



भारत सरकार GOVERNMENT OF INDIA  
अंतरिक्ष विभाग DEPARTMENT OF SPACE  
द्रव नोदन प्रणाली केंद्र LIQUID PROPULSION SYSTEMS CENTRE  
तिरुवनंतपुरम THIRUVANANTHAPURAM - 695 547



**लोक निविदा (द्वि भाग )/PUBLIC TENDER (TWO PART)**

भारत के राष्ट्रपति के लिए तथा उनकी ओर से प्रधान, क्रय व भंडार, द्रव नोदन प्रणाली केंद्र (एल पी एस सी), तिरुवनंतपुरम, दो वर्ष की अवधि के लिए मासिक आधार पर टैक्सी किराए पर लेने के लिए निविदा पृच्छताछ सं: **एक्स25 2022 037698 01** के जरिए इच्छुक सेवा प्रदाताओं से लोक निविदा (द्वि-भाग) के आधार पर मूल्य-प्रस्ताव आमंत्रित करते हैं।

For and on behalf of the President of India, the Head Purchase & Stores, Liquid Propulsion Systems Centre (LPSC), Thiruvananthapuram, hereby calls for quotations on Public tender (two part) basis from interested service providers, vide Tender enquiry No. **AX25 2022 037698 01** for Hiring of Taxi on monthly basis for a period of two years.

उपर्युक्त निविदा का विवरण अनुलग्नक के रूप में संलग्न किया जाता है।

Details of tender as mentioned above are enclosed herewith.

इच्छुक सेवा प्रदाता अपने प्रस्ताव दिनांक 05.09.2023 को 14.00 बजे तक या उससे पहले प्रस्तुत करें।

Interested service providers may submit their offer on or before **05/09/2023 at 14.00 hrs.**

(हस्ता/.Sd/-

प्रधान, क्रय व भंडार  
Head Purchase & Stores

भारत सरकार  
अंतरिक्ष विभाग (अं.वि.)  
द्रव नोदन प्रणाली केंद्र  
वालियमला, तिरुवनंतपुरम  
695547, केरला



GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE (DOS)  
LIQUID PROPULSION SYSTEMS CENTRE  
VALIAMALA  
THIRUVANANTHAPURAM, 695547, KERALA

फोन नं Ph No. 0471-2567 726/813/317/319 / Fax. 091-0472-2800712,0471-2567305 / ईमेल e-mail: head\_ps@lpsc.dos.gov.in

निविदा आमंत्रण  
INVITATION TO TENDER

मैसर्स  
M/s

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हमारी संदर्भ सं  
Our Ref. No.

AX25 2022-037698-01

निविदा अंतिम तिथि  
Tender Due at

14:00 hrs IST on 05/09/2023

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. Attached )

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Work package for Hiring of Tourist Taxi vehicles on monthly hire basis to LPSC Valiamala for a period of 2 YEARS as per the terms and conditions stipulated in Annexure- I	Lot	1

सुपुर्दगी स्थल

Delivery At

LPSC, Valiamala

प्रेषण की विधि

Mode of Despatch

ON SITE

शुल्क छूट

Duty Exemptions

-

विशेष अनुदेश

Special Instructions

PLEASE SEE INSTRUCTIONS BELOW

विशेष निबंधन

Specific Terms

Attached

निविदाकारों को अनुदेश

Instructions to Tenderers

- (1) REQUEST FOR PROPOSAL as per Annexure- I
- (2) PRICE BID FORMAT as per Annexure- II
- (3) INSTRUCTIONS FOR TWO PART TENDER as per Annexure- III

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sd/-

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

**HIRING OF TAXI ON MONTHLY BASIS****1.0 DEFINITIONS**

- 1) The term “ Liquid Propulsion System Centre” [LPSC], a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) and its offices located at Nedumangad, Valiamala PO - 695 547, Thiruvananthapuram, Kerala, hereinafter called “**Service Receiver**”.
- 2) The term “**Service Provider**” shall mean any registered Establishment providing taxi (light vehicles) with Drivers on deployment & service basis.
- 3) The term “**Drivers/ Workforce**” 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/Work Order.
- 4) The term “**Vehicles**” mean all the types/ makes of tourist taxi vehicles of Diesel/ Petrol/ CNG variant with driver, as listed in the scope of work of the Service Receiver.
- 5) The term “**Work Package**” shall mean a Work Package Rate Contract/ Work Order to provide vehicles with Drivers on contract basis or hired basis for Service Receiver’s need as per the scope of work.
- 6) The term “**Garage point**” means the location from which the service provider propose to operate the vehicle for service receiver’s needs. The service provider can select a particular garage point for each vehicle from the service receiver’s approved garage points as listed in Garage point clause table.
- 7) The term “**Fuel**” means type of fuel of the vehicles proposed to be deployed under this work package. The type of fuel may be Diesel/ Petrol/ CNG.
- 8) The term “**Base fuel price**” means the retail price of “fuel” in Thiruvananthapuram corporation area on the last date of submission of tender. The retail fuel price at the time of hire charge revision will be the next fuel base price.
- 9) The term “**Monthly hire basis**” means deployment & service of air- conditioned taxi (light vehicles) with Drivers on Contract basis for one month, and “month” is defined as 24 days based on the Service Receiver’s need.
- 10) The term “**Hire charge revision**” means revising the hire charge finalized in the contract based on the increase or decrease in retail fuel price in Thiruvananthapuram with respect to previous fuel base price in a single spell or different spell during the contract.
- 11) The term “**TOMD**” means Transport Operation and Maintenance Division, who is responsible for the operation of this work package contract.

**2.0 PERIOD OF CONTRACT**

The Contract shall be initially valid for a period of 24 months from the date of award of work order/ contract. However, LPSC reserves the right to extend the same for a further period up to one 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 scope of this rate contract is to supply Air- Conditioned Diesel/ Petrol/ CNG taxi vehicles with driver of different make & category as tabled below to LPSC, Thiruvananthapuram, for the transportation of men and materials.

TABLE 1

Sl No.	Vehicle category	Type of vehicle	Number of vehicles required
1	Luxury MUV	Innova Crysta/ Hycross/ XUV 700 or Similar vehicles	5
2	MUV Std.	Marazzo/ Innova/ Maruti Ertiga, XL6/ XUV 500 / Honda Mobilio/ Renault Triber or Similar vehicles	5
3	Compact SUV	Brezza/ Nexon/ Venue/ Kia Seltos/ Renault Kiger or Similar vehicles	5
4	Sedan car	Honda Amaze/ Toyota Etios/ Swift Dzire/ Tata Zest/ Tata Tigor/ Ford Aspire/ Hyundai Xcent/ Volkswagen Ameo or Similar vehicles	35

- b. The vehicles shall be hired on monthly basis and one month is defined as 24 days.
- c. During the 24 days, the minimum vehicle utilization per day is 120 km and the total vehicle utilization in one month shall be minimum 2880Kms (120Kms X 24 Days).
- d. The number of vehicles required per day on an average is 50 as per the details given in the table. However this is not guaranteed, According to the service receiver's requirements, service receiver reserves the right to increase or decrease the number of vehicles engaged under this contract.
- e. The service provider can empanel additional vehicles in each category so as to deploy required number of vehicles as per the contract. However the total number of vehicles deployed per day shall be limited to the number of vehicles as per the contract.
- f. The service provider has to deploy the vehicles on all days in a month as requested by the service receiver irrespective of whether the vehicle was deployed for 24 days in that month.
- g. Normal duty hours are from 07.00 hrs. to 20.30 hrs. However taxi will have to perform duties before & after the normal duty hours and on holidays as demanded by the authorized person of TOMD.

### 4.0 NATURE OF DUTIES

- a. MORNING AND EVENING CONVEYANCE
- b. CITY TRIP/ VSSC, IISU TRIP
- c. AIRPORT DROP/ AIRPORT PICK UP
- d. INTERNAL TRIP WITHIN THE LPSC
- e. STAND BY DUTIES AT VARIOUS FACILITIES.
- f. FULL NIGHT STANDBY DUTIES AT VARIOUS FACILITIES
- g. IPRC (MAHENDRAGIRI NEAR NAGERCOIL) TRIP
- h. OUT STATION DUTIES TO INSIDE/ OUTSIDE KERALA STATE.

## **5.0 CONDITION OF VEHICLE**

1. The vehicle registered (Initial registration) on or after 01/07/2018 shall only be deployed under this contract.
2. All statutory documents such as RC book, Road Tax payment, PUC, Insurance Policy, Taxi permit etc., shall be valid during the period of work package and they shall be kept in the taxi for verification of RTA. If any documents' validity is being expired during the validity of the order, the Service Provider shall immediately rectify the same.
3. Air Conditioned vehicles shall only be supplied.
4. Vehicles with yellow number board along with valid taxi permits and insurance shall only be allowed to be deployed under this contract.
5. Well maintained vehicles with good suspension, 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.
6. If condition of the vehicle is not satisfactory, LPSC reserves the right to reject any vehicle provided by the Service provider and the Service provider should provide another vehicle to the utmost satisfaction of the Department.
7. 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. The dickey space (boot space) of the vehicle (Except for CNG Vehicles) shall be completely available for the use of material transportation within the campus as well as to other work centers, Airport etc. External Speakers, Speaker Box, Woofers etc. shall not be kept in the dickey.

## **6.0 ELIGIBILITY CRITERIA**

1. Any Society, Travels, Travel and tour operators, Firms/ Company who can supply a minimum of 10 vehicles (For all categories of vehicles together) shall only be eligible to participate in this tender.
2. The service provider must have valid GST Registration and PAN card. Proof of GST and PAN shall be attached along with the tender.
3. The service provider must have minimum two years' experience within last five years for providing minimum 5 vehicles to any Govt. organization/ Private companies and proof of same shall be attached along with the tender.
4. A service provider shall be ready to provide the quoted number of vehicles at any time.
5. LPSC employees and their dependent relatives should not be a service provider/ driver, and vehicles in their names also will not be considered. A declaration in this regard in the prescribed Annexure D shall be attached along with the tender.

## **7.0 NEAR RELATIVE**

The Service Provider shall furnish a Declaration (**Annexure-D**) regarding the details of "Near Relative" of the Service Provider (Owner, partner, member of board of directors, members of governing body, or similar authorized bodies responsible to perform the management functions of the Service Provider's Firm/ service provider) who is/ are working/ employed in VSSC & IISU, LPSC, or any ISRO Centre/ Unit.

**“Near Relative(s)” means:**

- a) Spouse
- b) The one who is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister, sister-in-law, sister's husband (brother-in-law) in relation to the Partner/ Shareholders/ Directors/ Executives/ Office bearers of the Service Provider.

**Declaration of the details of “Near Relative”:**

If any “Near Relative” are engaged as above, a declaration to the effect that the said employees of ISRO has no connection/ partnership/ share- holding or any other business interest in the Service Provider's firm/ service provider shall be certified and provided in the declaration at Annexure D.

**8.0 SUBMISSION OF QUOTATION**

- a. The bidders shall submit the quotation in **Two Part bid System viz. “Technical & Commercial bid” and “Price bid”**.
- b. The **“Technical & Commercial bid” shall** contain Annexure- I, Annexure A to Annexure F and all other document specified in the tender. **No price part shall be contained in the “Technical & Commercial bid”. If any price part is revealed in the “Technical & Commercial bid” the tender will be summarily rejected.**
- c. The **“Price bid” shall** contain the hire charge details as per the **Annexure- II**. The bidders have to submit the quotation as prescribed in Annexure- II. The quotation in any other format will not be considered
- d. The bidders have to quote the **“Monthly hire charge for 2880 km for 24 days” and “Rate per km for additional km in excess of 2880km”** (if travelled) in Annexure II.

**9.0 MANDATORY DOCUMENTS**

The following documents shall be submitted by the Service Provider along with documentary proof (wherever required), without which the bid will be summarily rejected.

No.	Details	Annexure
(a)	The details of Service Provider's establishment in their letter head/ with Office seal	<b>A</b>
(b)	Authorized Signatory Declaration Form	<b>B</b>
(c)	Declaration with respect to Court Cases (except MACT), if any pending or being contemplated against the Service Provider	<b>C</b>
(d)	“Near Relative” Certificate declaration in the format in line with “Near Relative” Clause of Annexure- I	<b>D</b>
(e)	Compliance Statement	<b>E</b>
(f)	Number of vehicles offered	<b>F</b>
(g)	Duly Signed (All pages) copy of Annexure I for reading and acceptance of terms and conditions	

(h)	Hire charge details (Price bid)	
(i)	Copy of GST registration and PAN card	
(j)	Copy of proof of experience of providing minimum 5 vehicles to any Govt. organization/ Private companies	

## 10.0 GST

GST as applicable will be paid extra on production of documentary evidence. The offer should clearly mention whether the quoted rate is inclusive of GST or exclusive of GST. In both the cases the offer should be mentioned with percentage of GST applicable at the time of submitting the offer.

## 11.0 AWARDING OF CONTRACT

- a) The contract will be awarded on the lowest bidder for monthly hire charges for 2880 km for 24 days for each category of vehicles.
- b) If the L1 bidder is not able to meet total requirement of vehicles, L2 bidder of the same fuel type will be invited for price match with the L1 price and the contract will be placed on him for the remaining quantity of vehicles. In case said L2 bidder fails to price match with L1 price or not able to meet the required quantity of vehicles, the contract for the remaining quantity of vehicle will be placed on L3, L4 and so on of same fuel type subject to acceptance of L1 price of that fuel type and willingness of deployment of required quantity of vehicles.
- c) If in any category of vehicles, the required quantity of vehicles is not met by L1 fuel type vehicle, the contract for remaining quantity of vehicle will be awarded to the lowest bidder among the other two fuel type vehicles and if the total quantity is not met, the contract for the remaining quantity of vehicles will be placed on L2, L3, L4 and so on of same fuel type subject to acceptance of L1 (Lowest price of 2<sup>nd</sup> fuel type) price of that fuel type and willingness of deployment of required quantity of vehicles.
- d) In case the required quantity is not met with the above, the lowest bidder among the 3<sup>rd</sup> fuel type will be considered and same procedure as detailed at 11(c) will be followed.
- e) LPSC reserves the right to award the contract to one or multiple service providers based on the lowest offer for "monthly hire charge for 2880km for 24 days" for each category of vehicles.

## 12.0 PAYMENT

- a. Monthly hire charges will be made in full, if the service provider provided the vehicle for minimum 24 days in a month even though the kilometer used is less than 2880, subject to Penalty clause for non- satisfactory performance.
- b. If the service provider deployed the vehicle for less than 24 days in any month, the payment will be made on prorata basis only, subject to Penalty clause for non-satisfactory performance
- c. Pro-rata basis calculation of Hiring charge for one day :

Hiring charge for one day =	Hire charge	Monthly Hire Charge/24
	Km	2880 km/ 24 = 120km

- d. If a vehicle used more than the monthly hire kilometer, the payment for the additional kilometer will be made using the agreed rate per kilometer for additional kilometer.
- e. If any vehicle is used for more than 24 days in any month, the payment for the additional days will be made on pro rata basis for the days and additional kilometers.
- f. The service provider shall submit the bills for a given calendar month, within 10 days from that month to TOMD along with completely filled log sheets duly signed by the officers who have used the vehicles.
- g. Normally, the payment will be made within 20 working days from the date of receipt of bills in TOMD.
- h. However 90% of the eligible monthly hire charge will be paid within 7 working days of the month. This settlement will be applicable only for those who are submitting completely filled bills along with all relevant documents within the first two working days of the succeeding month. The balance amount will be paid after detailed scrutiny of log sheets.
- i. Payment for night halt charges, Miscellaneous Charges etc. will be added and Penalty charges if any will be deducted in the final settlement of the bill.
- j. The payment will be made to the respective bank account of the service provider.
- k. LPSC will not bear any cost towards operation, printing of log sheets, repair, maintenance, fuel and oil, servicing, wages of drivers, garage fees, insurance, road tax etc. The complete liability in such cases will be with the service provider.

### **13.0 MISCELLANEOUS CHARGES**

- 1) Any extra charges like temporary inter-state permit, 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 with vehicle registration number duly incorporated and also with the endorsement of the official using the vehicle.
- 2) Toll/ Parking using Fastag shall be reimbursed against production of Fastag transaction statement of the concerned vehicle certified by operation in-charge.
- 3) Convenience fee/ Service charge for taking the inter-state permit shall be paid on production of original receipt certified by operation in-charge.
- 4) Inter-state permit and its convenience fee/ Service charge shall be paid even if the trip is changed/ cancelled on the reason attributable to Department certified by operation in-charge.
- 5) If any trip with night stay is required, the drivers shall take accommodation at ISRO guest houses wherever available and this will be reimbursed. If the guest house is not available, the drivers can avail the private accommodation with the prior approval of Head, TOMD. However the reimbursement shall be limited to maximum of INR 450 /- per day. Reimbursement will be made against the submission of original bill signed by the concerned driver and duly approved by Head, TOMD.
- 6) However penalties due to violation of traffic rules and fine against non-availability/ functioning of FASTag shall not be reimbursed.

### **14.0 ALLOWANCE**

Our normal working hours are from 07.00am to 20.30hrs. But taxi utilization may be extended beyond this working hours and in such cases, the drivers are eligible for certain allowances as detailed below:



Sl. No.	Allowance Type	Vehicle utilization Time Slab	Applicable amount
1	Overtime allowance/ Night allowance	If the total vehicle utilization in a day is above 12 hours. Or If the vehicle is utilized beyond 09.00 PM	INR 50/- per every completed half an hour.
2	Early morning allowance	If the vehicle is utilized before 05.30AM	INR 50/- per every completed half hour
<b>Remarks</b>			
1	The maximum allowances (Overtime allowance, Night allowance & Early morning allowance) together payable in a day is limited to INR 700/-.		
2	Overtime allowance and Night allowances cannot be availed at a time.		
3	If early morning allowance is claimed, then that utilization (Hrs) will not be counted for overtime allowance		

The payment will be made only if a certification by the first boarding/ last alighting official as the case may be is obtained in the log sheet quoting the time with counter sign by the user.

The driving time for journeys without any passenger will be calculated at the rate of 1 minute 30 seconds for each 1 kilometer.

## 15.0 PENALTY CLAUSE

Penalties will be levied on the service provider, for the following mentioned reasons and amount of penalty will be deducted from the subsequent bill.

- 1) **MAJOR PENALTY:** The following incidents happening during the currency of the contract are considered as major and shall attract termination of the contract of the subject vehicle.

Sl.No.	Incidents
1	No Valid Registration/ Fitness Certificate
2	No Valid Insurance Certificate
3	No Valid Contract Carriage Permit
4	Log book tampering/ forgery subject to clause 15.0.2.15
5	Odometer tampering/ forgery subject to clause 15.0.2.16
6	Participating in any trade union activities (or) organised agitation (or) any unlawful activities within the LPSC campus.

- 2) **MINOR PENALTY:** The following incidents happening during the currency of the contract are considered as minor penalty. The amount of penalty will be deducted from the subsequent bill.

Sl. No.	Contract Terms	Penalties for incidents/non compliance		
		1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time
1	Back up vehicle not provided as per clause no. 26.13.	INR 200/-	INR 500/-	INR 1000/-
2	Could not provide required number of vehicles	INR 500/- per day per vehicle		
3	Driver refused to take a trip while on duty	INR 100/- per instance.		
4	Vehicle missing without any information	INR 500/-	INR 1000/-	Driver will be terminated
5	Up keeping of vehicle	INR 200/-	INR 300/-	INR 400/-

6	Driving License of the driver shall be always kept with the driver	INR 100/-	INR 200/-	INR 500/-
7	All relevant documents shall be available in the Vehicle	INR 200/-	INR 500/-	INR 1000/-
8	Uniform of the driver as per clause no.23.	INR 100/-	INR 150/-	INR 200/- An increment of INR 50/- for every additional instance
9	Vehicle delay beyond 10 min to 30 min.	INR 150/-	INR 300/-	Driver will be terminated
10	Vehicle delay beyond 30 min	INR 500/-	INR 750/-	
11	Misbehavior with passengers / Operation in charge or his representative	INR 500/-	INR 1500/-	Driver will be terminated
12	Vehicle Driving under the influence of Alcohol or any kind of intoxication.	Driver will be terminated		
13	Smoking while driving the vehicle.	INR 500/-	INR 1500/-	INR 3000/-
14	Over speeding / Rash driving / Traffic violation of the vehicle inside ISRO campus	INR 150/-	INR 200/-	INR 500/-
15	Log book tampering/ forgery	1 <sup>st</sup> time: Manipulated kilometer will be deducted and INR 500/- as penalty will be levied.		
		2 <sup>nd</sup> time: Manipulated kilometer will be deducted and INR 1000/- as penalty will be levied.		
		3 <sup>rd</sup> time: Will be treated as Major penalty		
16	Odometer tampering/ forgery	1 <sup>st</sup> time: Manipulated kilometer will be deducted and INR 500/- as penalty will be levied.		
		2 <sup>nd</sup> time: Manipulated kilometer will be deducted and INR 1000/- as penalty will be levied.		
		3 <sup>rd</sup> time:- Will be treated as Major penalty		
17	Non- Air Conditioned journey	INR 1/- per Kilometer For the distance operated without air- conditioner		
18	Non compliance of clauses 3,9,10,15,16.	Minimum assured km will not be paid.		

### 3) **OTHER PENALTY:**

#### a) **Penalty for non-satisfactory performance**

If the vehicle is not running the daily minimum km (120 km) or monthly minimum km (No. of days utilized X 120km) in any day/ month due to the reason attributable to the driver (non-performance of the driver), a penalty equivalent to the payment of shortage in minimum km will be levied from the monthly bills or the shortage of km will not be considered for assured km.

(Payment of shortage in minimum km =No of km X Rate per km for additional km)

## 16.0 **MUTUALLY AGREED LEAVE**

- 1) Taxi may be granted mutually agreed leave without penalty against the written request by the service provider under genuine reasons without compromising the requirement of Service receiver.
- 2) If 'Y' days are the total mutually agreed leave availed in a month, the revised minimum utilization for that month is (24 - Y) days.
- 3) The granting of mutually agreed leave will be purely under the discretion of SH, TOMD and at no

point of time the interest of the service receiver is compromised

## 17.0 GARAGE POINTS

- a) The garage points for the vehicles shall be any place from Table: 2. The maximum km which can be claimed for the travel between the garage point and LPSC Valiamala is given in the table: 2 and which is firm and fixed during the contract. The service provider can select a garage point from Table: 2 as garage point for each vehicle. It is not necessary to have same garage points for the entire vehicle supplied by a service provider. Once the Garage point of a vehicle is declared, it can be further changed only after completion of minimum 3 months' service.

**Table 2**

Sl. No.	Garage Point	Distance to LPSC (Km)	Sl. No.	Garage Point	Distance to LPSC (Km)
1	Nedumangad	6	9	Pettah	28
2	Karakulam	14	10	Thumba	35
3	Peroorkada	18	11	Kazhakkuttam	36
4	Vattiyoor kavu	20	12	Aakkulam	28
5	Pappanamcode	31	13	Sreekaryam	26
6	Thampanoor	27	14	Pattom	24
7	Manacadu	30	15	Mannamthala	20
8	Eanchakkal	30	16	Vattappara	16

- b) 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 per day and it should be recorded in the log sheet promptly.
- c) The payment will be made only if a certification by the first boarding/ last alighting official as the case may be, is obtained in the log sheet quoting the time and Odometer reading with counter sign by the user.
- d) The driving time for journeys without any passenger will be calculated at the rate of 1minute 30 seconds for each 1 kilometer.

## 18.0 HIRE CHARGE REVISION

- a) Normally the hire charge awarded shall be firm and fixed during the entire currency of the contract.
- b) However, the hire charge revision will be applicable only on account of retail fuel price (Diesel/ Petrol/ CNG) variation in Thiruvananthapuram.
- c) The retail fuel price in Thiruvananthapuram will be recorded on first working day of every week and average of these prices in a month will be considered for the price revision.
- d) The hire charge will be revised as per the hire charge revision formula, when there is 05 % (Five percentage) increase or decrease in retail fuel price in Thiruvananthapuram w.r.t. previous fuel base price in a single spell or different spell during the contract.
- e) The revised hire charge will be applicable from the first day of the following month when fuel price variation of 05% occurred.
- f) The fuel price referred for recording, at any given time will be based on the rates available at websites of IOCL, BPCL, HPCL, AG&P etc.

## 19.0 FUEL BASE PRICE

The retail fuel price in Thiruvananthapuram corporation area on the last date of submission of tender shall be considered as the base price of fuel. When retail fuel price changes to +/-05% of the fuel base price, hire charge revision is applicable and retail fuel price at the time of each hire charge revision will be the next fuel base price.

## 20.0 MILEAGE OF VEHICLES

LPSC has fixed the average mileage in KMPL for each category of vehicles as mentioned in Table 3. This KMPL shall only be used in the price variation formula. This KMPL is firm and fixed during the currency of the contract and service providers are bound to accept the same.

**TABLE-3**

Sl. No.	Vehicle category	Type of vehicle	Mileage IN KMPL		
			Diesel	Petrol	CNG
1	Luxury MUV	Innova Crysta / Hycross/ XUV 700 or Similar vehicles	10	7.5	9.75
2	MUV Std.	Marazzo, Maruti Ertiga, XL6 / XUV 500 / Honda Mobilio / Renault Triber or Similar vehicles	12	9	11.7
3	Compact SUV	Breza / Nexon / Vunue / Kia Seltos/Renault Kiger or Similar vehicles	13	9.75	12.68
4	Sedan car	Honda Amaze / Toyota Etios / Swift Dzire / Tata Zest / Tata Tigor / Ford Aspire / Hyundai Xcent / Volkswagen Ameo or Similar vehicles	15	11.25	14.63

## 21.0 HIRE CHARGE REVISION FORMULA

The method of calculating the revised hire charge will be as follows:

**Revised hire charge = Existing hire charge ± {(N) (current fuel price - old price) / Mileage},**

Where:

- N is "2880 km" for revising monthly hire charge.
- N is "1km"for revising rate/ km for additional km.

This method will be used for calculating both hire charges, Monthly hire chares and rate per km for additional km. The revised monthly hire charge will be rounded off to nearest 01 rupee and the revised rate per km arrived will be rounded off to nearest 10 paisa.

### Example for calculating the Monthly hire charges for increase in fuel price

Let the monthly hire charge for vehicle X is	=	INR 50000
Current fuel price (for Diesel)	=	INR 110
Old fuel price (for Diesel)	=	INR 105
Mileage of the vehicle	=	10
Kilometer (N)	=	2880
Revised monthly hire charge for vehicle X is	=	50000+ {2880 (110 - 105)/10}
	=	INR 51440

The same procedure will be adopted in the case of price decrease for fuel also.

Example for calculating the Monthly hire charges for decrease in fuel price

Let the monthly hire charge for vehicle X is	=	INR 50000
Current fuel price (for Diesel)	=	INR 100
Old fuel price (for Diesel)	=	INR 105
Mileage of the vehicle	=	10
Kilometer (N)	=	2880
Revised monthly hire charge for vehicle X is	=	$50000 - \{2880 (100 - 105)/10\}$
	=	INR 48560

Example for calculating the rate per km for additional km for increase in fuel price

Let the rate per km for additional km for vehicle X is	=	INR 20
Current fuel price (for Diesel)	=	INR 110
Old fuel price (for Diesel)	=	INR 105
Mileage of the vehicle	=	10
Kilometer (N)	=	01
Revised rate per km for additional km for vehicle X	=	$20 + \{01 (110 - 105)/10\}$
	=	INR 20.50

The same procedure will be adopted in the case of price decrease for fuel also.

Example for calculating the rate per km for additional km for decrease in fuel price

Let the monthly hire charge for vehicle X is	=	INR 20
Current fuel price (for Diesel)	=	INR 100
Old fuel price (for Diesel)	=	INR 105
Mileage of the vehicle	=	10
Kilometer (N)	=	01
Revised rate per km for additional km for vehicle X	=	$20 - \{01 (100 - 105)/10\}$
	=	INR 19.50

Note:

Same procedure will be followed for other fuel vehicles also.

## **22.0 TERMINATION OF CONTRACT**

1. Service receiver reserves the right to terminate the contract by giving written notice to the service provider for unsatisfactory performance of the service provider/ his employees or breach of any of the clauses of this contract. Service receiver would issue a notice of 30 days to the service provider to rectify the breach and improve the performance, failing which the service receiver will terminate the contract by providing a 30 days' written notice to the service provider.
2. If there is a change in the requirement or if the tendered services are no longer required due to change in operational requirements, the contract shall be amended or terminated by service receiver by giving one month's notice period.
3. Service receiver also reserves the right to terminate the contract without notice in the following cases:
  - a) Service provider fails to produce vehicles for inspection along with necessary documents within 14 days from the date of award of the contract.
  - 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, misbehavior, indiscipline of the driver.
- e) Untidy conditions of the vehicle
- f) Any manipulations/ overwriting observed in the log sheet or bills subject to penalty clause.
- g) In case of any pecuniary loss to service receiver or their staff due to rash and negligent driving by the driver.
- h) If the service provider become bankrupt or otherwise insolvent.
- i) Any other reason mentioned in the penalty clauses.
- j) Any valuation of security regulations, indulging in illegal activities, participating in any trade union activities (or) organised agitation (or) any unlawful activities in LPSC campus by service provider or his personnel lead to the termination of contract.

### **23.0 ELIGIBILITY CRITERIA FOR DRIVERS**

1. The drivers deputed to LPSC must have minimum 3 years' experience in driving light vehicles and shall possess valid driving license & badge, wherever required.
2. He should be mentally stable and his behavior shall suit the organizational status.
3. He should be medically fit in all respects, well behaved, aged between 21 and 60 years.
4. Drivers, who were previously expelled from LPSC or other ISRO centers for misbehavior, forged log sheet etc., are not eligible.
5. Drivers deputed shall be able to follow the responsibilities given in Clause no. 26
6. They shall be eligible to drive the taxi at all time as per MV Rules.

### **24.0 UNIFORM FOR TAXI DRIVER**

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

### **25.0 MOBILE FOR TAXI DRIVER**

The driver of the vehicle must have a **BASE MODEL MOBILE PHONE (WITHOUT CAMERA & RECORDING FACILITY)** with network connection from any service provider in Kerala region for functional requirement. The service provider shall ensure that taxi drivers posted to LPSC are carrying only such a mobile. Any violation of the above will be liable for suitable action including termination of the contract. LPSC will not reimburse any payment towards mobile instrument and mobile charges incurred by Taxi driver/ service provider.

### **26.0 TAXI SERVICE PROVIDER'S RESPONSIBILITY**

1. The service provider shall be held responsible for:
  - a. Claiming of higher time & Kilometer than the actual
  - b. Misbehavior of Driver
  - c. Indulging in manipulation of meter reading and time
  - d. Tampering of speedometers
  - e. Over speed of vehicle inside ISRO campus.

- In case anyone is found guilty, a suitable action including termination of the contract may be taken by the department and the decision of the Department will be binding on the Service provider.
2. It is the service provider's responsibility to obtain a police clearance certificate with verification of character and antecedents of the taxi driver posted to LPSC. Initially, the entry pass will be provided only for a maximum of 7 days and any further permission for the drivers must be supported with a police clearance certificate.
  3. The service provider shall supply necessary log sheets of A4 size to the drivers for recording the journey details. Sample log sheet will be provided once contract is finalized. The paper quality of the log sheet shall be got approved by TOMD/LPSC.
  4. Service provider shall 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/ LPSC and back to garage after completion of duty. In case any driver is found guilty, the whole log sheet will not be considered for payment.
  5. It is the responsibility of the service provider to strictly instruct the drivers that all column of the table in the log sheet is required to be filled by the concerned official using the vehicle, and the Taxi shall be produced before TOMD official every day to examine the condition of vehicles, speedometer reading and documents. It is mandatory to follow the above said procedure to get the bills cleared for payment.
  6. Any valuation of security regulations and indulging in illegal activities by his personnel will be at the risk/ cost of service provider.
  7. The service provider shall not allow or permit his personnel to participate in any trade union activities (or) organised agitation (or) any unlawful activities in LPSC campus
  8. In case of any strike or Bandh, civil commotions 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 LPSC Transport Division officials and follow their instructions.
  9. In situations like curfew, labour unrest etc., the service provider should make all efforts to operate vehicles with the assistance of Police authorities. The payment of hire charges shall be made for only such trips that are actually operated subject to the minimum slab rate prescribed. 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 alternate arrangements, LPSC reserves the right to arrange alternate vehicles and the cost of alternate arrangements will be deducted from the running bills of the Service provider.
  10. The service provider shall follow the rules and regulations of LPSC. Our security personnel (CISF) have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
  11. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi service provider. LPSC officials will not be a party to any dispute arising out of accident or traffic offense.
  12. In case of any damage to the LPSC property due to an accident by your vehicle within the premises, the vehicle will be permitted to be taken out only after remittance of the amount towards the damages. The decision of the Department regarding the amount of damages will be final & binding on the Service provider and the amount should be paid without any demur. Department will also have the option of recovery of the amount from the pending bills of the Service provider.
  13. During the currency of the rate contract, the ownership of the vehicles shall not be transferred without the written consent of the Department.
  14. In case of an accident/ breakdown of a vehicle midway during the trip, it is the responsibility of the service provider to arrange a backup vehicle within half an hour to complete the allotted trip. If the

service provider fails to arrange a backup vehicle, alternate arrangements will be made by LPSC and the cost of the alternate arrangement will be deducted from the running bills of the Service provider. This will attract an additional penalty as detailed in minor penalty clauses.

#### **27.0 TAXI DRIVER'S RESPONSIBILITY**

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 license with badge and TOMD officials reserve the right to verify the same at any time during LPSC duty.
2. The taxi driver shall ensure that the entries in the log/ trip sheets be written legibly by the taxi user. Name, Staff code No. of the person using the vehicle, purpose, starting and closing time & Km should be written against their signature. Incomplete and illegible log sheets will not be entertained for payment.
3. 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 LPSC campus. Similarly, for vehicles reporting/terminating at any place other than our campus, the actual distance from garage to the reporting place in the beginning of a day's duty and actual distance from duty termination place to garage after completion of a day's duty shall be entered by the taxi driver in separate rows without clubbing with the actually used distance by LPSC.
4. Speedometer reading in the vehicle should always tally with the entries in the log/ trip sheets and TOMD officials reserve the right to verify the same at any time during LPSC duty.
5. The driver of the taxi must produce the vehicle and log/ trip sheet before TOMD officials periodically for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
6. 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 LPSC at any time during the duty period inside ISRO Campus.
7. The taxi driver shall compulsorily wear neat & clean uniform (Normally White shirt and black pants) while on LPSC duty as per the existing MV act. No extra payment will be made to Service provider by LPSC for providing uniforms to drivers deployed for LPSC duty.
8. The taxi driver should bring a base model mobile phone (without camera and memory card provision) with a network connection from any one of the service providers in Kerala region. LPSC will not reimburse any payment towards mobile connection.

#### **28.0 VEHICLE CHANGE/ DRIVER CHANGE**

1. The service providers can replace a vehicle with vehicle of same category and same fuel type as described in the Table I in scope of work.
2. The service providers can empanel additional vehicles (to compensate the shortage of vehicle) under a particular category and for particular fuel type to provide vehicles as per the contract and as per the service receiver's need.
3. The vehicle change for a particular vehicle with vehicle other than empanelled vehicles is limited two times per month.
4. The service providers can empanel additional drivers (to compensate the shortage of drivers) to provide vehicles as per the contract and as per the service receiver's need.
5. The driver change for a service provider other than empanelled driver is limited two times per month.



6. The request for driver change/ vehicle change should be filled in the particular format duly signed by the contractor.

### **29.0 VEHICLE PASS AND DRIVER PASS**

- 1) The vehicle pass and driver pass will be issued separately for the vehicle and driver under a service provider.
- 2) The driver can drive any vehicle of the service provider.
- 3) It is the responsibility of the contractor to return vehicle pass/ driver pass to TOMD when the vehicle/ driver discontinue his duty from LPSC.

### **30.0 OPTIONAL CLAUSE**

According to the Department's requirement, LPSC reserves the right to increase or decrease the number of vehicles engaged under this contract.

### **31.0 PARALLEL / ADHOC CONTRACT**

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

### **32.0 SUBLET OF CONTRACT**

Service provider shall not sublet, transfer or assign the contract or any part thereof.

### **33.0 ARBITRATION**

In the event of any dispute or difference arising out of or in connection with this order, such dispute or difference shall be settled amicably by mutual consultation or through the good offices of the respective parties. If such resolution is not possible, then the unresolved dispute or difference shall be referred to the Sole Arbitrator in accordance with the rules and procedures of the Arbitration and Conciliation Act of 1996 or any re-enactment or modification thereof. The decision of the Arbitrator shall be final and binding upon the parties and the expenses for the arbitration shall be paid as may be determined by the Arbitrator. The Arbitrator may with the consent of both the parties, extend the time for making the Award. The Arbitration shall be held at Bengaluru, India in the Arbitration and Conciliation Centre - Bengaluru (Domestic and International) as per its rules and regulations.

### **34.0 EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

1. The tender should be accompanied by an interest free Earnest Money Deposit (EMD) @ INR 10,000/- per vehicle by way of Demand Draft in favor of Accounts Officer, LPSC Valiamala.
2. The EMD of unsuccessful bidders will be returned within 30 days from the date of finalization of the contract.
3. The EMD will not be returned to successful bidders who did not produce the quoted vehicles for inspection along with necessary documents within 30 days from the date of award of the contract without any further information from LPSC contract person/ purchase.
4. In case the bidder is awarded with contract, an interest free security deposit of INR 14000/- per vehicle shall be paid in the form of Demand Draft drawn in favour of Accounts Officer, LPSC Valiamala, and payable at State Bank of India, Valiamala Branch, Trivandrum.

5. This Security Deposit without any interest thereon shall be returned to the service provider on successful completion of the contract or shall be adjusted/ forfeited against non-fulfillment of any of the contractual obligations.
6. The bidder awarded with the contract can convert the EMD to Security deposit by giving a written consent to Purchase and Stores Officer.
7. Bank guarantee will not be accepted as EMD or Security Deposit.

### **35.0 GENERAL**

1. 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 Driver.
2. Our normal working hours are 07.30 hrs to 20.30 hrs. But taxi utilization may be extended beyond these working hours. Taxies deployed will have to perform duties before & after the normal duty hours and on holidays as required by the contract manager.
3. The contract manager or his authorized representative's instructions have to be adhered strictly.
4. If the contract is awarded, the service provider shall give consent for the followings.
  - a) The department may implement "INTELLIGENT VEHICLE MANAGEMENT SYSTEM", a computer controlled GPS based vehicle monitoring and management system in which GPS and necessary accessories may be installed in the vehicle at Department's cost. The distance travelled, starting time, closing time of the vehicle etc., shall be taken from the GPS based data.
  - b) The department may implement "Digital log book" for logging the distance travelled, starting time, closing time of the vehicle etc.
  - c) To monitor the entry and exit of vehicles at LPSC, TOMD may fix RFID tag on the vehicle at Department's cost.
  - d) Damaging or Tampering of the RFID tag/ GPS/ Digital log book and accessories shall be treated seriously and suitable action will be taken against the service provider. The cost for the replacement/ repair of the damaged items shall be recovered from the subsequent bill or from the security deposit.
  - e) The RFID, GPS device, Digital log book and Accessories shall be returned to the department at the time of expiry or termination or mutual short closing of the contract.
  - f) 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.

**ANNEXURE-A**  
**DETAILS OF THE SERVICE PROVIDER'S ESTABLISHMENT**

1	Name of the Bidder	
2	Full postal address of the Bidder	
3	Telephone No.	
4	Mobile No. (Mandatory)	
5	E-mail id (mandatory)	
6	Indicate the Organizational status of the Bidder	
7	Act/Rule under which the Bidder is registered	
8	Registration No. & Date of Registration	
9	Name of the Proprietor/ Manager/ President/Secretary/ Chief Executive with address and contact phone No.	
10	Whether any near relative of the proprietor/Office bearers is/ are working in LPSC/VSSC/IISU, if so details (Please see Para 7 of the tender document and fill in Annexure D)	
11	Copy of the Establishment registration Certificate issued by any Governmental Agency	
12	EPF Registration No.	
13	ESI Registration No.	
14	PAN No.	
15	Goods & Service Tax Registration No.	
16	Bank Account Details of Bidder	

**DECLARATION**

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date:

(Signature of Authorised Signatory with Seal)

Place:

Name in full:

**ANNEXURE-B**  
**DECLARATION BY THE SERVICE PROVIDER**

(To be provided by the Service Provider with offer on the letter head of the Service Provider)

1. I/We, \_\_\_\_\_  
Son/Daughter/Wife/Husband of Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ (Proprietor/Partner/Director/Authorized Signatory of  
the Firm/Individual), I am competent to sign the declaration and execute this Bid.
2. I/We have carefully read and understood all the enclosed terms and conditions and  
undertake to abide by the same.
3. The information/documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/We am/are well aware of the fact  
that furnishing of any false/suppression of information/fabricated document would lead  
to rejection of our offer at any stage besides liabilities towards prosecution under  
appropriate law.

(Signature & Name of Authorized Signatory with Seal)

Date : .....

Place : .....

**ANNEXURE-C**

**DECLARATION BY THE SERVICE PROVIDER REGARDING COURT CASES**

(To be provided by the Service Provider with offer on the letter head of the Service Provider)

I/ We hereby undertake that our establishment do not have any legal suit/ criminal case either pending against me/ us/ Partner(s)/ Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/ criminal case pending against me/ us/ Proprietor/ Partner(s)/ Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Motor Accident's Claims Tribunal / Honourable Courts	Nature of the Case	Name of the Parties involved
1.			
2.			
3.			

Note: Strike out whichever is not applicable.

(Signature & Name of Authorized Signatory with Seal)

Date : .....

Place : .....

**ANNEXURE-D**  
**PROFORMA FOR NEAR RELATIVE(S) CERTIFICATE**

I, \_\_\_\_\_

S/o or D/o Shri/Smt. \_\_\_\_\_

on behalf of \_\_\_\_\_

hereby certify that

(a) None of my relatives are working in VSSC/IISU/LPSC.

(b) Following relative (s) as defined in near relative Clause of the tender Terms and Conditions for Work Package is/are employed in VSSC/IISU/LPSC.

Sl. No.	Name of the Person, Designation, Staff Code No., Organization
1.	
2.	
3.	
4.	
5.	

(c) It is also certified that the employee/(s) as above of ISRO has/have no connection/partnership/share-holding or any other business interest in the Service Provider's firm.

In case at any stage, it is found that the information given by me/us is false/incorrect, the Department/ISRO shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature & Name of Authorized Signatory with Seal)

Date : .....

Place : .....

**ANNEXURE-E****COMPLIANCE STATEMENT**

(to be provided by the Service Provider with offer on their letter head)

Sl. No.	Conditions in tender/ Requirements	Compliance (Yes/ No)	Explanation/ Comments	Details of Relevant Documents attached
A	B	C	D	E
1	The details of Service Provider's establishment in their letter head(Annexure-A)			
2	Declaration Form (Annexure-B)			
3	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider except MACT (Annexure-C)			
4	A declaration in line with "Near Relative" Certificate as at Clause 7.0 (Annexure-D)			
5	Valid Registration Certificate of Service Provider's Establishment issued by any Governmental Agency			
6	Labour Department Registration			
7	EPF Organization Registration			
8	ESI Corporation Registration			
9	Bank Account Details (Annexure-A – Column-16)			
10	Copy of PAN Card			
11	Copy of the Goods and Service Tax Registration Certificate			
12	Acceptance of clause no. 35 (4)			

(Signature & Name of Authorized Signatory with Seal)

Date : .....

Place : .....

**ANNEXURE – F**  
**NUMBER OF VEHICLES OFFERED**

Name of service provider :

Sl. No.	Vehicle category	Type of vehicle	Number of vehicles offered			Total
			Petrol	Diesel	CNG	
1	Luxury MUV	Innova Crysta/ Hycross/ XUV 700 or Similar vehicles				
2	MUV Std.	Marazzo, Maruti Ertiga, XL6/ XUV 500/ Honda Mobilio/ Renault Triber or Similar vehicles				
3	Compact SUV	Brezza/ Nexon/ Venue/ Kia Seltos/ Renault Kiger or Similar vehicles				
4	Sedan car	Honda Amaze/ Toyota Etios/ Swift Dzire/ Tata Zest/ Tata Tigor/ Ford Aspire/ Hyundai Xcent/ Volkswagen Ameo or Similar vehicles				
<b>Total number of vehicles offered</b>						

(Signature & Name of Authorized Signatory with Seal)

Date :.....

Place : .....



**ANNEXURE – II (PRICE BID FORMAT)**

**HIRE CHARGE FOR CNG VEHICLES**

Name and address of service provider:

CNG VEHICLES								
Sl. No.	Category	Type of Vehicle	Monthly hire charge for 2880km for 24 days	GST (%)	TOTAL	Rate per km for additional km in excess of 2880km	GST (%)	TOTAL
1	Luxury MUV	Innova Crysta/ XUV 700 or Similar vehicles						
2	MUV Std.	Marazzo, Maruti Ertiga, XL6, Sumo Grande, Evataia or Similar vehicles						
3	Compact SUV	Brezza/ Creta, Nexon or Similar vehicles						
4	Sedan car	Honda Amaze/ Toyota Etios/ Swift Dzire/ Tata Zest/ Tata Tigor/ Ford Aspire/ Hyundai Xcent/ Volkswagen Ameo or Similar vehicles						

**Note**

a) The rate quoted shall be inclusive of all overhead expenses for deploying vehicles such as fuel and repairing expenses, driver charges, statutory and other establishment expenses etc.

Date : .....

Place : .....

(Signature & Name of Authorized Signatory with Seal)

**ANNEXURE – II (PRICE BID FORMAT)**

**HIRE CHARGE FOR PETROL VEHICLES**

Name and address of service provider:

PETROL VEHICLE								
Sl. No.	Category	Type of Vehicle	Monthly hire charge for 2880km for 24 days	GST (%)	TOTAL	Rate per km for additional km in excess of 2880km	GST (%)	TOTAL
1	Luxury MUV	Innova Crysta/ XUV 700 or Similar vehicles						
2	MUV Std.	Marazzo, Maruti Ertiga, XL6, Sumo Grande, Evalaia or Similar vehicles						
3	Compact SUV	Brezza/ Creta, Nexon or Similar vehicles						
4	Sedan car	Honda Amaze/ Toyota Etios/ Swift Dzire/ Tata Zest/ Tata Tigor/ Ford Aspire/ Hyundai Xcent/ Volkswagen Ameo or Similar vehicles						

**Note**

- a) The rate quoted shall be inclusive of all overhead expenses for deploying vehicles such as fuel and repairing expenses, driver charges, statutory and other establishment expenses etc.

(Signature & Name of Authorized Signatory with Seal)

Date : .....

Place : .....

**ANNEXURE – II (PRICE BID FORMAT)**

**HIRE CHARGE FOR DIESEL VEHICLES**

Name and address of service provider:

DIESEL VEHICLE								
Sl. No.	Category	Type of Vehicle	Monthly hire charge for 2880km for 24 days	GST (%)	TOTAL	Rate per km for additional km in excess of 2880km	GST (%)	TOTAL
1	Luxury MUV	Innova Crysta/ XUV 700 or Similar vehicles						
2	MUV Std.	Marazzo, Maruti Ertiga, XL6, Sumo Grande, Evalaia or Similar vehicles						
3	Compact SUV	Brezza/ Creta, Nexon or Similar vehicles						
4	Sedan car	Honda Amaze/ Toyota Etios/ Swift Dzire/ Tata Zest/ Tata Tigor/ Ford Aspire/ Hyundai Xcent/ Volkswagen Ameo or Similar vehicles						

**Note**

- a) The rate quoted shall be inclusive of all overhead expenses for deploying vehicles such as fuel and repairing expenses, driver charges, statutory and other establishment expenses etc.

Date : .....

Place : .....

(Signature & Name of Authorized Signatory with Seal)

**INSTRUCTIONS FOR TWO PART TENDER**

1. We invite your offer duly signed, in **TWO** parts as follows:-

(a) **PART- I: TECHNICAL & COMMERCIAL** (Other than Price)

(b) **PART -II: PRICE BID**

**1.1 PART-I : TECHNICAL & COMMERCIAL**

1.1.1 **TECHNICAL:** The detailed Technical Specification and Commercial Terms such as delivery date, taxes, duties payable, place of delivery, payment term, validity, guarantee etc and scope of supply shall be covered in this part. Please enclose a copy of the details indicated in price quotation (**WITHOUT PRICES OR BY MASKING THE PRICE**) mainly to know the items/ specifications for which you have indicated prices in price bid. **This part should not contain prices.** The Technical and commercial part of the offer should be kept in a sealed envelope superscribing the following details:

**QUOTATION AGAINST TENDER No. AX25 2022 037698 01**  
**DUE ON 05/09/2023 at 14.00 hrs IST**  
**OPENING ON 05/09/2023 at 14.30 hrs IST**  
**FOR Hiring of Taxi on Monthly Basis for a Period of Two Years**  
**PART I - TECHNICAL & COMMERCIAL**

The cover should indicate" **SENDER'S"** address.

**1.2. PART -II : PRICE BID**

1.2.1. This part shall contain **PRICE** details only.

1.2.2. The price for the item should be indicated item wise in this part. All the items/ specifications mentioned in the Technical Part should come here and prices indicated against each. The break-up for each item of supply or services should be indicated.

1.2.3. Whenever options are quoted, the same should also be indicated with quantity and unit rate separately. The prices are to be mentioned both in figures and in words. This part should also be kept in a sealed cover superscribing as follows:

**QUOTATION AGAINST TENDER No. AX25 2022 037698 01**  
**DUE ON 05/09/2023 at 14.00 hrs IST**  
**FOR Hiring of Taxi on Monthly Basis for a Period of Two Years**  
**PART II - PRICE BID**

THE TWO SEALED COVERS PREPARED AS ABOVE SHOULD BE KEPT IN ANOTHER ENVELOPE, SEALED AND SUPERSCRIBED AS UNDER:-

"Quotation against Tender No. AX25 2022 037698 01 due on 05/09/2023, 14.30 hrs IST for  
**Hiring of Taxi on Monthly Basis for a Period of Two Years containing TWO SEPARATE  
COVERS PART-1 & PART -II** and addressed to:

**SR. PURCHASE & STORES OFFICER  
Liquid Propulsion Systems Centre,  
Valiamala (PO)  
Thriuvananthapuram- 695 547.**

The cover should indicate " **SENDER'S** " address.

For any clarification you may contact us at following phone Nos: 0471 2567726/ 27

Your offer should reach us on or before the due date and time i.e.5<sup>th</sup> September 2023 at 14.00 hrs IST. *Offers received after the due date and time will not be considered.*

*Offers received through fax or email will not be considered.*