

**TENDER DOCUMENT FOR  
OPERATION & MAINTENANCE CONTRACT  
FOR SPACE MOBILE EXHIBITION BUS**

**मई /MAY 2021**

**भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space  
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre  
उमियम/Umiyam-793103, मेघालय/Meghalaya**

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**उमियम/Umiyam-793103, मेघालय/Meghalaya**

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**निविदा आमंत्रण सूचना / NOTICE INVITING TENDER**

निदेशक एनई ठेकेदारों आदि, फर्मों, प्रतिष्ठित सेवा प्रदाताओं, सैक उमियम मेघालय-से निम्नलिखित के लिए दो बोली में मोहरबंद प्रस्तावों को आमंत्रित करते हैं/Director, NESAC, Umiyam, Meghalaya invites sealed offers in two bids from reputed Service Providers, Firms, Contractors etc for the following

एनआईटी सं. / NIT No.	कार्य का नाम / NAME OF THE WORK	इएमडी(₹) डीडी के रूप में / EMD (₹) IN THE FORM OF DD	निविदा शुल्क / TENDER FEE (₹)
NESAC/1290/2021	Operation & Maintenance Contract for Space Mobile Exhibition Bus	₹ 92400/-	₹ 120/-

निविदा दस्तावेजों के विक्रय का दिनांक / Dates for selling of tender documents: 14.05.2021 to 31.05 2021

निविदा दस्तावेजों को जमा करने की अन्तिम तिथि व समय / Last date & Time for submission of tender documents: 31.05.2021 upto 1330 Hrs.

निविदा खोलने की तिथि, समय व स्थान / Date, Time & Venue of Bid Opening: 31.05.2021 at 1530 Hrs at एनईसैक, उमियम/  
NESAC, UMIAM

**Instructions to Tenderers:**

- For full details and terms and conditions etc., please see the enclosed Annexures.
- Tender documents can be obtained from the Sr. Administrative Officer, NESAC, Umiyam.
- Tender Fee shall be paid in form of CROSSED Demand Draft only. The Demand Draft should be in favor of Director, NESAC drawn on State Bank of India, Umiyam (branch Code 2010). The Tender Fee is NON-REFUNDABLE. Your request letter along with Tender Fee may be addressed to the Sr. Administrative Officer as indicated above.
- Interested tenderers may, at their option, download the tender documents from the NESAC website [www.nesac.gov.in](http://www.nesac.gov.in) and submit the Tender Document along with the prescribed tender fee as per details given in the tender notification.
- While requesting for Tender Documents, please superscribe on the cover as "Request for Tender document against Tender Notice No. **NESAC/1290/2021**
- Tender Document received after the due date/time will not be considered.
- While sending sealed quotation/offer superscribed respective Tender Number and Due Date on the envelope.
- NESAC, UMIAM is not responsible for any postal delays/loss of documents in transit.
- If the date specified for submission/opening of tenders is declared as a holiday abruptly, the due date for submission/opening of the tenders in such cases shall be postponed automatically to the next working day.
- Director, NESAC reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
- All pages forming part of the tender documents should be duly signed, stamped and submitted to NESAC. Pages not signed and stamped will be considered invalid and rejected.**

Dated: 13.05.2021

Sd/-  
निदेशक, एनईसैक / Director NESAC

## **Annexure-I**

### **SCOPE OF WORK:**

Indian Space Research Organization/Department of Space has organized Dr. Vikram Sarabhai Centenary Celebrations throughout the country from 12th August 2019 to 12th August 2020. As a part of public outreach programme, ISRO has procured Mobile Space Exhibition Van (Fully Air Conditioned) which will be used to cover mainly rural areas throughout the country. The cost of the equipment is around Rs.1 Crore. North Eastern Space Applications Centre has got One Space Mobile Exhibition van which is used to operate mainly in all North Eastern States. In order to operate the vehicle as well as maintenance of the equipment, NESAC is proposing to enter into contract initially for a period of 12 months (Twelve months). Based on the satisfactory performance the contract and if required it will be extended for further 12 Months.

### **Terms and Conditions:**

1. A fully built Space Exhibition Mobile Van has been provided by the department. The aprx. Dimensions of the vehicle is 12 m x 2.6 m x 3.8 m (L x W x H}. The GVW of the vehicle will not exceed 16 Tonnes.
2. Party has to provide minimum of two Heavy Vehicle Drivers (HVDs) to the mobile exhibition van in order to operate and take to the rural & hilly areas of our country. For every 20 days, the party has to change the drivers at party's expenses. No Travelling Allowance will be given to the substitute drivers from NESAC, Umiam to the exhibition van location. For example if a van is located at Gangtok, the party has to depute two drivers from their office to Gangtok on their cost.
3. The HVDs shall necessarily possess valid heavy vehicle driving license. Minimum of 5 years experience is required. Out of which 3 years as Heavy vehicle driving and 2 years as Light vehicle driving experience is required.
4. Total responsibility of the mobile exhibition van lies on the agency. The fuel required to operate the vehicle shall be provided by NESAC by issuing fuel coupons except when the vehicle is on tour during which it shall be borne by the agency. For this purpose, the Department is fixed minimum of 3.5 Kilometres per litre. The fuel charges will be reimbursed based on the fuel bills submitted by the agency.
5. Party is responsible for the maintenance of equipment. The KM/Periodical maintenance schedule will be given by Sr. Administrative Officer and will be required to necessarily carry out the repair works at manufacturer's

- authorised dealer workshop. The repair charges tax invoice will be reimbursed at actual on production of bill at the end of the month.
6. Any petty repairs like, tyre puncture, tube vulcanisation, head light non-functioning, wiper non-functioning, electrical repairs, airlock etc., will be reimbursed at actuals on production of bill to the Sr. Administrative Officer .
  7. Since the exhibition van does not have any insurance, the Driver shall be utmost alert while driving the vehicle.
  8. In case of any accident takes place while vehicle is on the road, the Department enquiry committee will enquire into the incident and if it is found the Driver is at fault, max. of 10% damage cost to the Department vehicle will be levied as fine and recovered from the agency bills. If it is found there is no fault of driver, the department will bear the expenses.
  9. After the completion of the programme, every day, the vehicle shall be parked at safe and convenient place where general traffic should not be affected on the road
  10. NESAC will give the route map like date, time, place, location etc., well in advance to the agency. The operators shall make their own arrangement for staying either at village or nearest gram panchayat or town. For this purpose, the vehicle will be allowed to take where the operators are going to stay and similarly for next day from their location to the identified exhibition location. safety and security of vehicle during such time shall be sole responsibility of the agency/service provider.
  11. In case of fuel is filled by NESAC for the vehicle, no fuel charges will be reimbursed
  12. The party has to pay minimum wages to their deployed drivers as per Minimum Wages Act
  13. The party has to necessarily pay insurance premium for the drivers deployed by the agency which will cover road accidents
  14. The deployed drivers shall necessarily have mobile phone. For this purpose department will pay an amount of Rs. 200/- towards the mobile charges for each driver every month. No proof is required
  15. The deployed drivers shall necessarily maintain log book. For this purpose NESAC will provide 2 log books to the operators. After completion of the first log book second log book should be used. All the columns shall be filled by the operator daily and should obtain the signature of the person who is using the vehicle at the end of the day.
  16. At the end of the month, the log book shall be submitted to Sr. Administrative Officer for verification purpose.
  17. Toll charges if paid any will be reimbursed at actuals along with bill
  18. Being a Govt. Organisation our vehicle is exempted from permit charges,

entry tax by other states. However, if permit charges, entry tax paid if any, will be reimbursed at actuals on production of proof.

19. For any traffic violation, if penalty is levied by Traffic police, Motor Vehicle Inspector of Transport Department on the driver, the party has to pay the fine and department will not reimburse such type of offences.
20. The party has to quote the rates fixed as per Annexure-II.
21. At the end of every month party has to raise bill in triplicate, covering the distance covered, places covered from the log book and fuel charges, toll charges, parking charges, maintenance repairs etc., along with service charges.
22. Party has to indicate GST Number in their quotation
23. An amount of Rs.500/- will be levied as fine, in case the driver is not reporting for duty at specified time beyond 1 hour delay.
24. Driver shall wear neat and clean uniform as prescribed.
25. As the vehicles is being used for public outreach programme, driver shall assist in controlling the crowd who are going to visit Space Museum and also in operating the equipments installed on the bus.
26. After the completion of duty while parking of the mobile exhibition van all necessary safety precautions shall be taken care
27. Driver should be capable of removing the tyre in case of puncture and able to fix spare tyre. All the tools like, jackey with rod, tyre lever, wheel nut spanner etc., will be provided by the department. Drivers may also be asked for operating other vehicles of NESAC. Drivers may also be asked to work in shifts (Day/Night) without any extra cost in case vehicle is located at NESAC.
28. As Space Exhibition models, LED TV Panels, Generator etc., are provided in the vehicle, at any cost driver should not exceed more than 50 KMPH speed. In rural areas, vehicle should not move more than 25 KMPH speed.
29. Agency shall meet all the statutory norms like Driver shall have PF Account, ESI Account etc.,
30. The payment will be made within 30 days from the date of receipt of the bills at NESAC.
31. In general operating hours for the vehicle will be between 0600 hrs to 2200 hrs.
32. In case vehicle is engaged on any day other than 1st of calendar month, the payment will be made on pro-rata basis. Similarly if vehicle is released or contract ends on any date other than last working day of the month, the payment will be made on pro-rata basis.
33. NESAC reserves the right to extend the contract for one more year i.e. 3rd year on mutual agreement based on same rate , terms & conditions etc.
34. **Non-tribal contractors should produce/furnish valid “Trading License” issued by the Khasi Hills Autonomous District Council (KHADC). If somehow the suppliers/firms fail to submit the Trading License with**

**the quotation/technical bid of the tender documents, the contractor must assure in writing that they will submit the same before releasing of PO. It may be noted that the even though selected, PO shall not be released without furnishing the attested copy of Trading License.**

- 35. BID SECURITY DECLARATION: Micro Small and Medium Enterprise (MSME) registered firm and registered with NESAC are exempted from submission of Bid Security but in lieu of Bid Security bidders are required to submit along with the bid document signed "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc, they will be suspended for the time specified in the tender documents".**

**ELIGIBILITY CRITERIA:**

1. The party shall have an office and mobile phone facility.
2. The party should have at least 2 years experience in supplying the drivers/ bus to any organisation/public limited company/registered or reputed Pvt. Firm. For this purpose the party shall enclose proof work order/purchase order issued by the above firms, failing which their offer will not be considered and rejected
3. The number of drivers possessed by the firm may please be indicated
4. If any one of the above condition is not satisfied, their offer will be rejected

## INSTRUCTIONS TO TENDERERS

1. EMD at the rate of ₹ 92,400/- shall be submitted in form of Demand Draft from any of the Nationalized/Scheduled banks in favour of Director, NESAC payable at SBI Umiam (Branch Code 2010), failing which the Tender will not be considered.
2. Late tenders and delayed tenders will not be considered.
3. a) All taxes/duties/levies whether by Central/State/Local government where legally leviable and intended to be claimed should be distinctly shown separately (in percentage and words) in the tender, otherwise price quoted will be treated as inclusive of all taxes.

While quoting the tender, the tenderer should take into account all the extant statutory deductions under Central/State/Local statutes where legally leviable and show it separately (in percentage and words) and if not separately shown it will be treated as inclusive of all statutory deductions applicable as per the extant statutes.

b) Our's being a Department of Government of India, we are exempted from payment of Excise Duty/Customs Duty.

4. Tender documents will be hosted on NESAC Web site of <http://www.nesac.gov.in>. Interested tenderers may, at their option, download the tender documents from website and submit offers along with prescribed tender cost and EMD (in the form of Demand Draft) as per details in the tender notification. The Demand Draft/Bank Guarantee should be sent in a separate cover with a covering letter along with the cover containing the quotation.
5. Tender fee & Earnest Money Deposit shall be payable only in the form of bank draft drawn in favour of Director, North Eastern Space Applications Centre (NESAC), payable SBI, Barapani (02010). No other mode of payment for tender fee is acceptable.
6. Vendors/firms name and tender no. shall be indicated on the reverse side of the Demand Draft.
7. While requesting for tender documents, please do not superscribe tender number and due date on the envelop. Instead indicate "Request for Tender Documents".
8. Detailed specification, terms and conditions are furnished in the tender documents.
9. DD should not be dated prior to the date of advertisement / intimation / website. Separate requests and demand drafts shall be sent for each tender document.
10. NESAC will not be responsible for non-receipt of tender documents/offers due to postal delay / loss in transit.
11. Quotations received without payment of tender fee will be treated as unsolicited.

- 12 Quotation shall be valid for a period of **NINETY** days from the date of opening.
- 13 Quotations received after the due date and time will not be considered.
- 14 While submitting your offer please superscribe tender no and due date on the envelope. Addressed to The Sr. Administrative Officer, I/C Purchase & Stores, North Eastern Space Applications Centre, Government of India, Department of Space, Umiam – 793 103, Meghalaya, INDIA
- 15 If tender opening date happens to be public holiday tender will be opened on the next Working day & interested Vendors may depute their Representatives with proper authorization letter to attend the Public Tender opening.
- 16 Request for the extension of the due date will not be considered.
- 17 Director, NESAC reserves the right to accept or reject any tenders in part or full without assigning any reasons thereof.

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## Bid Security Declaration

Date: [Insert date (as day, month and year)]

Tender No.: NESAC/1290/2021

Tenderer/Bidder's offer no. \_\_\_\_\_ Dtd: \_\_\_\_\_

To,

The Director  
North Eastern Space Applications Centre  
Government of India  
Department of Space  
Umiam-793103, Meghalaya

Sub: Bid Security Declaration-Reg

We, understand that, according to your conditions, the Tender must be supported by a Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with NESAC for the period of time of 3 years starting from....., if we are in breach of our obligation(s) under the bid conditions because we:

- a) have withdrawn our bid during the period of bid validity specified in the Letter of Bid/Tender; or
- b) having been notified of the acceptance of our bid by NESAC during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid-Securing Declaration shall expire if we are not the successful Tenderer/ bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer/bidder; or (ii) twenty-eight days after expiration of our Bid.

Signed: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of : [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (insert date of signing]

Corporate Seal [where appropriate]

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the joint Venture that submits the bid]

**SUBMISSION OF TENDER**

The bid is required to be submitted in **two parts**. One part is the **Technical Bid** and the other part is the **Price Bid**.

The Bidder shall submit the bids in two separate envelopes. One envelope shall contain Technical bid and the other shall contain the Price bid. The bidder shall seal the Technical Bid and the Price Bid in two separate envelopes. Both the envelopes shall then be sealed in one outer (main) envelope along with EMD and Tender Fee and superscribed **Tender No. NESAC/1290/2021 for 'Operation & Maintenance Contract for Space Mobile Exhibition Bus'**. The main envelope must be sent to **The Sr. Administrative Officer, I/C Purchase & Stores, North Eastern Space Applications Centre (NESAC), Government of India, Department of Space, Umiam -793103, Meghalaya.**

उत्तर/पूर्वी अंतरिक्ष उपयोग केंद्र-North Eastern Space Applications Centre  
उमियम/Uiam-793103, मेघालय/Meghalaya

ANNEXURE-II

निविदा सं./Tender No. : NESAC/1290/2021

संदर्भ सं./Ref No.:.....

दिनांक /Date : :.....

**PRICE BID**

**PRICE BID FORMAT:**

SI No	Description of Service	Rate Rs.	Pa.
1.	Fixed Charges for providing 2 HVDs to operate the Mobile Space Exhibition Van throughout the country on monthly basis (Max. of 31 days)		
2.	Night Halt charges per day for 2 HVDs (including stay, food and other incidental charges etc,)		
3.	Contractor service charges per month fixed		
4.	GST %		
<b>Total:</b>			

\*\*\*Note: All the rates should be given both in figures and words

Date:

निविदाकार के मुहर व  
हस्ताक्षर  
Seal and Signature of the  
Tenderer