

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
ISRO PROPULSION COMPLEX (IPRC)
MAHENDRAGIRI**

**Tender for SWOP for Operation and Maintenance of Automobiles at
TOMF, IPRC for a period of 2 years**

Bids to be submitted online

Tender No.: IPRC/PURGP1/IP202400074901 dated 01-07-2024

A. Tender Details

Tender No :	IPRC/PURGP1/IP202400074901
Tender Date :	01-07-2024
Tender Classification:	WORKS
Purchase Entity :	PURGP1
Centre :	ISRO PROPULSION COMPLEX (IPRC)

SWOP for Operation and Maintenance of Automobiles at TOMF, IPRC for a period of 2 years

- 1.Foreign vendors are not permitted to quote.
- 2.Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid.
 - a. The percentage of local content with documentary proof should be specifically mentioned in the offer. Format for Self-Certification under Preference to "MAKE IN INDIA" Policy - attached, without which it will be summarily rejected.
 - b. Preference will be given to Class-I Local Supplier and in their absence, Class-II Local Supplier will be considered.
- 3.MSME Preference is applicable only against the claim of the manufacturer and production of documentary evidence by the manufacturers for the registration of particular item under MSME.
- 4.Last minute clarification on tenders will not be entertained.
- 5.This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted.
- 6.Acceptance of Guarantee / Warranty, Performance Bank Guarantee, Security Deposit & Liquidated Damages are mandatory. Bank Guarantee towards Security Deposit for an amount equivalent to 5% of the order value shall be submitted within 15 days from the date of receipt of Purchase Order.
- 7.Instructions for comprehensive insurance to workers is attached in the tender document. Concurrence for the same, with your seal and signature shall be provided along with your quote.

A.1 Tender Schedule

Bid Submission Start Date : **01-07-2024 17:00**

Bid Clarification Due Date : **11-07-2024 10:00**

Bid Submission Due Date : **22-07-2024 10:00**

Bid Opening Date : **22-07-2024 10:05**

B. Tender Attachments

Technical Write-up/Drawings

Document : Terms and Conditions

Document : Scope of Work-

Document : Instruction to Bidders

Instructions To Vendors

4. INSURANCE TO WORKERS

1. The Vendor shall arrange for a comprehensive insurance policy to all their workers/ human resources for the Sum assured as follows:

2. (i) In the event of death or permanent disablement/ disability resulting from loss of limbs - Rs. 10.00 Lakh

(ii) In the event of other permanent disablement/ disability - Rs. 7.00 Lakh

3. The number of workers covered under the insurance shall be as per the scope defined in the Purchase order. The Vendor, at their expense, shall arrange insurance policy from any Insurance company as approved of by Insurance Regulatory and Development Authority (IRDA) to all their workers as above within 15 days from the date of Purchase order. The Purchaser will not be obliged/ liable to pay or reimburse any premium or expenditure incurred by the Vendor on this account.

4. In case of substitution of any worker, the substituted worker shall also have insurance coverage. The Purchaser will not be obliged/ liable to pay or reimburse any premium or expenditure incurred by the Vendor on this account.

5. In case of death of or permanent disablement/disability to any worker while at work inside the Purchaser's premise, the Purchaser will disburse compensation equal to the aforementioned Sum assured to the dependent of the victim (in case of death) or the victim directly (in case of permanent disablement/ disability) duly observing the procedure. The Vendor shall make necessary arrangements to refund the above compensation amount to the Purchaser (i) within 2 weeks from the date of settlement of claim by the Insurance company or (ii) within 3 months from the date of disbursement of compensation amount by the Purchaser to the victim or dependent of victim or (iii) 1 week before expiry of validity period of the Purchase order, whichever is earlier. In case of any delay in refunding the compensation amount as aforesaid, the Purchaser shall have the right to recover the compensation

amount from the payment(s) due to the Vendor or Security deposit(s) submitted by the Vendor either under the subject Purchase order or any other Purchase order(s)/ Work order(s)/ Contract(s) awarded by the Purchaser to the Vendor. It is onus on the part of the Vendor to get settlement of compensation claim from the Insurance company upon due procedure.

6. Some of the key terminologies involved are defined below:

7. Accident: Any death or permanent disablement/ disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the maintenance, operations and other supporting/ outsourced services rendered by the Vendors/ Service Providers [Private Companies, Firms & Contractors] engaged by the Purchaser within the premises of its work-site.

8. Dependent: As defined in the Employees Compensation Act, 1923

9. Victim: Any person who suffers permanent disablement/ disability or dies in an accident that occurred within the premises of the Purchasers work-site and during the discharge of duties, as defined in these Guidelines.

10. Permanent Disablement/ disability: A disablement/ disability that is classified as a permanent total disablement/ disability under the proviso to Section 2(l) of the Employees Compensation Act, 1923.

5. STANDARD TERMS AND CONDITIONS (DOS PM: 20)

1. ACCEPTANCE OF STORES:

(a) The stores shall be tendered by the Contractor for inspection at such places as may be specified by the purchaser at the Contractor's own risk, expense and cost.

(b) It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the purchaser, whose decision shall be final.

(c) If, in the opinion of the purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.

(d) If the whole or any part of the stores supplied are rejected in accordance with Clause No. 1 (c) above, the purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as

aforesaid.

2. DELIVERY:

(a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract and delivery must be completed on or before the specified dates.

(b) Should the Contractor fail to deliver the stores or any consignment thereof within the period prescribed for such delivery, the purchaser shall be entitled at his option either.

(i) to recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of 0.5% per week of the price of any stores which the Contractor has failed to deliver as aforesaid or during which the delivery of such store may be in arrears subject to a maximum of 10%, or

(ii) to purchase from elsewhere, without notice to the Contractor on the account and at the risk of the Contractor, the stores not delivered or others of a similar description (where others exactly complying with the particulars, are not, in the opinion of the purchaser, readily procurable, such opinion being final) without cancelling the Contract in respect of the consignment (s) not yet due for delivery, or

(iii) to cancel the Contract or a portion thereof and if so desired to purchase or authorise the purchase of stores not so delivered or others of a similar description (where others exactly complying with the particulars are not, in the opinion of the purchaser, readily procurable, such opinion final) at the risk and cost of the Contractor.

In the event of action being taken under sub-clause (ii) & (iii) of clause 2 (b) above, the Contractor shall be liable for any loss which the purchaser may sustain on that account, provided that the re-purchase or if there is an agreement to re-purchase then such agreement is made within six months from the date of such failure. But the Contractor shall not be entitled to any gain on such re-purchase made against default. The manner and method of such re-purchase shall be at the discretion of the purchaser, whose decision shall be final. It shall not be necessary for the purchaser to serve a notice of such re-purchase on the defaulting Contractor. This right shall be without prejudice to the right of the purchaser to recover damages for breach of Contract by the Contractor.

3. DISPATCH:

The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods dispatched. The consignment should be dispatched with clear Railway Receipt/Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on "said to

contain" basis. Purchaser shall pay for only such stores as are actually received by them in accordance with the Contract.

4. ERECTION OF PLANT & MACHINERY:

Wherever erection of a plant or machinery is the responsibility of the Contractor as per the terms of the Contract and in case the Contractor fails to carry out the erection as and when called upon to do so within the period specified by the purchaser, the purchaser shall have the right to get the erection done through any source of his choice. In such an event, the Contractor shall be liable to bear any additional expenditure that the purchaser is liable to incur towards erection. The Contractor shall, however, not be entitled to any gain due to such an action by the purchaser.

5. EXTENSION OF TIME:

As soon as it is apparent that the Contract dates cannot be adhered to, an application shall be sent by the Contractor to the purchaser. If failure, on the part of the Contractor, to deliver the stores in proper time shall have arisen from any cause which the purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers it to be justified by circumstances, of the case without prejudice to the purchaser's right to recover liquidated damages under clause 2 thereof.

6. GUARANTEE & REPLACEMENT:

- (a) The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, for material, workmanship and performance.
- (b) For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the purchaser who shall state in writing in what respect the stores or any part thereof are faulty.
- (c) If, in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Contractor free of all costs to the purchaser, provided the notice informing the Contractor of the defect is given by the purchaser in this regard within the said period of 14 months from the date of acceptance thereof.
- (d) Should the Contractor fail to rectify the defects, the purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.

(e) The decision of the purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the Contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the Contractor.

(f) To fulfill guarantee conditions outlined in clause 6 (a) to (e) above, the Contractor shall, at the option of the purchaser, furnish a Bank Guarantee (as prescribed by the purchaser) from a Bank approved by the purchaser for an amount equivalent to 3% of the value of the Contract along with first shipment documents. On the performance and completion of the Contract in all respects, the Bank Guarantee will be returned to the Contractor without any interest.

(g) All the replacement stores shall also be guaranteed for a period of 12 months from the date of arrival of the stores at purchaser site.

(h) Even while the 12 months guarantee applies to all stores, in case where a greater period is called for by our specifications then such a specification shall apply in such cases the period of 14 months referred to in para 6 (b) & (c) shall be the guarantee period plus two months.

7. PACKING FORWARDING & INSURANCE:

The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are actually received in good condition in accordance with the Contract.

8. PRICES:

Tender offering firm prices will be preferred. Where a price variation clause is insisted upon by a tenderer, quotation with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variation/s.

9. REJECTED STORES:

Rejected stores will remain at destination at the Contractor risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of rejection, the purchaser or his representative has, at his discretion, the right to scrap or

sell or consign the rejected stores to Contractor's address at the Contractor's entire risk and expense, freight being payable by the Contractor at actuals.

10. SECURITY DEPOSIT(SD):

The Supplier shall provide Bank Guarantee for an amount equivalent to the 5% (FIVE PERCENT) of the total Order value towards Security Deposit for the due performance of the Purchase Order. The Security Deposit can be submitted in the form of Bank Guarantee (format enclosed) or Fixed Deposit receipt obtained from any Nationalized/ Scheduled Bank and it shall be kept valid for a period of sixty days beyond the date of completion of the Purchase Order. This Security Deposit will be returned to the Supplier only upon successful completion of all the contractual obligations or shall be adjusted/ forfeited against non-fulfilment of any of the contractual obligations. The Security Deposit shall be submitted within 15 days from the date of receipt of Purchase Order.

11. TEST CERTIFICATE:

Wherever required, test certificates should be sent along with the dispatch documents.

12. The Purchaser shall mean the President of India or his successors or assigns.

6. GENERAL TERMS AND CONDITIONS SWOP

1. GENERAL TERMS AND CONDITIONS SWOP

2. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.

3. GST where legally leviable and intended to be claimed should be distinctly shown separately in the tender.

4. In case the vendor falls in the category of Small Scale Industries(SSIs), who are registered with NSI, Public Sector Undertakings (PSUs) and Micro & Small Enterprises (MSEs) the same shall be mentioned in their quote for evaluation.

5. IPRC reserves the right to accept or reject any quotation in full or part thereof by recording the reasons.

6. IPRC shall not be responsible for failure of vendors in submitting bids online caused due to technical reasons at vendor end such as network or power failures, computer failure, internet-browser, mistakes / errors in filling the bids on line by vendor etc.

As cheque/ Bank guarantee.

In case of breach of any of the terms and conditions under the Work order, the Vendor shall forfeit the Security deposit to the Purchaser. In addition, the Work order is also liable to be terminated and any amount due to the Vendor against any other Work order from the Purchaser is also liable to be appropriated.

12. The goods or material offered should be strictly as per our specifications. Change(s) in specifications, if any, should be clearly indicated by the supplier in his quotation. The supplier should also indicate make/type No. of the materials or equipment offered. Vague terms such as Best Indian, Best Indigenous and Imported make should not be used.

13. The offer should be valid for a minimum period of 120 days from the date of opening of the bids (Technical bid in case of 2-part tender).

14. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderer shall supply the same at the rates quoted.

15. Wherever the tenderer is asked to submit sample for evaluation of tenders, the same shall be submitted along with your quote.

16. Insurance to workers: You shall arrange a comprehensive insurance policy to all your workers/human resources as mentioned in the annexure. The same shall be submitted in addition to the Security Deposit.

7. STANDARD TERMS AND CONDITIONS (DOS PM:19)

1. Arbitration in the event of any dispute or difference arising under these terms & conditions or any condition contained in the Purchase Order or in connection with this Contract. (except as to any matter the decision of which is specially provided for by these conditions), the same shall be referred to the sole arbitration of the Head of the Purchase Office or of some other person appointed by him, and the dispute further processed in terms of the Arbitration & Conciliation Act, 1996. There will be no objection that the arbitrator is a Government Servant that he had to deal with matter which the

Contract relates to or that in the course of his duties as Government Servant has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this Contract.

2. Corrections, if any, in the quotation must be attested. All amounts shall be indicated both in words as well as in figures. When there is difference between the amount quoted in words and figures, the amount quoted in words shall prevail.

3. Guarantee: The stores offered should be guaranteed for a minimum period of twelve months against defective stores design, operation or manufacture. For defects noticed during the guarantee period, replacement/repair should be arranged free of cost within a reasonable period of such notification. In cases where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.

4. If the arbitrator is a person appointed by the Head of the Purchase Office, In the event of his denying or neglecting or refusing to act, or resigning or being unable to act, for any reason, shall be lawful for the Head of the Purchase Office either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator subject, as aforesaid, to the Arbitration and Conciliation Act, 1996, and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceeding under the clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time for making and publishing the award. The venue of arbitration shall be the place as the Purchaser in his absolute discretion may determine. Work under the Contract shall, if reasonably possible, continue during Arbitration Proceedings.

5. If the arbitrator is the Head of the Purchase Office :

(i) In the event of his being transferred or vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself for to appoint another person as arbitrator, or In the event of his being unwilling or unable to act for any reason, it shall be lawful for the Head of the Purchase Office to appoint another person as arbitrator.

6. Late Tenders will not be considered.

7. Packing and Forwarding: The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air, to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense to the Contractor.

8. Payment terms are full payment within 30 days from the date of receipt and acceptance of material ordered. Our Bankers are State Bank of India, Mahendragiri.

9. Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, relationship between the two systems of unit must be furnished.
10. Quotation should be valid for at least 90 days from the date of opening of the tender.
11. Sales Tax and/or other duties/levies, where legally leviable and intended to be claimed, should be distinctly shown separately in the tender.
12. Specifications: Stores offered should strictly conform to Purchaser's specifications. Deviations, if any, shall be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotation. Test certificate, wherever necessary, should be forwarded along with supplies. Wherever options are called for in our specifications, the tenderer should address all such options, wherever specifically mentioned by us, and the tenderer could suggest changes to specifications with appropriate response for the same. Even in such case, the tenderer should state why he cannot meet our specifications and why he is suggesting the change.
13. Successful tenderer will have to furnish in the form of a Bank Guarantee or in any other form as called for by the Purchaser towards adequate security for the materials/property provided by the purchaser for the due execution for the Contract.
14. TERMS AND CONDITIONS OF TENDER:
- Price quoted should be on the basis of FOR IPRC, Mahendragiri or delivery at site
The Purchaser will not pay separately for transit insurance, and the risk and cost during transit shall be exclusively the responsibility of the Contractor and the purchaser shall pay only for such stores as are actually received in good condition in accordance with the Contract.
15. The Contractor shall at all times indemnify the Purchaser against all claims which may be in respect of the stores for infringement of any right protected by Patent, Registration or design or Trade Mark and shall take all risks of accidents or damage which may cause a failure of the supply from whatever causes arising and the entire responsibility for the sufficiency of all means used by him for the fulfillment of the Contract.
16. The Purchaser reserves the right to accept or reject any quotation fully or partly without assigning any reason thereof.
17. The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract and delivery must be completed not later than the date

specified therein, and failure to do so, without adequate justification, may involve cancellation of the Contract at the discretion of the Purchaser.

18. Where counter terms and conditions/printed or cyclostyled conditions of sale have been offered by the tenders, the same shall not be deemed to have been accepted by the Purchaser unless the Purchaser's specific written acceptance thereof is obtained.

C. Bid Templates

C.1 Technical Bid - SWOP for Operation and Maintenance of Automobiles at TOMF, IPRC for a period of 2 years

1. Sporadic Work Outsourcing Contract for Operation and Maintenance of Automobiles at Transport Division, IPRC Mahendragiri for a period of 2 Years. Details of work/ Activities to be executed is as follows:- (1) Type "A"Work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Type A Work:	In this type, any of the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to 4 hours. Likely quantity per month is approximately 154 units.	Yes / No / Explain		

2	Details of work	<p>General inspection of vehicle as per schedule / Lubricating oils and filters changing & Air filter cleaning or changing / All wheel checking, brakes adjusting & testing / Any one of the Fuel system components like filters, fuel hoses, Fuel feed pump changing and fuel system bleeding / Any one of the Engine cooling system components changing like hose, belt, coolant, water pump assembly, Thermostat / Turbocharger changing / Steering system Hose changing / One wheel hub overhauling / One wheel Brake linings and drum or pads and disc changing / Clutch hydraulic system units like Master / Slave cylinder overhauling / Gear box Top cover overhauling / Removed gear box front / rear seal changing / One Wheel Cylinder changing or overhauling / one wheel grease packing including checking or renewing bearings / Tightening of Suspension spring / Body U clamps / Attending break down of vehicles enroute / Replacing any one Electrical system units like Self starter / Alternator / Wiper motor / Head Light / Battery / Indicator Light / All Wheels removal and fitment to vehicle / Tyre changing from</p>	Yes / No / Explain		
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		the wheel disc / Silencer pipe or Muffler changing / Attending Type 250 or 500 Hours services to John dheere Tractor (as per schedule) / Any other miscellaneous works which consume 4 hrs.			
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2. Sporadic Work Outsourcing Contract : (2) Type "B" work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Type "B" work	In this type, any of the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to 8 hours. Likely quantity per month is approximately 60 units.	Yes / No / Explain		

2	Details of work	<p>Attending 20,000 km service (as per schedule) / Radiator or Inter cooler changing / Fuel Injection Pump changing / Flywheel or Ring gear changing / Clutch overhaul (gear box removed)/ Gearbox removal and fitment to vehicle / Removed spare Gear box overhaul / Steering Gear box changing / Steering Gear Box overhaul (removed / spare) / Attending type "1 year" service as per schedule / Attending complaints on Propeller shaft like U J cross or Center Bearing changing / Anyone (of) brake system unit(s) overhaul including removal and fitment from vehicle / Electrical components like Self starter or Alternator or wiper motor complete overhauling (removed) / Complete electrical system check up and rectification/One suspension spring removal and fitment or Removed Spring assy. overhauling including broken leaves replacement, Bush changing etc. / Checking and rectification of Air leakages from the Pneumatic Brake system / Changing mounting bracket of Engine or Clutch or Steering / Air compressor assy. Changing or Top overhauling / Air Conditioning system checking, cleaning & Gas charging (if required) / Any other</p>	Yes / No / Explain		
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		miscellaneous works which consume 8 hrs.			
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3. Sporadic Work Outsourcing Contract : (3) Type "C" Work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Type "C"work:	In this type, any of the following Major works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to 16 hours. Likely quantity per month is approximately 10 units.	Yes / No / Explain		
2	Details of Work	Attending 40,000 km service as per schedule / Attending '2 years' service as per schedule / cylinder head gasket replacement / Checking and Preparing vehicle for Outstation trips/ Complete Pneumatic or Hydraulic Brake system (units) overhaul / A/C mounting bracket changing and belts changing /Any other miscellaneous works which consume 16 hrs.	Yes / No / Explain		

4. Sporadic Work Outsourcing Contract : (4) Type "D" Work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

SI No	Specification	Value	Compliance	Offered Specification	Remark
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1	Type "D" Work	In this type, the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to 1 hour. Likely quantity per month is approximately 200 units.	Yes / No / Explain		
2	Details of Work	•The type of works includes any one of the following: All Wheels free play checking / Topping up of lubricants / replacement of electrical bulbs / lubrication of any chassis components / inspection of any components under chassis / fixing electrical troubles / Changing of any cable (accelerator or Engine stop or speedometer etc.) / battery charging and electrolyte checkup and any other miscellaneous works which take up 1 hour.	Yes / No / Explain		

5. Sporadic Work Outsourcing Contract : (5) Type "E" Work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Type "E" Works:	In this type the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to 1 hr. Likely quantity per month is approximately 624 units.	Yes / No / Explain		

2	Details of Work	The type of works includes any one of the following: body washing of heavy vehicles / interior cleaning of heavy vehicle / under chassis washing of heavy vehicle / body washing of light vehicle / interior and under chassis cleaning of light vehicles / washing and cleaning motor cycle / greasing of heavy vehicle and greasing of light vehicle.	Yes / No / Explain		
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6. Sporadic Work Outsourcing Contract : (6) Type "F" Work. Details as per Annexure-2

Item specifications for Sporadic Work Outsourcing Contract

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Type "F" Work:	In this type the following maintenance related works to be carried out at the TOMF workshop. Each work is treated as one unit. One unit of work may consume up to 2 hrs. Likely quantity per month is approximately 312 units.	Yes / No / Explain		

2	Details of work	Allocation of vehicles to mechanics after inspection of each vehicle / Supervise the maintenance activities and maintain the related records / Preparation of work orders for each vehicle / issue Spare parts and upkeep related records / Preparation of vehicles for obtaining Fitness Certificate clearance / Maintain history cards for tyres and battery / Operating Diesel bulk / collecting and scrutiny of bills/ Maintain and up keeping vehicle records / Scrutinizing log sheets of hired vehicles per day / Scrutinizing workshop claim bills received from authorized workshops and any other miscellaneous works which take up 3 man hour.	Yes / No / Explain		
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7. Sporadic Work Outsourcing Contract : (7) Type "G" Work. Details as per Annexure-2.

Note: (i) Detailed Terms and conditions as per Annexure-1;

(ii) Scope of Work as per Annexure-2;

(iii) Instructions to bidder as per Annexure-3;

Item specifications for Sporadic Work Outsourcing Contract

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Type "G" Work:	In this type the following Operational related works to be carried out at the TOMF. Each work is treated as one unit. One unit of work may consume up to 1 hrs. Likely quantity per month is approximately 832 units.	Yes / No / Explain		

2	Details of work	<p>Receive vehicle requirements from users and arrange light vehicles from common pool from 09:00 hrs to 17:00 hrs on all working days and holidays / Coordinate for arranging light vehicle conveyance for senior officials / Arrange stand-by vehicles for critical activities beyond office hours / Noting down speedometer reading of each vehicle 3 times a day (morning, afternoon and evening) for verification / Scrutinizing the log sheets of hired vehicles on a daily basis / Data entry on km running per day of hired vehicle / Typing work (duty roaster for Dept & contract vehicles) / Issue of Diesel to Dept. vehicles and making entry in the register / Typing support for preparation of toll gate, movement orders etc / Receipt of official letters and entering in Inward register / Dispatching of files, workshop repair bills, taxi bills and other official correspondence and maintaining dispatch register / Filing and up-keeping of office documents / files and related works / Taking Xerox and scanning of documents / Preparation of petrol bills / Assisting in issue of entry pass for taxi drivers / Up-keeping of office documents related to vehicles.</p>	Yes / No / Explain		
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Common Specifications (Applicable for all items)

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Name of the Bidder	Name of the Bidder	Yes / No / Explain		
2	Full address	Full address	Yes / No / Explain		
3	Landline telephone number	Landline telephone number	Yes / No / Explain		
4	Cellular mobile telephone number	Cellular mobile telephone number	Yes / No / Explain		
5	Fax number	Fax number	Yes / No / Explain		
6	Email ID	Email ID	Yes / No / Explain		
7	Name of the Proprietor/ Manager/ President/ Secretary/ Chief Executive/ Authorized signatory with Job title (Designation) and Affiliation (Department)	Name of the Proprietor/ Manager/ President/ Secretary/ Chief Executive/ Authorized signatory with Job title (Designation) and Affiliation (Department)	Yes / No / Explain		
8	Status of the Bidder as to whether Central/ State Government Department/ Enterprise/ Autonomous body or Private company or Firm or Agency or Society, etc	Status of the Bidder as to whether Central/ State Government Department/ Enterprise/ Autonomous body or Private company or Firm or Agency or Society, etc	Yes / No / Explain		
9	Rule/ Act under which the Bidder is registered.	Rule/ Act under which the Bidder is registered.	Yes / No / Explain		
10	Registration number of the Bidder. Attach copy of registration certificate.	Registration number of the Bidder. Attach copy of registration certificate.	Yes / No / Explain		

11	Income tax Permanent Account Number (PAN). Attach copy of card.	Income tax Permanent Account Number (PAN). Attach copy of card.	Yes / No / Explain		
12	Income Tax Assessee "Status" of the Bidder. Attach Income Tax return acknowledgement or relevant document for the assessment year previous to the one in which the Tender enquiry is floated	Income Tax Assessee "Status" of the Bidder. Attach Income Tax return acknowledgement or relevant document for the assessment year previous to the one in which the Tender enquiry is floated	Yes / No / Explain		
13	Aadhaar/ Udyog Aadhaar number. Attach copy of card/ letter.	Aadhaar/ Udyog Aadhaar number. Attach copy of card/ letter.	Yes / No / Explain		
14	Goods & Service Tax (GST) Identification Number. Attach copy of certificate.	Goods & Service Tax (GST) Identification Number. Attach copy of certificate.	Yes / No / Explain		
15	Employees Provident Fund (EPF) Registration number. Attach copy of certificate.	Employees Provident Fund (EPF) Registration number. Attach copy of certificate.	Yes / No / Explain		
16	Employees State Insurance (ESI) Registration number. Attach copy of certificate.	Employees State Insurance (ESI) Registration number. Attach copy of certificate.	Yes / No / Explain		
17	Name of the Banker, Branch and City/ Town/ Village	Name of the Banker, Branch and City/ Town/ Village	Yes / No / Explain		
18	Bank account number	Bank account number	Yes / No / Explain		

19	IFSC code of Bank	IFSC code of Bank	Yes / No / Explain		
20	Has the Bidder completed any work with any Central/ State Government Department/ Enterprise/ Autonomous body of nature similar to that of the subject Sporadic work outsourcing package during the last 7 years ending last day of the month previous to the one in which the Tender enquiry is floated? Attach copy of work order/ work completion certificate by the client.	Has the Bidder completed any work with any Central/ State Government Department/ Enterprise/ Autonomous body of nature similar to that of the subject Sporadic work outsourcing package during the last 7 years ending last day of the month previous to the one in which the Tender enquiry is floated? Attach copy of work order/ work completion certificate by the client.	Yes / No / Explain		
21	Confirm compliance with Terms & conditions given in Annexure 1. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.	Confirm compliance with Terms & conditions given in Annexure 1. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.	Yes / No / Explain		

22	Confirm compliance with Scope of work given in Annexure 2. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.	Confirm compliance with Scope of work given in Annexure 2. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.	Yes / No / Explain		
23	Confirm that the Instructions to Bidders given in Annexure 3 are read and understood thoroughly.	Confirm that the Instructions to Bidders given in Annexure 3 are read and understood thoroughly.	Yes / No / Explain		

Supporting Documents required from Vendor

1. Copy of work order/ work completion certificate by the client.
2. Employees State Insurance (ESI) Registration
3. Employees Provident Fund (EPF) Registration
4. Goods & Service Tax (GST)
5. Aadhaar/ Udyog Aadhaar
6. Attach Income Tax return acknowledgement or relevant document for the assessment year previous to the one in which the Tender enquiry is floated
7. PAN CARD
8. copy of registration certificate.

9. Necessary Supporting Documents as requested in the Tender

10. Annexure 1

11. Annexure 2

5 additional documents can be uploaded by the vendor

C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	Terms and Conditions as per Annexure -I	Yes / No / Explain	
2	Taxes and other costs (Specify)	Yes / No / Explain	
3	Validity of Offer (specify)	Yes / No / Explain	
4	Delivery Period (specify)	Yes / No / Explain	
5	Delivery Terms: Normal delivery terms - FOR Destination (i.e., IPRC, Mahendragiri)	Yes / No / Explain	
6	PAYMENT TERMS - Our normal payment terms is 100% within 30 days of receipt and acceptance of the items (No advance payment allowed). Specify your payment terms.	Yes / No / Explain	
7	Security Deposit: Supplier shall submit an interest free Security Deposit for an amount equivalent to 5% of the order value, obtained through Bank Guarantee or fixed deposit receipt from any of the Nationalized/Scheduled Banks executed on non-judicial stamp paper of Rs.200/- value, and shall be kept valid for a period of sixty days beyond the date for completion of the Purchase Order. [Format enclosed]. The Security Deposit can be submitted within 15 days from date of PO.	Yes / No / Explain	
8	Confirm: Conditions for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA	Yes / No / Explain	
9	Name of PRINCIPAL, Address, Contact No, E-mail Id etc. (specify):	Yes / No / Explain	
10	Name of INDIAN AGENT, Address, Contact No, E-mail Id etc. (specify):	Yes / No / Explain	
11	Currency quoted (specify)	Yes / No / Explain	
12	Taxes and other costs, if any: (specify).	Yes / No / Explain	

13	Insurance to workers: You shall arrange a comprehensive insurance policy to all your workers/human resources as mentioned in the Annexure. The same shall be submitted in addition to the Security Deposit.	Yes / No / Explain	
14	Percentage of Local Content with documentary proof: (specify)	Yes / No / Explain	

C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Sporadic Work Outsourcing Contract for Operation and Maintenance of Automobiles at Transport Division, IPRC Mahendragiri for a period of 2 Years. Details of work/ Activities to be executed is as follows:- (1) Type "A" Work. Details as per Annexure-2	3696.00 Unit		-		
2	Sporadic Work Outsourcing Contract : (2) Type "B" work. Details as per Annexure-2	1440.00 Unit		-		
3	Sporadic Work Outsourcing Contract : (3) Type "C" Work. Details as per Annexure-2	240.00 Unit		-		

4	Sporadic Work Outsourcing Contract : (4) Type "D" Work. Details as per Annexure-2	4800.00 Unit		-		
5	Sporadic Work Outsourcing Contract : (5) Type "E" Work. Details as per Annexure-2	14976.00 Unit		-		
6	Sporadic Work Outsourcing Contract : (6) Type "F" Work. Details as per Annexure-2	7488.00 Unit		-		
7	Sporadic Work Outsourcing Contract : (7) Type "G" Work. Details as per Annexure-2. Note: (i) Detailed Terms and conditions as per Annexure-1; (ii) Scope of Work as per Annexure-2; (iii) Instructions to bidder as per Annexure-3;	19968.00 Unit		-		

Common charges (Applicable for all items)

P & F	
Freight	
TPI charges (%)	

Testing charges (%)	
Other charges if any (%)	
3. Other Charges in Price (If any)	
1. Other Charges in Price (If any)	