



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/11/2025(2)

**TENDER DOCUMENT FOR HIRING OFF ROAD VEHICLES FOR HIMALAYAN
EXPEDITION**

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 off road Vehicles for Himansh Research Station, Chandra basin, Himachal Pradesh from May to October, annually.

Services	To supply off road Vehicles for Himansh Research Station, Chandra basin, Himachal Pradesh from May to November, annually
Advt. No.	NCPOR/11/2025(2)
Division	Himalayan Cryosphere Programme, Polar Science
Amount of EMD	NIL
Closing Date and Time for tender submission, place of submission	11/04/2025 (17:30 hrs). Tender Box No. 2486/2025/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	14/04/2025 (15:00 hrs)
Bid validity upto	90 days

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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. We invite service providers for supplying off road vehicle/vehicles on hiring basis for Chandra and adjoining basin, Lahaul-Spiti region of Himachal Pradesh to transport the expedition members including porters from Manali to road head of Himansh station/glaciers and back, carrying scientific instruments and other accessories during entire expedition from May to November, annually.

(1) Eligibility Criteria:

The bidder should be able to provide off road vehicle for transporting all expedition members including porters, scientific equipments and accessories during Himalayan expedition from May to October, annually. Bidders should meet the following eligibility criteria to qualify the tender:

- (a) The Individual/Agency must have experience in supply of taxis/vehicles for Himalayan/mountaineering/scientific expedition, etc (self attested copy of experience certificate issued by Government Organisation/reputed private organisation to be attached with the tender document) to Public Sector Companies/Banks/Central or State Government Departments or reputed private organizations.
- (b) Self-Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSU's/Banks, etc. should be enclosed.
- (c) Self-certified copy of the PAN card allotted to bidder shall be attached with the Bid/tender document.
- (d) 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 six months (May-November) 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) 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 actual 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 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.

(6) 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 vehicle and 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 off road vehicle hiring charges price bid given below, 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 01st May 2021.
4. Below mentioned descriptions 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.

Off road Vehicle			
	Per day charges inclusive of GST	Number of days (210 days)	Total hiring charges
Four wheel drive (4WD) vehicle with driver and other applicable charges			

Signature and seal of the Tenderer

Date:

Seal:

Address: