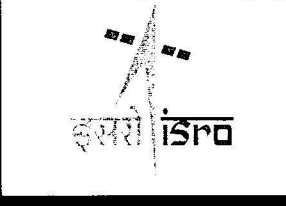


भारत सरकार, अंतरिक्ष विभाग Government of India, Department of Space
भारतीय अंतरिक्ष अनुसंधान संगठन Indian Space Research Organisation



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

सं./No.: एच.क्यू.एच.पी./HQHP 2023003402-01

15/07/2024

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	एच.क्यू.एच.पी./HQHP 2023003402-01	इसरो/अं.वि. के वैज्ञानिकों/अभियंताओं के लिए प्रबंधन क्षेत्र में क्षमता निर्माण कार्यक्रम। Capacity Building Programme in Management domain for Scientists/Engineers of ISRO/DOS.

बोली प्रस्तुत करने हेतु प्रारंभिक तिथि Bid Submission Start Date	15/07/2024 (15.00 बजे/Hrs.)
बोली जमा करने की अंतिम तिथि Bid Submission Due Date	08/08/2024 (15.00 बजे/Hrs.)
बोली खोलने की तिथि Bid Opening Date	08/08/2024 (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/-

(सी.एस.बसवण्णा/C.S. Basavanna)

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

ISRO

फोन नं Ph No. / Fax. / ईमेल e-mail:

INVITATION TO TENDER

निविदा आमंत्रण

M/s
मैसर्स

00000

Our Ref. No.

HQHP 2023-003402-01

हमारी संदर्भ सं

Tender Due at

15:00 hrs IST on 08/08/2024

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/पैम्फ्लेट/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. RFP ENCLOSED.)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Project Management Programme - Residential	Batch	4
2	Junior and Middle level Management Development - Residential	Batch	14
3	Finance / Contract Management Programme - Residential	Batch	2
4	Project Management Programme - Onsite	Batch	4
5	Junior and Middle level Management Programme - Onsite	Batch	6
6	Finance / Contract Management Programme - Onsite	Batch	2

सुपुर्दगी स्थल

Delivery At

ISRO Headquarters

प्रेषण की विधि

Mode of Despatch

ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions

NIL

विशेष निबंधन

Specific Terms

RFP ENCLOSED.

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) The Technical Bids shall be opened on 08.08.2024 1500 Hrs at ISRO Headquarters, Antariksh Bhavan, New BEL Road, Bangalore - 560094.

(2) RfP document towards Conducting Capacity Building Programme in Management domain for Scientists/Engineers of ISRO/DOS is enclosed.

(3) Service Providers who do not utilize the website, can also procure the Tender documents from Sr. Purchase and Stores Officer, ISRO HQ, Antariksh Bhavan, New BEL Road, Bengaluru-560 094. [Refer Annexure-V, Clause 5(i)].

(4) Course outline details as per Annexure-I, Checklist for supporting documents as per Annexure-II, Schedule of Bidders experience as per Annexure-III, Price Bid formats are as per Annexure-IV, Two-part Tender instructions as per ANNEXURE-V.

(5) EMD: EMD shall be submitted for an amount of Rs.5,00,000/- in the form of DD drawn in favour of Sr Accounts Officer, ISRO HQ payable at Bangalore along with their Techno-commercial bid. [Refer Annexure-V, Clause No.5(j)]

(6) Interested Service Providers who are complying with the eligibility criteria mentioned in this RfP may download the Tender document from our website - www.isro.gov.in and submit offers before the tender due date and time

(7) Tender completed in all respect shall be submitted to the Sr Purchase and Stores Officer, ISRO Headquarters, Antariksh Bhavan, New BEL Road, Bangalore-560094 on or before due date and time.

(8) This is a TWO - PART bid. Price details shall NOT be mentioned in technical Bid, failing which the offer will be considered as invalid. Last minute clarification on tenders will not be entertained.

(9) Technical Bids will be opened at the scheduled due date & time. Vendors who are interested to participate in Tender Opening shall provide their request with details of person such as name & aadhar No. through email to ps0_isrohq@isro.gov.in.

(10) The email request for participating in tender opening shall reach on or before 07.08.2024 at 15.00 hrs. for arranging entry pass for the participation in tender opening.

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

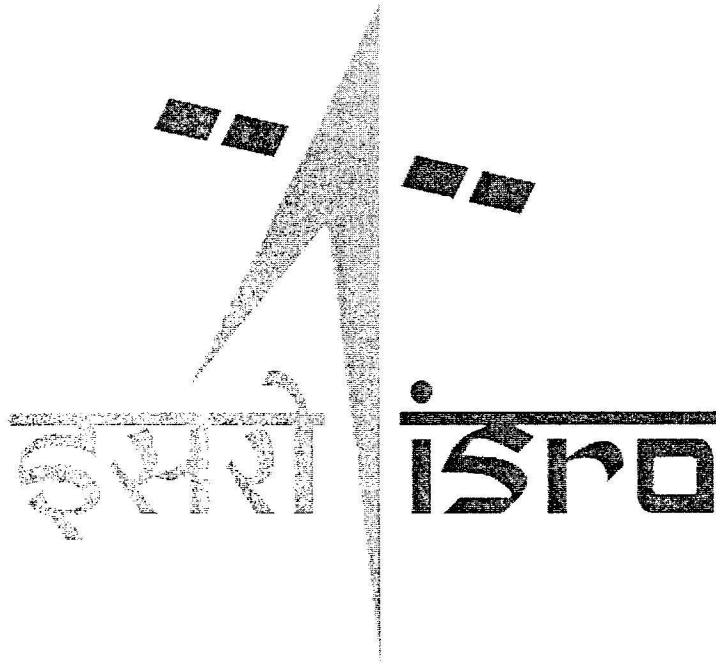
क्रेता / The Purchaser

श्री. एस. एस. सावण्णा / श्री. एस. एस. सावण्णा / Sasavanna
करीब ५०००००, आन्तरिक्ष भवन, न्यू बी.ई.एल रोड एवं भण्डार अधिकारी
Sr. Purchase & Stores Officer
खरीद विभाग / आन्तरिक्ष भवन / Purchase Section
आन्तरिक्ष प्रमुख/ आन्तरिक्ष प्रमुख / ISRO Headquarters
५०००९४, बंगलूरु / बंगलूरु / आन्तरिक्ष भवन, न्यू बी.ई.एल रोड
Antariksh Bhavan, New BEL Road
बंगलूरु / बंगलूरु / Bangalore - 560 094

Request for Proposal (RFP)

For

Conducting Capacity Building programme in management domain for Scientists / Engineers of ISRO / DoS



**Antariksh Bhavan, ISRO Hq
New BEL Road, Bengaluru – 560094**



Request for Proposal (RFP)

“Request for Proposal (RFP) for conducting Capacity Building programme in management domain for Scientists / Engineers of ISRO / DoS .”

1. Preamble:

ISRO is a scientific Organisation engaged in space research activities with primarily focussed on design, realisation of launch vehicles, satellites & space applications and necessary infrastructure to realise the same. The nature of all these activities are highly techno-managerial complex. For successful execution of the projects, smooth interaction and coordination among multi-disciplinary technical teams, suppliers, industry partners and other administrative, purchase & stores and account staff is essential. Further space ecosystem is transforming to scale it up multi-fold. The space scientists need to play multiple roles which demands various soft skills for successful delivery of their duties. Considering, the need of execution of more complex and challenging projects, ISRO plans to develop managerial skills especially in behavioural, financial and project management areas for their Scientists / Engineers.

2. Scope of Work:

ISRO wishes to engage qualified management institutes / agencies to conduct the residential / on-site capacity building programmes for junior and middle level Scientists/ Engineers in management areas. The duration of the training will be of one-week with a batch size of 35±5.

3. Details of capacity building programme:

- a. The details of three types of courses under Capacity Building Programme are given below for residential / onsite programme. The tentative course contents are enclosed in the annexure – 'I'. However, it needs to be suitably fine-tuned based on changing requirements of ISRO/ feedback of trainees.

Sl. No.	Name of Course	Duration (Days)	No. of batches / year through residential mode	No. of batches / year through onsite mode
01	Project Management Programme	06	02	02
02	Junior and Middle level Management Development Programme	05	07	03
03	Finance /Contract Management Programme	06	01	01

- b. The batch size will be 35±5 for both residential and onsite mode of the programme.
- c. Capacity Building Training programme is planned through both residential / onsite training programme.
- d. Party shall quote for one or all courses as per their capabilities through either residential or onsite or both modes of programme.

4. Modes of Training

The training for the staff is expected to be conducted in two modes viz. 1. Residential Training & 2. Onsite Training. ISRO reserves the right to select one or more among bidding Institutes /agencies for residential and / or onsite training programmes. The institute shall conduct one or both the modes as per the need of ISRO.

5. Scope of Activities

a. Scope of Activities for Residential Training

In this mode, an exclusive and dedicated sessions of training shall be planned only for ISRO employees without merging with others at the bidding institute / agency.

- i. Bidding institute / agency shall impart relevant training with highly skilled and experience faculties in management area, those who have at least 10 years' of experience in executive training. The mode of training shall be Class room / physical training.
- ii. Bidding institute / agency shall arrange boarding (morning tea, breakfast, lunch, evening tea & snacks, dinner), lodging (accommodation on single occupancy basis with air conditioning / room heater facility) including recreational activities for entire duration of training including one day before and one day after the programme.
- iii. Bidding institute / agency shall provide training kit (One good quality back-pack laptop bag + printed / digital version of class notes, pen, notebook), training materials and certificates to the trainees.
- iv. Bidding institute / agency shall arrange Industrial visits, outdoor activities and interaction with eminent functionaries as part of the programme as applicable.
- v. Bidding institute /agency shall collect feedbacks and fine tune the courses in consultation with ISRO to make it more relevant and up-to-date.

b. Scope of Activities for Onsite Training

In this mode bidding institute / agency shall depute sufficient number of the faculty members to the ISRO centres for imparting training. The venue and other logistics for the ISRO employees will be taken care by ISRO. Accommodations for faculties will be provided at ISRO guest houses and their local logistics will be taken care by ISRO. The travel cost to reach the venue and charges towards training incl. any overheads / administrative charges shall be included in training charges.

- I. Tentative training locations shall be at Bengaluru, Thiruvananthapuram, Ahmedabad, Hyderabad, Sriharikota, Mahendragiri, Hasan, Shillong and Dehradun. Some more locations may be added, if required.
- II. The mode of training shall be Class room / physical training.
- III. Bidding institute / agency has to depute reputed faculties (minimum 3 nos.) for each batch of the training programme.
- IV. Bidding institute / agency shall impart relevant training with highly skilled and experience faculties in management area, those who have at least 10 years' experience in executive training.
- V. Bidding institute / agency shall provide training materials (printed /digital version) and certificates to the all the trainees.
- VI. Bidding institute / agency shall collect feedbacks and fine tune the courses in consultation with ISRO to make it more relevant and up-to-date.

6. Bid Qualification Criterion:

- a. Management institutes / agencies registered in India only need to participate.
- b. The bidding institutes / agencies shall have at least 10 years' experience in conducting executive development / managerial development / project management / finance / contract management programme for middle level executives of PSUs / Government / Private sectors.
- c. The bidding institutes / agencies must have conducted minimum 10 programmes for executive development / managerial development / project management / finance / contract management in last 5 years for five different ministries / departments / PSUs / Industries as applicable. The necessary documentary evidence shall be provided to support the same.
- d. The bidding institutes / agencies shall have necessary infrastructure and facilities for training, boarding and lodging for the residential programme. The bidding institutes / agencies, which don't have the necessary facilities can offer for onsite training programme.
- e. Faculties proposed by the bidding institutes / agencies for this programme shall have at least 10 years' experience in the relevant area and the details of proposed faculties along with their biodata shall be enclosed with the bid.

7.0 Bid Submission:

DOCUMENTS COMPRISING THE BID

Bids shall be arranged in the following order.

Part – I : Technical and Unpriced Commercial Part

Technical and unpriced commercial part shall comprise the attachments, specifying attachment number arranged in the order as follows:

- (a) Submission of bid letter.
- (b) Bid qualification Criterion all supporting documents as per point '6' of RFP.
- (c) Annexure (II, III) in proposal duly filled, signed and sealed.
- (d) Unpriced copy of schedule of prices with all other commercial terms, taxes, duties, exemption certificates and conditions duly filled (Prices to be kept blank), signed and stamped as per annexure IV.
- (e) Audited balance sheet including profit and loss account for last three financial years showing annual turn over
- (f) Any other relevant document, bidder desires to submit.

Part – II: Priced Commercial Bid

Priced commercial bid shall be filled as per the price bid format. Schedule of prices also to be filled in the format as per annexure – IV and no separate document shall be attached. Deviations in terms and conditions, assumptions, conditions, discounts etc. shall be stipulated in format as per annexure - IV. ISRO HQ will not take cognizance of any such statement and may at their discretion reject such bids.

Bids duly filled in by the Bidder should invariably be submitted as stipulated in the Letter inviting bid. Bids shall be submitted in the following manner.

PART – I: UN PRICED TECHNO-COMMERCIAL PART OF THE BID FOR THE WORK

Complete Techno–commercial part of the bid shall be filled and kept in envelope of technical bid shall be marked with following:

<u>PART-I TECHNO-COMMERCIAL BID</u>	
Name of client	: ISRO Head Quarters Indian Space Research Organisation
Tender Enquiry No:	HQHP2023003402-01

Title of the proposal	: Capacity Building programme in Management domain for Scientists/Engineers of ISRO/DOS
Due date and time of the opening (DD/MM/YYYY) format	: 08/08/2024 15:00 Hrs
From (Name of the bidder with address)	:
To: Sr Purchase & Stores Officer ISRO Head Quarters Antariksh Bhavan, New BEL Road, ISRO, Dept. of Space Govt. of India Bengaluru – 560094 Karnataka, India	

PART – II : PRICE PART OF THE BID FOR THE WORK

<u>PART-II PRICE BID</u>	
Name of client	: ISRO Head Quarters Indian Space Research Organisation
Tender Enquiry No:	HQHP2023003402-01
Title of the proposal	: Capacity Building programme in Management domain for Scientists/Engineers of ISRO/DOS
From (Name of the bidder with address)	:
To: Sr Purchase & Stores Officer ISRO Head Quarters Antariksh Bhavan, New BEL Road, ISRO, Dept. of Space Govt. of India Bengaluru – 560094 Karnataka, India	

Price bid shall be filled as per 'price bid' form of the tender and sealed in separate envelope. ISRO Hq. may open Part – I of the bid on the due date of opening for evaluation. Price Bids (Part-II) of technically and commercially acceptable offers shall be opened at a later date.

- a) ISRO HQ reserves the right to reject any or all the Bids without assigning any reasons thereof.
- b) Any bids / offers with price details in Techno-Commercial (Unpriced) Offer (Part –I) shall be rejected.
- c) ISRO HQ reserve rights to place order for either full quantities of all items or partial quantities and partial items based on the unit rates available.
- d) For arriving L1 offer, price bid of each programme for each residential and onsite mode of training programme will be considered separately. The order may go to single or multiple party based on L1 of each programme in each mode (residential / onsite).
- e) The quoted price shall be firm & fixed for two years from date of release of purchase order. No price escalation will be considered.
- f) As mentioned, party shall quote per participant training considering a normal batch size of 35 trainees as per format given in annexure – ‘IV’ for residential training. However, batch size can vary from 30-40, due to practical constrains and payment will be made proportionally after completion of each batch based on no. of trainees attended the programme for residential programme.
- g) For onsite programme, party shall quote per batch of training considering a normal batch size of 35 trainees as per format given in annexure – ‘IV’. The nos. of trainees can vary from 30-40, however payment will be made based on per batch only without considering the no. of trainees’ variation between 30-40.
- h) Both the sealed envelopes (Unpriced Techno-commercial bid and Price bid) shall be kept in one more envelope mentioning the tender enquiry number and same shall be sent to following address:

**Sr Purchase & Stores Officer
ISRO Head Quarters
Antariksh Bhavan, New BEL Road,
ISRO, Dept. of Space
Govt. of India
Bengaluru – 560094, Karnataka, India**

8.0 Validity of Offer

Bid shall remain valid for acceptance for a minimum period of 4 (four) months from the due date of submission of the Bid. The Bidder shall not be entitled during the said period to revoke or revise his Bid or to vary the Bid except and to the extent required by ISRO HQ in writing. Bid shall be revalidated for extended period as required by ISRO HQ in writing. In such cases, unless otherwise specified, it is understood that validity is sought and provided without varying either the quoted price or any other terms & conditions of Bid finalized till that time.

9.0 Sub-Letting

Sub-letting is not permitted, in case it is found the order will be cancelled without any further notice.

10.0 Bid Evaluation Process

10.1 Department reserves the right to check/ validate the authenticity of the information provided in the Pre-qualification and Techno-commercial bid and the requisite supporting documents as and when desired by ISRO.

10.2 Department reserves the right to accept or reject any or all proposals on the basis of any deviations.

a. **Stage 1: Techno- commercial (Unpriced) bid Evaluation:** ISRO will review the technical bids of the bidders to determine whether the technical bids are as per the requirements laid down. Bids that are not in accordance with the requirements are liable to be disqualified at ISRO's discretion.

b. **Stage 2: Price Bid Evaluation:**

The price bids of the technically qualified bidders will only be opened. The order may go to single or multiple party in each three types of programme in each mode of L1 offer (Residential / Onsite).

11.0 Payment

Payment shall be released within 30 days from the date of submission of bills with supporting documents after successful completion of each training session on pro-rata basis. Party shall supply tax invoice with the clear indication of applicable taxes.

12.0 Mode of Payment

All the payments due to the party shall be paid in Indian currency and through PFMS. The bank details of the party shall be indicated in the offer letter.

13.0 Security guarantee and performance Bank Guarantee:

Since the tender is for delivery of capacity building training programme and payment will be made after completion of each batch of training, Security Guarantee and Performance Bank Guarantee are not applicable.

14.0 Validity of the contract :

Contract will remain valid for 24 months from the award of contract.

15.0 Amendment to Contract

The Contract may be modified only in writing by an Amendment signed by all the Parties or their duly authorized agents or representatives. The Amendment shall be treated as integral part of the Contract. The terms & conditions and specification of the Contract shall be applicable to the Amendment also except to the extent specifically modified in the Amendment.

16.0 Termination of the Contract:

- If the Service Provider wants to rescind the contract voluntarily or otherwise, they are required to give an advance notice of three months and have to provide the service until the completion of ongoing and planned training in next three months.
- If the Service Provider repeatedly violates the terms & conditions of the contract or fails to execute high quality training programme, the contract shall be liable to be terminated.
- ISRO HQ / DOS reserves the right to terminate the contract without assigning any reasons by giving a prior notice of 30 days.

17.0 Force Majeure

"Neither party shall bear responsibility for the 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 services under the provisions of the present 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 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 circumstance beyond the control of the parties that have arisen after the conclusion of the present 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, will notify the other party in writing not later than twenty-one days from the date of commencement of the unforeseeable event. Unless otherwise directed by the Centre / Unit in writing, the contractor / supplier 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. The force majeure conditions are applicable only to the prime contractor and purchaser.

Note:

- I. All information for the clauses given in 6.a to 6.e need to be supported with documentary evidence by the Institute / agency. Brochure, if any detailing the Institute profile may be submitted. Copy of the previous similar MoUs / purchase / work orders executed by the Institute including the scope of work carried out are to be appended. A check list has been provided in annexure – 'II'.
- II. The final evaluation of the responses will be based on inputs furnished against our criteria (6.0), feedback from customers and overall assessment.

Course Outline

A. Project Management for Scientists / Engineers

Project Life Cycle Phase – Conceptualize

- Managing Stakeholder Requirements
- Stakeholder Analysis
- Stakeholder Register
- Need analyses Cycle
- Business Case concepts
- Contents of Business case
- Investment Appraisal Methods
- Project Charter

Project Life Cycle Phase – Plan

- Why Plan?
- Types of Plan
- Need for Proper Start-up
- Success Criteria
- Success Factors
- Scope Philosophy
- Scope Management Plan
- Product/Service Description
- Scope Planning
- Scope Statement
- Work Breakdown Structure
- Work Package
- WBS Dictionary
- Scope Baseline
- Overview of Networks
- Project Network Diagrams
- What is an Activity?
- Logical relationships and dependencies
- Lead & Lag
- Early Start and early finish
- Late start and late finish
- Total Float & Free Float
- Activity Duration estimates
- Arrow Diagramming Method (ADM)

- Precedence Diagramming Method (PDM)
- Critical Path
- Project Network Analysis
- Program Evaluation & Review Technique (PERT)
- Gantt Charts
- Mile Stone Charts
- Standard Deviation
- Cost Estimating Methods
- Types of Estimates
- Contingency/ Management Reserves
- Cost Baseline
- Health, Safety & Environment Requirements
- Key Indian HSE laws
- Quality Philosophy
- What is Quality
- Cost of Quality
- Risk vs. Project Life Cycle
- Risk Register
- Risk identification
- Risk Assessment
- Risk Response Strategies
- Communication Concepts
- Communication Plan

Project life Cycle Phase – Organize

- Role of Interfaces
- What is HR?
- Roles, Duties and Responsibilities
- Responsibility Assignment Matrix
- Functional
- Matrix
- Communication Processes

Project Life Cycle Phase – Implement

- Risk Reassessment
- Risk Monitoring
- Types of Teams
- Characteristic of Teams
- Team Building
- Barriers to communication
- Ethics
- Issue logs

Project Life Cycle Phase – Control

- The need for
- Procurement
- Procurement Planning
- Contracting
- Issue Analysis
- Control Charts
- Histograms
- Pareto Diagrams
- Cause and Effect
- Sequencing
- Smoothing & leveling
- Line balancing
- Time cost tradeoff (Crashing)
- Earned value management
- Flow Charts
- Benchmarking
- Sampling
- Change management concept
- The need for change Control
- Formal Change Control Procedures
- Meetings
- Information Management fundamentals
- Estimate at Completion (EAC)
- Estimate to Complete project
- Motivation Theories
- Leadership
- Leadership Conflict
- Resolution

Project Life Cycle Phase – Integrate

- Ensuring Conformance
- Problem Solving
- Manage project Plans
- Managing Project execution
- Monitoring and control of work
- Integration Platform
- Sequence for integration
- Evaluate Products
- Priority setting
- Issue histogram
- Documentation

Project Life Phase – Deliver & Closeout

- Delivery checklist project acceptance
- Contract Administration
- Project Product Warranties
- Purchase order close out
- Contract closeout
- Resource Closeout
- Performance management and outcome analysis
- Project closeout report
- Lessons learned
- Project evaluation

Project Life Cycle Phase – Knowledge Leverage

- What is a project
- Operations Vs Projects
- Programme Management
- Project Management
- Triple Constraints
- Project Life Cycle
- Uncertainties Vs life Cycle
- Value addition Vs Life Cycle
- Cost of charge Vs Life Cycle
- Amount at Stake Vs Life Cycle
- Corporate Social Responsibility General + Indian context

Project Risk Assessment:

- Risk Assessment techniques in Projects
- Risk probability, impact & exposure
- Qualitative and Quantitative risk analysis
- Risk Mitigation Techniques

Project Management Software (MS PROJECT, PRIMAVERA) & their application for Science & Technology Projects, case studies.

***B. Junior and Middle Level Management Development Programme for
Scientists / Engineers***

- Changing organizational canvas and new ISRO business model
- Inward journey, self – awareness and emotional intelligence
- Communication Skills
- Understanding the human mind
- Visioning and brand building
- Developing cognitive and emotional agility
- Developing flexibility & openness
- Managing high pressure situations
- Decision quality
- Conflict management
- Group Dynamics
- Time and Change Management
- Diversity & inclusion
- Delegation Skills
- Building & leading high performing teams
- Verbal and nonverbal communication
- Managing multi stakeholders
- Leadership for the next generation
- Work life balances
- Working in Matrix Organization
- Trust & team spirit
- Business negotiation skills
- Uncertainty and risk management
- Decision making under uncertainty and risk
- Design thinking and innovation
- TRIZ – A systematic approach to problem solving
- Strategic mindset
- Performance Evaluation and feedbacks
- Emotional agility and resilience in the new organization context
- Interaction with non-government entities (NGEs)
- Nurturing Culture of Innovation
- Managing Millennials
- Public & Private Partnership, Joint Venture negotiations

C. Finance management – contract management for Scientists / Engineers

A. Principles of Public Procurement

- Introduction to Public Procurement
- Legal, Procedural and Regulatory Frame Work of Public Procurement
- General Financial Rules 2017 on Procurement of Goods
- CVC guidelines
- Principles of Taxation and exemptions, reversals

B. Introduction to GeM procurement

C. Indian Contract Act 1857 features / principles

D. Project report preparation

- Scope of Project
- Time schedule
- Cost estimation
- Realisation strategy
- Roles and responsibilities

E. Budgeting Principles and formation of Budgets

F. Procurement of Goods and Services

- Features of EOI / RFP / MOU / LOI / Contracts
- Vendor management / rating /
- Procurement methods
- Instructions related to Make in India and Purchase Preference in various sectors
- Warranty and Guaranty
- AMC and
- Imports / Foreign contracts / INCOTERMS

G. Procurement of Works

- Standard bidding documents
- Pre-Qualification and Post Qualification of Bidders
- Bid evaluation
- Techno-Commercial Bid and Price Bid
- Assessment of Reasonableness of Price
- Evaluation of Proposal, Concept of cash flow, NPV, IRR etc
- Drafting of Bid Evaluation Committee Proceedings
- Role of the competent authority
- Award of contract /LOI
- Post contractual performance issues and contract closure
- Extension of completion period / Time overrun,
- quantity variation,
- Cost Overrun, penalty / LD

H. Procurement of Consulting Services

I. Others

- Capital Budgeting Techniques
- Financial Statement Analysis
- Risk Management
- Variance Analysis
- Budget Control
- Force majeure
- Arbitration procedure (Domestic / International)

Project Work: Model RFP Template issued by the Government of India.

Annexure – II

Checklist for the supporting documents

(Filled checklist to be submitted by the Institute along with documentary proofs for part – 1 of the bid)

Sl. No.	Document / Proof	Attached or Not-attached with Techno-commercial (unpriced) bid	Remarks
1.	Institute registration / affiliation detail		
2.	Proof for minimum 10 Years' experience in the area of executive training in Government sectors / PSUs / Private sectors. (Minimum 10 Programmes in last 05 years for five different Government Ministries / Departments / PSUs / Industries.)		
3.	Copies of similar MoU/ purchase/work orders executed by the Institute		
4.	Proposed detailed syllabus with time table by party in line with course outline provided in annexure – 'I'		
5.	Copy of one chapter of sample handouts for each training programme quoted by the party		
6.	Institute profile, Management structure and human resources (including biodata of proposed faculties for this programme and their experiences)		
7.	Institute infrastructure with detail of Class rooms, labs, boarding, lodging and recreation activities.		
8.	Training Calendar for financial year 2024-25		
9.	Institute brochure		
10.	Institute shall have valid registration of GST. Institute shall submit GST registration details.		
11.	Institute shall submit PAN card details.		
12.	Institute shall submit banker's details.		
13.	Any other points to be included		

SCHEDULE OF BIDDERS EXPERIENCE

The bidder shall furnish here under a list of work executed and to whom a reference may be made by the PURCHASER in case the PURCHASER considers such a reference necessary.

SL. NO.	Name & address of Client / (incl. tel.no., fax no., e-mail and name & designation of person who can be contacted.	Purchase Order / Contact no. / MoU and Date.	Brief details of PO Scope	Contract price (Rs)	REMARKS

SIGNATURE: :

NAME :

DESIGNATION:

COMPANY:

COMPANY SEAL

DATE

A. Price Bid format for Residential mode of Programmes

Sl. No.	Name of Course	Total no. of batches in two Years from award of contract	No. of persons per batch	Training fee per person incl. registration, training kit / material, certificate (in ₹)	Percentage of GST on training fees per person (%)	Boarding & lodging charges per person (in ₹)	Percentage of GST charges on boarding & lodging charges per person (%)	Total fees inclusive of all (in ₹)
01	Project Management Programme (6 days duration)	04	35					
02	Junior and Middle level Management Development Programme (5 days duration)	14	35					
03	Finance /Contract Management Programme (6 days duration)	02	35					

B. Format of Price bid for Onsite training programme

Sl. No.	Name of Course	Total no. of batches in two years from award of contract year	Training fees per batch including training material and certificates (in ₹)	Percentage of GST on Training fees, per batch in %	Total fees inclusive of all (in ₹)
01	Project Management Programme (6 days duration)	04			
02	Junior and Middle level Management Development Programme (5 days duration)	06			
03	Finance /Contract Management Programme (6 days duration)	02			

I. SUBMISSION OF BIDS

1 Submission of Techno-commercial Bid

- a) Tenderer shall submit Techno-commercial bid as specified in RfP duly conforming all the parameters mentioned therein.
- b) All the points are to be properly responded instead of simply mentioning "compliant" or otherwise.
- c) In order to consider the eligibility of the tenderer, all the conditions mentioned in the RfP 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.

2. Submission of Price Bid:

- a) The price Bid duly filled and attested by the authorized signatory shall be submitted as per the price bid format of the RfP to this Tender Notice.
- b) Rates once quoted should be final and valid during the Contract period. Price should be quoted in Indian Rupees only. It may be noted that no escalation of the contracted rate shall be admissible on any reason whatsoever during the currency of the Contract.
- c) 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.
- d) ISRO HQ/DOS reserves the right to reject any unreasonable offer without assigning any reasons.

3. This is a two –part tender, the technical bid and price bid shall be kept in a separate sealed envelopes super scribed

- i. Part – I - "Technical bid for Capacity Building programme in Management domain for Scientists/Engineers of ISRO/DOS". – on the technical Bid Document
- ii. Part – II - "Price bid for Capacity Building programme in Management domain for Scientists/Engineers of ISRO/DOS". – on the Price Bid Document

Both the separate sealed covers of Techno-commercial bid and Price bid shall be placed in a bigger sealed envelope super scribed as

"Tender for Capacity Building programme in Management domain for Scientists/Engineers of ISRO/DOS, Part-I and Part-II bids individually sealed"

4. Instructions to Tenderer:

- a) Quotations received after the due date & time shall not be entertained under any circumstances.
- b) The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.
- c) ISRO HQ/DOS reserves the right to accept any or reject any/all quotation(s) without assigning any reason.
- d) ISRO HQ/DOS shall not be responsible for non-receipt of tender documents / offers due to postal delay / loss in transit.
- e) Quotation shall be valid for a period of 120 days from the date of opening.
- f) If tender opening date happens to be a public holiday, the tender will be opened on the next Working day. Interested parties who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorisation letter on their firm's Letter Head along with an Identity Proof. However, participation of party or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. ISRO HQ/DOS reserves the right to disallow any party or their representative from participation in the Tender Opening in the absence of Security Clearance.
- g) Any clarification on Tender document shall be made 72 hours before the due date & time. ISRO HQ/DOS shall make all effort to provide clarification. However, ISRO HQ/DOS shall not be responsible for non-receipt of any such clarifications and also any request for the extension of the due date for any reason shall not be considered.

5. Evaluation of Bids

- a) The techno-commercial bid shall be opened first and prior to the detailed technical evaluation, ISRO HQ/DOS will 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.
- b) A bid determined as not substantially responsive will be rejected by ISRO HQ/DOS.
- c) The Techno-Commercial Bid evaluation shall be done on the basis of bidder's response to "Techno-Commercial Bid Format" given in RfP.
- d) Audited Balance Sheet duly certified by Chartered Accountant with his stamp and signature for last three audited financial years have to be submitted by the tenderer along with technical bid.
- e) During the evaluation of the bids, ISRO HQ/DOS shall ask any Vendor to produce the Originals of the documents attached for verification. Any failure in this regard by the Vendor shall be entitled for gross rejection of their Technical Bid.

- f) ISRO HQ/DOS reserves the right to visit the party's firm to verify the infrastructure and to assess the capability as & when necessary.
- g) 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.
- h) ISRO HQ/DOS reserves the right to accept or reject any tender without assigning any reasons or for accepting the whole or any part of the tenders. Decision of ISRO HQ/DOS in the matter shall be final and binding.
- i) **Service Providers who do not utilize the website, can also procure the Tender documents from Sr. Purchase and Stores Officer, ISRO HQ, Antariksh Bhavan, New BEL Road, Bengaluru-560 094, on payment of Non-refundable Tender fee in the form of Demand Draft for Rs.590/- drawn in favour of 'Sr Accounts Officer, ISRO Headquarters, new BEL Road, Bangalore on all working days (till one day prior to Tender Due Date) between 1400Hrs to 1600 Hrs IST.**
- j) **Earnest Money Deposit(EMD): Service Providers are required to submit Earnest Money Deposit (EMD) for an amount of Rs.5,00,000/- [Rupees Five Lakh Only] in the form of Demand Draft drawn in favour of 'Sr Accounts Officer, ISRO HQ' payable at Bangalore along with their Techno-commercial bid. EMD/Bid Security of unsuccessful bidders shall be returned to them at the earliest after the finalization of the Tender without any Interest whatsoever. The EMD/Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD/Bid security shall be exempted to those Bidders who are registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs) on submission of attested copy of Registration Certificate along with the Techno-Commercial Bid. ISRO HQ/DOS shall not entertain any correspondence in this regard after opening of the Tender. The EMD/Bid Security will be forfeited if the Service Provider withdraws or amends, impairs or derogates from the tender in any respect during the period between Tender Due date and tender finalisation. No separate order or letter would be issued for forfeiture of EMD/Bid Security which follows on default and shall be credited at once to the Government Account.**
- k) **MAKE IN INDIA:**
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.to Make in India policy, and indicate percentage of local content along with detailed breakup 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 supplier are eligible to participate in this tender.

l) CONDITIONS FOR BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:

- i. Any bidder from a country which shares 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.
- m) NOTWITHSTANDING ANYTHING STATED ABOVE, ISRO HQ/DOS RESERVES THE RIGHT TO ASSESS TENDERER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT. SHOULD 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 TENDERER SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.