs** per annum or more should be enclosed.
4. The copy of Service Tax Registration and Service Tax Number.
- 5 Demand Draft drawn from any scheduled bank for an amount of Rs 10,000/- as EMD in favour of Pay & Accounts Officer, IIRS payable at Dehradun.
5. Copy of TAN Number.
7. Copy of latest landline telephone bill, 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.

Purchase & Stores Officer



**COMMERCIAL BID**

**Proforma for submission of Quotation for Hiring of Tata Sumo / Qualis / Innova / Scorpio / Tavera / Xylo (Non-AC & AC) on contract basis (Casual / Regular Basis) at IIRS, Dehradun from 01.02.2013 to 31.01.2015.**

**NO.IIRS/P&S/MPR-26,612/(12-13)/PT-05**

Sl. No.	Description of work	Casual Rate / Local Duties	Out of Station (Field Duties)
<b>1.</b>	<b>Hiring of Tata Sumo / Qualis / Innova/ Scorpio / Tavera/ Xylo (Non-AC)</b>		
a)	Hiring charges per day basis 11 hours in a day	Rs.	Rs.
b)	Hiring charges after 11 hours	Rs.	Rs.
c)	Hiring charges for 5-1/2 hour	Rs.	Rs.
d)	Hiring charges per hour basis.	Rs.	Rs.
	<b>POL / Mileage charges per km. basis.</b>		
a)	For plain road	Rs.	Rs.
b)	For hilly road	Rs.	Rs.
c)	For kuchha road	Rs.	Rs.
d)	For hilly & kuchha road	Rs.	Rs.
e)	Night halt charges per nigh basis	Rs.	Rs.
<b>2.</b>	<b>Hiring of Tata Sumo / Qualis / Innova/ Scorpio / Tavera / Xylo (AC)</b>		
a)	Hiring charges per day basis 11 hours in a day	Rs.	Rs.
b)	Hiring charges after 11 hours	Rs.	Rs.
c)	Hiring charges for 5-1/2 hours.	Rs.	Rs.
d)	Hiring charges per hour basis.	Rs.	Rs.
	<b>POL / Mileage charges per km basis.</b>		
a)	For plain road	Rs.	Rs.
b)	For hilly road	Rs.	Rs.
c)	For kuchha road	Rs.	Rs.
d)	For hilly & kuchha road	Rs.	Rs.
e)	Night halt charges per night basis	Rs.	Rs.
<b>3.</b>	<b>Hiring of Tata Sumo / Qualis / Innova / Scorpio / Tavera / Xylo (AC/Non-AC) for Dehradun local on lump sum basis.</b>		
Sl.No.	Description of work	(Non-AC)	(AC)
a)	IIRS, Dehradun to Jollygrant Airport	Rs.	Rs.
b)	Jollygrant Airport to IIRS, Dehradun	Rs.	Rs.
c)	IIRS to Jollygrant Airport & back to IIRS	Rs.	Rs.
d)	IIRS to Railway Station, Dehradun	Rs.	Rs.
e)	Dehradun Railway Station to IIRS.	Rs.	Rs.
f)	IIRS to Railway Station, Dehradun & back to IIRS	Rs.	Rs.
g)	IIRS to ISBT, Dehradun	Rs.	Rs.
h)	ISBT, Dehradun to IIRS.	Rs.	Rs.
i)	IIRS to ISBT, Dehradun & back to IIRS	Rs.	Rs.

<b>4.</b>	<b>Hiring of Tata Sumo / Qualis / Innova / Scorpio / Tavera / Xylo (AC / Non-AC) from Dehradun to Delhi &amp; Delhi to Dehradun lump-sum basis.</b>		
a)	IIRS Dehradun to Delhi Domestic Airport	Rs.	Rs.
b)	Delhi Domestic Airport to IIRS, Dehradun	Rs.	Rs.
c)	IIRS Dehradun to Delhi Domestic Airport & back to IIRS, Dehradun	Rs.	Rs.
d)	IIRS, Dehradun to Delhi International Airport	Rs.	Rs.
e)	Delhi International Airport to IIRS, Dehradun	Rs.	Rs.
f)	IIRS Dehradun to Delhi International Airport & back to IIRS, Dehradun	Rs.	Rs.
g)	Hazrat Nizamudin Railway Station to IIRS, Dehradun.	Rs.	Rs.
h)	IIRS, Dehradun to Hazrat Nizamudin Railway Station	Rs.	Rs.
i)	IIRS Dehradun to Hazrat Nizamudin Railway Station & back to IIRS	Rs.	Rs.
j)	New Delhi Railway Station to IIRS, Dehradun	Rs.	Rs.
k)	IIRS, Dehradun to New Delhi Railway Station	Rs.	Rs.
l)	IIRS Dehradun to New Delhi Railway Station & back to IIRS, Dehradun	Rs.	Rs.
m)	Delhi ISBT to IIRS, Dehradun	Rs.	Rs.
n)	IIRS, Dehradun to Delhi ISBT	Rs.	Rs.
o)	IIRS, Dehradun to Delhi ISBT & back to IIRS, Dehradun	Rs.	Rs.
p)	IIRS, Dehradun to Delhi (Greater Kailash – Part II).	Rs.	Rs.
q)	Delhi (Greater Kailash – Part II) to IIRS, Dehradun	Rs.	Rs.
r)	IIRS, Dehradun to Delhi (Greater Kailash-Part II) and back to IIRS, Dehradun	Rs.	Rs.
s)	IIRS, Dehradun to Delhi (Dwarka Guest House )	Rs.	Rs.
t)	Delhi (Dwarka Guest House) to IIRS, Dehradun	Rs.	Rs.
u)	IIRS Dehradun to Delhi (Dwarka Guest House) & back to IIRS, Dehradun	Rs.	Rs.
v)	POL / Mileage charges incase of local journey at Delhi per kilometer.	Rs.	Rs.

**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.
7. If the tender documents are downloaded from website cost of tender documents ( Rs. 227/-) is to be attached as DD drawn in favour of Pay & Accounts Officer, IIRS, Dehradun payable at Dehradun

**Purchase & Stores Officer**