

भारत सरकार  
अन्तरिक्ष विभाग  
सतीश धवन अन्तरिक्ष केन्द्र  
शार  
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Department of Space  
**Satish Dhawan Space Centre**  
**SHAR**  
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**NOTICE INVITING TENDER**  
**NO. SDSC SHAR/Sr.HPS/PT/SCF/48/2022-2023**

On behalf of President of India, Sr. Head Purchase and Stores, SDSC SHAR, SRIHARIKOTA invites **on line quotations** for the following:

SI No	Ref. No.	Description	Qty.
01	SDSC SHAR/SCF PURCHASE/SCF/SH2021000026 01 e-procurement [Two Part]	Rate Contract for Hiring of Light Vehicles	1 Year

Last Date for downloading of tender documents : 25.10.2022 at 12:00 hrs.  
Due date for bid clarification online : 10.10.2022 at 16:00 hrs.  
Due Date for submission of bids online : 25.10.2022 at 12:00 hrs.  
Due Date for opening of tenders : 25.10.2022 at 14:00 hrs.

**Instructions to Tenderers:**

***Tender fee & EMD not applicable for tenders submitted through EGPS***

01. For full details/scope of work and terms and conditions etc., please see the enclosed annexures.


02. Interested tenderers can download the e-tender from ISRO e-procurement website <https://eproc.isro.gov.in> and submit the offer online in the e-procurement portal.

03. Tender documents are also available on ISRO website [www.isro.gov.in](http://www.isro.gov.in), ISRO e-procurement website <https://eproc.isro.gov.in> and SDSC SHAR, Sriharikota website [www.shar.gov.in](http://www.shar.gov.in). The same can be downloaded and offer shall be submitted online in the e-procurement portal.

04. Tenderers shall submit their offers within the given time as specified above and last moment rush for bid submission shall be avoided. Request for new vendor approval shall be submitted online and the same shall be intimated by mail (mentioned in the tender document) referring the tender number.

05. Sr. Head, Purchase and Stores, SDSC-SHAR, Sriharikota reserves the right to accept or reject any/or all the quotations.

Date: 30.09.2022

  
Sr. Head, Purchase and Stores  
Satish Dhawan Space Centre,  
Sriharikota

## SCOPE OF WORK:

SATISH DHAWAN SPACE CENTRE SHAR (SDSC SHAR) IS ONE OF THE MAJOR CENTRES OF INDIAN SPACE RESEARCH ORGANISATION, UNDER DEPARTMENT OF SPACE, GOVERNMENT OF INDIA, LOCATED IN SRIHARIKOTA ISLAND IN TIRUPATI DIST, ANDHRA PRADESH. SRIHARIKOTA IS SITUATED AT 100 KM EQUIDISTANCE FROM CHENNAI, NELLORE AND TIRUPATHI.

SDSC SHAR HAS TWO LIAISON OFFICES AT CHENNAI LOCATED AT ADYAR AND PALLAVARAM. ISRO/DOS OFFICIALS FROM VARIOUS ISRO CENTRES REACH SRIHARIKOTA VIA CHENNAI. TRANSPORTATION FROM CHENNAI TO SRIHARIKOTA AND WITHIN CHENNAI IS ARRANGED BY CHENNAI LIAISON OFFICE.

THE APPROXIMATE NUMBER OF VEHICLES REQUIRED DURING NON-LAUNCH CAMPAIGN PERIOD IS AROUND 2-3 VEHICLES PER DAY EXCLUDING THE VEHICLE HIRED ON MONTHLY BASIS. DURING LAUNCH PERIOD THE APPROXIMATE REQUIREMENT OF VEHICLES WOULD BE AROUND 15-20 VEHICLES PER DAY.

FOR THIS PURPOSE, SDSC SHAR CENTRE HAS PROPOSED TO ENTER INTO A NEW RATE CONTRACT FOR HIRING OF LIGHT VEHICLES FOR LOCAL AND OUTSTATION TRIPS FOR A PERIOD OF ONE YEAR FROM **JANUARY 2023 TO JANUARY 2024**, EXTENDABLE ANNUALLY BY TWO MORE YEARS WITH THE SAME TERMS AND CONDITIONS, SUBJECT TO SATISFACTORY PERFORMANCE AND ON MUTUAL AGREEMENT BASIS.

ONLINE BID SHALL CONSIST OF THE FOLLOWING:

### **PART – 1**

1. Technical and unpriced commercial part shall comprise the following documents/information. All the documents shall be scanned and uploaded in the SDSC SHAR e-procurement portal.
  - a. Submission of bid letter along with one set of proposal document duly signed and stamped as token of acceptance. Scanned copy shall be uploaded in the ISRO e-procurement portal.
  - b. Power of attorney in favour of authorised signatory of the bid/proposal documents.
  - c. Latest income tax clearance certificate.
  - d. Latest solvency certificate from a scheduled bank as details in bid qualification criteria.
  - e. List of work orders (Taxi Contract) in hand & completed during last five financial years indicating the name of client with contact details, Order value etc.,
  - f. Any other relevant document, bidder desires to submit.
  - g. Confirmation w.r.t. bid qualification criteria as per Annexure.
  - h. Compliance statement as per Annexure.
  - i. Party shall submit unpriced price bid format as per the Annexure. Party shall only enter required tax percentages. In place of price columns, party shall mention "QUOTED"

*Note: All the above documents shall be uploaded in the ISRO e-procurement portal.*

## **PART –II**

### **2. Part – II Priced Commercial bid:**

Priced commercial bid shall contain schedule of prices and shall be filled in ISRO e-procurement portal. No deviations, terms and conditions, assumptions, discounts etc., shall be stipulated in price bid. Department will not take cognizance of any such statement and may at their discretion reject such bids.

### **3. BID SUBMISSION:**

- a. Bid shall be submitted in two parts
  - Part – 1 Techno-Commercial part of the bid
  - Part – 2 Price part of the bid
- b. Offers should be submitted online using standard digital signature of class-3 with encryption/decryption options.
- c. Prices shall be mentioned in the Format as given along with tender, fill all the columns, scan and the same shall be uploaded in the portal. Under lot column rate, party has to calculate approximate number of vehicles to be hired in a month, multiplied by 12 months and shall be indicated under Lot column
- d. Prices quoted should be on the basis of Delivery of place (DAP), Chennai
- e. Bids duly filled in by the bidder should invariably be submitted as stipulated in the e-procurement portal.
- f. Department may open Part-I of the bid on the due date of opening at convenience. Price Bid (part-II) of the bid of the technically and commercially acceptable bids will be opened at a later date.
- g. Department reserves the right to reject any or all the bids without assigning any reasons thereof.

### **4. BID EVALUATION:**

- a. The bidder shall provide all the relevant data/details required for evaluating the bid technical and commercially in the specific formats enclosed with the tender. Apart from this, bidder is free to add any relevant information.
- b. During evaluation, department may request bidder for any clarification on the bid/ additional documents/information required. Bidder shall submit all clarifications/ additional documents information requested in original. If not submitted within the stipulated time department has right to reject such bids.
- c. Techno commercial discussion shall be arranged with bidder, if needed. Bidder shall depute his authorised representative for attending discussions.
- d. The complete scope of work is defined in the proposal document. Bidders, who undertake total responsibility for the complete scope of work as defined in the proposal document will only be considered. As the items are interdependent, combined lowest cost shall only be considered to arrive at L1.
- e. In case Bid does not fully comply with the requirement of proposal document and the bidder stipulates deviations to the clauses of the proposal, which are unacceptable to the department, the bid will be rejected.
- f. Performance of bidder on similar nature of works executed/ under execution shall be taken into consideration before selecting the bidder for opening his price bid.
- g. The time schedule for completion is given in the proposal document. Bidder is required to confirm the completion period unconditionally.
- h. Department shall not be obliged to furnish any information / clarification to unsuccessful bidder as regards non-acceptance of their bids.

THE SERVICE PROVIDER WHO ARE MEETING THE FOLLOWING ELIGIBILITY CONDITIONS MAY ONLY SUBMIT THEIR QUOTATION IN **TWO PART BID** TENDER MODE

**ELIGIBILITY CONDITIONS:**

1. SHALL BE A REGISTERED FIRM OR AGENCY FOR SUPPLY OF LIGHT VEHICLES ON HIRE BASIS.
2. SHALL HAVE EXPERIENCE OF THREE YEARS FOR PROVIDING VEHICLES TO CORPORATES/INSTITUTIONS/GOVERNMENT ORGANISATIONS/ PUBLIC SECTOR UNITS/ STAR HOTELS AS ON BID SUBMISSION DATE. DOCUMENTARY PROOF TO BE ENCLOSED
3. SHALL HAVE MINIMUM OF 10 VEHICLES REGISTERED ON THE PROPRIETOR/PROPRIETRIX NAME/FIRM NAME WHICH ARE NOT OLDER THAN THREE YEARS I.E. ATLEAST 3 VEHICLES SHOULD BE OF 2020 OR ABOVE MODEL AND BALANCE 7 VEHICLES SHOULD NOT BE OF OLDER THAN 2016 MODEL.
4. NUMBER OF VEHICLES POSSESSING OF TN STATE PERMIT.
5. FIRM SHOULD BE REGISTERED UNDER GST ACT AS A REGULAR.
6. IT RETURNS & GST RETURNS FOR THE PREVIOUS 3 FINANCIAL YEARS i.e., 2019-2020, 2020-2021 and 2021-2022 SHALL BE SUBMITTED.
7. AUDITED BALANCE SHEET (P/L STATEMENT) SHALL BE ENCLOSED ATLEAST FOR A MINIMUM PERIOD OF 2 YEARS
8. FIRM/TENDERER SHOULD HAVE SATISFACTORILY EXECUTED FOLLOWING SIMILAR CONTRACTS DURING THE LAST THREE FINANCIAL YEARS ENDING WITH 31.03.2023.
  - i. SINGLE ORDER VALUE NOT LESS THAN RS. 80 LAKHS. (OR)
  - ii. TWO ORDERS OF VALUE NOT LESS THAN RS. 60 LAKHS EACH (OR)
  - iii. THREE ORDERS OF VALUE NOT LESS THAN RS. 40 LAKHS EACH.

**NOTE:**

SELF ATTESTED DOCUMENTARY EVIDENCE SHALL BE SUBMITTED FOR THE ABOVE WHICH WILL BE SUBJECT TO VERIFICATION

### CHECK LIST

01	Having the experience for supply of light vehicles to Corporates/Institutions/Hotels/Government Organisations/PSU for at least 3 years ending with 31.03.2023	YES / NO
02	Firm/Tenderer should have satisfactorily executed following similar contracts during the last Three Financial years ending with 31.03.2023 a) Single order value not less than Rs. 80 Lakhs. (or) b) Two orders of value not less than Rs. 60 Lakhs each (or) c) Three orders of value not less than Rs. 40 Lakhs each.	YES / NO
03	Self-attested documentary proof of registration of minimum 10 vehicles on the name of Proprietor / Proprietrix in which atleast 3 vehicles should be of 2020 model and balance 7 vehicles should not be older than 2016 model.	YES / NO
04	Self-attested documentary proof of registration of FIRM	YES / NO
05	Whether Firm is Registered under GST Act (Proof and GST Number submitted)  GST RETURNS (1, 3B, 9)	YES / NO
06	IT Returns for the previous 3 years i.e., 2019-2020, 2020-2021 AND 2021-2022.  PROFIT & LOSS STATEMENT	YES / NO
07	Audited Balance sheet for atleast previous 2 years is be enclosed 2019-2020 & 2020-2021	YES/NO

**Authorized Signature**

## GENERAL TERMS AND CONDITIONS:

1. The contractor shall have to comply with relevant laws and rules issued from time to time relating to business and pay due taxes to concerned government agencies. SDSC SHAR will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
2. Contractor should make necessary arrangement to get interstate permit to enter Andhra Pradesh through Online preferably or any state without any inconvenience to occupants/officials. **For some instances Contractor will be requested to obtain AP State permit well ahead to avoid the stoppage of vehicle at Border for the want of permit.**
3. The agency must be accessible on 24 x7 basis. Contractor should be able to arrange vehicles at short notice also.
4. The contractor should have a proper office in Chennai, Tamilnadu with necessary telephone connection in the office as well as at residence and also email address in order to communicate the regular and emergency taxi requirement of this centre.
5. The firm should be registered with GST authorities.
6. In case of the vehicles required on daily basis for local usage as well as for out station trip, kilometre reading will be counted from shed to shed subject to restriction of maximum of 15Kms. In case of vehicle required on monthly basis, the kilometre reading and time will be counted from Chennai Guest House to Chennai Guest House only (Reporting Point / Releasing Point).
7. The vehicles under regular hiring shall be available at Guest house on round the clock shift basis. **Two drivers shall be provided** (one in general shift i.e., 0600 hrs to 1800 hrs and second driver in night shift i.e., 1800 hrs to 0600 hrs).
8. For outstation trips, the number of hours will be counted from the time of reporting the vehicle at ISRO guest house or the place as identified by us for the work and releasing the vehicle by ISRO Guest House.
  - a) If the vehicle is used for and up to 24 hours, the payment will be made as per the Kms., rate quoted.
  - b) If the vehicle is used beyond 24 hours, payment will be made as follows:
    - i) If the vehicle is used beyond 24 hours and less than 30 hours the payment will be made considering the extra hour rate in excess of 24 hours.
    - ii) If the vehicle is used beyond 30 hours, the payment will be made for two days considering the rate quoted for 24 hours.
9. As per the Govt. Policy, the fuel price is being revised on daily basis. In order to smoothen the process, it is proposed to fix the base price of fuel available on 1<sup>st</sup> of every month and this rate is fixed throughout the month. The fuel price available on 1<sup>st</sup> of every month either increase or decrease (minimum of Rs. 1.00 per litre) the same will be revised proportionately for fuel component on the basis of KMPL of the vehicles for the purpose, the KMPL for the vehicles is fixed and given below:

S.No.	Vehicle type (All AC)	KMPL
1	STANDARD HATCHBACK	15
2	STANDARD SEDAN	14
3.	LUXURY SEDAN	10
4.	STD MUV	12
5.	LUXURY MUV	10
6.	TEMPO VAN	8

Formula:

Difference of cost per Km (+/-) = New Price - base price of fuel / KMPL of vehicle

i.e., Revised price = Revised price - Base price / KMPL of vehicle

The revised price is applicable to the fuel component of actual kilometre run only. Other items will remain unaltered. The fuel rate at Chennai will be considered.

Whenever there is change in fuel rate, the rates have to be calculated by the contractor as per the above formula and get it authorised by Contract Manager then only the payment will be made at new rates.

10. No department canteen facility will be extended to the vehicle drivers at ISRO Guest Houses / Outstation.
11. The hired vehicle on monthly basis will be used exclusively for Chennai internal trips only. In case the vehicle is used for out station trip, the rate per km. for out station will be paid separately.
12. All costs and liabilities arising out of any accident are solely with the responsibility of the taxi contractor. ISRO/SDSC SHAR officials will not be a party to any dispute arising out of accidents.
13. ISRO/SDSC SHAR will not bear any cost towards operation, repair, maintenance, fuel and oil replenishments, servicing, wages of the drivers, garage fee, insurance, road tax etc. The complete liabilities in such case will be that of the taxi contractor.
- 14. The validity of the contract is initially for a period of 12 months and extendable annually by two more years on mutual agreement basis, if the service is found satisfactory with the same terms and conditions.**
15. Vehicles deployed by the Contractor shall be checked by Administrative Officer or his representative and such vehicles as are not in conformity with **para-II** infra are liable to be rejected. For such vehicles, no claim will be processed. The contractor has to arrange alternate suitable vehicle immediately.
16. The contractor shall comply with all statutory requirements related to the vehicles and the driver of the vehicles. Any loss sustained by the Department or its officials or any member of public on account of the vehicle or driver shall be compensated by the contractor and the department will not make any extra payment or compensation for any loss sustained by the contractor when the vehicles was hired by the department.
17. In case of any breakdown during the course of duty, contractor shall immediately replace the vehicles and no additional payment will be made for the said vehicles.
18. Before deployment of the vehicle to duty, contractor should ensure the disinfecting the vehicle with BIO TAB7 EPA certified, NSF Food grade, N listed to kill Corona Virus.
19. Availability of hand sanitiser and usage of mask by the driver while on duty.
20. Before deployment of the driver for duty, temperature check should be carried out and entered in the trip sheet.
21. The parking of hired vehicles is the responsibility of the contractor for safe parking of their vehicles during the waiting time or operation time.
22. For outstation trip i.e., to Sriharikota, the vehicle drivers identified by the contractor should have a photo identity pass issued by the PR section, SDSC SHAR or Admin. Officer, Chennai Liaison Office while on duty. In case any person other than the identified driver is found to be

driving the vehicle, the contract is liable to be terminated. The vehicles hired for outstation trip may also perform duty of internal city trips as directed by the user.

23. **Department is having right to enter into parallel contracts with other firms too.** Department reserves the right to split the order/modify the apportionment from time to time on the eligible participant's portion based on the approved L1 rates.
24. On any occasion, the contractor does not have right to lease or engage subcontractor for the contract works awarded to him.
25. Valid power of attorney shall be there for the person who deals with department if the firm is not managed by proprietor/partners.
26. The proprietor /Manager of the firm shall necessarily have cell phone in order to communicate the taxi requirement.
27. Contractors shall be able to supply the type of vehicles as given in annexure. However, in case of non-availability of above type of vehicles, they can supply higher type or equivalent type of vehicles at the same rate, terms and conditions.
28. Mere awarding the contract does not entitle the contractor to claim for vehicle bookings for single agency. SDSC SHAR reserves the right to hire taxis from other sources also in the exigencies of work notwithstanding the existence of the contract.
29. For outstation trip vehicles, entry tax, the permit charges, toll gate expenses, parking charges etc., will be paid at actual on production of proof along with the bill. However, if the vehicle is fitted with FasTag, the serial number of the FasTag of the vehicle used, name of toll gate crossed, time of crossing the toll gate and amount deducted shall be self-certified by the contractor and enclose along with the bill for payment purpose. In case of permit is obtained through online portal, electronically generated permit copy shall be enclosed and the same amount will be reimbursed.
30. The tampering of meter reading, vehicle usage timings, overwriting of log sheet, misbehaviour of driver and rash driving shall be viewed seriously leading to even cancellation of contract.
31. Head PGA/Sr.Admn.officer/Admn.officer, CLO of this centre or any other person identified by the above personnel are authorised to communicate the requirement of vehicles as and when required for official usage.
32. SDSC SHAR will deal with the company directly and or with the authorised person of the company. All the internal disputes if any among the employees, partners and management shall be settled among themselves or through legal process. If any disputes are brought to the notice, the department reserves the right to cancel the contract and hold the payment till the settlement of the disputes among the parties.
33. The contractor/supplier shall at all times, indemnify SDSC SHAR against all claims including claims by third party relating to any accidental loss/damage to the drivers or vehicles.
34. The contractor should provide all the drivers with the trip sheets as mentioned in **Annexure-VI** for every trip and the driver has to be instructed to fill all the columns and obtain signature from the users for each trip.

## II. VEHICLES

1. During the contract period, if the vehicle is seized/ detained/ impounded by the Police / Transport Authority for any reason whatsoever, it would be the sole risk / expenditure / responsibility of the contractor.
2. All vehicles should have valid Permanent Registration certificate, Road Permit, Fitness Certificate, Tax paid certificate, valid pollution certificate, complete comprehensive insurance



certificate etc., and other such documents ready required by the government authority for checking.

3. The vehicles supplied by the contractor should be authorised by RTO to run on hire basis with all necessary documents as per statutory rules of Tamilnadu Motor Vehicle Act. For outstation trips necessary state motor vehicle act should be satisfied.
4. All vehicles supplied by the contractor should not be of the models prior to the year preferably 2020. Also, the vehicles should not be of model older than 3 years at any given point of time and should not have run more than two lakh kilometres. Vehicles should be in good running condition, good upholstery, elegant look, mechanically in good running condition etc. The condition should be maintained in perfect throughout the contract period.
5. In case of non-availability of requisitioned car, it will be the responsibility of the contractor to provide upgraded model at the same rates with the prior permission of Admn.Officer, CLO

### III. DRIVERS

1. The drivers should hold a valid driving licence for driving transport vehicles for the type of vehicles, well experienced and should have knowledge of Chennai roads and should wear a neat and clean uniform as prescribed and recommended by Tamil Nadu Motor Vehicle Act. Drivers must have mobile/cell phone so as to receive message from the users at both Tamil Nadu and Andhra Pradesh with sufficient balance.
2. The drivers provided should be educated enough to maintain logbook entries showing the starting kilometre and ending kilometre, distance covered, time consumed for journey, places visited etc., for each occasion of journey and obtain signature of the officer travelling in the prescribed format.
3. The contractor must get the police verification, medical fitness of all the drivers at their own cost and submit to Admn. Officer, CLO without which the contract will not be continued and bills will not be cleared.
4. The driver deputed with the vehicle should bear good moral character and should be well behaved. The drivers should wear proper & clean uniform.
5. The drivers of vehicles should have minimum 3 years' experience in the line with valid driving licence to drive transport vehicles. The driver should be able to fill the log/trip sheet of the vehicle as given by us and should have courteous behaviour with officials.
6. The taxi driver should hold the placards given by the department at receiving terminals at Chennai airport, railway station/bus stand for easy identification of the guests/VIPs.
7. Driver should allow the officials to get inside the vehicle and later only he should enter the vehicles.
8. The driver himself should open and close the doors for all the officials while getting into and getting out the vehicles.
9. The driver shall not smoke or be in drunken condition while on duty.
10. All the driver details like name, date of birth, driving licence, experience certificate, medical fitness, police verification etc., are to be submitted to SDSC SHAR along with proof.
11. The driver shall abide by all the traffic rules and regulations in force. Any penalties/disciplinary actions by authorities will be at the cost of service provider only.
12. On any occasion, payment of salary to the drivers by the agency should not be linked to the clearance or passing of bills submitted to SDSC SHAR.
- 13. The drivers should not be of age more than 55 years.**
14. The Driver should be an Indian National.

15. The drivers who are suffering from fever, cough, cold etc., shall not be deployed for duty.
16. The drivers who have been vaccinated with two doses of COVID vaccine are only to be deployed for duty.

#### IV. PENALTY:

1. In case the vehicle provided by the contractor is found not to be in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected.
2. If the interior of the vehicles, seats and outside body is not in good condition, 5% deduction from the bill shall be affected on that particular day claim.
3. The contractor should ensure & take all the precautions that the vehicles will not breakdown while in use. If it happens, the contractor has to press into service with a substitute vehicle within four (4) hours' time. If the contractor fails to provide the alternative vehicle within stipulated time for each occasions an amount of Rs. 500/- per occasion shall be recovered.
4. If the contractor fails to provide a vehicle on specific time and date, an amount of Rs. 500/- for each occasion will be deducted from the amount due to him and if the contractor repeats the same more than 3 times in a month, the contract is liable to be terminated.
5. If the Contractor fails to provide vehicle, Department has the right to arrange vehicle through other service providers and the bill amount for the same will be settled by deduction from the Contractor's bill.
6. In case of driver reports for duty for more than 15 minutes beyond the schedule time, a penalty of Rs. 100/- (Rupees one hundred only) would be levied which will be deducted from the bills.
7. Additional penalty as the department feels appropriate can also be imposed if the contractor violates any terms and conditions of contract.
8. When the driver fails to hold the placard at Airport / Railway station /bus stand an amount of Rs.100/- on each occasion shall be imposed to the contractor.
9. Any temporary registration vehicles or white board vehicles are sent, an amount of Rs. 1000/- will be deducted from their bills.

#### V. PAYMENT:

1. Payment shall be made within 30 working days from the date of receipt of the bill.
2. GST will be payable against submission of proof only. You should enclose a proof of challan for previous month along with your claim.
3. The bill should be ensured that there is no overwriting in the duty slips/trip sheets. In no case, duty slip/trip sheets without signature will be accepted for payment and if it is found so, the claim will be disallowed.
4. Whenever the usage of vehicles hired on daily basis exceeds either KM or Hours beyond the first slab, the payment will be regulated on the next higher slab rate only. For Ex: If the vehicle hired used for 30 KMs run and 8 hours usage, the rate will be made as per the 80 KM and 8 Hours slab rate.
5. After due certification by the concerned users in log sheet, the contractor should raise the bills along with trip/log sheet and submit at Chennai Guest House as per the rates and the payment will be made within 30 days from the date of receipt of bills at ISRO guest house, Chennai with proper documentation.

6. Bills should be approved by the Admn.Officer, CLO and should be supported by the log/trip sheet with full details for each trip duly signed by the users(s) of the vehicles get the log sheet filled by the user(s). If full details are not covered in the log sheets for the Kms., claimed, the bills will not be processed further for payment.
7. The bill in duplicate along with the duty slip duly signed by the user of the vehicle should be submitted at SDSC SHAR transit guest house, Pallavaram, Chennai once in 15 days. In case, the bills are not submitted to SDSC SHAR as per the above schedule, SDSC SHAR will not take any responsibility for delay in payment. Applicable income tax will duly be deducted from the bills.

#### VI. SECURITY DEPOSIT:

The successful bidder shall deposit an interest free amount of Rs. 3.0 Lakhs towards Security Deposit in the form of Demand Draft/Bank Guarantee from a Nationalized/Scheduled Bank drawn in favour of the Accounts Officer, SDSC SHAR payable at Sriharikota. Bank guarantee shall be valid for additional 2 months from the expiry of contract period.

The Department shall hold the Security Deposit till satisfactory execution of the contract and it shall refund the deposit amount to the Service Provider within one month after completion of the contract subject to recovery of dues/damages, if any, caused to the departmental assets without any interest thereon. Security deposit stands forfeited for non-performance/breach of contract.

#### VII. TERMINATION OF THE CONTRACT:

1. If the contractor's service is not found satisfactory, or the contractor violates any of the terms and conditions of the contract, SDSC SHAR shall have the right to terminate the contract by giving 10 days' notice to the contractor in writing.
2. SDSC SHAR reserves the absolute right to terminate the Contract at any point of time and without assigning any reason thereof, after serving a written notice of 30 days.
3. For any reason, if the contractor wishes to withdraw the vehicles or terminates the contract, he will have to give at least 30 days' notice in writing to SDSC SHAR before doing so. In case of violation of the same SDSC SHAR shall recover the 10 % amount of the contractor's bill or any dues pending with SDSC SHAR in addition to forfeiture of security deposit.

#### ARBITRATION :

If any disputes, disagreement, questions arising out of or relating to or in consequences of the contract or to its fulfilment validity of the enforcement thereof could not be settled mutually, then such disputes shall be referred to Director, SDSC SHAR, Sriharikota in line with the Arbitration and Conciliation Act 1996 with alterations/modifications thereof, whose decision shall be final and binding on both the parties.

**FORMAT FOR ARRIVING L-1****No. OF VEHICLES REQUIREMENT / MONTH (APPROX.)**

Sl No	TYPE OF VEHICLE	On Daily Basis (Qty. given approx. per month)			
		40 Kms run 4 Hrs / Day	80 Kms run 8 Hrs / Day	120 Kms run 12 Hrs /Day	
01	STD. HATCH BACK CAR	5	5	5	
02	STD. SEDAN CAR	4	5	4	
03	LUXURY SEDAN CAR	2	2	1	
04	STD. MUV	2	2	2	
05	LUXURY MUV	2	3	1	
06	TEMPO VAN	--	1	1	
		<b>Out Station Trip No of vehicles</b>			
		250 Kms run/Day (Qty. given is for per month)			
07	STD. HATCH BACK CAR	5			
08	STD. SEDAN CAR	10			
09	LUXURY SEDAN CAR	2			
10	STD. MUV	5			
11	LUXURY MUV	6			
12	TEMPO VAN	4			
		<b>Monthly Basis</b>			
		1500 Kms run/Month			
10	MUV-Innova Crysta(or) equivalent	1	--	--	--

- Note: 1. This requirement is only for arriving L-1. Suppliers have to provide vehicles as per the actual requirement.**
- 2. Party has to calculate the amount per month as per the above. Mention the amount of 12 months in “lot amount” in tender document.**

**ANNEXURE-II**

**DETAILS OF INFRASTRUCTURE OF THE BIDDER FIRM:**

SL NO	REGD. NUMBER	MODEL	NAME OF REGD. OWNER	TYPE OF VEHICLE	I/C VALID	FC VALID	TAX VALID	PERMIT VALID
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Note: Parties have to fill the above and upload the scanned copies of the same in the portal through on-line. If party is having more than 10 numbers also, shall be indicated.**

**PRICE BID:**

## RATES FOR MONTHLY BASIS – 24 HRS OPERATION

Sl.No.	Description of Service	MUV-Innova Crysta (AC) Rs.Ps.
A	Hire charges for supply of vehicle on monthly basis on 24 hours basis (all the days in a calendar month) including driver batta, fuel charges, and other incidental charges. The hired vehicle shall be operated with 2 drivers as explained.	
I	For a run of up to 1000 kms. in a month (24 hrs basis)	
II	For a run of up to 1500 kms. in a month (24 hrs basis)	
III	For a run of up to 2500 kms. in a month (24 hrs basis)	
IV	Beyond for every kms extra charge	

GST applicable on the above rate: \_\_\_\_\_%

Diesel price per litre (Base price) for the above : Rs. \_\_\_\_\_

**ANNEXURE - IV**

RATE FOR LOCAL TRIPS (ON NEED BASIS INCLUSIVE OF FUEL, DRIVER BATTAS AND INCIDENTAL CHARGES IF ANY)

S.No	Vehicle type (All AC)	For & up to run of 40 KMs & up to 4 hours usage	For & up to run of 80 KMs & up to 8hours usage	For & up to run of 120 KMs & up to 12 hours usage	Extra charges per additional km	Extra charges per additional hour
1	STANDARD HATCHBACK CAR (Ex: Ttata Tiago, i10, RITZ, SWIFT, Celerio, Wagon R, Honda Jaaz, VW Polo, Toyota Glanza, Liva, Tata Altroz or equivalent)					
2	STANDARD SEDAN CAR (Ex: MARUTHI DZIRE / TOYOTA ETIOS / HONDA AMAZE / VERITO / TATA TIRGOR / VW VENTO / HYUNDAI VERNA / OR EQUIVALENT )					
3	LUXURY SEDAN CAR (Ex: Corolla Altis, Hyundai Sonata or its equivalent where the cost of the vehicle is more than Rs.18.00 Lakhs)					
4	STANDARD MUV (EX: BOLERO, XYLO, ERTIGA, SCORPIO, MARAZO or equivalent)					
5	LUXURY MUV (Ex: TOYOTA INNOVA CRYSTAOR, KIA CARNIVAL OR ITS EQUIVALENT )					
6	TEMPO Traveller VAN (11 Seat or more) (Ex: Force or equivalent)					

GST applicable on the above rate : \_\_\_\_\_%

Diesel price per litre (base price) for the above : Rs. \_\_\_\_\_

**ANNEXURE - V**

**RATE FOR OUTSTATION TRIPS (ON NEED BASIS INCLUSIVE OF FUEL, DRIVER BATTAS AND INCIDENTAL CHARGES IF ANY)**

SINo	Vehicle type (All AC)	Rate per KM including hire, fuel & handling charges for a run up to 250 Kms & up to 24 Hrs usage	Night halt charges	Extra charge for each additional km	Extra charges for each additional hour
1	STANDARD HATCHBACK CAR (Ex: Tata Tiago, i10, RITZ, SWIFT, Celerio, Wagon R, Honda Jaz, VW Polo, Toyota Glanza, Liva, Tata Altroz or equivalent)				
2	STANDARD SEDAN CAR (Ex: MARUTHI DZIRE / TOYOTA ETIOS / HONDA AMAZE / VERITO / TATA TIRGOR / VW VENTO / HYUNDAI VERNA / OR EQUIVALENT)				
3	LUXURY SEDAN CAR (Ex: Corolla Altis, Hyundai Sonata or its equivalent where the cost of the vehicle is more than Rs.18.00 Lakhs)				
4	STANDARD MUV (EX: BOLERO, XYLO, ERTIGA, SCORPIO, MARAZO or equivalent)				
5	LUXURY MUV (Ex: TOYOTA INNOVA CRYSTA, KIA CARNIVAL OR EQUIVALENT)				
6	TEMPO Traveller VAN (11 or more Seater)				

GST applicable on the above : \_\_\_\_\_%

Diesel price per litre (Base price) : Rs. \_\_\_\_\_

NOTE: L1 BIDDER WILL BE GIVEN 40% OF THE BOOKINGS, OTHERS WILL BE GIVEN REST OF THE BUSINESS EQUALLY



सतीश धवन अंतरिक्ष केंद्र शार SATISH DHAWAN SPACE CENTRE SHAR  
चेन्नई संपर्क कार्यालय - परिवहन CHENNAI LIAISON OFFICE - TRANSPORT

तिथि/DATE:

यूपी कार्यालय का नाम NAME OF THE TRAVEL AGENCY	वाहन का प्रकार TYPE OF THE VEHICLE	परिवहन संख्या एवं मिति REGISTRATION NUMBER & DATE	चालक का नाम NAME OF THE DRIVER	शुरू करने का समय STARTING TIME	शुरू आती किमी STARTING KM			
NOTE: Users are requested to fill the details listed below regarding their use. Each trip requires an entry in the log sheet. If you decide to release the vehicle after use please fill the time and place of release.								
वाहन का रिपोर्टिंग समय : VEHICLE REPORTED TIME :		स्थान : PLACE :						
तिथि / DATE	समय / TIME	मीटर रीडिंग / METER READING		किमी KMS	उपयोगकर्ता का नाम एवं पदनाम NAME & DESIGNATION OF THE USER	किसी रिपोर्ट किया: REPORTED TO :	यात्रा का प्रयोजन PURPOSE OF JOURNEY	उपयोगकर्ता के हस्ताक्षर USER'S SIGNATURE
FM/ FROM	TRM/ TO	OPENING	CLOSING			ग्रामों के स्थान PLACES VISITED		

वाहन को मुक्त करने का विवरण / Details of the Vehicle release :  
 मुक्त करने का समय / Time of Release :  
 मुक्त करने का स्थान / Place of Release :

मुक्त करने समय मीटर रीडिंग / Meter reading at the time of release :  
 उपयोगकर्ता के हस्ताक्षर / Signature of the User :