



ESSO-NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
(MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)
HEADLAND SADA, VASCO-DA-GAMA,
GOA -403 804

ADVT. NO. :ncpor/13/19

**TENDER DOCUMENT FOR HIRING HIGH ALTITUDE PORTERS, VEHICLES AND
FOOD ITEMS (RATION) FOR HIMANSH RESEARCH STATION**

राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केन्द्र
NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH
(पृथ्वी विज्ञान मंत्रालय के अधिन स्वायत्तशासी संस्थान, भारत सरकार)
(An Autonomous Society under the Ministry of Earth Sciences)

Sealed tender under single bid system are invited for supplying high Altitude Porters, Vehicles and food items(ration) for Himansh Research Station, Chandra basin, Himachal Pradesh from May to October 2019.

Services	To supply high Altitude Porters , Vehicles and food items(ration) for Himansh Research Station, Chandra basin, Himachal Pradesh from May to October 2019
Advt. No.	ncpor/13/19
Division	Himalayan Cryosphere Programme , Polar Science
Amount of EMD	NIL
Closing Date and Time for tender submission, place of submission	06/05/2019 (17.50hrs) Tender Box No. 2486/2019/Himalayan Cryosphere; Lab Block reception, National Centre for Polar and Ocean Research (NCPOR), Headland Sada, Vasco Da Gama Goa 403804
Date and time of opening tender	07.05.2019(15.00hrs)
Bid validity upto	90days

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ANNEXURE-I

ESSO- National Centre for Polar and Ocean Research (NCPOR) is India's premier R&D institution responsible for the country's research activities in the polar and Southern Ocean realms. Major activities of the Centre are Indian Scientific Expedition and research to Antarctica, Arctic, Himalaya and Southern Ocean. Hiring of high altitude porters, and off road vehicle/vehicles for Chandra basin to transport the scientists from Manali to road head of station , carrying scientific instruments and other accessories during entire expedition from May to October 2019.

(1) Eligibility Criteria:

The bidder should be able to supply high altitude porters, off road vehicle and food items (ration) at Himansh station for scientists and staff staying at the station. Bidders should meet the following eligibility criteria to qualify the tender:

- (a) The Individual/Agency must have a minimum of one year's experience in supplying high altitude porters, taxis/vehicles and ration/food to Public Sector Companies/Banks/Central or State Government Departments or reputed organizations.
- (b) The firm must have minimum average annual turnover for last one year INR 49 lakh.
- (c) Self-Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSU's/Banks, etc. should be enclosed.
- (d) Self-certified copy of the PAN card allotted to bidder shall be attached with the Bid/tender document.
- (e) Self Certified copy of GST registration allotted to bidder shall be attached with the bid/tender document, if applicable.

(2) Period and term of Contract:

The contract is initially for the period of one field season of five months (May-October) from the date of award of work or as per the work order whichever earlier. The rates will remain unchanged during period of contract. Upward change in rates will not be considered due to any hike in petrol/diesel prices or any other additional taxes levied on vehicles like road Tax, etc during the period of contract. The contract is extendable for another two more years (field seasons) with same rates and terms and conditions based on satisfactory performance assessed by NCPOR.

(3) Taxes & Duties:

Any taxes should be quoted separately in price bid/schedule column along with the GST number (if GST applicable).

(4) Right to Acceptance:

Director, NCPOR reserves the right to accept or reject any or all tenders, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, NCPOR's decision in all matters shall be final and legally binding on the tenderer/contractor/party.

(5) Condition of high Altitude porters:

- (i) Tenderer should provide a minimum of 15 porters during the entire period of contract out which at least two porters should be proficient cook
- (ii) Porters should have willingness to work in high Altitude region (3250- 6000m altitude) of Himalaya specially in Chandra basin, Lahul-Spiti district of Himachal Pradesh
- (iii) The porters should be flexible to work as a simple labour (carrying sands, pebbles, rocks etc for maintaining station, hydrological site, observatories etc)
- (iv) The porters should be skilled enough to carry the scientific equipments, tents, rations etc to the advance camp and capable to stay at high altitude region(>5000m) for a period of 15 days continuously.
- (v) Porters should be compatible to support scientist for handling various scientific instruments during field activities like installation, holding, pulling etc over glacier surface.
- (vi) Porters should be physically and medically fit (not suffering from any chronically disease) to work in high altitude (>4000m) region of Himalaya.
- (vii) Porters should have good temperament and should not make any chaos and inadequate activities with the team members during expedition period
- (viii) Tenderer should ensure food (breakfast, lunch and dinner and tea and snacks) for all porters. The food should be of standard quality and maintain the minimum required Kcal for working in high Himalayan terrain.
- (ix) The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of porters employed.
- (x) Any injury/accident/death to the porter during the contract period shall be the responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.
- (xi) NCPOR has all right to remove any porters due to misbehaviour or not providing satisfactory services, Tenderer should replace and maintain the minimum requirement of the porters at station during the contract period

(6) Condition of food items/ration

- (i) The items should be supplied with the expiry date well beyond the field season period i.e May-October
- (ii) Items should be supplied as per requirement of station as per the rates quoted and additional quantities of prescribed item should be supplied as per quoted price only.
- (iii) The quantity of food items is indicative and will be used for arriving L1. The payment

shall be as per the actual quantity requested/supplied as per the unit rate quoted.

- (iv) Items should be supplied on monthly basis or as per requirement raised by NCPOR authorised officer from station whichever is earlier
- (v) Vegetables should be supplied as and when required, payment will be made as per actuals on production of valid voucher/invoice
- (vi) All the rations and vegetables should be supplied at the Himansh station, Chandra basin (near the Batal)

(7) a) Condition of Vehicles:

- (i) The vehicle should have the capacity to carry four passengers and also have provision to carry goods with four wheel drive (4WD) 4x4 torque system (similar to Bolero Camper, etc).
- (ii) The vehicles should be kept in good running condition and it should have clean upholstery.
- (iii) Vehicle with damaged body due to accidents etc will not be acceptable.
- (iv) Fuel cost will be made as per actuals on production of valid invoice certified by NCPOR authorised officer

b) The Tenderer should ensure that the Drivers with the Vehicle shall report for duty:

- (i) With proper driving license, commercial vehicle license, vehicle insurance certificate, PUC Certificate etc.
- (ii) The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- (iii) The vehicle should be defect free.
- (iv) Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehaviour with officers/staff or occupant will be viewed seriously and may lead to cancellation of the contract with warning in advance.
- (v) Driver should not indulge in any activity inimical to security of the officer/s travelling in his vehicle.

c) Conditions for operating:

- (i) In case of a break down, an alternative arrangement shall be made by the Tenderer immediately and the vehicle shall report for duty at the given time and place, where breakdown has taken place.
- (ii) The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
- (iii) Drivers should be familiar with all important places in the State of Himachal Pradesh and have good driving experience in hilly terrain of Chandra basin, Lahaul-Spiti

valley.

- (iv) The Tenderer should have the arrangements for repairing their vehicle in a short time and during repair time the Tenderer should provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in the work. Mobile/Telephone facility (24 hours) must be available with the transporter/agency
- (v) The driver should be available in his vehicle all the time and should leave his vehicle after obtaining specific permission from the user, if required.

(d) Compliance with Acts/Rules:

Contractor shall comply all statutory Acts, labour laws/regulations/porter acts/motor vehicle Act etc.

(e) Consumption of Liquor is not allowed:

The tenderer shall ensure that the high altitude porters and driver of the vehicle doesn't report for duty under the influence of liquor. He shall also ensure that they conducts themselves in a proper and orderly manner at all times, while on assignments under the Contract resulting from this tender, and any lapse in this regard shall lead to termination of contract without any notice and decision of Director NCPOR shall be final and binding on the contractor.

(8) Payment:

- (a) Payment will be made within 30 days on submission of bill in duplicate signed by the respective officer/user. TDS and GST as applicable will be deducted.
- (b) No advance payment will be made.
- (c) Bills duly completed in all respects should be submitted every fifteen days during expedition period. Delay in submission of the bills may result in delay of payment, for which the NCPOR shall not be held responsible.
- (d) PAN and **GST (if applicable)** should be of Billed entity, failing which no payment will be made.

7. Penalty:

Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for porters, drivers not being met would attract a cut from the bill @ 10% of the monthly billed amount.

8. Security:

The tenderer shall make his own reasonable arrangement for the safety of porters and vehicle. NCPOR will not be responsible for loss due to any reasons.

9. Indemnity:

The tenderer shall indemnify NCPOR against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of non-compliance with the aforesaid Terms and Conditions or otherwise.

10. Cancellation of Contract:

The Contract resulting from this tender may be terminated by NCPOR at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer wants to cease the Contract, he shall have to give two months' notice to NCPOR.

11. Nature of Contract:

The Order resulting from the tender shall be treated as an individual contract and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with NCPOR.

12. Rejection of Tender/Quotation:

Tender/Quotation duly completed in all respect along with necessary document should be submitted at NCPOR, on or before due date and time. Quotation received without signature, seal document or incomplete quotation/tender will be summarily rejected.

13. Jurisdiction:

In the event of any dispute/difference remains unresolved through NCPOR, the same shall be subject to the jurisdiction of the State of Goa.

14. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

15. The Annexure I to III will form part of the Tender.

(I/We hereby agree to the above terms and conditions)

Signature and seal of the tenderer

Date:

Seal:

Full Address:

ANNEXURE-II

PARTICULARS OF THE TENDERER

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

1.	Name of the Bidder (Party):	
2.	Firm of Bidder:	
3.	Telephone No. (Office):	
4.	Mobile:	
5.	Telephone No. (Residence):	
6.	Office Address:	
7.	Residential Address	
8.	PAN of the Bidder: (Copy of PAN to be attached)	
9.	GST of the Bidder (if applicable, copy of GST to be attached)	

Signature and seal of the Tenderer

Date:

Seal:

PRICE BID FORMAT

1. The bidders should quote for all categories of price bid including A. porter B. Food items (rations) from Sl. No. 01 to 94 and C. Vehicle, failing which the bid will not be considered.
2. The rates to be quoted all inclusive i.e.driver, taxes, etc.
3. The quoted vehicle model and its make year should not be earlier than 01stApril 2015.
4. Below mentioned quantities are indicative and total cost at the last column will be used for arriving L1 bidder. The payment shall be as per the actual usage at the quoted unit prices.

A Porter					
High Altitude Porter		Per day Porter charges inclusive of food, GST etc	Number of days (150)	Total hiring charges	
B Food Items (Rations)					
S.N.	Item description	Quantity	Unit of measurement	Unit rate	Total inclusive of GST
1	Basmati Rice	1500	kg		
2	Wheat Flour	1000	kg		
3	Pulses		kg		
4	Yellow pigeon Peas	40	kg		
5	Red lentils (Split/Skinned)	20	kg		
6	Black gram	50	kg		
7	Black gram beans (Split/Skinned)	40	kg		
8	White gram (Chickpeas - kabuli channa)	40	kg		
9	Split and	40	kg		

	Skinned black grams				
10	green gram Beans (Split/Skinned)	20	kg		
11	Black eyed beans (lobhiya)	10	kg		
12	Kidney beans (Rajmah)	40	kg		
13	Dal Arhar	50	kg		
14	Dal Tur	40	kg		
15	green peas	5	kg		
16	Split Bengal Grams (urad dal)	40	kg		
17	Besan	25	kg		
18	Sugar	200	kg		
19	Tea	20	kg		
20	Milk (Powder)	25	kg		
21	Milk (liquid)	200	litters		
22	Salt	50	kg		
23	Pickles	20	kg		
24	Sauce	2	kg		
25	Ground nut	10	kg		
26	Poha	30	kg		
27	Semolina (Suji)	5	kg		
28	Pasta	20pack (500gms each)	gm		
29	Noodles	100pack(250gms)	gm		

30	Maggie	100 pack(250gms)	gm		
31	Veg Soup	200 pieces(100gms)	gm		
32	Non veg soup	100pieces(100gms)	gm		
33	Jaggery	20	kg		
34	Sunflower Oil	50	liters		
35	Vegetable Oil	25	liters		
36	Mustard Oil	50 X 1	liters		
37	Butter	40x250 gm(10kg)	kg		
38	Ghee	5	kg		
39	Chees	10	kg		
40	Peanut butter	5	kg		
41	Garam Masala	10 pack (200gm)	gm		
42	Coffee Powder	10pack (200gm)	gm		
43	Garam Masala (Whole spices Mixed)	2	kg		
44	Sabji Masala	40 pack (200gms)	gm		
45	Ginger Powder	10 pack(200gm)	gm		
46	Turmeric Powder	30pack(200gm)	gm		
47	Sambhar Masala	10pack(200gm)	gm		
48	Cumin	2	kg		
49	Cumin Powder	5pack(200gm)	gm		
50	Chilly Powder	10 pack(200gm)	gm		

51	Coriander powder	210pack(200gm)	gm		
52	Mustard seeds	1	kg		
53	Ground Coriander	1	kg		
54	Black Paper Seeds	1	kg		
55	Black paper Powder	5pack(200gm)	gm		
56	Cloves	1	kg		
57	Red Chilly	5	kg		
58	Green Cardamom	1	kg		
59	Garlick	5	kg		
60	Tej Patta	1	kg		
61	Biscuits	100pack(200gm)	gm		
62	Namkeen	50pack(500gm)	gm		
63	Popcorn	100(100gm)	gm		
64	Papad	50pack(250gm)	gm		
65	Toffee	20pack(500gm each)	gm		
66	Green tea bags	10pack(250gm)g m	gm		
67	MTR	200pack(500gms)	gm		
68	Horlicks	5 pack/bottle (1 kg each)	kg		
69	Eggs	5000	pices		
70	Boost	5 pack/bottle (1 kg each)	kg		

71	Bournvita	5 pack/bottle (1 kg each)	kg		
72	Walnuts	5	kg		
73	Dates	5	kg		
74	Almonds	5	kg		
75	Cashews	5	kg		
76	Dry grapes	5	kg		
77	Rye	2	kg		
78	Cornflakes	5pack(1kg each)	kg		
79	Musali	10 pack(1kg each)	kg		
80	Juice(Tropicana or similar)	1000 tetrapack(250ml)	ml.		
81	Juice(Tropicana or similar)	100tetrapack (1000ml)	ml		
82	Chocolate	3000pieces(20gms)	gm		
83	protein bar	3000pieces(20gms)	gm		
84	LPG gas cylinder (Commercial- 19kg)	8	kg		
85	LPG gas cylinder Domestic - 14.2kg)	2	kg		
86	Toiletry items				
87	wet wipes	100pack			
88	toilet rolls(2ply-	100 pieces(100m)	m		

	100m) -				
89	Soaps	25 (150gm)	gm		
90	hand sanitizers	10 (100ml)	ml		
91	kitchen towels (50cm x70cm)	10	number		
92	bath towels (85cmx150cm)	8	number		
93	hand wash	10 pack(250ml)	mi		
94	Dish washer liquid	20pack (500ml))	ml		
C Vehicle					
Four wheel drive (4WD) vehicle with driver and other applicable charges		Per day charges inclusive of GST	Number of days (150 days)	Total hiring charges	

Signature and seal of the Tenderer

Date:

Seal:

Address: