

भारत सरकार/**GOVERNMENT OF INDIA**  
अंतरिक्ष विभाग/**DEPARTMENT OF SPACE**  
विक्रम साराभाई अंतरिक्ष केंद्र/**VIKRAM SARABHAI SPACE CENTRE**  
तिरुवनंतपुरम/**THIRUVANANTHAPURAM – 695 022**

**विज्ञा. सं. वीएसएससी/पी/विज्ञा./393/2025 दि. 17.06.2025**  
**ADVT. NO. VSSC/P/ADVT/393/2025 DT. 17.06.2025**

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदाएं आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender for the following:-

क्रम सं. Sl.No.	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	<b>B220 2024 5682</b> [एकल भाग/ <b>SINGLE PART</b> ]	लघु वाहन टैक्सियों को भाड़े पर लेने के लिए दर निविदा/ Rate Contract for hiring light vehicle taxies.	2 years	रु. <b>560/-</b>
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / <b>Due Date for Receipt of Tender</b>	<b>09.07.2025 up to 16:00 Hrs.</b>
निविदा खोलने की तिथि / <b>Tender Opening Date</b>	<b>10.07.2025 up to 14.00 Hrs.</b>

**विशेष टिप्पणी/Special Note:-**

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

**A Pre-bid meeting is scheduled on Friday, the 27<sup>th</sup> June, 2025 [10:30 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 3523. E-mail : [spso\\_psd@vssc.gov.in](mailto:spso_psd@vssc.gov.in) / [ps02\\_main\\_pur@vssc.gov.in](mailto:ps02_main_pur@vssc.gov.in).**

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores

निविदा आमंत्रण  
INVITATION TO TENDER

मैसर्स  
M/s

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हमारी संदर्भ सं  
Our Ref. No.

B220 2024-005682-01

निविदा अंतिम तिथि  
Tender Due at

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न ) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

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. AS PER ANNEXURE I )

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate contract for hiring light vehicle taxies (50Nos) for TOMD Operations at Thumba & MVIT Valiamala for TWO years.	year	2

सुपुर्दगी स्थल

Delivery At TOMD VSSC

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions NA

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms AS PER ANNEXURE I

निविदाकारों को अनुदेश

Instructions to Tenderers

- (1) All Terms and Conditions as per Annexure I. Annexure I, I (A), Annexure -II (A) and Annexure - II (B) shall be submitted duly signed, stamped and sealed along with the bids.
- (2) A mandatory pre-bid meeting is planned on 27th June, 2025, 10.30 Hrs at PRO Conference Hall, VSSC. Details as per Clause 27.0 of Annexure 1.
- (3) For any clarifications regarding this tender, your query should be sent to pso2\_main\_pur@vssc.gov.in Ph: 0471 2563523 clearly mentioning the tender number
- (4) Last minute clarification on tenders will not be entertained.
- (5) Currency of quoting: This is a domestic tender and the currency of the bid should be in Indian Rupee(INR) only.

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भारत के राष्ट्रपति के लिए एवं ओर से  
For and on behalf of the President of India  
क्रेता / The Purchaser

## Annexure 1

### 1.0 Definitions:

- a. The term "Service Receiver" means Vikram Sarabhai Space Centre-VSSC, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called "Service Receiver" includes its Units/Entities/Groups/ Divisions and facilities located at ISRO P.O., Thumba, Thiruvananthapuram – 695 022, Mechanisms& Vehicle Integration Testing (MVIT), Valiamala - 695 583
- b. The term "Service Provider" shall mean any registered Establishment which will be performing the Rate Contract activities.
- c. The term "Employees/ work- force" shall mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the tasks as defined in the Rate Contract Order.
- d. The term "Focal Point" shall mean the designated officials of Service Receiver, who will be from the technical stream of the Units/Entities/Groups/Divisions, who will be coordinating with the Supervisor of the Service Provider.
- e. The term "Supervisor" shall mean an identified person of the "Service Provider", who will supervise the work carried out by the works carried out by the qualified work-force of "Service Provider".
- f. The term "Paying Authority" shall mean the respective Sr. Accounts Officer/ Accounts Officer of the Division/Group/Entity of Service Receiver.
- g. The term "Drivers" mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the rate contract tasks as defined in the Rate Contract/Work Order.
- h. The term "Vehicles" mean all the types/makes of vehicles as listed in the scope of work of the Service Providers. The Service provider shall provide Air-conditioned Diesel (preferably)/Petrol Light Vehicles which are not older than 7 years at any time during the validity period of the order. However, the Service Providers are at liberty to provide air-conditioned petrol variants of vehicles of same type/make, subject to the condition that they are willing to accept the rates of its diesel variant.
- i. This is a "Contract for Services", where the Drivers are the employees of the Service Provider, without any Employer-Employee relationship, between the Service Receiver and the Drivers.

### 2.0 Period of contract

The contract shall be initially valid for a period of **Two Years from the date of releasing the purchase order**. However, VSSC reserves the right to extend the same for one more

year on mutual agreement or short close the same by giving one-month prior notice in writing without any financial obligation on either side.

### 3.0 Scope of work:

- The Rate Contract is for the deployment & service using Air-Conditioned light vehicles of different make & types as per the following table ( **Maximum 50 Light vehicles with a provision to enhance the total number by 25% )**
- This is a “contract for services”, where the Drivers of vehicles are the employees of the Service Provider, without any employer – employee relationship between Service Receiver and the Drivers and other staffs engaged by the Service Provider.
- Approximate number of vehicles required is 50 Nos (Total in two categories). There is no lower limit for each type of vehicles to be deployed at VSSC through the Rate Contract. However service receiver reserves the right to enhance the upper limit by 25% with competent authority approval.
- The exact number of vehicles in each category to be engaged will be specified by the Focal point of the service receiver.
- Different Category of vehicles & its required number (approximate) are given below.

Category of vehicle	Make& Model of Vehicles	Type	Min. Seating Capacity	Approx. Number of vehicles required
Category A	Maruti Suzuki Dzire/ Honda Amaze/ Hyundai Aura/ Tata Tigor/Hyundai Verna/ Honda City/ Volkswagen Virtus or equivalent	Air-Conditioned Vehicles	4 + D	20
Category B	Maruti ERTIGA/ Maruti XL6/Toyota RUMION/ Mahindra MARAZZO/ Kia Carens or Equivalent		6 + D	30

The vehicles deployed shall not be older than 7 years on the day of service / during the contract period at VSSC, as and when required for the transportation of personnel and materials. If the vehicles deployed as taxis are getting older than 7 years during the currency of this rate contract, service providers shall replace them with alternate vehicles meeting the above criteria.

### 4.0 The taxi deployment / payment criteria.

Taxis will be deployed on **monthly basis category** in which the vehicles will be deployed for one month or more extending up to one year or till the validity of the rate contract. Average number of vehicles required on monthly basis will vary based on the requirements of VSSC at Thumba and at MVIT, Valiamala.

One month is defined as 22 days (min) excluding holidays. During the 22 days, the normal vehicle utilization shall be for 220 Hours (10 Hours×22 Days) and 2200Kms (100 Kms×22 Days) irrespective of the distance and duration used per day. The daily duty can be split against one or more vehicles decided by the VSSC. The taxies with driver shall be required to perform round the clock duties as required by VSSC. The taxies with driver shall also be required to report to duty at any time and willing to take split duty hours.

The quotation format for applicable rates for Monthly basis for 22 days/220 hours/2200kms and for additional km & hour is attached as Annexure – I A (to be filled by the bidder). Additional rate per km or hour will be applicable for any excess duty done beyond the slab within 22 days in a calendar month(**16<sup>th</sup> day of a calendar Month to 15<sup>th</sup> day of next calendar Month**).

Payment will be made in full for vehicle deployed on monthly basis if vehicle provided for 22 days in a month. If any vehicle is used for less than 22 days in any month, the payment will be deducted on pro-rata basis from the monthly charges as given below.

Pro-rata basis calculation for one day =	2200Kms/22 = 100Kms( for Distance in a day)
	220 Hours/22 = 10 Hrs(for Duration in a day)

If the vehicle is used beyond 22 calendar days, the slab calculation will be worked out on prorata basis. Ie, a distance of 100km will be added everyday to the 2200km slab and for duration, 10hrs will be added to 220hrs slab.

## 5.0 Other Payment Conditions

### 5.1 Night Halt/ Drivers Bata:

The taxi drivers will be required to do overnight duties whenever required. Night halt charges/ Drivers bata are given in Annexure I (A) and this amount will be paid only for vehicles retained in ISRO offices premises for official purpose between 00:00 Hrs. & 05:00 Hrs. However, if the time of termination of the duty between 00:00 Hrs. & 05:00 Hrs is outside VSSC, night halt charges/ Drivers bata will be paid on prorata basis on certification by the last alighting official and approval from Competent Authority.

### 5.2 Airport/ Railway station Trip:

Airport/ railways station pickup/drop duties including early morning & late-night duties also shall be performed whenever required. Dead mileage shall be applicable for such split

duties also in addition to normal working hours dead mileage. The day's duty can be split into multiple units as decided by VSSC. **As such, only the actual distance and duration of the early morning/late night airport trip can be claimed and the same cannot be combined with regular working hours.** For example, airport duty performed between 04:00 Hrs to 06:00 Hrs and 22:00 Hrs to 24:00 Hrs cannot be combined with day's duty of 9:00hrs to 19:00Hrs. However, night halt charge is applicable if the duration of duty is as per Clause no.5.1. Payments to enter Airport/ Railway station/ toll etc will be reimbursed by the service receiver during the monthly bill settlement against the submission of proof. Hence taxi driver should carry sufficient amount for such contingent requirement.

### **5.3 Local Duty:**

All trips within the approved VSSC bus routes limit will be considered as local duty. For any local trip, maximum area permitted to be covered will be up to approved VSSC bus routes limit in any direction as fixed from time to time. For any local trip beyond the VSSC bus routes limit within Thiruvananthapuram & Kollam districts (Towards South upto Kaliyakkavila and towards North upto Kottiyam), prior approval from Competent Authority shall be obtained.

### **5.4 Outstation Duty:**

All trips made beyond the limits as mentioned in Clause 5.3 will be considered as outstation duty. Vehicles will be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva and other places.

The total hours/kms starting from concerned ISRO office or any other pickup place and back to office or terminating place will be counted for the payment calculation. Night halt charges/ Driver bata is applicable for outstation duties also if the vehicle is available at ISRO offices/ work centre premises for steering duties between 22:00 Hrs. & 05:00 Hrs.

### **5.5 Miscellaneous Charges:**

Any extra charges like temporary inter-state permit, toll charges (as per FASTag report), parking fees at Airport, Railway Station etc. incurred during duty shall be reimbursed on production of original receipts issued by the concerned government/local authorities etc. with vehicle registration number duly incorporated. Such bills are also shall be submitted along with monthly bills for its reimbursement.

### **5.6 Dead mileage (km / time):**

Dead mileage will be applicable in cases where the vehicle reports directly OR releases at premises of VSSC Thumba, only the actual distance run, up to a maximum of 10km per side. Maximum allowable time for dead mileage calculation as per the table given below.

Sl No	Distance range	Max. time can be claimed
1	Up to 5km	15 min
2	Up to 10km	25 min

3	Up to 20km	40 min
4	Up to 30km	55 min
5	Beyond 30km	(Distance x 1.5 minutes) + 10 min

In-case of vehicle report/ releases at any other location other than VSSC Thumba, the lesser of the vehicle's actual distance travelled or the shortest route distance between the garage and the first pick-up point, as well as between the last drop-off point and the garage can be claimed as dead mileage.

In-case of split duty in a day insisted by service receiver, the dead mileage also will be applicable as per the above clause.

### 5.7 Price Variation:

The unit prices quoted will be firm and fixed during the validity of the order. The Price variation will be accepted only on account of diesel price variation and not on any other account. Further, the price variation will be considered **only on account of diesel price variation** irrespective of whether the vehicle offered in Petrol / Diesel variant. Variation in rate per km will be effective only on account of every 10% increase or decrease in diesel price in a single spell or different spells over a period during the validity of the order.

### 5.8 Mileage of Vehicles:

VSSC has fixed an average mileage in KMPL for each class of vehicles as given to use in price variation formula which is final.

Category A vehicles: 18km/ litre

Category B vehicles : 15km/ Litre

### 5.9 Price Variation Formula:

Increase or decrease in Total charges = (Total Kms used after 10% variation in fuel/Mileage) × (Revised diesel price per litre - Base diesel price per litre).

#### Example 1:

Base diesel price (A)=Rs. 100/litre    10% of Base diesel price (B) = Rs.10.00

Revised diesel price (C) = Rs.120.00/litre

Variation (C-A) = Rs. 10.00 which is more than B (10% higher than A)

Total kms used after 10% variation = 1000 Kms

Mileage fixed for vehicle = 20 KMPL

Increase Total Charges =  $(1000/20) \times (120.00 - 100.00) = \text{Rs.}1000.00$

### Example 2:

Base diesel price (A) = Rs. 100/litre      10% of Basic diesel price (B) = Rs.10.00

Revised diesel price (C) = Rs.80.00/litre

Variation (A-C) = Rs. 20.00 which is greater than B (10% lower than A)

Total Kms used after 10% variation = 1800 Kms

Mileage fixed for vehicle = 20 KMPL

Decrease in Total Charges =  $(1800/20) \times (100.00 - 80.00) = \text{Rs.}1800.00$

**The base diesel price per litre is ₹96.00 per Litre**(Price at the time of preparation of tender)and is the reference price for the above price variation formula. The diesel price at any given time will be based on the rates available at [www.mypetrolprice.com](http://www.mypetrolprice.com) and will be used for calculation.

### 6.0 Eligibility Criteria for Service Providers

- a. Registered Travel agencies/ societies/ Joint ventures with travel agencies or societies are eligible to participate in the tender. The bidders who does not have an office within 25 km range of VSSC Thumba, shall establish an office within 25 km range within one Month from the date of award of contract.
- b. Bidder/ travel agency/ Society/ Joint venture or its business partner(s) should have minimum 10 vehicles for their operations and at least 5 light vehicles shall be in the name of bidder/ owner/ company on the date of submission of bid. A certification / legal documents to prove the partnership/ joint venture shall be submitted invariably.
- c. Only Indian nationals are eligible to bid.
- d. A registered firm having a valid registration certificate issued by Government Agency only shall participate in the bidding. Firm should have Income Tax (PAN) and GST Registration. The Registration Certificate should permit undertaking the proposed work.
- e. The bidder/ society or its owners/ travel agency/ Joint venture or its partners/ company must have executed at least ONE purchase order or contract or work order from Central / state government/ PSU organizations in the last 5 years. A copy of such Work Order(s)/ Contract(s) shall be submitted invariably. In case of non-submission of the same, such offer will not be considered.
- f. Those bidders who have been blacklisted/ excluded from participating in the tenders for providing manpower/drivers or hiring of vehicles on earlier occasions, for the reason of submission of forged documents / non-performance of the contract etc. such bidders are ineligible to participate in the tender process.



## 7.0 Mandatory Conditions to be followed by the service provider:

1. The no. of vehicles to be deployed for VSSC varies from time to time and the service provider shall be ready to provide vehicles demanded by VSSC as and when required. There shall be no lower/upper limit on;
  - a. the number of vehicles deployed
  - b. the number of days each vehicle is deployed
  - c. the duration (number of hours) of operation per day and
  - d. the distance operated per day.
2. Vehicles with yellow number board along with valid taxi permits and insurance shall only be allowed. VSSC reserves the right to refuse/restrict payment in case unauthorized vehicles are provided.
3. The service provider should provide the required vehicles as per the required schedules intimated by the focal point. The service provider should provide suitable replacement vehicle/driver within 5 hours incase of breakdown of vehicle/absence of driver. If the service provider fails to provide suitable vehicle as per the demand/ breakdown a penalty of Rs.500 per vehicle per day will be levied from the bills submitted by the service provider.
4. Attendance is mandatory for the drivers. Reporting time at VSSC/ first pick up point and returning time/ last drop time has to be clearly mentioned in the log book/ attendance marking register.
5. To receive the "Service"(Vehicles) will be purely on the basis of requirement of the Service Receiver. It is not binding on the service receivers to receive all 'service'(vehicles) mentioned by Service provider.
6. Considering the safety of employees and the guidelines issued by Government, Vehicle Location Tracking Device (VLTD) fitted vehicles only will be allowed to deploy for the service. Service receiver reserves the right to access and verify the VLTD data with the log book entry and identity card punching data etc.
7. The service provider shall accept the following requirements of VSSC.
  - a. The taxi duty can be split into multiple units/ schedules/ shift as decided by VSSC on day to day requirement basis and the duty hours will be decided by the VSSC.
  - b. The taxies shall be required to perform round the clock duties as required by VSSC.
  - c. The taxies shall also be required to report to duty at any time and willing to take split duty hours.
  - d. Service providers shall depute only drivers meeting the eligibility criteria mentioned in clause 8.0.

## **8.0 Eligibility Criteria for Drivers**

1. The drivers posted for services must have minimum 3 years' experience in driving light vehicles and shall possess valid driving license.
2. He should be medically fit in all respect, well behaved, age between 21 and 60 years.
3. Drivers who were previously expelled from VSSC or other ISRO centers for misbehavior, forged log sheet etc., are not eligible.
4. No driver shall drive the taxis for VSSC under the influence of alcohol and if found to be under the influence of alcohol or any other narcotic items, his service will be discontinued with immediate effect.
5. Drivers shall not have any criminal background. Necessary police clearance certificate shall be submitted within 15 days from the date of joining. MACT Cases will be exempted if the same is clearly mentioned in PCC.
6. They shall be eligible to drive the taxis at all time as per MV Rules.

### **8.1 Uniform for Taxi Driver:**

The taxi driver shall compulsorily wear neat & clean uniform (Normally formal White shirt and black pants) while on VSSC duty as per the existing MV Act. No extra payment will be made to service provider by VSSC for providing uniforms to drivers deployed for VSSC duty.

### **8.2 Mobile for Taxi Driver:**

The driver of the vehicle must have a base model mobile phone (without camera facility) with network connection from any service provider in Kerala region for functional requirement. The service provider shall ensure that taxi drivers posted to VSSC are carrying only such a mobile, for which necessary pass will be issued by VSSC. The mobile make & model, equipment no. and SIM card no. shall be provided to VSSC. Any violation of the above will be liable for suitable action including termination of the order. VSSC will not reimburse any payment towards mobile instrument and mobile charges incurred by Taxi driver/ service provider.

## **9.0 Condition of the Vehicle:**

1. All statutory documents such as RC book, Road Tax payment, Insurance Policy, Taxi permit, etc., shall be valid during the period of contract and they shall be kept in the taxis for verification of RTA. If any documents validity is expired during the validity of the order, the Service Provider shall immediately rectify the same.
2. Well maintained vehicles with neat and tidy upholstery only to be provided. Sufficient spares viz. spare wheel, tools etc. should be available with the vehicle to take care of emergency repairs.

3. Vehicles which are not older than 7 years of age during the validity of the order shall only be deployed. If it gets older than 7 years of age during the validity of the order, service provider shall replace the vehicle immediately with another vehicle not older than 7 years.
4. VSSC reserves the right to reject any vehicle provided by the service provider even if the vehicle is less than 7 years old, if VSSC is not satisfied with the condition of the vehicle and the service provider should provide another vehicle to the utmost satisfaction of the Service Receiver.
5. The interior of the vehicle shall be visible for the security personnel without lowering the window glass.
6. The dicky space (boot space) of the vehicle shall be completely available for the use of VSSC for material transportation purpose. External speaker box, woofer etc., shall not be kept in the dicky.
7. Adequate fuel shall be available in the vehicle every time for performing the duty.

#### **10.0 Taxi service provider's Responsibility;**

1. The service provider shall be held responsible for:
  - a. Claiming of higher time and Kilometer than the actual recorded data
  - b. Misbehavior of Driver with VSSC officials/or any assigned traveler or interfering person
  - c. Indulging in manipulation of meter reading and time
  - d. Tampering of Speedometers/Odometers

In case anyone is found guilty, bill will be cleared for the actual usage only apart from cancelling the contract and the decision of VSSC will be binding on the service provider.

2. It is service provider's responsibility to obtain a police verification report with verification of character and antecedents of the taxi driver posted to VSSC. Initially, the entry pass will be provided only for a maximum of 15 days and any further permission for the drivers must be supported with a police verification report with minimum 2 years' validity. MACT cases will be exempted if the same is clearly mentioned in PCC. VSSC reserves the right to accept/reject any drivers without assigning any reasons.
3. The Service Provider shall issue tamper proof necessary Identity Card in their firm's/ society's/agency-ies/company's logo to the work force deployed by them to Service Receiver.
4. Service provider should give strict instructions to the taxi drivers that they should not make any entries in the log sheets other than the vehicles details & entries of travel between their garage to duty starting point/VSSC and back to garage after completion

of duty. In case any driver is found guilty, it shall be dealt seriously and appropriate action will be taken.

5. It is responsibility of the service provider to strictly instruct the drivers that all column of the table in the log sheet is required to be filled by the concerned official using the vehicle and the Taxi shall be produced before TOMD official daily to examine the condition of vehicles, speedometer/odometer reading and documents. Daily speedometer reading will be certified by Competent Authority in log sheets. It is mandatory to follow the above said procedure to get the bills cleared for payment. Incomplete and illegible log sheets will not be considered for payments.
6. In case VSSC request for a taxi on a continuous period exceeding 24 hrs, the taxi service provider shall change the driver and the log sheet. Service providers are allowed to use 2nd day's log sheet only after a continuous period of 24 hrs. The same taxi driver shall not be deputed for duty till next 24 hours. The service provider may also change log sheets when the taxi driver is changed.
7. The drivers posted to VSSC must have minimum 3 years' experience in driving the light vehicles and shall possess valid driving license. The service provider should monitor and ensure that the drivers behavior suits the organizations' status. He should be medically fit in all respect and well behaved during the validity of the order. No driver shall drive the vehicles for VSSC under the influence of alcohol or any other narcotic items. If found to be under the influence of alcohol or any other narcotic items during VSSC duty, concerned driver will be removed and service provider shall substitute with suitable driver.
8. The service provider shall ensure that adequate fuel is available in the deployed vehicle for performing the duty. Also he shall ensure that sufficient cash is available with the drivers to meet various contingency requirements/ tolls/ airport entry/ railway station parking etc. These amounts will be reimbursed by the service receiver on monthly basis.
9. The service provider shall provide A/C vehicles only. Whenever the A/C is not working, the rate/km shall be deducted @Rs.2/- per km.
10. In case of any strike or Bandh, civil commotions, curfew, labour unrest and other disturbances, the service provider shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be immediately intimated to

concerned VSSC officials and follow their instructions. However, VSSC will not be responsible for any damage to the taxi & taxi driver during VSSC duty.

11. In the event of any strike or unrest by the employees of the service provider, he shall make alternative arrangements to operate the vehicles at his own cost and risk. In case, the Service provider fails to make alternative arrangements, VSSC reserves the right to arrange vehicles at the cost of the Service provider and the cost of alternate arrangements will be deducted from the running bills of the Service provider.
12. The service provider shall strictly follow the rules and regulations of VSSC & CISF. Our security personnel have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
13. The Service provider should not deploy any vehicle which is registered in the name of VSSC employee.
14. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi service provider. VSSC will not be a party to any dispute arising out of accident or traffic offense. Further the service provider will observe and comply with the requirements of the Minimum Wages Act and all other Industrial & Labour legislation in force from time to time or that may be brought into force in future, governing the relationship between the employer and the employee.
15. In case of any damage to the VSSC property due to an accident by the taxi within the VSSC/ISRO premises, the vehicle will be permitted to be taken out only after remittance of the amount towards the damages. The decision of the VSSC regarding the amount of damages will be final & binding on the Service provider and the amount should be paid without any demur. VSSC will also have the option of recovery of the amount from the pending bills of the service provider.
16. Bidder/ Service provider should provide the vehicle details in Annexure II (B). In case of any change in type of vehicle/registration no., the same shall be intimated along with necessary documents to Competent Authority or his authorized representative and approval shall be obtained. **Amendment of the contract is not required for change in vehicles.**
17. The service provider shall deploy necessary log sheets in A4 size white paper to the drivers for recording the journey details. Sample log sheet will be provided by the Service Receiver. The paper quality of the log sheet shall be got approved by Competent Authority.
18. During the validity of the order, the ownership of the vehicles shall not be transferred without the written consent of the Service Receiver.

19. The service provider shall not be allowed to change the inspected and accepted vehicles during the contract period. If they are willing to replace with new vehicles of similar model, the Service Receiver may accept subject to inspection.
20. The service provider shall maintain all statutory registers under the applicable law. The service provider shall produce the same, on demand to the concerned authority of VSSC or any other authority of law.
21. The service provider shall be solely responsible for the redress of grievances/ resolution of disputes relating to workforce deployed. VSSC shall, in no way, be responsible for settlement of such issues whatsoever.
22. Any statutory regulations imposed by Government and RTA during the contract period w.r.t. taxis shall be adhered by the service provider without any additional cost.
23. The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to the work-force engaged by them. Service Receiver shall in no way be responsible for the settlement of such disputes. Service Provider should maintain a record of grievances received from their work force and action taken for settlement.

#### **11.0 Taxi Driver's Responsibility:**

1. Driver of the deployed vehicle shall possess all documents as required by RTO in the vehicles such as RC book, Insurance certificate, PUC Certificate, Taxi permit, valid driving license and VSSC reserve the right to verify the same at any time during duty.
2. The taxi driver shall not carry any electronic gadgets such as Computer, Laptop, Smart phone, pen drive, hard disc, camera, etc., inside VSSC/ISRO campus.
3. Taxi drivers shall compulsorily wear uniform during VSSC duty and no extra payment will be given by VSSC in this regard.
4. The taxi driver shall ensure that the entries in the log/trip sheets be written legibly by the taxi users. Name, designation of the person using the vehicle, purpose should be written along with his/her signature.
5. It is the duty of the taxi driver to make necessary entries in the log sheet like the vehicle details, details of dead mileage from garage to our office while reporting for duty and termination of a day's duty separately in a row if the vehicle is reporting/ terminating to/ from VSSC campus.
6. The distance and time from the respective garage to the starting point and termination point of a day's duty will be counted for calculation of charges.
7. Similarly, for vehicles reporting/terminating at any place other than ISRO campus, the actual distance from garage/zone to the reporting place in the beginning of a day's duty and actual distance from duty termination place to garage/zone after completion of a

day's duty/dropping point/garage shall be entered by the taxi driver in separate rows without clubbing with the actually used distance by user.

8. Speedometer/Odometer reading in the vehicle should always tally with the entries in the log/trip sheets and VSSC reserve the right to verify the same at any time during VSSC duty.
9. The driver of the taxi must produce the vehicle and log/trip sheet before Competent Authority daily for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
10. The taxi driver shall follow the rules and regulations of our Department and our security personnel (CISF) have the right to inspect the vehicles & the taxi drivers posted to VSSC at any time during the duty period inside ISRO Campus.

#### **12.0 Intimation of Vehicle Requirement:**

Normally VSSC will inform the next day's requirement in previous working day itself, but in case of emergency, the service provider shall deploy vehicles within Five hour as and when required based on the request over mobile/email.

Note: The service provider shall compulsorily provide an email ID and their Mobile No. to VSSC for future communication like vehicle requirements, drivers absence etc.

#### **13.0 Payment:**

For monthly basis bills, service provider shall submit the bills once in a month. **The billing cycle is defined as 16th of every month to 15th of upcoming month.** He/ She shall submit the bills to Head TOMD/ Service receiver on completion of every billing cycle on or before 20<sup>th</sup> of every month. The bills will be scrutinized by the officials of Service receiver and will be forwarded to Accounts Officer, CACC on or before 30<sup>th</sup> of every month for its payment. However, bills submitted after 90 days will not be entertained for payment.

VSSC will not bear any cost towards operation, repair, maintenance, fuel and oil, servicing, wages of drivers, garage fees, insurance, road tax etc. The complete liability in such cases will be that of the taxi service provider.

#### **14.0 Security Deposit:**

Service provider have to produce an interest free security deposit for an amount of **3% of the total order value per year or Rs. 2,00,000.00 whichever is lesser.** The same shall be paid either in the form of Fixed Deposit Receipt or in the form of Bank Guarantee drawn in favour of Accounts Officer, Centre Accounts, VSSC and shall valid beyond two months from the date of the expiry of the Order. This Security Deposit without any interest thereon shall be returned to the service provider on successful completion of the rate contract or shall be adjusted / forfeited against non-fulfillment of any of the contractual obligations. Whenever, the period of rate contract is extended, the security deposit submitted shall be revalidated.

#### **15.0 Parallel/Adhoc Contract:**

Service Receiver reserves the right to enter into parallel/adhoc Rate Contract Order (s) with one or more Service Provider(s) in order to avoid single party dependency and to facilitate deployment of vehicles during the currency of the Rate Contract Order(s) for availing the same or similar Services. **Maximum two parallel contracts are only allowed in each category of vehicles** to operate in parallel / split basis at L1 rate. Hence lowest two offers only will be considered for parallel contract **if needed/ recommended by bid evaluation committee**. The ratio of splitting will be 60% : 40% for L1 & L2 bidders respectively (@ L1 rates), if splitting is recommended by the bid evaluation committee.

#### **16.0 Subletting of Contract:**

Service provider shall not sublet, transfer or assign the contract or any part thereof without VSSC's prior written approval.

#### **17.0 Fall Clause:**

The charges for providing vehicles under the contract shall in no event exceed the lowest charges at which the service provider provides vehicles of identical/similar specification to any other customer during the contract period. If at any time during the validity of the order, the service provider reduces charges to any other customer(s), the same shall be passed on to VSSC and the charges shall stand correspondingly reduced.

#### **18.0 Joint and several liability:**

If the Service Provider is a joint entity, consisting of more than one, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Rate Contract Order(s) and for any default of activities and obligations.

#### **19.0 Severability:**

If any provision of this Rate Contract Order (s) is determined by a Court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Rate Contract Order (s).

#### **20.0 Immunity from liability:**

Every person who is a party to the Rate Contract Order(s) is hereby notified and agrees that the State, Service Receiver and all its employees, agents, successors and assigns are immune from liability and suit for or from Service Provider's activities involving third parties and arising from the Rate Contract.



## **21.0 Intellectual Property:**

The Service Provider agrees that they should not use the Name/logos of the Service Receiver in any manner, including commercial advertising or as a business reference, including ID cards without the approval of the Service Receiver. Any violation will result in cancellation of the Rate Contract Order(s) including forfeiture of Security Deposit.

## **22.0 Down Time Compensation:**

In case of non performance/ partial performance of Rate Contract by the Service Provider, i.e. the service provider has not replaced the absent/ breakdown vehicle within five hours from its reporting time by another suitable vehicle, a penalty of Rs.500 will be levied **against each absent vehicle/ non replaced vehicles** every day.

## **23.0 Force Majeure Clause:**

In case, completion of job is delayed by any circumstances such as acts of God, sabotages, civil commotion, riots, insurrections, revolutions, earthquake, fire, flood or other natural events beyond the control of the Service Provider, which makes their work-force unable to complete the tasks assigned to them in time, then the Service Provider shall give notice within 15 days to the Service Receiver in writing of his claim for an extension of time. The Service Receiver on receipt of such notice after verification if necessary may agree to extend the period of Rate Contract as may be reasonable without prejudice to other terms and conditions of Rate Contract Order(s).

## **24.0 Submission of Forged Documents: -**

If any of the Service Provider submits any forged or false documents along with their Tender/Bid, such Tenders/Bids will be summarily rejected and such Service Providers will be blacklisted for all future tenders/bids.

## **25.0 Compliance Statement:**

The Service Provider shall mandatorily submit the Compliance Statement as at **Annexure-III** along with their tender/bid, failing which the tender/bid will not be evaluated.

## **26.0 Bidding Format:**

The Bidder shall submit their bids in the prescribed format given as Annexure 1, Annexure I (A), Annexure II (A), Annexure II (B) and Annexure III

SI No	Description	Remark/ Guideline
1		Bidder should read carefully, affix the seal and sign on entire pages and attach with Bidding files. ( <u>Seal and sign is mandatory and which only confirms that</u>

	Annexure 1 (Tender terms and conditions)	<u>all tender terms &amp; Conditions are read, understood and accepted).</u>
2	Annexure I (A)	Commercial offer of different categories of vehicles. <b><u>Bidders shall offer the rates (in Rs)</u></b> for each category of vehicles. ( <u>L1 position will be arrived for each category of vehicles separately</u> ) ( <u>Sign and seal is mandatory</u> in this Annexure) <ul style="list-style-type: none"> <li><u>Note 1:</u> A bidder who is having only a particular category of vehicles also shall participate in the tender if he/ she meets all other tender T&amp;C.</li> </ul>
3	Annexure II (A)	Bidders basic/ mandatory details (Name, GST, PAN, experience etc) <u>Sign and seal is mandatory</u> in the filled Annexure II (A). Necessary / applicable documentary proofs are also to be attached with this Annexure)
4	Annexure II (B)	Offered vehicle details, if the contract is awarded. Bidder has to fill the vehicle registration number and other details ( meeting Clause no 9.0)
5	Annexure III	Compliance Matrix ( Check list) This compliance matrix ensures the reduction of mistakes while submitting the bids and reduces the chances of rejection of bids.

The format wherein the Service Provider shall submit their Tender/Bid in their Letter Head is kept at The Service Provider shall mandatorily bid in the said format only and all the columns shall be duly filled and no column shall be left blank. In case the Bid/Tender is not submitted in the Bidding Format, the said bid/tender is liable for rejection.

## 27.0 Pre-bid meeting:

A prebid meeting will be planned by the service receiver/ VSSC to explain the tender terms and conditions to the bidders. The bidders shall go through the tender document in advance and shall clarify their doubts in the prebid meeting. **Bidders who participated in the Pre-bid meeting only are eligible to quote/ participate in tender& other quotes/ bids/ tender will be summarily rejected.**

## 28.0 Validity of bids:

The bid submitted by the Service Provider shall be valid for a minimum period of One Hundred and Two Days (120 Days) from the date of opening of the Bids/Tenders. Bids without 120 days validity will not be considered / will be rejected.

## 29.0 Lowest offer (L1 Position) Calculation of bids& CST Preparation

The tender is for hiring TWO different category of light vehicles (Clause 3e). **L1 position for each category of vehicles will be worked out separately as per the basic price quoted/computed in Annexure I (A) SI No.5.** Maximum two vendors (L1 & L2 offered vendors) in each category of vehicles will be selected (if required/ if recommended by bid evaluation committee) at L1 rates to alleviate the risk of single party dependency.

## 30.0 Clause to prevent under Quote:

Quality of the vehicles, services offered and its sustained performance is at-most important for the Service Receiver. Non-performance/ non functioning of the contract can adversely affect the daily functioning of VSSC. Hence necessary precaution for preventing under quoting of the bids is taken care.

As such, to meet the minimum cost of inputs and to prevent from under quoting/ exorbitantly low offers, **the bids less than 90% of the estimated basic price in Annexure I (A) SI. No. 05 (in each category of vehicles) will be summarily rejected.**

## 31.0 Corrections:

Any corrections in any portion of the tender/bid shall be rounded off and shall be compulsorily initialed by the Service Provider, failing which such tenders/bids are liable for rejection.

## 32.0 Dispute Resolution Mechanism:

**(A) Conciliation:** Notwithstanding anything contained in this Contract, any disputes or differences whatsoever, which are to be settled amicably between the parties, shall be resolved through Conciliation.

**(B) Mediation:** Any disputes of differences, which are not settled amicably through Conciliation, then either of the parties, may approach for mediation to settle under Mediation Act, 2023. The procedure is to be followed as prescribed in the Mediation Act, 2023 amended from time to time.

### **(C) Arbitration:**

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Arbitrator(s) appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation (Amendment) Act 2015 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre – Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be “English” only.

Work under the Contract shall be continued by the SERVICE PROVIDER during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

### **33.0 Termination of Contract:**

1. VSSC reserve the right to terminate the contract, without assigning any reasons by giving one-month notice in writing.
2. The Service provider shall be bound by the details furnished by him to VSSC while submitting the tender or at subsequent stage. In case any of such documents furnished by him is found to be false at any stage, it would be deemed to be a breach of terms of order and making him liable for legal action, termination of order, black listing and ineligible for further tenders.
3. VSSC also reserves the right to terminate the order without notice in the following cases.
  - a) Service provider's failure to produce vehicles for inspection along with necessary documents within a week from the date of award of the order.
  - b) Service provider fails frequently to provide vehicle within the stipulated time from the intimation of vehicle required on daily/monthly basis.
  - c) Frequent breakdown of the vehicles en-route or any lapse in providing required services as per terms and conditions specified.
  - d) Frequent stoppage of vehicles mid-way due to lack of fuel, accident, etc.
  - e) Not replacing drivers with frequent/repeated misbehavior and indiscipline.
  - f) Unsatisfactory conditions of the vehicle.
  - g) Any manipulations observed in the log sheet or bills.

- h) Any compromise in safety of the users of VSSC due to rash & negligent driving of the drivers.

**34.0 General:**

1. Normal duty hour is from 09:00 hrs. to 19:00 hrs. According to the requirement, taxies provided will have to perform duties before & after office hours and on holidays as required by the person authorized person of service receiver/ Head, TOMD.
2. The service provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for the taxi drivers deputed to VSSC.
3. Service Receiver reserves the right to split the vehicle requirement and choose any one or more number of firms in the contract for assigning of taxies on daily / monthly rates based on the performance/requirement.
4. Any other terms, conditions or clauses not covered in this document shall be in accordance with other statutory Rules/ Acts applicable to DOS/ISRO.

**35.0 Due Date and Due Time for Submission of Tender/Bid**

1. The Service Provider's shall submit their Tender/Bid with all its enclosures and complete in all respects in a sealed cover superscripting the Tender number and Due Date and Due Time to the Senior Purchase & Stores Officer, Purchase Unit- 1, RFF Area, Vikram Sarabhai Space Centre, Thiruvananthapuram - 695 022.
2. Tenders/Bids received after the said Due Date and Due Time will NOT be considered.
3. Fax/E-mail Tenders/Bids also will NOT be considered.

Annexure I (A) to Tender No.....					
Tender form for Hiring of Taxi under on Rate Contract Basis for a Period of 2 Years					
Sl No	Parameter	Vehicle Type 1 (Category A)	Vehicle Type 2 (Category B)	Total for Required Vehicles for 24 months	
1	TYPE OF VEHICLE	Maruti Suzuki Dzire/ Honda Amaze/ Hyundai Aura/ Tata Tigor/Hyundai Verna/ Honda City/ Volkswagen Virtus or equivalent	Maruti ERTIGA/ Maruti XL6/Toyota RUMION/ Mahindra MARAZZO/ Kia Carens or Equivalent	Vehicle Type #1	Vehicle Type #2
2	Minimum number of Vehicles required per Day	20	30		
3	Monthly Fixed Charges for 22 Days / Total 2200 Kms / Total 220 Hrs in ₹ (Rs.)				
4	GST of 5 %				
5	<b>Basic Cost with GST for L1 Computation</b>				
6	Beyond 2200 kms, <b>Per Kilometer rate</b> (for Maximum upto 500 km per vehicle per month) in rupees.				
7	Beyond 220 hrs <b>Per Hour rate</b> (for Maximum of 50 hr per vehicle per month) in rupees				
8	Driver Bata for Outstation Trips (Maximum of 5 days per vehicle per month). <b>Rate Per day in rupees.</b>				
9	Night Halt Charges 00:00Hrs to 05:00 Hrs in ₹ (Rs.) (Maximum of 2 night stay per vehicle per month) <b>Rate per night halt.</b>				
10	Other Charges (Sl no. 6+7+8+9)				
11	GST of 5 %				
12	Other Charges with GST (Sl no 10+11)				
13	Grand Total in Rs. (Sl No 5+12)	NA	NA		
Signature of the Bidder Address					

**BIDDER'S PROFILE (COMPANY/ TRAVEL AGENCY/ SOCIETY etc.)**

Sl. No.	Details of the Firm	To be Filled by the Party
1	Name of the Firm and Name of the Bidder	
2	Complete office Address of the Firm/Bidder	
3	Office & Residence contact details	Office Land Phone No.: Office Mobile No.: Email ID:
4	Status of the bidder in the Firm (Eg. Proprietor/ Proprietress/ Managing Partner, etc.,)	
5	Name of partners if any. (Enclose the copy of partnership deed)	
6	Valid power of attorney details in the name of person who is signing & operating the contract if the firm is operated other than by Proprietor/Proprietress and copy of the same shall be attached	
7	Complete residential Address of the proprietor with Phone Number	Address:  Phone Number:

8	Firm Registration No. with year if registered	
9	GSTIN (If applicable)	
10	PAN Number of the firm/bidder:	Firm's PAN No.: Bidder's PAN No.:
11	Details of experience in the field	
12	List of organizations to whom you have supplied/supplying vehicles on hire basis (Self attested copies of the proof shall be enclosed)	

I declare that the particulars furnished above are true and correct to the best of my knowledge. I hereby also certify that documentary proof for Sl. No. 2, 5, 6, 8, 9, 10, 11, 12 are submitted along with this Annexure II(A).

**Signature of the Bidder/Proprietor/  
Managing Director of the firm with office seal**



**ANNEXURE-II (B) to Tender No.**

1. Name and address of Bidder/Firm :
2. Exact location of Garage of the firm :
3. Time required to report to VSSC after getting intimation (in hours) :
4. Details of vehicles willing to provide to VSSC if contract is awarded :

Sl. No.	Vehicle Reg. No.	Make & Model	Date of Reg.	Owned by Firm/Proprietor/ Partner of firm
1				Yes/No
2				Yes/No
3				Yes/No
4				Yes/No
5				Yes/No
6				Yes/No
7				Yes/No
8				Yes/No
9				Yes/No
10				Yes/No
11				Yes/No
12				Yes/No
13				Yes/No
14				Yes/No
15				Yes/No
16				Yes/No
17				Yes/No
18				Yes/No
19				Yes/No
20				Yes/No

I/We hereby declare that the information furnished above are true and correct to the best of my knowledge. I hereby undertake the following and I am aware that failing to the following will lead to rejection of my offer.

**Signature of the Bidder/Proprietor/  
Managing Director of the firm with office seal**

### Annexure III Compliance Statement

This annexure is a compliance matrix/ check list to minimize the rejection of bids due to the mistakes.

SI No	Description	Compliance Status Yes/ No	Remark if any
1	Whether the bidder has participated in the Prebid meeting.?		
2	Annexure 1 had read carefully, understood the terms and conditions and acknowledges the acceptance with seal and sign at the bottom of all pages.		
3	Annexure I (A) : Commercial offer filled, Affixed bidders seal and sign		
4	Annexure II (A): bidder details (Name, address, GST, PAN, experience etc.) Documentary proof are attached.		
5	Annexure II (B); Offered vehicle details if the contract is awarded.		

## **COMMERCIAL CONDITIONS**

1. Tender Documents can be downloaded from our websites: [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in). **Tender Fee (Rs. 560/-) shall be paid through Non-tax & Revenue Receipts Portal (NTRP)(URL: <https://bharatkosh.gov.in>)**. Payment receipt shall be submitted along with the quotation. Other mode of payment is not acceptable. [The tender fee is NON-REFUNDABLE].

Government Departments, PSUs (both Central and State), Small Scale Industries units borne in the list of NSIC, MSME and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

2. **PAYMENT:** As per clause No. 13.0 of Annexure-I.
3. Please keep and confirm the offer validity minimum 180 days from the date of opening of tender
4. **Please send the quotations ONLY in 'SEALED COVER' super scribing our Tender Enquiry No. and Due Date by speed post so as to reach us on or before the due date and time. The cover thus prepared should be sent to the following address so as to reach us on or before the due date and time specified in the tender form:**

Sr. Purchase & Stores Officer,  
Purchase Unit-I, Main Purchase,  
RFF Area, Vikram Sarabhai Space Centre,  
ISRO-PO, Trivandrum-695 022

**VSSC will not be responsible for any postal delays. Email/fax quotations 'WILL NOT BE ACCEPTED'.**

5. Basic rate and GST rate with applicable HSN Code shall be shown separately.
6. In order to avail of the benefits extended by Government 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 or NSIC or MSME Registration Certificate along with your offer. **[Note: MSME/NSIC vendors are not exempted from submission of SD].**
7. VSSC has a right to cancel the tender without assigning any reason etc.
8. **EMD:** The vendors who are not registered with VSSC, shall submit an EMD (Earnest Money Deposit) or Bid Security through **NTRP** for **Rs. 5,00,000/- (Rupees Five Lakh only)**. The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies/MSMEs etc., shall be exempted from payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number (vendor code), etc. The quotation submitted by unregistered vendor without EMD will not be considered. The EMD submitted by unregistered vendors will be forfeited in the case of withdrawal of quotation or amendments in quotation or any such deviation in a later period.
9. **SECURITY DEPOSIT (mandatory compliance required):** In the event of placement of order, you should submit Security Deposit as per Clause 14.0 of Annexure – I.
10. VSSC reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.