

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

विज्ञा. सं. वीएसएससी/पी/विज्ञा./414/2025 दि. 10.02.2026  
ADVT. NO. VSSC/P/ADVT/414/2025 DT. 10.02.2026

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम्, 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.	B220 2025 4115 [ पीटी - एकल भाग/ PT - SINGLE PART]	दो वर्ष की अवधि के लिए केवल वीएसएससी के विशेष कार्यक्रम होने पर लघु वाहनों को किराए पर लेने हेतु दर संविदा Rate Contract for hiring of light vehicles only on special events of VSSC for a period of 2 years	2 years	रु. 560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप् करने की अंतिम तिथि / Due Date for Receipt of Tender	<b>03.03.2026 up to 14:00 Hrs.</b>
निविदा खोलने की तिथि / Tender Opening Date	<b>04.03.2026 up to 10.00 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.

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

00000

हमारी संदर्भ सं  
Our Ref. No.

B220 2025-004115-01

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 of light vehicles only on special events of VSSC for a period of 2 years.	year	2

सुपुर्दगी स्थल

Delivery At VSSC, TVM

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 bidders are requested to go through the scope of work, terms and conditions in Annexure I carefully before submitting the offer
- (2) Further, they should sign all pages of the Terms and Conditions for having read and accepted the same.
- (3) Quotation should be submitted only as per the prescribed in format in Annexure II (A), II (B) and III with all information duly filled and signed. Quotations submitted in any other format will not be considered.
- (4) Parties having experience in providing and managing large number of vehicles (Min 25 vehicles) of same class
- (5) such as Maruti Ciaz, Toyota Crysta at a time to large events such as International Science Congress & other events are only eligible for participating in the tender.
- (6) Necessary documentary proof shall be attached in this regard.
- (7) Fax and e-mail quotations will not be considered please send your quotations well in advance by speed post and should reach us before the due date & time Department will not be responsible for any postal delay.
- (8) The enclosed Terms & Conditions also form of this tender.
- (9) 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.

## **RATE CONTRACT FOR HIRING OF LIGHT VEHICLES FOR USAGE BY VSSC DURING SPECIAL EVENTS ONLY**

### **1.0 DEFINITIONS:**

- a) The term “**Vikram Sarabhai Space Centre [VSSC]**”, (hereinafter called the **Service Receiver**) is a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) and includes its Units/Entities/Groups/Divisions and facilities of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram – 695 022.
- b) The term “**Service Provider**” shall mean any registered Establishment, which will be performing this Rate Contract activity.
- c) The term “**Staff**” mean all the drivers, supervisors and other persons engaged by Service Provider to carry out the tasks as defined in the Rate Contract.
- d) The term “**Focal Point**” means the designated officials of VSSC, who will be coordinating with the Service Provider or their Authorised Official (s). The Focal Point of VSSC shall be the Dy. Head, TOMD, VSSC or authorized Officer (s) identified by Dy. Head, TOMD, VSSC in this regard.

### **2.0 SCOPE OF WORK:**

**2.1 PERIOD OF CONTRACT:** The Contract is proposed for period of **TWO YEARS** from the date of award of R/C. However, Service receiver Reserves the right to extend the same for further periods with the same rate, terms & conditions on mutual agreement. We also reserve the right to short close the same by giving one-month notice in writing without any financial obligations on our side. **The Service Receiver also reserves the right to short-close/terminate the Rate Contract at any time by giving one-month notice period without any financial implication on either side. The Service Receiver also solely reserves the right to operate and not to operate the Rate Contract due to specific reasons and conclusion of Rate Contract does not mandate for award of work order.**

**2.2** The scope of this Rate Contract is to supply tourist Air Conditioned Diesel light vehicles of different make & types like Ciaz, Crysta, Ertiga Traveller, etc., which are not older than 5 years at any time during the currency of this contract on hire basis to Service Receiver as and when required on daily basis for the movement of personnel during Inter Centre Sports Meet, Seminars, Conferences and other events of Service receiver. If the vehicles supplied as taxies are getting older than 5 years during the currency of this rate contract, Service Provider shall replace them with alternate vehicles meeting the above criteria.

Service Provider can supply petrol variants of vehicles of same class & model if they are willing to accept the rates of its diesel variant as per our contract.

The requirements will be on short notice. Though, advance information will be given on the requirement of vehicle, the actual no. of vehicles required could be confirmed only 1-2 days before the event. Only vehicles registered as Taxi with tourist taxi permit will be accepted.

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Service Receiver OR his focal point reserves the right to cancel the requirement (by email OR Message OR telephonic call) with a notice time of 6hours from the deployment schedule.

#### **2.3 Nature of Hiring:**

The taxies will be hiredonly as and when required during any special events of the Centre as per the applicable slab. Normally, the vehicle requirementduring special events will be up to 25 numbers of different classes of taxies per day. The number of vehicles required may go upto 100 numbers per day during the large events.

Bidders shall quote the rate in Annexure-III for different slabs such as 4 Hrs/40 Kms , 8 Hrs/80 Kms , 10Hrs/100 Kms, 12 Hrs/120 Kms and for additional km & hour. Hours of hiring only will be considered for deciding the slab. The additional rate per km will be applicable for any services made in excess of the distance limit of each slab. Payment for exceeded kilometer in applicable slab will be made without any upper limit for additional distanceused.

For exceeded hours between/beyond slabs, rate per hour will also be paid extra. This will be counted in multiple of 30 minutes and duration upto 15 minutes will be rounded to lower and duration above 15 minutes will be rounded to next higher multiple of 30 minutes.

**So, whenever the usage in hours falls between two slabs, the claim shall be admitted for lower slab + additional charges in multiple of 30 minutes or next higher slab whichever is lower.**

(Example 1: If the vehicle is used for 8 Hours 45 minutes, it will be rounded to 30 minutes' additional charge (half of rate per additional hour). Similarly, if the vehicle is used for 8 Hours 46 minutes, it will be rounded to 1- hour additional charge.

Example 2: If vehicle is used for 8.46 hrs.& logged 140 kms, payment will be made for whichever rate is less in the below class.

A) Slab rate for 8hrs/80 kms + Rate for additional 1 hour + Rate for extra 60 km  
or  
B) Slab rate for 10 hrs/ 100 kms + Rate for extra 40 km

#### **2.4 Night duty charges:**

The taxi drivers shall be required to do overnight duties if required. Bidders must quote for night duty chargesin Annexure III and this amount will be paid only for vehiclesretained in our office premises as stand by or with steering dutybetween 22:00 Hrs and 5.00 Hrs. However, if the time of termination of the duty beyond 22:00 hours is outside VSSC, night halt charges will be paid only based on certification by the last alighting officialand approval from Focal point.

#### **2.5 Local Duty:**

The term “Local duty” means all duties which are not coming under the definition of outstation trips.

## 2.6 **Outstation Duty:**

The term “Outstation duty” means one side journey distance beyond 65 kilometers along with an absent period of more than 12 hours from the Headquarters. Vehicles hired on daily basis may be deployed for outstation trips to places like IPRC/Mahendragiri, APEP/Aluva and other places whenever required. For any such outstation duties, driver batta per day shall be quoted in Annexure III and this will be paid in addition to the normal payment based on daily basis rate wherever applicable. Night duty charge is not applicable for vehicles deployed for outstation trips without steering duty in between 23:00 hrs. to 05.00 hrs.

## 2.7 **Miscellaneous Charges:**

Any extra charges like temporary inter-state permit, FASTag toll charges, 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 to be submitted to the Focal Point along with the Service Provider's bills. Late submission/mutilated bills will not be permitted. Thermal printed bills should be submitted with Photostat copies to avoid fading out of information. It may be noted that **fine paid for non-availability/ non- working of FASTag will not be reimbursed** by Service Receiver.

## 3.0 **DEAD MILEGE:**

Dead mileage from garage to VSSC/Thumbawill be at actuals; however, limited to a maximum of 10 kms for reporting to VSSC and return to garage after duty. For pickup/dropping place other than VSSC, the actual distance from dropping/pickup point of last alighting/first boarding official to garage of the bidder will be paid.

### 3.1 **Max. Time required for dead mileage:**

The maximum time that can be claimed for dead mileage (i.e. distance from dropping/pickup point of last alighting/first boarding official to garage) is as given below.

Sl. No.	Distance Range	Max. Time can be claimed
1	Up to 5 Kms	15 Mins.
2	Up to 10 Kms	25 Mins.
3	Up to 20 Kms	40 Mins.
4	Up to 30 Kms	55 Mins.
5	Beyond 30 Kms	(Distance * 1.5 Min.) + 10 Mins.

## 4.0 **PRICE VARIATION:**

The unit hire prices quoted will be firm and fixed during the currency of the contract. 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 a diesel price from base price in a single spell or different spell over a period during the contract.

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#### **4.1 Mileage of Vehicles:**

All bidders should clearly indicate the average mileage in kilometer per litre (KMPL) of each class of vehicle quoted in the Annexure format III. Service receiver reserve the right to fix an average mileage in KMPL for each class of vehicles to use in price variation formula which will be final and parties are bound to accept the same.

#### **4.2 Price Variation Formula:**

Increase or decrease in total hiring charges = (Total kms used after 10% variation/Mileage)  $\times$  (Revised diesel price per litre - Base diesel price per litre).

##### **Example 3:**

Base diesel price (A) = Rs. 100/litre      10% of Base diesel price (B) = Rs. 10.00  
I.e., The price revision formula will be applicable in case of diesel price crosses ₹110, will be recalculated once diesel price crosses ₹120, ₹130 and so on.

If current diesel price (C) is Rs. 114.00/litre

Variation (C-A) = Rs. 14.00 which is more than B (10% higher than A) and price revision formula applicable at revised diesel price of ₹110.00/litre.

Mileage fixed for vehicle = 10 KMPL

Increase or decrease in Total Hire Charges for every 1 km use  
=  $(1/10) \times (110.00 - 100.00) = ₹1.00$

##### **Example 4:**

Base diesel price (A) = ₹100/litre      10% of Base diesel price (B) = ₹10.00  
I.e., The price revision formulas will be applicable in case of diesel price reduces to ₹90, and will be recalculated once diesel price reaches ₹80, ₹70 and so on.

If current diesel price (C) is Rs. 88.00/litre, the price variation (A-C) = ₹12.00, which is greater than B (10% lower than A) and price revision formula applicable at revised diesel price of ₹90.00/litre.

Mileage fixed for vehicle = 10 KMPL

Decrease in Total Hire Charges for every 1 kms use  
=  $(1/10) \times (100.00 - 90.00) = ₹1.00$

*The base price of the diesel on the date of issue of tender 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.

#### **5.0 ELIGIBILITY CRITERIA FOR BIDDING:**

1. The bidder shall provide documentary proof of having experience in supplying and managing large number of taxies of any required classes as mentioned in clause 2.2 (25-100 Nos.) at a time for events in Trivandrum.
2. The bidder's firm shall have minimum 3 years' experience in supplying of vehicles for which necessary proof shall be submitted along with the company profile format attached as Annexure II (A).
3. The bidders shall provide details of minimum 25 vehicles in Annexure II (B) out of which at least 5 vehicles must be owned in the name of the firm or proprietor / partner of the firm and age limit of the vehicle is not applicable for this case as it is only to find the capacity of the firm.

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4. Only Indian nationals/ Indian Firms are eligible to bid.
5. Bidder must have a valid email address and mobile number for effective communication and monitoring.
6. The bidder who has an office at Trivandrum city within 20 Km. of VSSC shall only eligible quote. An official with contact phone numbers shall be permanently identified to manage the contract in the office at Trivandrum. Whenever required, bidder must be able to provide a representative for managing the taxi movement during major events where more than 25 vehicles are required.
7. The no. of vehicles required by Service Receiver varies from time to time and the Service Provider shall be ready to provide any no. of vehicles demanded by Service Receiver as and when required. However, a Service Provider shall be able to provide minimum 25 taxies to Service Receiver within the time period of one day if required. There shall be no lower/upper limit on
  - i. the number of vehicles hired
  - ii. the number of days each vehicle is hired
  - iii. the duration (number of hours) of operation per day and
  - iv. the distance operated per day.
8. Only vehicles with yellow number board along with valid taxi permits and insurance shall be allowed as taxies. Service Receiver reserves the right to refuse/restrict payment in case unauthorized vehicles are provided as taxies.
9. A checklist attached regarding the eligibility criteria must be filled completely in all respects and quotation without properly filled checklist will be considered as invalid quote.
10. The Service Provider shall be willing to accept the following requirements of Service Receiver.
  - a. The taxi duty can be split into multiple units as decided by Service Receiver on day to day requirement basis and the duty hours will also be decided by the Service Receiver.
  - b. The taxies shall be required to perform round the clock duties as required by Service Receiver.
  - c. The taxies shall also be required to report to duty at any time and willing to take split duty hours.
  - d. Service Provider shall depute only drivers meeting the eligibility criteria mentioned in clause 6.0.

#### **6.0 ELIGIBILITY CRITERIA FOR DRIVERS:**

1. The drivers deployed to the Service Receiver must have minimum 3 years' experience in driving light vehicles and shall possess valid driving licence.
2. Drivers who have crossed 55 years (on the date of outward journey) shall not be deployed for duty. He should be medically fit in all respect and well behaved. The persons suffering from chronic illness, uncontrolled blood pressure, vision defect, etc., shall not be deployed for duty. The drivers being deployed by the Service

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Provider will be subjected to basic medical examination by the Service Receiver whenever required.

3. No driver shall drive the taxies for Service Receiver under the influence of alcohol and if found to be under the influence of alcohol or any other intoxicant, his/her service shall be discontinued with immediate effect and appropriate action may be taken immediately to arrange a substitute driver.
4. The Service Provider shall engage the driver who is not having any criminal background. Necessary Police Clearance Certificate shall be submitted by the Service Provider in respect of each of the driver whenever required by Service Receiver. It is the responsibility of the Service Provider to arrange the certificate on character and antecedents of the Drivers engaged for duty. The Service Provider shall engage the Driver who is not having any criminal background.
5. Drivers deployed shall be eligible to drive the taxies at all time as per MV Rules.

#### **7.0 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 contract period and they shall be kept in the taxies for verification of RTA. If any documents validity is expired during the currency of the contract, 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 5 years of age during the currency of contract shall only be supplied based on our request. If it gets older than 5 years of age during the currency of the contract, the vehicle shall be replaced immediately with another vehicle by Service Provider.
4. Service Receiver reserves the right to reject any vehicle provided by the Service Provider even if the vehicle is less than 5 years old. In case Service Receiver not satisfied with the condition of the vehicle, the same shall be replaced at the earliest by the Service Provider to the utmost satisfaction of the Service Receiver.
5. Sun control film shall not be stuck on the window glass as per the norms stipulated by the Motor Vehicle rules and the interior of the vehicle shall be visible for the security personnel without lowering the window glass.

#### **8.0 UNIFORM FOR TAXI DRIVERS:**

The taxi driver shall compulsorily wear neat & clean uniform (Normally White shirt and black pants) while on Service Receiver's duty as per the existing MV act. No extra payment will be made to Service Provider by Service Receiver for providing uniforms to drivers deployed for Service Receiver's duty. Drivers not in uniform will not be permitted for performing duty.

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## **9.0 MOBILE FOR TAXI DRIVERS:**

The driver of the vehicle must have a **BASE MODEL MOBILE PHONE (WITHOUT CAMERA)** with network connection from any service provider in Kerala region for functional requirement. The Service Provider shall ensure that taxi driver engaged by the Service Provider for duty in VSSC are carrying only a base model mobile (without camera) for which necessary pass will be issued by Service Receiver. Any violation of the above will be liable for suitable action including termination of the contract. Service Receiver will not reimburse any payment towards mobile instrument and mobile charges incurred by Taxi driver/Service Provider.

## **10.0 RESPONSIBILITY OF SERVICE PROVIDERS:**

- 10.1 The Service Providers shall be held responsible for;
  - a. Claiming of higher time and Kilometer than the actual.
  - b. Misbehavior of Driver with officials of Service Receiver.
  - c. Indulging in manipulation of meter reading and time.
  - d. Tampering of speedometers.

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

- 10.2 It is Service Provider's responsibility to obtain a police verification report with verification of character and antecedents of the taxi driver engaged by the Service Provider for duty in 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. Service Receiver reserves the right to accept/reject any drivers without assigning any reasons.
- 10.3 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 as deemed fit will be taken.
- 10.4 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 Focal Point daily to examine the condition of vehicles, speedometer reading and documents. Daily speedometer reading will be certified by Focal Point in log sheets. It is mandatory to follow the above said procedure to get the bills cleared for payment.
- 10.5 In case Service Receiver request for a taxi on a continuous period exceeding 24 hrs, the Service Providers shall change the driver and the log sheet. Service Provider 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.

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- 10.6 The drivers posted to VSSC must have minimum 3 years' experience in driving the light vehicles and shall possess valid driving licence. He should be medically fit in all respect and well behaved during the currency of contract. No driver shall drive the vehicles for Service Receiver 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 Service Receiver's duty, concerned driver will be removed and Service Providershall substitute with suitable driver.
- 10.7 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.
- 10.8 In case of any strike or Bandh, civil commotions, curfew, labour unrest and other disturbances, the Service Providershall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be immediately intimated to Service Receiverand follow their instructions. However, Service Receiver will not be responsible for any damage to the taxi & taxi driver during VSSC duty.
- 10.9 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, Service Receiver 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.
- 10.10 The Service Provider shall strictly follow the rules and regulations of Service Receiver and CISF &VSSC security personnel have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
- 10.11 All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the Service Provider. Service Receiverwill not be a party to any dispute arising out of accident or traffic offense. Further the Service Providershall 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.
- 10.12 In case of any damage to the Service Receiver 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 Service Receiverregarding the amount of damages will be final & binding on the Service Provider and the amount shall be paid without any demur. Department will also have the option of recovery of the amount from the pending bills of the Service Provider.
- 10.13 The Service Providerwill provide as many vehicles as requested by Service Receiver. In case of breakdown of any taxi, the replacement should be provided within one hour.

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**11.0 TAXI DRIVER'S RESPONSIBILITY:**

- 11.1. Driver of the vehicle shall possess all documents as required by RTO in the vehicles such as RC book, Insurance certificate, PUC Certificate, Taxi permit, valid driving licence with badge and Service Receiver reserve the right to verify the same at any time during VSSC duty.
- 11.2. 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.
- 11.3. Taxi drivers shall compulsorily wear uniform during Service Receiver's duty as per clause no. 8.0 and no extra payment will be given by Service Receiver in this regard.
- 11.4. 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.
- 11.5. 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/zone 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.
- 11.6. The distance and time from the respective garage/zone to the starting point and termination point of a day's duty will be counted for calculation of charges per day subject to Clause no. 3.0 and it should be recorded in the log sheet promptly. The time duration shall be as per clause no. 3.1.
- 11.7. 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.
- 11.8. Speedometer reading in the vehicle should always tally with the entries in the log/trip sheets and Service Receiver reserve the right to verify the same at any time during VSSC duty.
- 11.9. The driver of the taxi must produce the vehicle and log/trip sheet before Focal Point daily for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
- 11.10. 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:**

(Company Sign and Seal)

Normally Service Receiver will inform the next day's requirement in previous working day itself;however, in case of emergency, the Service Provider shall supply vehicles within one hour as and when required over mobile/email.

Note: Bidders shall compulsorily provide an email ID and their Mobile No. in the bid for future communication like vehicle requirements, drivers absence etc.

**13.0 PAYMENT TERMS:**

Bills for daily basis shall be submitted to Service Receiver within 10 days of completion of hired duty days along with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after 10 days may not be considered.

After verification and approval by Focal Point, the bills will be forwarded to the Accounts Officer (Bills) for arranging payment through PFMS. Normally, Payment will be made within 15 days from the receipt of bills at Focal Point.

Service Receiver 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 Service Provider.

**14.0 GENERAL:**

1. Normal office working hours of Service Receiver is from 08.45 hrs. to 17.15 hrs. According to the requirement, taxies shall have to perform duties before & after office hours and on holidays as required by the Service Receiver.
2. The Focal Point or his authorized representative's instructions shall be adhered strictly.
3. The Service Provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for him & his personnel deputed to VSSC.

**15.0 INSTRUCTION TO THE BIDDERS:**

1. Parties having experience in providing and managing large number of vehicles of same class such as Ciaz, Ertiga, Crysta, Traveller (25 to 50 vehicles) at a time to large events such as international science congress & other events are only eligible for participating in the tender. Necessary documentary proof shall be attached in this regard.
2. The rate quoted in this Annexure III shall be inclusive of all expenses of the taxi and Service Receiver will not pay any other charges except for the rates quoted in this annexure III and charges mentioned in clauses 2.7.
3. Indicate GST if any applicable clearly.
4. Service Receiver reserves the right to split the vehicle requirement and choose any one or more number of firms in the contract for assigning/hiring of taxies on daily rates based on the performance/requirement.

(Company Sign and Seal)

5. All bidders are requested to go through the terms and conditions carefully before submitting the offer. Further, they should also sign all the pages of the terms and conditions for having read and accepted the same.
6. Quotation as per the prescribed format in Annexure III shall be submitted along with completely filled & duly singed Annexure II(A) & II(B). Quotations submitted in any other format or incomplete WILL SUMMARILY BE REJECTED.

**16.0 EVALUATION OF TENDER:**

L1 bidder will be arrived based on the below calculation for each category of vehicles. L1 bidder- lowest among the sum of rate quoted for 5 % of 4 hrs./ 40 kms, 15% of 8 hrs/80 kms, 20% of 10hrs/ 100 kms, 60 % of 12 hrs. /120, 2 times of per hour rate, 20 times of per kilometer rate, 5% of driver's batta&10% of night duty charges.

i.e., If A = Rate quoted for 4 hrs./ 40 kms

B = Rate quoted for 8 hrs./ 80 kms

C = Rate quoted for 10 hrs./ 100 kms

D = Rate quoted for 12 hrs./ 120 kms

E = Rate quoted for extra hour

F =Rate quoted for extra distance

G = Rate quoted for drivers batta for outstation trip

H = Ratequoted for night duty charges

J= 5 % of A + 15 % of B + 20% of C + 60% of D + (2 x E) + (20 x F) + 5% of G + 10% of H

Then,L1 bidder is arrived based on the party who offered lowest J value on respective category of vehicles.

**17.0 SECURITY DEPOSIT:**

Service Provider has to submit an interest free security deposit equivalent to 3% of the Annual contract value OR Rs. 1,00,000/- (whichever is less) in the form of Fixed Deposit Receipt(FDR) or Bank Guarantee which will be refunded after due performance of this Contract.

In case of non-performance/partial performance of contract, the said Security Deposit will be forfeit/ adjusted against Service Providers bill.

**18.0 SPLIT ORDER:**

This RC will be awarded based on Lowest offer on each category of vehicles (as per formula in clause 16.0) which also satisfies all the specified terms & conditions. It may be noted that the tentative no. of vehicles required at a time varies from 1 to 100Nos. However, the same is not guaranteed.

**19.0 PARALLEL/ ADHOC CONTRACT:**

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

**20.0 TERMINATION:**

(Company Sign and Seal)

VSSC reserves the right to terminate the contract, if the performance of the contractor or his employees is found to be unsatisfactory during the period of the contract by giving one-month notice in writing.

**21.0 SUBLET OF CONTRACT:**

You shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.

**22.0 FALL CLAUSE:**

The prices charged shall in no event exceed the lowest rates at which you supply item of identical description to any other party during the period of this contract. If at any time, during the said period, you reduce the rates of such items to any other customers, it shall be forthwith notified to VSSC and the charges payable under the contract for the work done after the date of coming into force of such reduction of rates shall stand correspondingly reduced.

**23.0 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.

(Company Sign and Seal)

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

**COMPANY PROFILE:**

<b>Sl. No.</b>	<b>Details of the Firm</b>	<b>To be Filled by the Party</b>
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 (Minimum 5 years of experience in the field is mandatory)	
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. Details of vehicles will be provided by the Firm : \_\_\_\_\_

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
21				Yes/No
22				Yes/No
23				Yes/No
24				Yes/No
25				Yes/No

3. Exact location of Garage of the firm :  
 4. Time required for vehicle to report to VSSC :  
 after getting intimation (in hours)

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.

- a. I/We have completely read & understood the terms & conditions provided in Annexure I before submitting the quotation and accept the same.
- b. I have submitted the rates in only as per the Annexure III attached in the tender document.
- c. All relevant documents are attached as required in the tender.

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

**RATES FOR SUPPLYING OF TAXIES ON DAILY BASIS CATEGORY TO VSSC DURING SPECIAL EVENTS - Annexure-III**

## **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 **clauseNo. 7.0** 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. 40,000/- (Rupees Forty Thousand 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 17.0 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.