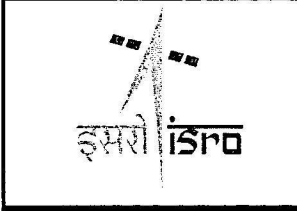


भारत सरकार, अंतरिक्ष विभाग Government of India, Department of Space  
भारतीय अंतरिक्ष अनुसंधान संगठन Indian Space Research Organisation



क्रय एवं भंडार Purchase & Stores  
अंतरिक्ष भवन Antariksh Bhavan  
न्यू बी.ई.एल. रोड New BEL Road  
बेंगलूरु Bangalore - 560 094

सं./No.: डी.एस.डी.एस./DSDS 2023003337-01

08/07/2024

भारत के राष्ट्रपति की ओर से व. क्रय एवं भंडार अधिकारी, इसरो मुख्यालय द्वारा निम्नलिखित मदों की आपूर्ति के लिए निविदाएँ आमंत्रित की जाती हैं:

On behalf of the President of India, Sr. Purchase & Stores Officer, ISRO Headquarters invites tenders for supply of the following:

**द्वि-भाग निविदा/Two Part Tender**

क्र.सं. SI.No.	निविदा संदर्भ TENDER REFERENCE	संक्षिप्त विवरण BRIEF DESCRIPTION
01	डी.एस.डी.एस./DSDS 2023003337-01	परामर्शी सेवाओं की आउटसोर्सिंग - अनुलग्नक के अनुसार किए जाने वाले लिंग-भेदभाव संवेदनशीलता मामले संबंधी विस्तृत कार्य-क्षेत्र। Outsourcing of Consultancy Services - Gender Sensitivity Matters detailed scope of work to be carried out is as per annexure.

बोली प्रस्तुत करने हेतु प्रारंभिक तिथि Bid Submission Start Date	08/07/2024 (18.30 बजे/Hrs.)
बोली जमा करने की अंतिम तिथि Bid Submission Due Date	29/07/2024 (15.00 बजे/Hrs.)
बोली खोलने की तिथि Bid Opening Date	29/07/2024 (15.00 बजे/Hrs.)

इच्छुक निविदाकार अपने प्रस्ताव ऑफलाइन भेज सकते हैं।

Interested Tenderers may submit Offers offline.

निविदाएं उपर्युक्त निर्दिष्ट दिनांक पर खोली जाएंगी। अर्ह विक्रेताओं की मूल्य बोली (द्वि-भाग निविदाओं के मामले में) को खोलने की समयसूची बाद में सूचित की जाएगी।

Tenders will be opened on the date specified above. Schedule for opening of the Price Bid (in case of Two Part Tenders) of Qualified Vendors will be intimated later.

उपर्युक्त के संबंध में शुद्धिपत्र/अनुशेष, यदि कोई हो, हमारी इसरो वेबसाइट एवं सी.पी.पी. पोर्टल पर प्रकाशित किया जाएगा।

Corrigendum/Addendum, if any, related to above shall be hosted in our ISRO website and CPP Portal.

हस्ताक्षरित/Sd/-

व. क्रय एवं भंडार अधिकारी, इसरो मुख्यालय  
Sr. Purchase & Stores Officer, ISRO Headquarters  
दूरभाष/Ph. 080 2217 2248/2142  
ई-मेल/email: spso\_isrohq@isro.gov.in

भारत सरकार  
अंतरिक्ष विभाग (अं.वि.)



GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE (DOS)

PURCHASE & STORES

फोन नं Ph No. / Fax. / ईमेल e-mail:

**INVITATION TO TENDER**

निविदा आमंत्रण

M/s  
मैसर्स

00000

Our Ref. No.  
हमारी संदर्भ सं

DSDS 2023-003337-01

Tender Due at

15:00 hrs IST on 29/07/2024

निविदा अंतिम तिथि

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. AS PER ANNEXURE )

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	OUTSOURCING OF CONSULTANCY SERVICES - GENDER SENSITIVITY MATTERS DETAILED SCOPE OF WORK TO BE CARRIED OUT IS AS PER ANNEXURE	1 Lot	1

सुपुर्दगी स्थल

Delivery At

Section 4, DOS

प्रेषण की विधि

Mode of Despatch

ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

AS PER ANNEXURE

निविदाकारों को अनुदेश

Instructions to Tenderers

- (1) This is a TWO-PART PUBLIC TENDER i.e. Techno-Commercial Bid (Part-I) and Price Bid (Part-II) shall be submitted separately. All technical and commercial terms and conditions shall be furnished in the Techno-Commercial Bid
- (2) while price shall be indicated only in the Price Bid. Indicating price details anywhere else other than the price-bid shall lead to unconditional rejection of the tender.
- (3) Quotation should be submitted in a sealed cover, superscribing the enquiry number & due date on the cover.
- (4) Quotation received after the above due date & time will be rejected.
- (5) Quotation received through FAX/e-mail will not be considered.
- (6) Proposal: Assessment of Gender Sensitivity in ISRO as per Annexure-1, All other Terms & Conditions as per Annexure-2, Technical Bid as per Annexure-3 and Price Bid as per Annexure-4.
- (7) Last minute clarification on tenders will not be entertained.

R

BASAVANNA C.S.

SR. PURS. & STORES OFFICER

भारत के राष्ट्रपति के लिए एवं और से  
For and on behalf of the President of India

## **Annexure-1 to Tender Enquiry No. DSDS 2023003337-01**

### **Proposal: Assessment of Gender Sensitivity in ISRO**

#### **A. Introduction**

This proposal outlines a comprehensive study to assess gender sensitivity within ISRO, identify existing gaps, review HR policies, analyse recruitment practices and retention strategies, evaluate career paths, assess the share of women in decision-making roles, and propose a long-term strategic roadmap for promoting gender sensitivity and diversity within the organization.

#### **B. Understanding of the ToR/Objectives**

- To analyse the current state of gender representation and sensitivity within ISRO.
- To evaluate existing programs and initiatives aimed at fostering gender equity in STEM fields at all levels within ISRO, including leadership positions.
- To identify hindrances to measuring gender equity in STEM areas and propose strategies to overcome them.
- To identify gaps and challenges faced by individuals of all genders in career progression within the organization & barriers and challenges hindering gender equity in STEM fields within ISRO.
- Assess existing mentorship and training programs for their effectiveness in promoting equal participation of women.
- To propose transformative measures to address gender disparities and promote equal opportunities.

#### **C. Methodology**

Methodology of study would include among other things analysis of data, best practices, Key Informant Interviews (KIIs) and Focussed Group Discussions (FGDs) with key stakeholders including senior management scientists of ISRO, gender experts, HR experts, etc.

The study is based on primary data collected using questionnaires from ISRO. The reference period for the study is 2018-2024. The study aims to target approx. 1000 respondents and their understanding of gender sensitivity and inclusivity. There will be an appropriate representation of all demographic groups for the survey.

**Data source:** The study will utilize both primary and secondary sources. For the primary data, collection will be carried out using questionnaires. For secondary data, we will conduct an extensive review of existing literature on gender sensitivity, equity, and representation in STEM fields, with a focus on the space sector. Secondary sources like Annual Report, research articles and reports will be used to develop better understanding on gender sensitivity and inclusivity. Additionally, data will be collected to identify gaps and challenges that hinder the full participation of Women & Others in STEM fields within ISRO, including cultural, systemic, and structural barriers.

#### **Survey Design and Questionnaire Development:**

- 2 set of questionnaires will be developed. One targeting Key Personnel of the organisation and another set for individual scientist/officials.

- Use of both closed-ended and open-ended questions to capture quantitative and qualitative data.
- Questions will be designed to gather information on organizational culture, transformative measures, career progression, and sexual harassment at workplace, equal opportunities, work place representation, work environment safety and inclusivity.

#### **Sampling Strategy:**

- The target population for the survey, may include senior scientists of ISRO, gender experts, HR experts, and scientist/employees at various levels.
- Random sampling method based on the population characteristics and the objectives of the study.

#### **Data Analysis:**

- **Quantitative Analysis:** Analyse survey data using statistical methods to identify trends, patterns, and areas of concern.
- **Qualitative Analysis:** Analyse interview and focus group data to understand the underlying reasons and narratives related to gender sensitivity.
- Statistical and econometric tools and techniques may also be used in data analysis.

#### **Monitoring, Transparency, and Accountability Assessment:**

- Evaluate the existing HR policies and practices
- Assess transparency in the recruitment process and retention strategies
- Analyze accountability measures to ensure that gender lens is being applied as intended.

#### **Impact Assessment:**

- Measure the impact of existing policies and programs on career development & contribution to STEM.
- Gender Responsive Budgeting in ISRO.

#### **Coherence Assessment & Best Practices Documentation**

- Identify best practices from other space agencies or similar organizations to draw a better understanding of Gender Sensitivity, equity and inclusivity

#### **Recommendations and Suggestions:**

- Combination of quantitative findings and qualitative insights to make recommendations.
- Recommendations will be based on data-driven insights for continuing, modifying, scaling up, or scaling down the policies.
- Alignment with International Benchmarks and Sustainable Development Goals (SDGs) Goal 5

#### **D. Focus Areas of the Study**

**Career Progression:** Assess the factors influencing career growth and advancement for individuals of all genders within ISRO, including promotion rates, leadership representation, and access to opportunities.

**Leadership Roles:** Assess the representation of women and other underrepresented genders in leadership positions within ISRO and identify barriers to their advancement.

**Transformative Measures:** Propose actionable strategies and initiatives to address identified gaps and foster a more gender-sensitive and inclusive workplace culture.

**Equal Opportunities:** Assess the availability and accessibility of equal opportunities for career development, training, and skill enhancement for all genders within ISRO.

**Work Environment Safety and Well-being:** Evaluate the safety measures and policies in place to ensure a secure and conducive work environment for employees of all genders.

**Mentorship and Training Programs:** Analyze existing mentorship and training programs to determine their effectiveness in supporting the career growth and development of women in STEM fields.

**Talent Management:** To assess employee engagement initiatives, succession planning, and compensation policies to ensure effective attraction, development, retention, and engagement of employees.

**Employee Grievances and Redressal Mechanism:** Assessing policies and practices for accessibility, fairness, and effectiveness and analyse historical data on grievance cases and employee satisfaction with outcomes to identify areas for improvement and ensure a supportive and transparent work environment.

**Expected Outcomes:** The proposed study aims to provide a comprehensive understanding of gender sensitivity within ISRO, identifying key areas for improvement and offering actionable recommendations to promote gender equity in science and technology. The study will result in improved policies and initiatives, creating a more inclusive work environment and providing enhanced career opportunities and support for individuals of all genders within ISRO.

#### **Report Writing and Dissemination:**

- Deliverable in the form of the report to ISRO.

#### **E. The Study Report will include:**

a. Gap Analysis and Recommendations: Identify gaps in ISRO's gender sensitivity policies and practices, providing actionable recommendations for improvement.

b. Policy Updates: Propose updates or new policies in recruitment, training, gender equality, equal opportunities, career growth, workplace recognition, decision-making, harassment prevention, and talent management.

c. Recruitment, Retention, and Career Development Strategies: Recommending enhancements to reduce gender disparities in turnover rates, enhance inclusivity, and ensure fair career advancement.

d. Training Plan: Training plan and materials for gender sensitivity, unconscious bias, and inclusivity, tailored for different employee levels.

e. Organizational Culture and Communication: Recommending inclusive language and communication practices.

f. Strategic Roadmap: Strategic roadmap for promoting gender sensitivity and diversity within ISRO, outlining goals, timelines, and key milestones.

#### F. Time Period:

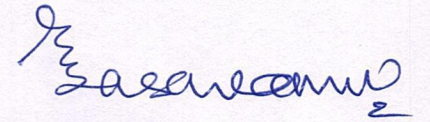
The time period for submission of the report shall be (2+1) months from the date of award of the study. The draft report will be submitted after two months and final report will be prepared after receiving comments from ISRO.

S.No.	Items	Duration in days/months
1	Date/ Days of Commencement of work after getting LoA from ISRO	T
2	Preparatory work including Selection of Staff, Data Collection through Questionnaire	T+20
3	Data Collection and analysis schedules	T+60
4	i) Submission of 1st draft report	T+70
	ii) Submission of final draft report	T+80
5	Draft report Presentation and Submission (for comments from ISRO)	T+85
6	Submission of Final Report	T+90
	Total duration	90 Days (3 months)
<b>* Note: Keeping in view the large sample size (1000 respondents) an additional 1 month may be needed (tentative)</b>		

**G. Payment Term:** 100% Payment within 30 days after satisfactory completion of the job and submission of the bill duly certified by the Contact person/Focal point and approved by their Division Head.

#### H. Key Requirement from ISRO:

- Data related to employees and other relevant information.
- Nodal Officer/s or Point of Contact/s from ISRO.



[C S Basavanna]

Sr. Purchase & Stores Officer

For and on behalf of the President of India

The Purchaser  
Sr. Purchase & Stores Officer  
Purchase Section  
ISRO Headquarters  
Antariksh Bhavan, New BEL Road  
Bangalore - 560 094

**Terms and Conditions:**

This is a TWO-PART PUBLIC TENDER i.e. Techno-Commercial Bid (Part-I) and Price Bid (Part-II) shall be submitted separately. All technical and commercial terms and conditions shall be furnished in the Techno-Commercial Bid.

**1. Bidder Eligibility Criteria:**

- 1.1 Only eligible Government entities/agencies are allowed to participate in this tender. Quotation from private entities will not be considered.
- 1.2 The bidder should have executed,
  - Minimum 01 No. of similar Consultancy Contract of value Rs.20 Lakh in the last 5 years.
  - OR
  - Minimum of 02 Nos. of similar Consultancy Contract of value of Rs.12.5 Lakh in the last 5 years.
  - OR
  - Minimum of 03 Nos. of similar Consultancy Contract of value of Rs.10 Lakh in the last 5 years.

Contract copies of similar Contracts shall be furnished along with your offer for evaluation at our end.

**2. Bid Evaluation Criteria:**

- 2.1 The techno-commercial bid shall be opened first and prior to the detailed technical evaluation, ISRO HQ/DOS shall determine the substantial responsiveness of each bid to the Bidding Documents. For the purpose of these Clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bidding Documents without any deviations.
- 2.2 During the evaluation of the bids, ISRO HQ/DOS shall ask any Service Provider to produce the Originals of the documents attached for verification. Any failure in this regard by the Service Provider shall be entitled for gross rejection of their Technical Bid.
- 2.3 After evaluation of the Techno-Commercial bids, the Price bids of those found technically suitable as per the tender requirements of the ISRO HQ/DOS shall only be opened.

**3. Period of validity of proposals:**

- 3.1 Techno-commercial bid (Part-I) shall remain valid for One Hundred Twenty (120) days from the date of opening of Part-I and Price Bid(Part-II) shall remain valid for Sixty days (60 days) from the date of opening of Part-II. A

**Annexure-2 to Tender Enquiry No. DSDS 2023003337-01**

Proposal valid for a shorter period may be rejected by ISRO on the grounds that it is non-responsive.

- 3.2** In exceptional circumstances, ISRO may solicit the Agency's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Agency consenting to such request will not be required nor permitted to modify its Proposal.

**4. Prices:**

The price shall be firm and fixed during the currency of the Contract.

**5. Tax:**

**5.1 GST:** Goods and Services Tax shall be payable extra as applicable.

**5.2** TDS@2% on GST shall be recovered from the bills towards Supply/Services.

**5.3** The Income Tax at Source (TDS) shall be deducted as per the provisions of Income Tax Act as amended from time to time.

**6. Payment Term:**

100% Payment within 30 days after satisfactory completion of the job and submission of the bill duly certified by the Contact person/Focal point and approved by their Division Head.

**7. Security Deposit:**

Upon receipt and acceptance of this Order, the successful bidder shall submit an Indemnity Bond for 3% of the Order value towards the Security Deposit. The Indemnity Bond shall be valid till the completion of the Contract period plus two months.

**8. Force Majeure:**

Neither party shall bear responsibility complete or partial non-performance of any of his obligations [except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the Purchase Order/Contract], if the non-performance results from such force majeure circumstances such as, but not restricted to, flood, fire, earthquake, civil commotion, sabotage, explosion, epidemic, quarantine restriction, strike, lock out, freight embargo, acts of the Government either in its sovereign or its Contractual capacity, hostility, acts of public enemy and other acts of God as well as war or revolution, military operation, blockade, acts or actions of state authorities or any other circumstances beyond the control of the parties that have arisen after the conclusion of Purchase Order/Contract. In such circumstances, the time stipulated for the performance of an obligation under the Purchase Order/Contract may be proportionately extended.

The party for whom it has become impossible to meet the obligation under this Contract due to force majeure condition shall notify the other party in writing not later than 7 days from the date of the occurrence and cessation of the force majeure condition/s. In the event of delay lasting over one



month, arising from force majeure causes, the Purchaser reserves the right to cancel the Contract without any obligation to compensate the Tenderer in any manner. Unless agreed by both the parties, in writing, the Contractor shall continue to perform his obligations under the Purchase Order/Contract as far as is practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

Any Certificate issued by the Chamber of Commerce or any other competent authority or organization of the respective country shall be sufficient proof of commencement and cessation of the above circumstances. In case of failure to carryout complete or partial performance of an obligation for more than 60 days, either party shall reserve the right to terminate the Contract totally or partially. A prior written notice of 30 days to the other party will be given informing of the intention to terminate without any liability.

**9. CONDITIONS for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:**

- (i) Any bidder from a country which shares a land border with India will be eligible to bid in this tender, only if the bidder is registered with the Competent Authority. Competent Authority for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
- (ii) Any false declaration and non-compliance of the above would be a ground for immediate rejection of offer or termination of the contract and further legal action in accordance with the laws.
- (iii) Validity of Registration: Registration should be valid at the time of submission of bids and should be valid at the time of placement of order.

**10. Make in India Compliances:**

Please refer OM No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 and all amendments, issued by Govt. of India w.r.t to Make in India policy, and indicate percentage of local content along with detailed break up of local content without mentioning any price details and provide self-certification that the item offered meet the local content requirement for Class-I Local Supplier/Class-II Local Supplier and provide details of the location(s) at which the local value addition is made. Please note that if the declaration is found false, your offer will be rejected without assigning any reason thereof Only Class-I and Class-II local suppliers are eligible to participate in this tender.

**11. Parallel Contract:**

Purchaser reserves the right to enter into Parallel Contract/s with one or more Contractors for Outsourcing of consultancy services – Gender Sensitivity Matters.

**12. Short closing and termination of contract:**

If the Service Provider repeatedly violates the terms and conditions of the contract or fails to supply required number of vehicles despite ISRO HQ/DOS having served them notices, the contract shall be liable to be terminated and security so deposited shall be forfeited.

ISRO HQ/ DOS reserves the right to terminate the contract without assigning any reasons by giving a prior notice of 30 days.

**13. Secrecy:**

The technical information, drawings, specifications and other related documents provided by the Purchaser and forming part of the Contract are the property of Purchaser and shall not be used or disclosed for any other purpose, except for execution of the Contract. All rights, including rights in the event of grant of patent and registration of designs are reserved in favour of the Purchaser. The technical information, drawings, specifications, records and other documents provided by the Purchaser shall not be copied, transcribed, traced or reproduced in any other form or otherwise in whole and/ or duplicated, modified, divulged and/or disclosed to a third party nor misused in any other form whatsoever without Purchaser's consent in writing except to the extent required for the execution of this Contract. These technical information, drawings, specifications and other related documents which were originally provided by the Purchaser shall be returned to the Purchaser with all approved copies and duplicates, if any, immediately after they have been used for the agreed purpose, and shall be accompanied with a certificate of the Contractor signed by an authorised signatory that such technical information, drawings, etc. have been returned to the Purchaser and that the Contractor has not retained any copy/ies thereof with him.

**14. Arbitration with Public Sector Undertakings:**

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 and The Arbitration and Conciliation Act, 2015 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law – Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law – Secretary, Secretary/Additional Secretary, when so authorized by the Law – Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as

intimated by the Arbitrator.

**15. Set-Off:**

Without prejudice to other rights and remedies available to ISRO/DOS, ISRO/DOS shall be entitled to set-off or adjust any amounts due to ISRO/DOS under this clause from the Contractor against payments due and payable by ISRO/DOS to the Contractor for the services rendered. The provisions of this Clause shall survive the termination of this Rate Contract.

**16. Non-disclosure Agreement:**

The Contractor shall execute a Non-Disclosure Agreement (NDA) within 15 days from the acceptance of the Contract as per our format. 200/- Rs. non judicial stamp paper.

**17. Risk Management:**

Contractor at their own expense shall adopt suitable Risk Management methodology to mitigate all risk assumed under this Contract. The Contractor shall underwrite all the risk related to its personnel deputed under this project as well as equipment and components and any other belongings or their personnel during the entire period of their engagement in connection with this project and take all essential steps to reduce and mitigate the risk. ISROHQ/DOS will have no liability on this account.

**18. Focal point:**

Sr Purchase & Stores Officer, ISRO Headquarters, Bengaluru (Ph No.080 2217 2248/2142) is the Focal Point for all the matters related this RfP.

**19. Language and Measures:**

All documents pertaining to the Contract including specification schedule notices, correspondence, operating and maintenance instruction drawings or any other writing shall be written in English language only. The metric system of measurement shall be used exclusively in the Contract. Any document originally in a language other than English must be accompanied with certified English translation and the same shall be considered for evaluation.

**20. Applicable Law:**

The Contract shall be interpreted, construed and governed by the laws of India.

**21. Jurisdiction:**

The Courts in Bengaluru only shall have exclusive jurisdiction to deal with the award and decide any matter relating to the disputes arising out of this Contract.

**22. INSTRUCTIONS TO TENDERERS (TWO-PART TENDERS)**

Quotations against this tender are being called for in Two Parts. They are:

**Part-1:** (a) Technical & (b) Commercial & **Part-2:** Price.

Please go through the following instructions as to how you have to prepare your offer and send to us to become a valid tender.

**I. Submission of Techno-commercial Bid:**

(a) Technical & (b) Commercial Part:

- Service Provider shall submit Techno-commercial bid as specified in Annexure-3 duly conforming all the parameters mentioned therein.
- All the points are to be properly responded instead of simply mentioning "compliant" or otherwise.
- In order to evaluate the eligibility of the Service Provider, all the conditions mentioned in the Annexure-3 shall be considered. Techno-Commercial Bid without any supporting documents for the details provided therein shall not be considered. No correspondence in this regard shall be entertained
- The technical and commercial part prepared as above has to be enveloped and super scribed as follows and sealed:

Ref: No: DSDS2023003337-01

Due date:

**Part-1(Technical and commercial part)** towards outsourcing of consultancy Services – Gender Sensitivity Matters

To,  
The Sr. Purchase & Stores Officer  
Purchase & Stores Dvn,  
ISRO Headquarters  
New BEL Road, Bangalore - 560094

From,

.....  
.....  
.....

**II. Submission of Price Bid:**

- The Price Bid as per Annexure-4 shall be submitted as per instruction of this Tender.
- ISRO HQ under DOS reserves the right to reject any unreasonable/conditional offer without assigning any reasons.

**Annexure-2 to Tender Enquiry No. DSDS 2023003337-01**

- Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures, the amount mentioned in words shall prevail over the amount mentioned in figures.
- The taxes and duties applicable also shall come in this part. In case a format is provided to give the prices, the same shall be filled and attested by you.
- The price part prepared as above has to be enveloped and super scribed as follows and sealed:
- Duly filled price bid must be kept in a sealed envelope and to be enveloped and super scribed as follows and sealed:

Ref: No: DSDS2023003337-01

Due date: \_\_\_\_\_

**Part-II (Price part)** towards outsourcing of consultancy Services – Gender Sensitivity Matters

To,  
The Sr Purchase & Stores Officer  
Purchase & Stores Dvn,  
ISRO Headquarters  
New BEL Road, Bangalore - 560094

From,  
.....  
.....  
.....

The Part-1 (Technical and Commercial Part) cover and the Part-II cover (Price part) prepared as above shall be inserted in another envelope and super scribed as follows and sealed.

Ref: No: DSDS2023003337-01

Due date: \_\_\_\_\_

Part-1& Part II are kept inside and individually sealed towards outsourcing of consultancy Services – Gender Sensitivity Matters

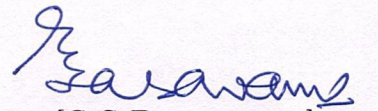
To,  
The Sr Purchase & Stores Officer  
Purchase & Stores Dvn,  
ISRO Headquarters  
New BEL Road, Bangalore - 560094

From,  
.....  
.....  
.....

**Annexure-2 to Tender Enquiry No. DSDS 2023003337-01**

- The tender prepared as above shall be delivered to the addressee so that they receive the tender before the due date and time. The offers received after the due date and due time shall be summarily rejected and will not be considered.
- The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents shall be duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.
- ISRO HQ under DOS reserves the right to accept or reject any/all quotation(s) in part or full without assigning any reason.
- ISRO HQ under DOS shall not be responsible for non-receipt of tender documents / offers due to postal delay / loss in transit.
- Quotation shall be valid for a period of 120 days after opening the part-I (techno-commercial bid) and 60 days after opening the part-II (price bid).
- If tender opening date happens to be a public holiday, the tender shall be opened on the next Working day. Interested Service Providers who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorization letter on their firm's Letter Head along with an Identity Proof. However, participation of Service Providers or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. ISRO HQ under DOS reserves the right to disallow any Service Provider or their representative from participation in the Tender Opening in the absence of Security Clearance.
- No request for the extension of the due date for any reason shall be considered.
- Service Providers who do not utilize the website, can also get the Tender documents from Sr. Purchase and Stores Officer, ISRO HQ, Antariksh Bhavan, New BEL Road, Bengaluru-560 094, Contact Ph. No. 08022172248/2142, email: spso\_isrohq@isro.gov.in).

NOTWITHSTANDING ANYTHING STATED ABOVE, ISRO HQ/DOS RESERVES THE RIGHT TO ASSESS SERVICE PROVIDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT. SHALL THE CIRCUMSTANCES WARRANT, SUCH ASSESSMENT IN THE OVERALL INTEREST OF ISRO HQ/DOS & DECISION OF ISRO HQ/DOS IN THIS REGARD SHALL BE FINAL. ISRO HQ/DOS RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER IN WHOLE/PART WITHOUT ASSIGNING ANY REASON WHATSOEVER AND DECISION IN THE MATTER SHALL BE FINAL & BINDING. IN SUCH CASE NO SERVICE PROVIDER SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.



[C S Basavanna]

Sr. Purchase & Stores Officer

For and on behalf of the President of India

The Purchaser

ಶಿ.ಎಸ್. ಬಸವಣ್ಣ / ಸಿ. ಎಸ್. ಬಸವಣ್ಣ / C.S. Basavanna  
ಹಿರಿಯ ಖರೀದಿ ಮತ್ತು ಉಗ್ರಾಣ ಅಧಿಕಾರಿ / वरिष्ठ क्रय एवं भण्डार अधिकारी  
Sr. Purchase & Stores Officer

ಖರೀದಿ ವಿಭಾಗ / क्रय विभाग / Purchase Section  
ಇಸ್ರೋ ಪ್ರಧಾನ ಕಛೇರಿ / इसरो मुख्यालय / ISRO Headquarters

ಅಂಚೆ ಕಟ್ಟಡ ಸ್ಟಾಪ್ ಬಿ ಇ ಎಲ್ ರೋಡ್ / अंतिम स्टॉप बि इ एल रोड / New BEL Road  
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**Annexure-3 to Tender Enquiry No. DSDS 2023003337-01**

**TECHNICAL BID**

Sl. NO.	Description (Commercial terms & conditions)	Compliance To Col. (II) (YES/NO)	IF 'No' Specify deviations explicitly	Remarks (Details)
(I)	(II)	(III)	(IV)	(V)
1.	Name of the Agency:			
2.	Techno-commercial bid (Part-I) shall remain valid for One Hundred Twenty (120) days from the date of opening of Part-I and Price Bid(Part-II) shall remain valid for sixty days (60 days) from the date of opening of Part-II. A Proposal valid for a shorter period may be rejected by ISRO on the grounds that it is non-responsive.			
3.	PO ordering Address in full with Contact Person Name, Mail ID, Phone No:			
4.	<b>Payment Terms</b> (in Indigenous case): 100% Payment within 30 days after satisfactory completion of the job and submission of the bill duly certified by the Contact person/Focal point and approved by their Division Head.			
5.	<b>Liquidated Damage (LD):</b> The delivery date stipulated in this Order is the essence of the Contract. You should adhere to delivery schedule as stated in the PO. In case of delay, Liquidated damages @ 0.5% (half percent) per week or part thereof, subject to a maximum of 10% of the delayed portion will be levied.			
6.	<b>Security Deposit:</b> Upon receipt and acceptance of this Order, the successful bidder shall submit an Indemnity Bond for 3% of the Order value towards the Security Deposit. The Indemnity Bond shall be valid till the completion of the Contract period plus two months.			
7.	<b>Past Experience of similar services:</b> The bidder should have executed, <ul style="list-style-type: none"><li>• Minimum 01 No. of similar Consultancy Contract of value Rs.20 Lakh in the last 5 years.</li></ul>			

	<p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Minimum of 02 Nos. of similar Consultancy Contract of value of Rs.12.5 Lakh in the last 5 years.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Minimum of 03 Nos. of similar Consultancy Contract of value of Rs.10 Lakh in the last 5 years.</li> </ul> <p>Contract copies of similar Contracts shall be furnished along with your offer for evaluation at our end.</p>			
8.	The Class-I & II local supplier should provide a Self-Certification indicating that the item offered meets the minimum local content as called for in the tender as mentioned above and provide the % of local content along with details of the location(s) at which the local value addition is made. Confirm attachment of Self declaration along with the offer.			
9.	Local content means the amount of value added in India (i.e. indigenous items/services added in the offered products/ services/ works) be the total value of the item offered (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties/IGST) as a proportion of the total value (excluding net domestic indirect taxes), in percent. Indicate extent of Minimum Local Content in offered product/service and location of such value additions.			
10.	<p><b>Definitions:</b> A supplier or service provider, whose goods, services or works offered for procurement, has local content:</p> <p>a) Equal to or more than 50% : Class-I local supplier.</p> <p>b) More than 20% but less than 50% : Class-II local supplier.</p> <p>c) Less than or equal to 20% : Nonlocal supplier. Mention your category.</p>			
11.	<p><b>CONDITIONS for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA</b></p> <p>(i) Any bidder from a country which shares a land border with India will be eligible to bid in this tender, only if the bidder is registered with the Competent Authority. Competent Authority for the purpose of registration shall be the Registration Committee constituted by the</p>			



	<p>Department for Promotion of Industry and Internal Trade (DPIIT).</p> <p>(ii) Any false declaration and non-compliance of the above would be a ground for immediate rejection of offer or termination of the contract and further legal action in accordance with the laws.</p> <p>(iii) Validity of Registration: Registration should be valid at the time of submission of bids and should be valid at the time of placement of order.</p>			
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Note : As per the latest Govt. rules and CVC guidelines, acceptance of SD, LD clause are compulsory. Quotation not accepting the conditions will not be considered.

(Signature of Tenderer)

(Seal)

**Annexure-4 to Tender Enquiry No. DSDS 2023003337-01**

**PRICE BID**

<b>Sl. NO.</b>	<b>Description of the item</b>	<b>Price (Rs.)</b>	<b>GST%</b>	<b>Total Price (Rs.)</b>
1.	Outsourcing of Consultancy Services - Gender Sensitivity Matters			

(Signature of Tenderer)

(Seal)