

भारत सरकार/Government of India
अंतरिक्ष विभाग /Department of Space
इसरो जड़त्वीय प्रणाली यूनिट/ISRO INERTIAL SYSTEMS UNIT
वट्टियूरकावु/Vattiyoorakavu
तिरुवनंतपुरम/Thiruvananthapuram – 695 013

आईआईएसयू/सा.नि./विज्ञापन-215/2026 दिनांक 28/04/2026
ADVT.NO.IISU/PT/ADVT-215/2026 dated 28/04/2026

भारत के राष्ट्रपति के लिए तथा उनकी ओर से निम्नलिखित मद के लिए वरिष्ठ क्रय एवं भंडार अधिकारी, इसरो जड़त्वीय प्रणाली यूनिट (आई आई एस यू), वट्टियूरकाव पी. ओ., तिरुवनंतपुरम, मोहरबंद निविदाएँ आमंत्रित करते हैं:-

For and on behalf of the President of India, the Senior Purchase & Stores Officer, ISRO Inertial Systems Unit (IISU) Vattiyoorakavu, Thiruvananthapuram invites Sealed Tenders for the following item:-

क्रम सं / Sl. No.	निविदा सं / Tender No.	विवरण / Description	बयाना जमा राशि / EMD
1.	8A23 2026000114	आईआईएसयू में टैक्सियों को भाड़े पर लेने हेतु दर संविदा / Rate Contract for Hiring of Taxis at IISU	निविदा दस्तावेजों का संदर्भ लें / Refer Tender Documents
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज के अनुसार / Note :- Specification and detailed terms & conditions as per Tender document			

निविदा शुल्क / Tender Fee	Rs. 560/-प्रति निविदा/ per tender
निविदा फार्म जारी करने की अंतिम तिथि / Last Date for issue of Tender Forms	25/05/2026 बजे तक /up to 16.00 hrs.
निविदा स्वीकृति के लिए नियत तिथि / Due Date for Receipt of Tender	26/05/2026 बजे तक /up to 14.00 hrs.
निविदा खोलने की तिथि / Tender Opening Date	26/05/2026 बजे तक /up to 14.30 hrs.

इसरो वेब साईट www.isro.gov.in पर निविदा दस्तावेज उपलब्ध है। इच्छुक निविदाकार, वेब साईट से निविदा दस्तावेज डाउनलोड करें और निविदा सूचना में दिए गए विवरण के अनुसार, वरिष्ठ लेखा अधिकारी, आईआईएसयू लेखा, वट्टियूरकाव पी.ओ., तिरुवनंतपुरम - 695013 के नाम पर भारतीय स्टेट बैंक, नेट्टयम शाखा, तिरुवनंतपुरम में देय, रेखित डिमांड ड्राफ्ट के रूप में निर्धारित निविदा लागत के साथ अपना प्रस्ताव प्रस्तुत करें।

Tender document is available at ISRO web site www.isro.gov.in. Interested tenderers may, download the tender document from the web site and submit their offers along with the prescribed tender cost in the form of CROSSED DEMAND DRAFT drawn in favour of Sr. Accounts Officer, IISU Accounts, Vattiyoorakavu P.O, Thiruvnanthapuram-695013 payable at State Bank of India, Nettayam Branch, Trivandrum – 695 013 as per details given in the Tender Notification.

हस्ताक्षरित/Sd/-
वरिष्ठ क्रय एवं भंडार अधिकारी/Sr. Purchase & Stores Officer
फोन/Phone No.0471-2569317
ई-मेल/Email: spsu_iisu_pur@vssc.gov.in

भारत सरकार
अंतरिक्ष विभाग (अं.वि.)
विक्रम साराभाई अंतरिक्ष केंद्र
तिरुवनंतपुरम 695013
आइआइएसयू क्रय, वट्टियूरकाव पीओ
फोन नं Ph No. 0471-2569317/2569377 / Fax. 0471-2361813 / ईमेल e-mail:



GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
ISRO INERTIAL SYSTEMS UNIT
THIRUVANANTHAPURAM 695013
IISU PURCHASE, VATTIYOORKAVU PO

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s

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हमारी संदर्भ सं
Our Ref. No.

8A23 2026-000114-01

निविदा अंतिम तिथि
Tender Due at

14:00 hrs IST on 26/05/2026

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. DOS:PM:FORM 21 ENCLOSED)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of Items with Specifications	इकाई Unit	मात्रा Quantity
1	RATE CONTRACT FOR HIRING TAXIS AT IISU		1

सुपुर्दगी स्थल
Delivery At

IISU

प्रेषण की विधि
Mode of Despatch

ON SITE

शुल्क छूट
Duty Exemptions

विशेष अनुदेश
Special Instructions

AS PER ENCLOSURE

विशेष निबंधन
Specific Terms

DOS:PM:FORM 21 ENCLOSED

निविदाकारों को अनुदेश
Instructions to Tenderers

(1) Terms and Conditions as per Annexure-I

(2) Tender Form as per Annexure-1(A) & 1(B)

(3) Bidders Profile as per Annexure-II (A) & Annexure-II (B)

(4) Compliance Statement as per Annexure-III

(5) This is a Two part tender, Technical and commercial Bid (part-I) and price Bid (part II) shall be submitted separately. The tenderers should not attach any documents containing pricing information along with technical and commercial bid (part-I)

(6) The Technical and Commercial Bid and the Price Bid are to be put in separate sealed covers and they should be put into a single envelope superscribed with the Tender Number Due Date and Time. Technical Bid containing price details will be treated as Rejected.

(7) Please submit your quotation in a sealed envelope only superscribing the enquiry number and date of opening. Fax or e-mail quotations will not be considered.

(8) If you are unable to submit offer, the same may be communicated to us by fax/ e-mail/ post before the due date and time.

(9) Note: Pre-Bid meeting as per Clause No.27 shall be conducted on 18.05.2026. The offers/Bids of those Service Providers who participated in the Pre-Bid discussion only will be considered for further evaluation.

Annexure 1

1.0 Definitions:

- a. The term "Service Receiver" means ISRO INERTIAL SYSTEMS UNIT-IISU, a Unit 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 Vattiyoorkavu PO, Thiruvananthapuram – 695 013
- 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& Pick up Van, 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 **TwoYears from the date of releasing the purchase order**. However, IISU 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:

- a. The Rate Contract is for the deployment & service using Air-Conditioned light vehicles& Pickup Van of different make & types as per the following table (a)

Maximum 5 Light vehicles with a provision to enhance the total number by 2 Nos.b) Maximum of 01 Pickup Van)

- b. 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.
- c. Approximate number of vehicles required is 6 Nos (Total in two categories). There is no lower limit for each type of vehicles to be deployed at IISU through the Rate Contract. However, service receiver reserves the right to enhance the upper limit by 02 for Light Vehicle with competent authority approval.
- d. The exact number of vehicles in each category to be engaged will be specified by the Focal point of the service receiver.
- e. 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	5
Category B	Pickup Vehicles (Double Cabin Type) such as Bolero Camper / Tata Xenon or equivalent		1 + D	1

The vehicles deployed shall not be older than 7years on the day of service / during the contract period at IISU, as and when required for the transportation of personnel and materials.If the vehiclesdeployed as taxies 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 Vehicle deployment / payment criteria.

4.1 Taxies Category

Taxies will be deployed on monthly basis categoryin 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 IISU.

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 3300Kms (150Kms×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 IISU. The taxies with driver shall be required to perform round the clock duties as required by IISU. 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/3300kms 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(**16th day of a calendar Month to 15th 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 =	3300Kms/22 = 150Kms (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. I.e., a distance of 150km will be added every day to the 3300km slab and for duration, 10hrs will be added to 220hrs slab.

4.2 Pickup Vehicle Category:

Pickup class vehicle is hired for material transport for IISU and payment will be calculated on hourly basis. Daily requirement can go up to 12 to 16 hours per day and 27 days in a month on an average.

The additional rate per hour will be applicable for any service made in excess of 12-hour limit. Payment for exceeded kms. will be made based on the specified rates.

For excess hours the duration will be counted in multiple of 30 minutes and duration upto 15 minutes will be rounded off to lower and duration above 15 minutes will be rounded off to next higher slab.

(For example, if the vehicle is used for 12 hours 45 minutes, it will be rounded off to 12 hours 30 minutes. Similarly, if the vehicle is used for 12 hours 46 minutes, it will be rounded to 13.00 hours.)

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 IISU, 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 IISU. **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 up to Kaliyakkavila and towards North up to 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/Entry/Drop/Exit 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 IISU Vattiyorkavu, 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.

SI 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 IISU Vattiyookavu, 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:

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

- o Category A vehicles: 18km/ litre
- o Category B vehicles: 12km/ 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. 20.00 which is more than B (10% higher than A)
Total kms used after 10% variation = 1000 Kms
Mileage fixed for vehicle = 20 KMPL

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

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 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 do not have an office within 25 km range of IISU Vattiyookavu, 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 03vehicles for their operations and at least 01 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 IISU varies from time to timeand theservice provider shall be ready to provide vehicles demanded by IISU 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. IISU 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 in case 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 IISU/ 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 IISU.
 - a. The taxi duty can be split into multiple units/ schedules/ shifts as decided by IISU on day-to-day requirement basis and the duty hours will be decided by the IISU.
 - b. The taxis shall be required to perform round the clock duties as required by IISU.
 - c. The taxis 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 IISU or other ISRO centers for misbehavior, forged log sheet etc., are not eligible.

4. No driver shall drive the taxies for IISU 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 with in 15days 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 taxies 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 IISU duty as per the existing MV Act. No extra payment will be made to service provider by IISU for providing uniforms to drivers deployed for IISU 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 IISU are carrying only such a mobile, for which necessary pass will be issued by IISU. The mobile make & model, equipment no. and SIM card no. shall be provided to IISU. Any violation of the above will be liable for suitable action including termination of the order. IISU 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 taxies 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 7years of age during the validity of the order shall only be deployed. If it gets older than7 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. IISU reserves the right to reject any vehicle provided by the service provider even if the vehicle is less than 7 years old, if IISU 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 dickey space (boot space) of the vehicle shall be completely available for the use of IISU for material transportation purpose. External speaker box, woofer etc., shall not be kept in the dickey.

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 IISU 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 IISU 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 IISU. 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. IISU 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/IISU 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 **IISU 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 IISU 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 IISU 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 IISU 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 IISU 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 IISU officials and follow their instructions. However, IISU will not be responsible for any damage to the taxi & taxi driver during IISU 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, IISU 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 IISU & 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 IISU employee.
14. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi service provider. IISU 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 IISU property due to an accident by the taxi within the IISU /ISRO premises, the vehicle will be permitted to be taken out only after remittance of the amount towards the damages. The decision of the IISU regarding the amount of damages will be final & binding on the Service provider and the amount should be paid without any demur. IISU 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 IISU 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. IISU 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. taxies 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 IISU 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 IISU /ISRO campus.
3. Taxi drivers shall compulsorily wear uniform during IISU duty and no extra payment will be given by IISU 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 IISU 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 IISU reserve the right to verify the same at any time during IISU 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 IISU at any time during the duty period inside ISRO Campus.

12.0 Intimation of Vehicle Requirement:

Normally IISU 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 IISU 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 Taxi-in-charge, IISU/Service receiver on completion of every billing cycle on or before 20th of every month. The bills will be scrutinized by the officials of Service receiver and will be forwarded to Accounts Officer, IISU on or

before 30th of every month for its payment. However, bills submitted after 90 days will not be entertained for payment.

IISU 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 Rs. 30,000.00 /-. 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, IISU 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:

IISU reserves the right to enter into parallel/adhoc contracts simultaneously with one or more agencies.

16.0 Subletting of Contract:

Service provider shall not sublet, transfer or assign the contract or any part thereof without IISU'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 IISU 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 nonperformance/ 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 levy 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:

a) 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	Annexure 1 (Tender terms and conditions)	Bidder should read carefully, affix the seal and sign on entire pages and attach with Bidding files. <u>(Seal and sign are mandatory and which only confirms that all tender terms & Conditions are read, understood and accepted).</u>
2	Annexure I (A)	Commercial offer of different categories of vehicles. <u>Bidders shall offer the rates (in Rs)</u> for each category of vehicles. <u>(L1 position will be arrived for each category of vehicles separately)</u> (Sign and seal are mandatory in this Annexure) <ul style="list-style-type: none"> <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&C.
3	Annexure II (A)	Bidders basic/ mandatory details (Name, GST, PAN, experience etc.) <u>Sign and seal are 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/ IISU 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 categories of 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.**

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/ nonfunctioning of the contract can adversely affect the daily functioning of IISU. 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 or 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. IISU 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 IISU 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. IISU 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 IISU 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 Taxi-In-Charge, IISU /service receiver.
2. The service provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for the taxi drivers deputed to IISU.

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.
5. Employees of IISU and their dependents are not eligible to participate in the bidding process or to render services under this contract.

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 Date to the **Senior Purchase& Stores Officer, ISRO Inertial Systems Unit, Vattiyoorkavu PO, Thiruvananthapuram – 695 013**
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

SI No	Parameter	Vehicle Type 1 (Category A)
1	TYPE OF VEHICLE	Maruti Suzuki Dzire/ Honda Amaze/ Hyundai Aura/ Tata Tigor/ Hyundai Verna/ Honda City/ Volkswagen Virtus or equivalent
2	Minimum number of Vehicles required per Day	5
3	Monthly Fixed Charges for 22 Days / Total 3300 Kms / Total 220 Hrs. in ₹ (Rs.)	
4	GST of 5 %	
5	Basic Cost with GST for L1 Computation	
6	Beyond 3300 kms, Per Kilometer rate (for Maximum up to 500 km per vehicle per month) in rupees.	
7	Beyond 220 hrs. Per Hour rate (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). Rate Per day in rupees.	
9	Night Halt Charges 00:00Hrs to 05:00 Hrs. in ₹ (Rs.) (Maximum of 10 nights stay per vehicle per month) Rate per night halt.	
10	Other Charges (SI no. 6+7+8+9)	
11	GST of 5 %	
12	Other Charges with GST (SI no 10+11)	
13	Grand Total in Rs.(SI No 5+12)	NA
	Signature of the Bidder Address	

Annexure I (B) to Tender No.....

Tender form for Hiring of Pickup Van under on Rate Contract Basis for a Period of 2 Years

SI No	Parameter	Vehicle Type 2 (Category B)
1	TYPE OF VEHICLE	Pickup Vehicles (Double Cabin Type) such as Bolero Camper / Tata Xenon
2	Minimum number of Vehicles required per Day	1
3	Monthly Fixed Charges for 27 Days / Total 2160 Kms / Total 324 Hrs. in ₹ (Rs.)	
4	GST of 5 %	
5	Basic Cost with GST for L1 Computation	
6	Beyond 2160 kms, Per Kilometer rate (for Maximum up to 500 km per vehicle per month) in rupees.	
7	Beyond 324 hrs. Per Hour rate (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). Rate Per day in rupees.	NA
9	Night Halt Charges 00:00Hrs to 05:00 Hrs. in ₹ (Rs.) (Maximum of 10 nights stay per vehicle per month) Rate per night halt.	
10	Other Charges (SI no. 6+7+8+9)	
11	GST of 5 %	
12	Other Charges with GST (SI no 10+11)	
13	Grand Total in Rs.(SI No 5+12)	NA
	Signature of the Bidder	
	Address	

ANNEXURE-II (A) to Tender No.....

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 (E.g., 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 IISU after getting intimation (in hours) :
4. Details of vehicles willing to provide to IISU 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 / 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 ,foreign sources and ISRO registered vendors are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

2. **PAYMENT:** 100% within 30 days after receipt of Bills duly certified by concerned person and approved by competent Authority.
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 and Stores Officer,
Purchase Unit – IX,
ISRO Inertial Systems Unit,
Vattiyoorkavu, Trivandrum-695 013

IISU 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 vendors are not exempted from submission of SD].
7. IISU 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.60,000/- . Demand Draft/Banker's Cheque for Rs.60,000/- (Rupees Sixty thousand only) drawn in favour of Sr.Accounts Officer, IISU Accounts payable at State Bank of India, Nettayam Branch, Trivandrum-695013 EMD shall be interest free. EMD shall also be furnished in the form of Fixed Deposit Receipts or Bank Guarantee from any nationalized or the Scheduled Banks executed on non-judicial stamp paper of value Rs.200/- The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, ISRO 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 Rate Contract, SD@3% of yearly commitment value will be applicable. The Security Deposit shall be valid for a period of 60 days beyond the date of completion of the Rate Contract. The Security Deposit will be discharged without any interest after completion and acceptance of the Contractual Obligations. In case if the contractor fails to execute the order after submission of SD, then SD shall be forfeited.

10. **Liquidated Damages Clause:** The delivery period should be realistic. The delivery period so quoted and mentioned in the order is the essence of the PO/Contract. In case of delay in delivery of material as per the delivery schedule, LD @ 0.5% per week or part thereof on the undelivered portion subject to a maximum of 10% of the contract value shall be levied. Wherever installation & commissioning is also involved, the supply will be deemed to have been completed only when the entire Stores is supplied, installed and accepted.

11. IISU 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.

12. **Purchase Preference Policy - Make in India(Divisible Items-Class I & II Local Suppliers) :**

In line with Public Procurement (Preference to Make in India), Order 2017 & its amendments issued by Govt. of India from time to time with a view to support the Indian industries, ISRO has implemented "Purchase Preference Policy". The "Purchase Preference" is applicable for the "Class-I Local Supplier" for the goods/ services/ works covered in this tender, subject to the following terms & conditions:-

- a. The Public Procurement (Preference to Make in India), Order 2017 issued by Govt. of India indicates that if there are any general or specific restrictive clauses to restrict participation of Indian companies in those countries procurement tenders, reciprocity clause need to be invoked as per the order. Hence, if ISRO or Govt. of India come across that Indian suppliers of an item are not allowed to participate and / or compete in procurement by your government, the bid submitted by you will be not be considered and excluded from eligibility for procurement. Please note this point.
- b. Purchase Preference Policy:- Goods/Works which are divisible in nature (required quantity is greater than 1 or not a package basis):
 - a) The subject item falls under divisible category.
 - b) The offers are sought from Class I & II Local Suppliers.
 - i). If L1 is 'Class-1 local supplier', the order/contract for full quantity shall be awarded to L1 bidder.
 - ii). If L1 bid is not from a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference (i.e. 20%) and contract for that quantity shall be awarded to such Class-I local supplier subject to matching the L1 price (inclusive of duties, taxes and freight & insurance).
 - iii). In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase 'preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In cases where none of the 'Class-I local supplier' within the margin of purchase agree to match L1 price, in such cases 100% quantity shall be ordered on original L1 bidder.
 - iv). In case no offers are received from 'Class-I local supplier' or none of the 'Class-I local supplier' falls within the margin of purchase preference of 20%, the order shall be processed on L1 vendor.
 - v). In case L1 bidder (not a 'Class-I local supplier') is not accepting splitting of order on 50:50 basis, in that case the order/contract shall be awarded to such 'Class-I local supplier' for full quantity subject to matching the L1 price.
 - vi). Regarding MSEs (Indian vendors):
 - a) The following additional aspect as indicated below would be applicable for procurement which are falls under divisible category (i.e., not applicable for indivisible category), in case of participation of MSEs in the tendering who are also complying to the Minimum Local Content (MLC) stipulated in the tender.
 - b) If any Indian vendor satisfies the requirement of MSEs stipulation and also falls within the purchase preference margin as called for in MSME policy (in case of matching L1 price) will be considered for ordering 25% of tendered quantity, the balance quantity / works will be considered for distribution amongst all bidders (including MSEs) as per the purchase preference policy.
 - c) In case no MSEs qualifies for purchase preference or do not match with L1 price then the total tendered quantity will be distributed amongst all bidders as per the purchase preference policy.

- c. Purchase Preference Policy:- Goods/Works which are not divisible (i.e., required quantity is 1 or as a package) and Services:
- I). If L1 is from a 'Class-I local supplier, the contract will be awarded to L1 bidder. II) If L1 is not from a 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference (i.e. 20%) and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price (inclusive of duties, taxes and freight & insurance). III) In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on, and order/contract shall be awarded accordingly. In case where none of the 'Class-I local supplier' within the margin of purchase preference agree to match the L1 price, then the order/contract shall be awarded to the original L1 Bidder.
- d. Works means all works as per Rule 130 of GFR- 2017, and will also include 'turnkey works'. Works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.
- e. 'L1' means the lowest technically accepted tender / bid / quotation (i.e. lowest landed cost including duties, taxes and freight & Insurance).
- f. 'Margin of purchase preference' means the maximum extent to which the price quoted by the "Class-I local supplier" above the L1 (landed cost).
- g. The margin of Purchase Preference shall be up to 20%.
- h. 'Local content' means the amount of value added in India (i.e. indigenous items/services added in the offered products/ services/ works) be the total value of the item offered (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties/IGST) as a proportion of the total value (excluding net domestic indirect taxes), in percent.
- i. Definitions: A supplier or service provider, whose goods, services or works offered for procurement, has local content: i. Equal to or more than 50%: Class-I local supplier. ii. More than 20% but less than 50%: Class-II local supplier. iii. Less than or equal to 20%: Non-local supplier.
- j. The 'Class-I & II local supplier' should provide a "Self Certification" along with technical offer indicating that the item offered meets the minimum local content as called for in the tender and provide the percentage of local content along with details of the location(s) at which the local value addition is made. In case of two bid tenders, it is mandatory to indicate compliance to MLC (minimum Local Content) in technical bid zone.
- k. The ink-signed certificate shall be provided on vendors letter head along with the offer (, copy of ink-signed certificate shall be attached along with your offer under concerned tab. Original in Hard copy shall be produced on request). In case of non-submission of certificate, the purchase preference shall not apply.
- l. In cases the quoted price is in excess of Rs.1000 Lakhs (including duties, taxes and freight & Insurance) the 'Class-I & II local supplier shall provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in case of suppliers other than companies) giving the percentage of local content.
- m. A committee (with an external expert from a practicing cost accountant or practicing chartered accountant, if required) constituted for independent verification shall verify the self-declarations & auditor's / accountant's certificates on random basis, as per the requirements.
- n. In case of a complaint received from any local supplier indicating a need for review / verification of Local content of successful vendor / awarded vendor, for accepting a complaint from such complainant (w.r.t the false declaration given by the successful vendor on the local content), a complaint fee of Rs.2Lakhs or 1% of the locally manufactured items being procured (subject to a maximum Rs. 5Lakhs), whichever was higher, to be paid by demand draft by the complainant. In

case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

- o. False declarations will be in breach of code of the integrity for which a bidder or its successor's will not be eligible/debarred for purchase preference from further tenders / pending tenders for two years along with other actions as may be applicable.
13. Are you claiming MSE purchase /price preference extended to MSEs/MSMEs. In case of such claims relevant documentary proof supporting MSE/MSME status shall be enclosed in the bid documents.
14. **NOTE**
 - The tender submitted by you shall be compulsorily signed. Unsigned tenders will be summarily excluded from the procurement process.
 - If any of the bidders submit any forged or false documents along with the tender, such tenders will be summarily rejected and such bidders will be blacklisted for all future tenders.
 - Being a Govt of India Dept., insurance is not required at our cost. Please ensure safe delivery of the ordered item with proper /ROAD/SEA/AIR worthy packing.
 - All delivery formats (PBG, SD IB) shall be provided by the Dept., in case of placement of order.

16. Conditions for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA

- Any bidder from a country which shares a land border with India will be eligible to bid in this tender, only if the bidder is registered with the Competent Authority. Competent Authority for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
- Validity of Registration: Registration should be valid at the time of submission of bids and should be valid at the time of placement of order.
- Any false declaration and non-compliance of the above would be a ground for immediate rejection of offer or termination of the contract and further legal action in accordance with the laws.