

भारत सरकार/ Government of India
अंतरिक्ष विभाग/ Department of Space
इसरो जड़त्वीय प्रणाली यूनिट (आईआईएसयू)/ ISRO INERTIAL SYSTEMS UNIT (IISU)
तिरुवनंतपुरम/ Thiruvananthapuram – 695 013

विज्ञा.सं./ सा.नि/विज्ञा/ईओआई/प्रशासन/2024 दिनांक मार्च 25, 2024
ADVT.NO. IISU /PT/ADVT/EOI/ADMN/2024 dated March 25, 2024

भारत के राष्ट्रपति के लिए और उनकी ओर से, वरिष्ठ क्रय एवं भंडार अधिकारी, इसरो जड़त्वीय प्रणाली यूनिट (आईआईएसयू), वट्टियूरकावु, तिरुवनंतपुरम प्रस्ताव हेतु अनुरोध (आरएफपी) जारी करने के लिए लघुसूचीबद्ध किए जाने हेतु प्रतिष्ठित एवं विश्वसनीय सेवा प्रदायकों से प्रशासनिक और सहायक कार्य पैकेज गतिविधियों के लिए अभिरुचि की अभिव्यक्ति (ईओआई) आमंत्रित करते हैं। इन गतिविधियों को ईओआई में बताए गए अनुसार 36 महीने की अवधि के लिए आईआईएसयू के प्रशासनिक नियंत्रण के अधीन किया जाना आवश्यक है।

For and on behalf of the President of India, Senior Purchase and Stores Officer, ISRO INERTIAL SYSTEMS UNIT (IISU), Vattiyoorkavu, Thiruvananthapuram invites Expression of Interest (EoI) from reputed and reliable Service Providers, to be shortlisted to issue Request for Proposal (RFP) for the Administrative and Auxiliary Work Package activities. These activities are required to be carried out under the administrative control of IISU as detailed in the EoI for a period of 36 months.

संभावित एवं विश्वसनीय सेवा प्रदाताओं से अनुरोध है कि वे अपनी अभिरुचि की अभिव्यक्ति (ईओआई) मोहरबंद लिफाफे में ऊपर "ईओआई -प्रशासनिक और सहायक कार्य पैकेज गतिविधियों के लिए आरएफपी" लिखकर **22 अप्रैल 2024 को 14.00 बजे** या उससे पहले प्रस्तुत करें, जो वरिष्ठ क्रय एवं भंडार अधिकारी, आईआईएसयू क्रय, वट्टियूरकावु पी.ओ. तिरुवनंतपुरम 695 013 का संबोधन करता है।

Potential and reliable service Providers are requested to submit their EoI in a sealed cover superscribing "EOI-FOR ADMINISTRATIVE AND AUXILIARY WORK PACKAGE ACTIVITIES" addressed to Senior Purchase and Stores Officer, IISU Purchase, Vattiyoorkavu P.O, Thiruvananthapuram 695 013 on or **before 22 April 2024 upto 14.00 hrs.**

विस्तृत निबंधन एवं शर्तें, लघुसूचीबद्ध होने के पात्रता प्रतिमानक, लघुसूची तैयार करने हेतु दिशा-निर्देश हमारे वेबसाइट www.isro.gov.in पर उपलब्ध हैं। इच्छुक संभावित सेवा प्रदायक हमारे संदर्भ संख्या आईआईएसयू/पीटी/एडीवीटी/ईओआई/प्रशासन/2024 का उद्धरण करते हुए **22 अप्रैल 2024 [14:00 बजे]** को या उससे पहले ईओआई में उल्लिखित पते पर अपनी अभिरुचि की अभिव्यक्ति प्रस्तुत कर सकते हैं।

Detailed Terms and Conditions, eligibility norms for short-listing, guidelines for short-listing are available in our website www.isro.gov.in. Interested prospective service Providers can furnish their Expression Of Interest quoting our reference No. IISU/PT/ADVT/EOI/ADMN/2024 **on or before 22 April 2024 [14:00 Hrs.]** to the address mentioned in the EoI.

शुद्धिपत्र, यदि कोई हो तो, उसे केवल हमारे वेबसाइट www.isro.gov.in पर प्रकाशित किया जाएगा।
Corrigendum, if any will be published in our website www.isro.gov.in only.

हस्ताक्षरित/Sd/-
वरिष्ठ क्रय एवं भंडार अधिकारी/ Senior Purchase & Stores Officer
दूरभाष सं./ Phone No.0471-2569317/2569547
ई-मेल/ Email: spso_iisu_pur@vssc.gov.in

Government of India
Department of Space
ISRO INERTIAL SYSTEMS UNIT (IISU)
Thiruvananthapuram - 695 013

ADVT.NO. IISU /PT/ADVT/EOI/ADMN/2024 dated 25/03/2024

**SERVICE PROVIDER PRE-REQUISITES AND THE PROCESS OF PRE-QUALIFICATION
OF SERVICE PROVIDER FOR WORK PACKAGE**

I WORK PACKAGE SKILL SETS: -

This is a “Work Package” intended for carrying out all the activities as defined in the scope of work as detailed below: -

Skill Set No.	Work Package - Skill Grouping	Skill Grouping Description & Scope of Work
1	Office Supporting Service	Preparation of the draft and final papers for technical presentations. Printing and Xeroxing of office documents, correspondence, reports etc. Dissemination and communication of office related information Internal/External dispatch. Preparation of letters, minutes, monthly reports, progress reports, power point presentations, Logistics supports etc. Assisting for project related and budget related work, Collecting stationary from stores and distribution to concerned section and preparation of draft bills for canteen
2	Office Assisting Activities	File movement in all divisions of IISU, Dispatch of internal letters, Maintaining dispatch registers, Xeroxing of documents, Arranging files in filing cabinet, carrying out the materials movements in all Divisions/ sections of IISU. Assistance for the distribution of materials/ stationary items from Stores. Distribution & collection of SRV from Indenting Officer. Distribution of DAK papers inside IISU. Delivering entry passes to the CISF main gate.
3	Bilingual Translation works	Supporting personnel in Translation works both English to Hindi and Hindi to English. Support for implementation of Official Language. Assisting Hindi Officer for the conduct of various Hindi training programmes, Hindi Workshops, Competitions in connection with Hindi Week/World Hindi Day Celebrations, Hindi Technical Seminar etc.
4	Cleaning and up keeping of clean rooms (Janitorial type activities)	Cleaning works in Laboratories, Clean Rooms and cleaning of special equipments
5	Canteen and supporting activities	Cooking, servicing, supervising and other logistic support related to Canteens of the unit.
6	Binding and Library documentation works	Supporting the day-to-day activities related to Library such as collection, organization, preservation and dissemination of information

II SERVICE PROVIDER PRE-REQUISITES:-

The Service Provider shall fulfil the following requirements to be eligible for short-listing for issue of RFP.

- a) Should be a Registered Firm and not an Individual.
- b) Should have valid registration certificate issued by any Government Agency. The Bye-Law/Registration Certificate should permit undertaking the proposed work.
- c) Should have Registered with Labour Department, in the Shram Suvidha portal, EPF Organization and ESI Corporation and the LIN (Labour Identification Number) should be mentioned in the EOI.
- d) Should have Income Tax (PAN) and GST Registration.
- e) Should have workforce with adequate experience/expertise to undertake activities elaborated under the various skill sets as at 'I' above.
- f) Should submit the Bio-Data of the workforce to be deployed for verification and approval by Service Receiver after the award of Work Package Orders.

III SELECTION PROCESS FOR PRE-QUALIFICATION OF SERVICE PROVIDERS:-

The Service Providers will be shortlisted based on:

- [i] The compliance of all the pre-requisites.
- [ii] Expertise in at least one skill set and the ability to provide work force of different qualifications [8th Standard, Matriculate, Higher Secondary/Diploma/Graduate in different disciplines] with expertise to carry out various activities falling under different skill sets.
- [iii] Complying with all the Terms and Conditions.
- [iv] Evaluation by an appropriate Committee of the Service Receiver.

In the absence of non-availability of any of the documents sought for, the EOI will NOT be considered and no clarification will be sought for by the Service Receiver in this regard.

A Pre-Eoi Discussion will be conducted on 17/04/2024, Wednesday at 10.30 Hrs., at VKC VISITORS HALL, IISU, Vattiyoorkavu. Trivandrum - 13.

The eligible Service Providers (or) their Authorized Representatives, who are interested to participate in the Pre-Eoi meeting should be present as per the above mentioned schedule.

IV Eoi TERMS AND CONDITIONS

1.0 Definitions:

- 1.1 The term "ISRO INERTIAL SYSTEMS UNIT (IISU)", a unit under the Indian Space Research Organization (ISRO) of the Department of Space (DOS)

hereinafter called “Service Receiver” includes various technical offices located at Vattiyoorkavu, Trivandrum.

- 1.2 The term “**Service Provider**” shall mean any registered Establishment which will be performing the Work package activities.
- 1.3 The term “**Work Package**” shall mean a Work Package Contract to provide services at different Entities/Groups/Divisions of IISU as per the Skill Set.
- 1.4 The term “**Workforces**” means all the workforces, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the Work Package tasks as defined in the Work Package Order.

2.0 Mandatory Documents

- 2.1 The following documents shall be submitted by the Service Provider along with documentary proof (wherever required); **without which the Expression of Interest will NOT be considered.**

No.	Details	Annexure
(a)	The details of Service Provider’s establishment in their letter head	A
(b)	Declaration Form	B
(c)	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider	C
(d)	“Near Relative” Certificate declaration in the format in line with Para 4.2	D
(e)	Compliance Statement	E

- 2.2 “The Service Provider should choose one or more skill set for short-listing. The Service Provider shall engage required number of workforce with relevant qualifications for the execution of various works falling under different skill sets. Service Provider seeking to bid for the EoI shall have experienced workforce with adequate qualifications/expertise. Necessary documentary evidences such as copies of previous Purchase Orders/Work Orders received from various Govt. Institutions/Autonomous Bodies/PSUs shall be submitted.”

3.0 Period of Contract:

The proposed Work Package will be valid for a period of 36 months or any such period as defined in the scope of Work Package and with an option to extend the same for a further period, with same terms and conditions.

4.0 Near Relative:-

- 4.1 The Service Provider shall furnish a Declaration (Annexure-D) of the details of “Near Relative” of the Service Provider (of the owner, partner, member of board of directors, members of governing body, or similar authorized bodies responsible to perform the management functions of the Service Provider’s Firm) who is/are working/employed in VSSC, IISU and LPSC (Centres of ISRO located at Thiruvananthapuram) and any other ISRO Centre/Unit.

The “Near Relative (s) means:

- a) Spouse
- b) The one is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister, sister-in-law, sister's husband (brother-in-law) in relation to the Partner/Shareholders/Directors/Executives/Office bearers of the Service Provider.

4.2 Declaration of the details of “Near Relative”

If any “Near Relative” are engaged as above (Para 4.1), a declaration to the effect that the said employees of ISRO has no connection/ partnership/share-holding or any other business interest in the Service Provider’s firm shall be certified and provided.

5.0 Submission of Forged Documents:-

If the prospective Service Providers submit any forged or false documents along with **Eol**, such **Eols** will be summarily rejected and such Service Providers will be blacklisted for all future requirements.

6.0 Validity:-

The **Eol** submitted by the Service Provider shall be valid for a minimum period of **Ninety Days** from the due date of submission of the **Eol**.

Sd/-
Senior Purchase & Stores Officer
IISU

ANNEXURE-A

DETAILS OF THE SERVICE PROVIDER'S ESTABLISHMENT (To be provided by the SERVICE PROVIDER with EoI)

PASSPORT SIZE
PHOTO OF THE
PERSON SIGNING
EoI TO BE
PASTED HERE

1.	Name of the Service Provider	
2(a).	Full Postal Address of the Service Provider	
2(b).	Telephone No.	
2(c)	Mobile No. (Mandatory)	
2(d).	Fax No.	
2(e).	E-mail id (mandatory)	
3.	Full Postal Address of Operating Branch Office, if any	
3 (a)	Telephone No.	
3 (b)	Mobile No.	
3 (c)	Fax No.	
3(d)	E-mail	
4.	Indicate the Organizational status of the Service Provider	<ol style="list-style-type: none">1. Proprietorship2. Society3. JV Firm4. Partnership5. Private Limited Co6. Public Limited Co7. PSU/PSE8. LLP9. Others (please indicate) <p>(please tick any one of the above which is applicable)</p>
5.	Act/Rule under which the Service Provider is registered	
6.	Registration No. & Date of Registration	
7.	Name of the Proprietor /Manager/ President/ Secretary/ Chief Executive with address and Contact Phone No.	

8.	Name of Partners/Shareholders (of privately owned)/ Directors/ Executives/ Officers of the Service Provider (If required attach additional sheet)				
9.	Whether any Near Relative of the Proprietor/Office bearers is/ are working in VSSC/IISU/LPSC, if so details (Please see Para 4.1 of the EoI and fill in Annexure-D)				
10.	Copy of the Bye-law/ Establishment Registration Certificate issued by any Governmental Agency (Para II-b)				
11.	Labour Department Registration No. (Para II-c). LIN No.				
12.	PAN No. (Para II-d)				
13.	Goods & Service Tax Registration No. (Para II-d)				
14.	Bank Account Details of the Service Provider	Banker's Name			
		Banker's Address			
		Bank Account No.			
		IFSC Code			
		PFMS No. (if available)			
15.	System followed for prompt payment of remuneration and remittance to the work-force such as Wages, PF, ESI, Insurance Policy (as the case may be) etc. shall be explained with documentary support				
16.	Whether the Service Provider undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC/IISU/LPSC. If so, give the details as below:-				
	Details of Client along with address, Telephone & Fax	Scope of Work	Value of Contract (Rupees in Lakhs)	Contract period From To	
16-a					
16-b					
16-c					
16-d					

The Service Provider shall select appropriate skill set to be considered for issue of RFP.					
17.	Skill Set No.	Work Package -Skill Grouping	Tick mark against the Skill Set preferred	Available number of employees for the skill set	Proof of Work Orders to be submitted mandatorily and details of availability of employees with adequate experience/ expertise
	01	Office Supporting Service			
	02	Office Assisting Activities			
	03	Bilingual Translation works			
	04	Cleaning and up keeping of clean rooms (Janitorial type activities)			
	05	Canteen and supporting activities			
	06	Binding and Library documentation works			

Note:- 1. If any of the above columns are kept unfilled and not supported by documentary proof, such **Eol will be summarily rejected by the Service Receiver.**

DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

DECLARATION BY THE SERVICE PROVIDER

(To be provided by the Service Provider with EoI on the letter head of the Service Provider)

1. I/We, _____
Son/Daughter/Wife/Husband of Shri/Smt. _____
_____ (Proprietor/Partner/Director/Authorized Signatory of the Firm), am/ are competent to sign the declaration and execute this EoI.

2. I/We have carefully read and understood all the enclosed terms and conditions and undertake to abide by the same.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of our EoI at any stage besides liabilities towards prosecution under appropriate law.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

ANNEXURE-C

DECLARATION BY THE SERVICE PROVIDER REGARDING COURT CASES

(To be provided by the Service Provider with EoI
On the letter head of the Service Provider)

I/We hereby undertake that our establishment do not have any legal suit/criminal case either pending against me/us/Partner(s)/Proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby undertake that our establishment is having the following legal suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Honourable Court	Nature of the Case	Name of the Parties involved
1.			
2.			
3.			

Note : Strike out whichever is not applicable.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

ANNEXURE-D

PROFORMA FOR NEAR RELATIVE(S) CERTIFICATE *

[to be submitted on company letter head duly signed by competent authority, along with EoI]

I, _____,
S/o or D/o Shri/Smt. _____
on behalf of _____
hereby certify that

- (a) None of my relatives are working in VSSC/IISU/LPSC.

- (b) Following relative (s) as defined in Clause 4.1 of the Expression of Interest Terms and Conditions for Work Package is/are employed in VSSC/IISU/LPSC.

Sl. No	Name of the Person, Designation, Staff Code No., Organization

- (c) It is also certified that the employee/(s) as above of ISRO has/have no connection/partnership/share-holding or any other business interest in the Service Provider's firm.

In case at any stage, it is found that the information given by me/us is false/incorrect, the Department/ISRO shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature of Authorized Signatory
of the Service Provider/Service Provider with Seal)

Name in full :

Date :

Place :

* In case of award of contract for work package, the declaration shall be executed on Rs.200/- Non-Judicial Stamp Paper & attested by Notary Public/Executive Magistrate by the Service Provider.

ANNEXURE-E

COMPLIANCE STATEMENT

(to be provided by the Service Provider with Eol on their letter head)

Sl. No.	Conditions in EOI/ Requirements	Compliance Yes/No	Explanation/ Comments	Details of relevant documents attached
1.	The details of Service Provider's establishment in their letter head (Annexure-A of EOI)			
2.	Declaration Form (Annexure-B of EOI)			
3.	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider (Annexure-C to EOI)			
4.	A declaration in line with "Near Relative" Certificate as at Para 4.1 (Annexure-D to EOI) [on company letter head]			
5.	Valid Registration Certificate of Service Provider's Establishment issued by any Governmental Agency (Para II-b)			
6.	Details of similar works executed under any of the skill set and Details of experienced employees with adequate qualification/ experience (Para II-e and Para 2.2)			
7.	The Bye-law/Registration Certificate issued by any Governmental Agency of such establishment of the Service Provider permitting the permit undertaking of the assigned work (Para II-b of EOI Terms and Conditions)			
8.	Shram Suvidha Registration (Para II-c)			
9.	EPF Organization Registration (Para II-c)			

Sl. No.	Conditions in EOI/ Requirements	Compliance Yes/No	Explanation/ Comments	Details of relevant documents attached
10.	ESI Corporation Registration (Para II-c)			
11.	Bank Account Details (Annexure-A - Column-13)			
12.	Copy of PAN Card (Para II-d)			
13.	Copy of the Goods and Service Tax Registration Certificate (Para II-d)			

Date :

(Signature & Name of Authorized Signatory with Seal)

Place :