

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग/DEPARTMENT OF SPACE
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE
तिरुवनंतपुरम/THIRUVANANTHAPURAM – 695 022

विज्ञा. सं. वीएसएससी/पी/विज्ञा./378/2024 दि. 10.07.2024
ADVT. NO. VSSC/P/ADVT/378/2024 DT. 10.07.2024

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदाएं (क्रम सं. 1 के लिए) तथा, ई-प्रापण के ज़रिए निविदा (क्रम सं. 2 के लिए) आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender (for Sl. No. 01) & Tender through e-procurement (for Sl. No. 02) for the following :-

क्रम सं. Sl. No	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	B220-2023-5467-01 [एकल भाग / SINGLE PART]	ऑटोमोबाइल अनुरक्षण कार्यबल, विविध श्रमिक वर्ग एवं ईंधन पंप प्रचालक को कार्य पर लगाने के लिए दर संविदा Rate Contract for Engaging Automobile Maintenance Workforce, Sundry labour & Fuel Pump Operator.	2 वर्ष / years	रु. 560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				
02.	VSSC/PURCHASE UNIT I (MAIN PURCHASE)/ VS202400219901 [दो भाग / TWO PART]	दाब पात्र तथा उसके संबंधित प्रणालियों के अनुरक्षण व परीक्षण के लिए अव्यापक एएमसी Non Comprehensive AMC for the maintenance and Testing of Pressure Vessels and its Associated systems	1 लॉट/Lot	लागू नहीं NA

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender (क्रम सं. / Sl. No. 1)	30/07/2024 up to 16:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date (क्रम सं. / Sl. No. 1)	31/07/2024 at 10:00 Hrs.

क्रम सं./ Sl. No.	बोली प्रस्तुत करने की समय-सीमा Time limit for submission of Bid	बोली खोलने की तिथि Bid Opening date
02.	Upto 22.07.2024 [14:00 Hrs.]	22.07.2024 [14:00 Hrs.]

क्रम सं. 1 के लिए / For Sl. No. 1

बोली-पूर्व बैठक 18.07.2024 को [10:00 बजे] पी आर ओ सम्मेलन कक्ष, वीएसएससी, तिरुवनंतपुरम में निर्धारित है। तिथि / समय में परिवर्तन हेतु कोई अनुरोध स्वीकार नहीं किया जाएगा। पूछताछ / सहायता के लिए कृपया संपर्क करें : 0471 2563139/3523, ई-मेल : : spsd_psd@vssc.gov.in / psd2_main_pur@vssc.gov.in

Pre-bid meeting is scheduled on 18.07.2024 [10:00 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 2563523. E-mail : spsd_psd@vssc.gov.in / psd2_main_pur@vssc.gov.in

विशेष टिप्पणी/Special Note :-

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

क्रम सं. 1 की निविदा के लिए ईएमडी लागू है / EMD applicable for tender at Sl. No. 1.

क्रम सं. 2 के लिए विवरण ई-प्रापण पोर्टल <https://eproc.vssc.gov.in> पर उपलब्ध है।
For Sl. No. 2, details are available on ISRO e-procurement portal <https://eproc.vssc.gov.in>

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट www.vssc.gov.in / www.isro.gov.in में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : www.vssc.gov.in / www.isro.gov.in only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores

भारत सरकार
अंतरिक्ष विभाग (अं.वि.)
विक्रम साराभाई अंतरिक्ष केंद्र
तिरुवनंतपुरम 695022
क्रय यूनिट-1, आरएफएफ क्षेत्र
फोन नं Ph No. 0471-2563139,3676,3522,3523 / Fax. 0471-2705092 / 2562065 / ईमेल e-mail: spsd_psd@vssc.gov.in

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-I,MAIN PURCHASE,RFF AREA

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s

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हमारी संदर्भ सं
Our Ref. No.

B220 2023-005467-01

निविदा अंतिम तिथि
Tender Due at

16:00 hrs IST on 30/07/2024

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. null)

क्र. सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate Contract for Engaging Automobile Maintenance workforce, sundry labour & Fuel pump Operator	years	2

सुपुर्दगी स्थल

Delivery At TOMD,VSSC,TVPM

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) The Tender/Bid with all its enclosures and complete in all respects shall be submitted in a sealed cover superscripting the Tender/No. and Due Date to the Senior Purchase & Stores Officer, Purchase Unit-1,RFF Area,Vikram Sarabhai Space Centre,TVMP -22.

(2) Fax/E-mail Tenders/Bids also will NOT be considered.

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भारत के राष्ट्रपति के लिए एवं ओर से
For and on behalf of the President of India
क्रेता / The Purchaser

**TERMS & CONDITIONS OF RATE CONTRACT FOR ENGAGING OF AUTOMOBILE MAINTENANCE
WORKFORCE & SUNDRY LABORERS**

1. Definitions:

- a) The term "Service Receiver" means Vikram Sarabhai Space Centre-VSSC, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called "Service Receiver" includes its Units/Entities/Groups/ Divisions and facilities all over Kerala State under the administrative control of VSSC and its offices located at ISRO P.O., Thumba, Thiruvananthapuram – 695 022, Mechanisms & Vehicle Integration Testing (MVIT), Valiamala - 695 583, Composites Entity (CMSE), Vattiyoorkavu - 695 013.
- b) The term "**Service Provider**" shall mean any registered Establishment which will be performing the Rate Contract activities.
- c) The term "**work- force/ laborers**" shall mean all the employees, and staff of the Service Provider deployed by the Service Provider to carry out the tasks as defined in the Rate Contract Order.
- d) The term "**Focal Point**" shall mean the designated officials of Service Receiver, who will be from the technical stream of the Units/Entities/Groups/Divisions, who will be coordinating with the Service Provider.
- e) The term "**Paying Authority**" shall mean the respective Sr. Accounts Officer/ Accounts Officer of the Division/Group/Entity of Service Receiver.

2. Period of Rate Contract:

The proposed Rate Contract shall be valid for a period of 24 months or any such period as defined in the scope of Rate Contract Order and with an option to extend the same for a further period of maximum 12 months, with same terms and conditions on mutual consent. Service Receiver also reserves the right to short-close/terminate the Rate Contract at any time based on Clause- 16

3. Scope of Contract:

- a) This is a "contract for services", where the work force (Maintenance workforce / Sundry Labourers) are employees of the Service Provider, without any employer – employee relationship between Service Receiver and the work force engaged by the Service Provider.
- b) Repair and Maintenance of vehicle: - This Rate contract is intended for carrying out various type of repair & maintenance related works in different departments of TOMD including TOMD stores. as given in the bidding format template of an assorted fleet of Type A, Type B department vehicles of VSSC & other units/Centres of ISRO. The works have to be normally carried out within the premises of Thumba, VSSC and also need to be

carried out at places outside the Centre including ISRO premises at Vattiyoorkavu, Valiamala & Mahendragiri and on road by employing required number of skilled work force whenever required. When the work to be carried out outside the Thumba Centre (for road side breakdown assistance/ recovery); VSSC will provide necessary conveyance for attending the work from Thumba, VSSC to the site and back. The vehicles coming under each type is given below which may subject to change during the contract period.

Type A vehicles (Light Vehicles)

Motor Cycles, Electric Two Wheelers, Battery Operated Special vehicles, Cars (Etios, Maruti Ciaz or similar vehicles), MUVs (Crysta, Innova, Bolero, Camper, Thar, Tavera, Ace, Tata 207, Sumo, Eeco & similar vehicles), Force Traveler, Tata 407, Tata 709 & other similar light commercial vehicles

Type B Vehicles (Heavy Vehicles)

Tata & Ashok Leyland buses, Mini buses, Trucks, Tractor Trailers & similar heavy commercial vehicles

Sundry Labourers: - Their primary job is to support the workforce while doing hard and heavy jobs on work floor. They should preferably have expertise to fix tools, fixtures etc, carrying spare parts with in TOMD workshop and cleaning the area after the work is completed. They should also operate fuel pump whenever in demand and should possess sufficient knowledge to take morning and evening dip measurement, fuel filling, consumption calculation and any associated works.

Approximate total number of Maintenance Work force and sundry labours required are be 18 (14 maintenance work force, 4 sundry laborers)

The works given in the bidding format template are only a general quantum of works to be carried out. As it is only a general description, the works shall be done according to the type of vehicle and applicability to the particular vehicle. In all cases, the works has to be done to the utmost satisfaction of the contact person or their authorized representative. A minimum of 18 work force required for working days, holidays (work force on holidays are purely on requirement basis with one-day advance intimation to the service provider) to execute the work.

4. Eligibility Criteria for Service Providers

- a) The Service Provider must have deployed minimum two numbers of work force in any kind of automobile body maintenance / automobile maintenance auxiliary works / automobile engine repair / automobile electrical repair related contracts to any Central or State Government Department during the last 5 years. A copy of such Work Order(s)/ Contract(s) shall be submitted invariably (Compliance Statement – Annexure-D – Column 6). In case of non-submission of the same, such offer will not be considered. Proof in this regard shall invariably be submitted on demand.
- b) Only Indian nationals are eligible to bid.
- c) Registered firm has a valid registration certificate issued by any Government Agency. Firm should have Income Tax (PAN) and GST Registration. The Registration Certificate should

permit undertaking the proposed work. The service provider shall provide all the details in **Annexure –A**

- d) Those bidders who have been excluded from participating in the tenders for providing work force/ sundry labour on earlier occasions, for the reason of submission of forged or false documents along with tender, such bidders are ineligible to participate in the tender process during the period in which the agency is black listed & if such parties submit bids, it will be summarily rejected. The Service Provider shall provide an undertaking to this effect in **Annexure-B.**
- e) The bidder shall have an office for effective operation at Thiruvananthapuram or they should establish an office at Trivandrum within 30 days from the date of award of contract. (Compliance Statement – Annexure-D – Row 13).

5. **Qualifications, experience & workforce number requirement**

- a) Educational qualification, Experience and workforce requirement
 - i. **For repair and Maintenance of vehicles:**
ITI - MMV/Diesel Mechanic with minimum 1 year technical expertise in all types of repair and maintenance of Type A & Type B vehicles as listed in tender document. The skilled work force who are carrying out repair & maintenance activities should have fair knowledge about the spare parts of type A, Type B vehicles. Also they should preferably have a valid Light & Heavy vehicle driving license to test drive the vehicles before and after repair works. **A minimum of 14 work force are required on all working days/ holidays** (holiday duty on demand basis) to execute the work.
 - ii. **Sundry Labour:**
Helping the maintenance staff at TOMD workshop by supporting for many heavy Jobs like jack fixing, Carrying Spare parts, tools, fixtures etc. Labours shall have passed 10th standard. Basic knowledge about automobile maintenance / spare parts is also preferred. They should also have an expertise and knowledge in operation of fuel pumps and related works. **A minimum of FOUR persons are required on all working days/ holidays** (on demand basis) to execute the work.

Depending upon the activities undertaken by the service receiver/department, the requirement of the projected numbers may vary. The assumed numbers shown above (14nos + 4nos) are based on previous experience and present quantum of activities of the department/ service receiver. However, Service receiver reserves the right to increase or decrease the total number by 25% of the demand either for short period (up to 30days) or for longer period (more than 30 days) with same terms are conditions of the contract with a prior notice.

- b) Indian nationals above the age of 18 years and up to 60 years, medically fit and well behaved only shall be engaged for duty. Persons suffering from chronic illness, high blood pressure, vision defect, etc., shall not be engaged for duty. The work force being engaged by the Service Provider shall be subjected to basic medical examination by the Service Receiver's Medical Unit at the time of initial engagement of duty and whenever required by the Service Receiver thereafter.

- c) The Service Provider shall engage those work force who is/are not having any live criminal case. However, MACT cases can be waived off. Necessary Police Clearance Certificate shall be submitted by the Service Provider in respect of each of the work force at the time of engaging for duty, and as and when required by the Service Receiver thereafter.
- d) The work force proposed to be deployed by the Service Provider will be assessed by the Service Receiver for verifying their suitability with respect to technical skill, age, general health, experience etc. before engaging them on duty.
- e) The persons who were previously expelled from VSSC or other ISRO Centres for misbehavior will not to be engaged by the Service Provider.
- f) The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider, if the presence or activity of such workforce is felt detrimental to the interest or discipline or security of the Service Receiver establishment.
- g) Constant/ repeated denial of duties/ work on extended office hours/ holidays will be treated seriously and service receiver has full rights to terminate the services of the work force under the intimation to the service provider.

6. **Nature of Duty**

- a) The work is to be carried out at TOMD workshop, Thumba on working days and holidays (Including extended office hours on demand basis). In case, the jobs are to be executed at Vattiyoorkavu (VKC) or Valiamala near Nedumangad (VMC) campus (defined as outstation duty)/ road side breakdown assistance on exigency situations, to & fro free transport arrangement will be provided by the Service Receiver. (Only for vehicle recovery/ road side assistance). No other cost will be provided by the service receiver.
- b) Payment will be made based on number of units (One unit = one hour) of work performed in a day or continuous duty performed from the commencement of work in case of night duties/ holiday duties.

The Service Provider shall only quote the unit rate Z (One unit= one hour) for the work force.

Rate Z is inclusive of all Direct & Indirect Expenses to be incurred by the Service Provider. Applicable GST only will be provided extra.

Sl. No.	Description of Work	Multiplication factor (Considering the efforts to be put on the execution of work)	Remarks
01	Rate per hour / unit (UNIT RATE : Z)	(-----) (Z: To be quoted by the Service Provider)	
02	Unit rate for type A (Light vehicle) mechanical maintenance	Z	
03	Unit rate for type A (Light vehicle) electrical/ AC maintenance	Z	
04	Unit rate for type B (heavy vehicle) mechanical maintenance	1.1 × Z (1.1 multiplied by Z)	In Comparison with rate rate(Z), SI No 04 to 06 need to put higher/lesser efforts for the execution of works. Hence these rates (SI No 04 to 06) are proportionally weighted.
05	Unit rate for type B (heavy vehicle) electrical/ AC maintenance	1.05 × Z (1.05 multiplied by Z)	
06	Unit rate for Sundry Labour	0.90 × Z (0.90 multiplied by Z)	

c) **Bid Acceptance and L1 position arrival:**

Bids which are not meeting even the basic cost of inputs i.e, unreasonably low prices to undercut or predatory pricing and obtain the Rate Contract Orders (s) are liable to be rejected by the Service Receiver in order to ensure quality of the work, as the Service Receiver cannot compromise quality of work. **If the offered basic price (Unit rate Z) is less than 90% of the estimate, or further less, same will be considered as under quote and will be summarily rejected.**

The L1 position will be arrived based on the grand total for 2 years i.e., lowest amount arrived in Sl. No. 8 of bid annexure – C based on mentioned quantum of work, quoted unit rate.

7. **Roles and responsibilities of Service Receiver**

- a) Floor space, Tools & Equipment, Electricity, spare parts and consumables such as lubricating oil, grease, cotton waste, etc., required for carrying out the works will be provided by service receiver subject to availability.

- b) **Payment:** -The service provider shall submit bill on monthly basis to Head, TOMD on 21st every month. After verification of the bills submitted by the Service Provider, the Head, TOMD shall forward the bills within 5 working days to Accounts Officer, VSSC Centre Accounts for processing the payment. The Accounts Officer shall make payment within 5 working days from the date of receipt of such bills in Accounts.

8. **Roles and responsibilities of Service Provider:-**

- a) Service Provider shall quote their unit rate as per the tender bid format.
- b) Full time deployment of work force, Verification of attendance, performance assessment of work force, Preparation of bills and its timely submission to Service receiver. **Any additional cost envisaged towards this should be suitably provisioned while quoting the unit rate.**
- c) Necessary personal protective equipment such as gloves, masks, shields, safety shoes, etc., for the staffs shall be provided by Service Provider. Service Receiver will not bear any cost related to this and not responsible for any occupational hazards to Service Provider's work force due to the nature of work.
- d) Service Provider shall not change the engaged workforce except in unavoidable circumstances, without the consent of the Service Receiver. If any of the staff is found unacceptable for any reasons, the Service Provider shall provide suitable replacement at the earliest, subject to the terms and conditions for the selection and acceptance of work force by the Service Receiver.
- e) In the event of damages to Service Receiver property or injury to Service Receiver's/Provider's personnel due to the negligence of Service provider's work force, the responsibility shall solely rest with the Service provider. Service Receiver shall not be responsible for loss of life of the Service Provider's work force due to accidents/natural calamities/explosions, etc. at work site during the working hours
- f) The work force so engaged by the Service Provider shall not be under the influence of any alcohol/intoxicated drinks/drugs while on duty. The work force will be barred from duty if found consumed alcohol/intoxicating drinks/drugs. The Service Provider should immediately arrange a substitute workforce at the earliest.
- g) The Service Provider shall provide their communication address with mobile numbers to the Service Receiver on awarding the contract for the smooth co-ordination. No work force engaged to the Service Receiver shall be deployed for the said duties.
- h) The service provider should have an office at Thiruvananthapuram OR he/ she should establish an office with a valid postal address, email id and contact phone number with in 30days from the date of award of contract.
- i) The Service provider shall make his/her own arrangement for transport, canteen, safety, medical, EPF and other amenities including any statutory expenses that may be introduced during the currency of the contract for his work force deputed to Service Receiver.

- j) The deployed work force shall wear neat and clean workshop uniform and identity card. No expenses for uniform/ identity card will be reimbursed by the service receiver.
- k) The workforce shall abide by all Security instructions of the Department. The workforce engaged by the service provider should make necessary biometric entries at the security gate of VSSC/other ISRO Centre's for all the in & out movements.
- l) The Service Provider shall bear all the medical/legal expenses relating to injury/death caused to the work force/ Sundry laborers operator while on duty.
- m) As the Departmental vehicles are not insured based on due exemption provisioned by Govt of India, the workforce/ work force shall put utmost alert while Test driving the vehicles. The workforce/ work force should satisfactorily drive the vehicle in a safe manner observing all traffic and safety rules and regulations. Any expenditure to be incurred due to any accident/damage caused during the test drive including to the third parties shall have to be met by the service provider since the service receiver will not bear any such cost towards this.

9. Legal :

- 9.1 The Service Provider shall abide by the law of the land including, Contract Labour (Regulation & Abolition) Act, and all labour related laws/Acts or any new regulations/legislations enacted in this regard and its compliance as applicable during the tenure of the Rate Contract Order. Service Receiver shall in no way be responsible for any default of the Service Provider regarding statutory obligation. The Service Provider has to ensure compliance of the above provisions at the time of submission of bill to the Service Receiver and while making payments to their work-force at all times during the currency of the Rate Contract.
- 9.2 The Service Provider shall discharge all the legal obligations in respect of the work-force engaged by them for the execution of the work in respect of their remuneration and Service conditions and shall also comply with all the rules and regulations and provisions of the law in force that may be applicable to them from time to time. The Service Provider shall indemnify and keep indemnify the Service Receiver from any claim, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Service Receiver shall be final and binding on the Service Provider.
- 9.3 The Service Provider is fully responsible for timely claiming and disbursing monthly payment of remuneration to their work-force engaged in the campus of the Service Receiver, within the time limit prescribed in the relevant Act/Rules.
- 9.4 Payment disbursement shall be made to the Service Provider by the Service Receiver on monthly basis for the actual units of work completed on piece rate and part thereof and on receipt of the invoice/bill which is duly certified by the Focal Points and approved by Divisional Head/Group Head in the Campus of the Service Receiver and submitted to the respective Sr./Accounts Officer, as the case may be, in the prescribed format.

9.5 The Service Provider, upon being served with the Rate Contract Order(s) shall engage the work-force as per the requirements sought for by the Service Receiver for which the Service Provider shall provide the bio-data of their qualified workforce.

9.6 **Issue of Entry Pass:** - For arranging Entry Pass to enter the Service Receiver's premises, the Service Provider should submit the details of their work force to the respective Focal Point and the same shall contain the following documents. The respective Focal Point shall scrutinize the same and shall forward it to the Senior Administrative Officer, GAD/P & GA duly approved by their Divisional Head:

- (a) Police Clearance Certificate
- (b) ID card issued by the Service Provider
- (c) Any valid Photo ID card issued by any Government Agency; and
- (d) Two copies of stamp size photographs;

i. **Police Clearance Certificate:** -

It is the responsibility of the Service Provider to arrange the character and antecedents of the work-force engaged for duty. The Service Provider shall engage the work-force who is not having any criminal background. However cases under MACT may be entertained if mentioned specifically in the PCC. The character and antecedents shall be got verified through record check by Service Provider at their own cost from the concerned Police authorities (Police Clearance Certificate) and submit the original report.

ii. **Identity Card to be issued by the Service Provider:** -

The Service Provider shall issue tamper proof necessary Identity Card in their firm's/ society's/agency-ies/company's logo to the work force deployed by them to Service Receiver.

9.7 The work-force once engaged for the Service shall not be changed without the prior concurrence of the Focal Point of the Service Receiver.

9.8 In case, the Service Provider fails to comply with any statutory/taxation liability under the appropriate law, and as a result, if Service Receiver is put under any loss/obligation, monetary or otherwise, Service Receiver will be entitled to get itself reimbursed either out of the outstanding bills against any of the Rate Contract Orders or from the Security Deposit to the extent of the loss or obligation in monetary terms.

9.9 The Service Provider shall be bound by the details furnished by them to the Service Receiver while submitting the tender or at any subsequent stage(s). In case, any of the documents furnished by them is found to be false at any stage, it would be deemed to be a breach of the Terms and Conditions of the Rate Contract Order making the Service Provider liable for legal action besides termination of Rate Contract Order(s) and forfeiture of Security Deposit.

9.10 The Service Provider shall not be allowed to transfer, pledge, assign or sub Contract its rights and liabilities under this Rate Contract Order to any other agency in any circumstances.

- 9.11 The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to the work-force engaged by them. Service Receiver shall in no way be responsible for the settlement of such disputes. Service Provider should maintain a record of grievances received from their work force and action taken for settlement.
- 9.12 For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of the work-force engaged by the Service Provider at Service Receiver's site. The work-force engaged by the Service Provider to the Service Receiver shall not have any claim whatsoever of "Master and Servant" relationship nor have any "Principal and Agent" relationship with or the Service Receiver for the said services.
- 9.13 Any other terms, conditions or clauses not covered in this document shall be in accordance with other statutory Rules/ Acts applicable to DOS/ISRO.
- 9.14 In case of termination of the Rate Contract Order(s) on its expiry or otherwise, the work-force engaged by the Service Provider shall not be entitled to and shall have no claim whatsoever for any kind of employment in Service Receiver's establishment and shall be made known by the Service Provider to their workforce before being engaged.
- 9.15 The status of the Service Provider shall be that of an independent Service Provider. The Service Provider and its work-force performing under this Rate Contract shall not be the employees of Service Receiver. Neither the Service Provider nor its work-force shall be considered as employees of Service Receiver. Such work-force has no right for subsequent regularization.
- 9.16 The Service Provider shall not assign, transfer or convey in whole or in part, this Work/Rate Contract Order(s) to anyone. The Service Provider shall also not delegate any of its obligations or duties under this Rate Contract Order(s) to anyone. The Service Provider shall not assign, pledge as collateral, grant a security interest in, create a lien against or otherwise encumber any payments that may or will be made to the Service Provider under this Rate Contract Order(s).
- 9.17 The Service Provider shall be bound to accept all instructions/ directions issued by the Focal Point or any other person duly authorized by them relating to the execution of the Rate Contract Order(s).
- 9.18 The details of work handled by the work-force and Establishment should be kept secret and should not be divulged to any person or outside agencies.
- 9.19 The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider, if the presence or activity of such workforce is detrimental to the interest or discipline or security of the Service Receiver.
- 9.20 The Government of India has enacted the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 and the preferences that are extendable to the MSME Units including Women and SC/ST Entrepreneur's as issued by the Government of India from time to time and wherever feasible, will be applicable for this Tender. In order to avail of the benefits

extended by the Government of India to Micro and Small Enterprises, Service Providers are requested to submit Entrepreneur Memorandum Part-II duly signed by the General Manager, District Industries Centre or NISIC Registration/Udhyog Aadhar details.

9.21 **The payment under the Rate Contract Order shall be inclusive of the following components:**

- i. Units of work carried out in the billing cycle based on quantum of work.
- ii. Goods & Service Tax

9.23 Income Tax or any other Tax/Taxes/Fees/Cess/Levy(ies) as applicable and payable by the Service Provider as per rules will be recovered from the monthly bills payable to the Service Provider.

9.24 In case the Service Receiver is made liable to pay any statutory liability arising due to the default of the Service Provider in relation to the Rate Contract Order(s), the Service Receiver shall be entitled to deduct/recover the same from the payment against the Rate Contract Order(s) due to the Service Provider.

10.0 Safety and Security:-

10.1 The Service Receiver's premises being a High Security Area, the work-force engaged for the work by the Service Provider, will be required to follow the security requirements such as possessing a valid Entry Pass issued by the Service Receiver and ID Card issued by the Service Provider while entering the campus, maintaining high order of discipline while on duty. **It should be ensured by the Service Provider that only Indian National between the age of above 18 years and up to 60 years are included in the work-force and they should not have any criminal back ground.**

10.2 The Service Provider shall take all safety precautions required for the execution of the work. They shall also be responsible for any loss or damage caused to Service Receiver's Property/Personnel due to negligence of the work-force and shall make good the losses by the Service Provider at their own cost, failing which cost thereof, shall be recovered from the outstanding/running bills/Security Deposit of the Service Provider.

10.3 The Service Receiver shall not be responsible for any damages, losses, claims, financial or other injury to any of the work-force engaged by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation. The work-force shall adequately be insured by the Service Provider against accidents including loss of life.

10.4 The Service Provider shall solely be responsible for any theft, pilferage or misbehavior committed by any of the work-force while carrying out the Service(s) and the Service Receiver reserves the right to forfeit the Security Deposit/ Running Bills/any outstanding payment to the Service Provider.

10.5 In case, the work-force engaged by the Service Provider commits any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the Service Provider shall forthwith remove the work-force under intimation to the Focal Point. The

Service Provider shall replace immediately any of its work-force who is/are found unacceptable because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from Service Receiver.

10.6 The work-force engaged by the Service Provider at the Service Receiver's Campus should not carry any Technical/Electronic Gadgets inside the Service Receiver's Campus and shall follow all Security and Safety norms as prescribed by the Service Receiver, from time to time.

10.8 The workforce engaged by the Service Provider at Service Receiver's Campus shall wear Cotton Uniform Dress while they are at work and the colour of the said uniform shall be decided by the Service Provider in consultation with the Service Receiver.

11.0 Joint and several liability:

If the Service Provider is a joint entity, consisting of more than one, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Rate Contract Order(s) and for any default of activities and obligations.

12.0 Severability:

If any provision of this Rate Contract Order (s) is determined by a Court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Rate Contract Order (s).

13.0 Immunity from liability:

Every person who is a party to the Rate Contract Order(s) is hereby notified and agrees that the State, Service Receiver and all its employees, agents, successors and assigns are immune from liability and suit for or from Service Provider's activities involving third parties and arising from the Rate Contract.

14.0 Intellectual Property:

The Service Provider agrees that they should not use the Name/logos of the Service Receiver in any manner, including commercial advertising or as a business reference, including ID cards without the approval of the Service Receiver. Any violation will result in cancellation of the Rate Contract Order(s) including forfeiture of Security Deposit.

15.0 Down Time Compensation:

15.1 In case of non performance of Rate Contract by the Service Provider, i.e., total absents at any time in a day exceeds more than 20%, an amount of ₹100 per day per total number of absentees exceeds the 20% limit will be recovered from the Bill(s). Maximum allowable leave on any working day is limited to 4 nos. (Apprx. 20% of 18 work force). Any further increase in leave shall bear the down time compensation as

mentioned above. Further, 1 person shall be deployed for sundry laborers operation duty on all working days and noncompliance of the same also will leads to recovery of down time compensation as mentioned above.

15.2 The Service Provider is responsible to complete the quantum of work as specified in the Rate Contract Order(s) and as required by the Service Receiver and in case of absence of the work-force, the successful Service Provider should provide suitable replacement and for this purpose to ensure timely completion and the Service Provider shall keep a panel of work-force whose Character and Antecedents are verified.

16.0 Termination and Short Closing of Contract:

16.1 Under the normal circumstances, termination/short closing of the Rate Contract Order(s) is not foreseen. However, in case of repeated non-performance of the Rate Contract Order(s), owing to deficiency of service or breach of Order conditions or cessation of the requirement, the Service Receiver reserves the right to terminate the Rate Contract Order(s) wholly or partly by giving a prior notice of not less than 30 days, without any obligation on its side.

16.2 If the Service Provider want to withdraw the Rate Contract Order(s) voluntarily, a prior notice of 30 days is required.

16.3 The Rate Contract Order(s) is liable to be terminated without notice and the Security Deposit under the Rate Contract Order(s) shall be liable to be forfeited in the following circumstances:-

16.3.1 For the breach of any material term, condition or provision of this Rate Contract Order(s) by the Service Provider.

16.3.2 In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.

16.3.3 The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation, embezzlement, malfeasance or misfeasance.

16.3.4 If the Service Provider terminates or suspends their business, without giving prescribed notice.

16.3.5 The Service Provider's license or certification is suspended, terminated, revoked or forfeited.

16.3.6 If the Service Provider failed to comply with any applicable law of the land.

16.3.7 In the event of sustenance of loss by the Service Receiver due to the premature termination of Rate Contract Order(s) by the Service Provider, the same shall be recovered from the Security Deposit.

16.3.8 Any other reasons which is not mentioned above but for ensuring department's interest including safety, security or any act against the smooth progress of the contract.

17.0 Security Deposit:

The Service Provider shall guarantee faithful execution of the Rate Contract Order(s) in accordance with the terms and conditions specified. As a performance security, the Service Provider shall furnish security deposit for 3% of the **annual** total Rate Contract Order(s) value in the form of Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee issued by a Scheduled Bank as approved by the Reserve Bank of India and shall be valid beyond 2 months from the date of completion of the Contract. The Security Deposit shall not carry any interest and shall be returned by the Service Receiver on completion of all the contractual obligations. The security deposit has to be executed within **30** days after the receipt of Rate Contract Order(s) as per our specimen. **No extension of the date for submission of the Security Deposit will be entertained by the Service Receiver and failure to submit in time will result in cancellation of the Rate Contract Order(s).**

18.0 Parallel/Adhoc/Split Rate Contract Order:

Service Receiver reserves the right to enter into parallel/adhocRate Contract Order (s) with one or more Service Provider(s) if found necessary in order to facilitate deployment of work-force during the currency of the Rate Contract Order(s) for availing the same or similar Services. **The Service Receiver reserves the right to Split the Rate Contract Order(s), if need be, to one or more Service Provider(s) either equally or in any other ratio, and the Service Provider(s) shall accept such Split Rate Contract Orders at the L-1 rates mentioned in the counter offers.**

19.0 Volume of Work:

The requirement of work force purely depends upon the activities of Service Receiver for the Rate Contract. The mere mention of the number of work-force against this Rate Contract Order(s) does not by itself confer any right on the Service Provider to demand that work relating to or any item thereof, should necessarily or exclusively be entrusted to the Service Provider. The Service Receiver reserves the option for allocation of work force to meet the works to be carried out and the Service Provider shall not have any right in this regard. No guarantee can be given as to the definite volume of work which will be entrusted to the Service Provider at any time or during the period of the Rate Contract Orders(s).

20.0 Force Majeure Clause:

In case, completion of job is delayed by any circumstances such as acts of God, sabotages, civil commotion, riots, insurrections, revolutions, earthquake, fire, flood or other natural events beyond the control of the Service Provider, which makes their work-force unable to complete the tasks assigned to them in time, then the Service Provider shall give notice within 15 days to the Service Receiver in writing of his claim for an extension of time. The Service Receiver on receipt of such notice after verification if necessary may agree to extend the

period of Rate Contract as may be reasonable without prejudice to other terms and conditions of Rate Contract Order(s).

21.0 Applicable Law, Jurisdiction and Arbitration:

The Contract shall be interpreted, construed and governed by the Laws in India. In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Rate Contract Order(s), such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Office of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre - Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be "English" only.

Work under the Rate Contract Order(s) shall be continued by the Service Provider during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the Service Receiver or unless the matter is such the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

22.0 Submission of Forged Documents: -

If any of the Service Provider submits any forged or false documents along with their Tender/Bid, such Tenders/Bids will be summarily rejected and such Service Providers will be blacklisted for all future tenders/bids.

23.0 Compliance Statement:

The Service Provider shall mandatorily submit the Compliance Statement as at **Annexure-D** along with their tender/bid, failing which the said tender/bid will not be evaluated.

24.0 Bidding Format:

The format wherein the Service Provider shall submit their Tender/Bid in their Letter Head is kept as **Annexure(C)**. The Service Provider shall mandatorily bid in the said format only and all the columns shall be duly filled and no column shall be left blank. In case the Bid/Tender is not submitted in the Bidding Format, the said bid/tender is liable for rejection.

25.0 Pre-bid meeting:

For better understanding of our requirements to the bidder, a Pre-bid meeting will be arranged at VSSC. **Those who are attended the prebid meeting ONLY are allowed participate in bidding. Other bids if any will be summarily rejected.**

26.0 **Validity:**

The bid submitted by the Service Provider shall be valid for a minimum period of **One Hundred and Two Days (120 Days)** from the date of opening of the Bids/Tenders.

27.0 **Corrections:**

Any corrections in any portion of the tender/bid shall be rounded off and shall be compulsorily initialed by the Service Provider, failing which such tenders/bids are liable for rejection.

28.0 **Due Date and Due Time for Submission of Tender/Bid**

29.0 The Service Provider's shall submit their Tender/Bid with all its enclosures and complete in all respects in a sealed cover **superscripting the Tender/No. B220-2023-5467-01 and Due Date and Due Date to the Senior Purchase & Stores Officer, Purchase Unit- 1, RFF Area, Vikram Sarabhai Space Centre, Thiruvananthapuram - 695 022.**

30.0 Tenders/Bids received after the said Due Date and Due Time will **NOT** be considered and will be summarily rejected.

31.0 Fax/E-mail Tenders/Bids also will **NOT** be considered.

ANNEXURE–A

<u>TO BE PROVIDED BY THE BIDDER</u>		PASSPORT SIZE PHOTO OF THE PERSON SIGNING THE BID TO BE PASTED HERE
<u>ALONG WITH THE BID</u>		
1.	Name of the Bidder (Firm) - M/s.	
2(a).	Full Postal Address of the Bidder	
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 at Thiruvananthapuram (Mandatory)	
3 (a).	Telephone No.	
3 (b).	Mobile No.	
3 (c).	Fax No.	
3(d).	E-mail	
4.	Indicate the Organizational status of the Bidder	1. Proprietorship 2. Society 3. Firm 4. Partnership 5. Private LimitedCo 6. Public LimitedCo 7. PSU/PSE 8. Others (please indicate) (please tick any one of the above which is applicable)
5.	Act/Rule under which the Bidder is registered	
6.	Registration No. & Date of Registration	
	Whether the organization/ Service provider has MSME	

	registration? If yes mention MSME registration number.	
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 Bidder(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.	
10.	Labour Department Registration No.	
11.	Firm PAN No.	
12.	Goods & Service Tax RegistrationNo.	
13.	Bank Account Details of the Bidder	Banker's Name
		Banker's Address
		Bank Account No.
		IFSC Code
		PFMS No. (if available)
14.	Whether the Bidder undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC/IISU/LPSC. If so, give the details	

Note:

1. Documentary Proof for all above mentioned data shall be furnished by the bidder along with the bid.
2. If any of the above columns are kept unfilled and not supported by Documentary proof, such BIDS will summarily be 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

(in line with Clause 9.0)

(To be provided by the Service Provider with their bid
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), I am competent to sign the declaration and execute this Bid
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 Tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We agree to pay the Remuneration to the work-force in time not less than the Minimum Remuneration fixed by the Ministry of Labour and Employment, Government of India/State Government and remit the EPF and ESI or Medi-Claim Policy of both Employee's as well as Employer's without fail to the concerned Government Authorities regularly.
5. I/We have not been excluded from participating in the tenders for providing work force/ work force for the reason of submission of forged or false documents along with tender
6. I/We also agree to strictly abide by all the statutory requirements/provisions relating to labour laws as prevailing from time to time.
7. I/We also agree to engage only that work-force whose character and antecedents are verified through Police Clearance Certificate for carrying out the work at VSSC.
8. I/We also agree to submit the monthly bills/invoices to the Paying Authority before 5th of the following month itself with due certification.
9. I/We also agree to strictly provide self-attested proof of crediting remuneration to the Bank Account of our work-force as per labour laws/rules.
10. I/We also agree to adhere to all the Clauses of the General Terms and Conditions of the Rate Contract.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

BIDDING FORMAT TEMPLATE
(TO BE PROVIDED IN THE SERVICE PROVIDER'S LETTER HEAD)
(in line with Clause 29.0)

Tender Ref. No.	
Due Date & Time for submission	
Due Date & Time for opening	
Service Provider's Reference No. and Date	

From: _____

To

The Sr. Purchase & Stores Officer
Purchase, Purchase Unit No. 1
Vikram Sarabhai Space Centre, RFF Area
ISRO PO., Thiruvananthapuram - 695 022

TENDER FORM

Dear Sir,

I/We hereby offer to provide the services detailed below at the price hereunder quoted and agree to hold this offer open till _____. I/We shall be bound to provide the services hereby offered upon the issue of the Rate Contract Order(s) communicating the acceptance thereof on or before the expiry of the last mentioned date. I/We, notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to provide you such services and such portion or portions of one or more of the services as may be specified in the said Rate Contract Order(s) communicating the acceptance in line with **Clause 9.27 The price quoted by me/us is inclusive of Contributions towards Employer's and Employee's Provident Fund and Contributions towards Employer's and Employee's State Insurance/Medicaid Insurance as applicable as per relevant rules.**

Sl. No.	Description of Work	Max. Quantity of work (Units) (P)	Unit of Measure	Unit Cost in Rs.	Total cost for ONE YEAR in Rs. (Q)
1	Unit Rate (To be quoted by the bidder)	1	unit	---	NA
2	Unit rate for type A (Light vehicle) mechanical maintenance	P1 =36000	Unit.	Z	Q1 = P1 x Z
3	Unit rate for type A (Light vehicle) electrical/ AC maintenance	P2= 12000	Unit.	Z	Q2= P2 x Z
4	Unit rate for type B (heavy vehicle) mechanical maintenance	P3= 24000	Unit.	1.1 Z (1.1 multiplied by Z)	Q3= P3 x 1.10 x Z

5	Unit rate for type B (heavy vehicle) electrical/ AC maintenance	P4= 12000	Unit.	1.05 × Z (1.05 multiplied by Z)	Q4= P4 x 1.05 x Z
6	Unit rate for sundry labour	P5= 24,000	Unit.	0.90 × Z (0.90 multiplied by Z)	Q5= P5 x 0.90 x Z
Sl. No.	Description	Explanation		%	Total Cost for TWO YEAR in Rs.
7	Goods & Service Tax @ 18%	18% of sum of Sl. No. 2 to 6		18%	Q6 = 18% of (Q1 + Q2 + Q3 + Q4 + Q5)
8	GRAND TOTAL	Sum of Sl. No. 2 to 7 of Total price for TWO year in ₹			Q11 = Q1+Q2 +Q3+Q4+Q5+Q6

Note:

1. The Service Provider shall only quote the unit rate Z (One unit= one hour) for the work force.

Rate Z is inclusive of all Direct & Indirect Expenses to be incurred by the Service Provider. Applicable GST only will be provided extra.

Costs for each category of work (Type A, Type B, sundry Labour) will be calculated based on the respective formulae mentioned above.

2. I/We have understood the items of the tender annexed to the invitation to tender and have thoroughly examined the scope of the work as detailed at Clause 3 quoted or referred to herein and am/are fully aware of the nature of the services required and my/our offer is to provide the services strictly in accordance with the requirements subject to the terms and conditions stipulated in the enquiry and contained in the Rate Contract Order(s) communicating the acceptance of this tender either in whole or in part.

3. I / We understand that the decision for award of Rate Contract order will be decided on the Grand total (Q11) of all components listed above.

4. I / We understand that the offered basic price (Unit rate Z) is less than 90% of the estimate, or further less, same will be considered as under quote and will be summarily rejected.

Signature of the Service Provider

Date:

(Seal)

COMPLIANCE STATEMENT**(To be provided by the Bidder with the BID on their letter head)**

Sl. No.	Conditions in BID Requirements	Compliance Yes/No	Explanation Comments	Details of Relevant Documents attached
1.	The details of Bidder's establishment in their letter head in Annexure –A format			
2.	Declaration Form in Annexure -B format			
3	Completely filled bid in annexure-C format			
4.	Valid Registration Certificate of Bidder's Establishment issued by any Governmental Agency			
5.	Details of similar works executed under any of the skill set and Details of experienced employees with adequate qualification/experience			
6.	Copy of Work Order(s)/ Contract(s) issued in the name of the Bidder, authenticating the deputation of minimum of 2 Nos. of work force to any Central or State Government Department during the last 5 years.			
7.	Labour Department Registration			
8.	Bank Account Details			

9.	Copy of PAN Card			
10.	Copy of the Goods and Service Tax Registration Certificate			
11.	Copy of MSME registration if applicable			
12.	Participated in Pre-bid meeting (Clause 25)			---
13.	Details of office at Thiruvananthapuram and proof for the same. (Clause 4.e)			

Date :

(Signature & Name of Authorized Signatory with Seal)

Place :

COMMERCIAL CONDITIONS

1. Tender Documents can be downloaded from our websites: www.vssc.gov.in / www.isro.gov.in. Tender Fee (Rs. 560/-) shall be paid through Non-tax & Revenue Receipts Portal (NTRP)(URL: <https://bharatkosh.gov.in>). Payment receipt shall be submitted along with the quotation. Other mode of payment is not acceptable. [The tender fee is NON-REFUNDABLE].

Government Departments, PSUs (both Central and State), Small Scale Industries units borne in the list of NSIC, MSME and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

2. **PAYMENT:** As per clause No. 7 (B) of Annexure-I.
3. Please keep and confirm the offer validity minimum 180 days from the date of opening of tender
4. **Please send the quotations ONLY in 'SEALED COVER' super scribing our Tender Enquiry No. and Due Date by speed post so as to reach us on or before the due date and time. The cover thus prepared should be sent to the following address so as to reach us on or before the due date and time specified in the tender form:**

Sr. Purchase & Stores Officer,
Purchase Unit-I, Main Purchase,
RFF Area, Vikram Sarabhai Space Centre,
ISRO-PO, Trivandrum-695 022

VSSC will not be responsible for any postal delays. Email/fax quotations 'WILL NOT BE ACCEPTED'.

5. Basic rate and GST rate with applicable HSN Code shall be shown separately.
6. In order to avail of the benefits extended by Government of India to the Micro and Small sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre or NSIC or MSME Registration Certificate along with your offer. **[Note: MSME/NSIC vendors are not exempted from submission of SD].**
7. VSSC has a right to cancel the tender without assigning any reason etc.
8. **EMD:** The vendors who are not registered with VSSC, shall submit an EMD (Earnest Money Deposit) or Bid Security through **NTRP** for **Rs. 5,00,000/-**. The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies/MSMEs etc., shall be exempted from payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number (vendor code), etc. The quotation submitted by unregistered vendor without EMD will not be considered. The EMD submitted by unregistered vendors will be forfeited in the case of withdrawal of quotation or amendments in quotation or any such deviation in a later period.
9. VSSC reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.

2. E-Tenders are invited for **Non Comprehensive AMC for the maintenance and Testing of Pressure Vessels and its Associated systems**. The Bids are to be prepared and submitted in specified Templates online, by logging into the portal <https://eproc.vssc.gov.in>. Submission of Bids involves two stages to be performed by Vendors - Submission of Bids and Open Authorization. The Bids remain encrypted with the bidders's public key, until the Open Authorization stage. All those Bids where Open Authorization is not given, are automatically disqualified. Such Bids will not be openable and will not be considered for further processing. The Vendors are advised to submit the Bids much before the Closing Time to avoid last minute problems.

E-Procurement No. VSSC/PURCHASE UNIT I (MAINPURCHASE)/VS202400219901 Dt. 21.06.2024 and Print Media Advertisement ref. No. VSSC/P/ADVT/378/2024 Dt. 10.07.2024. E-Tenders are invited for **Non-Comprehensive AMC for the maintenance and Testing of Pressure Vessels and its Associated systems** through our E-procurement site <https://eproc.vssc.gov.in>. Bids can be submitted **upto 22.07.2024 [14:00 Hrs.]**, **Bid Opening date : 22.07.2024 [14:00 Hrs.]**.

Only online tenders will be accepted. No manual / Postal / e-mail / fax offers will be entertained. No manual tender document will be issued. Parties interested to participate in this e-Tender are required to register themselves as vendors, if not already registered, in our e-procurement portal <https://eproc.vssc.gov.in> by downloading plugins and help demos listed on the home page of the e-procurement link mentioned above to complete the vendor registration process. They can seek help from help desk 080 6780 7786 also as provided in the home page of e-procurement portal in case of any problem for registration and subsequent process. Vendors may please note that without registering in our e-procurement portal, they will not be able to quote for this e-tender.

Important Notice : Tender shall be opened on the first day of the schedule [ie. **22.07.2024 [14:00 Hrs.]**]. If the tender could not be opened on the first day due to any technical snag, it will be opened on the subsequent day as per the schedule. Bidders who are desirous of attending the tender opening may make arrangements for attending the tender opening at their cost.

This is a two-part tender, Technical & Commercial part (Part I) and Price Part (Part II) shall be uploaded separately. The tenderers should not attach any documents containing Price information along with Technical & Commercial Bid (Part I). However, a copy of your PRICE BID, AMC quote, etc. **WITHOUT PRICE** SHALL BE UPLOADED in the Documents Solicited from the Vendor Field [available in Bid forms] TO KNOW THE PATTERN OF QUOTE. [ENSURE **NOT TO MENTION ANY PRICE**, OTHERWISE THE QUOTE WILL BE INVALID]. We do not open PART II (Price Bid), if PART-I (Technical & Commercial offer) does not meet with our technical specification requirements.

THE TECHNICAL DOCUMENTS NEED TO BE ATTACHED ONLINE AS A SINGLE PDF FILE WITHOUT ANY PRICE INFORMATION, TECHNICAL BID CONTAINING PRICE DETAILS WILL BE TREATED AS REJECTED.