

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)  
NELLORE**

**Tender for CLEARANCE OF VEGETATION ALONG THE BALCK TOP  
ROAD & FIRE APPROACH ROAD**

**Bids to be submitted online**

**Tender No.: SDSC SHAR/SCF-2(CMG, TEL, SFS, MSA, EF&HD, SR, TOMD,  
CANTEEN)/SH202200157701 dated 18-11-2022**

## A. Tender Details

Tender No :	<b>SDSC SHAR/SCF-2(CMG, TEL, SFS, MSA, EF&amp;HD, SR, TOMD, CANTEEN)/SH202200157701</b>
Tender Date :	<b>18-11-2022</b>
Tender Classification:	<b>SERVICES</b>
Purchase Entity :	<b>SCF-2(CMG, TEL, SFS, MSA, EF&amp;HD, SR, TOMD, CANTEEN)</b>
Centre :	<b>SATISH DHAWAN SPACE CENTRE SHAR SRIHARIKOTA (SDSC SHAR)</b>

## **CLEARANCE OF VEGETATION ALONG THE BALCK TOP ROAD & FIRE APPROACH ROAD**

1. Parties should visit the proposed sites before offering their quotations and understand the nature of work
2. This is Two part Bid, NO price shall be mentioned in the Technical Bid.
3. Price bid opening date is tentative only. However exact date will be intimated after opening the Technical bid.

### A.1 Tender Schedule

Bid Submission Start Date :	<b>18-11-2022 12:30</b>
Bid Clarification Due Date :	<b>25-11-2022 12:00</b>
Bid Submission Due Date :	<b>12-12-2022 16:00</b>
Bid Opening Date :	<b>12-12-2022 16:01</b>
Price Bid Opening Date :	<b>31-01-2023 12:00</b>

## **B. Tender Attachments**

NA

### **Instructions To Vendors**

#### **1. Tender- Two part Instructions**

1. 1. This requirement can be quoted only through online e-procurement mode using ISRO portal <https://eproc.isro.gov.in>. No manual tender will be considered.
2. The vendors have to get themselves registered in above site to download the tender details. To register in above ISRO portal (<https://eproc.isro.gov.in>) the vendors need to have digital certificate The digital certificate can be obtained from any digital certifying authority like M/s (n)Code solutions; M/s Tata Consultancy Ltd., M/s Satyam Information System etc.
3. The parties are advised to download the tender and submit the bid on online at least two days prior to tender closing date to avoid last minute network problem. The due date shall not be extended due to network or computer related problems.
4. Tender fee is not applicable.
5. This being a two part tender i.e. Technical & Commercial Part and Price Part, the tenderer should not attach any documents containing Pricing information along with Technical & Commercial Bid. Normally we do not open PART-II (Price bid), if PART-I (Technical Offer) does not meet with our technical specification requirements. Price bid opening date mentioned in the tender document/ Schedule is tentative only. However, price bid opening will be made only after satisfactory completion of Part-I technical bid evaluation and with prior intimation to vendors.
6. Our Tender Enquiry contains technical requirements and specification. The detailed technical specification of your offer should be covered in the technical part. The Technical documents need to be attached online as a single PDF file without any prior information. The tender attachments containing Price details will be treated as unsolicited offers and rejected.
7. The quote should indicate quantity wise unit rate separately which have to be filled online. The Prices are to be mentioned both in figures as well as in words. The taxes, duties etc. are to be calculated and indicated in the column provided in online forms explicitly.
8. Bidders are expected to comply with the technical & commercial and other terms and conditions given in vendor specified terms of this tender. In case of any deviation, the reasons thereof should be clearly specified in the vendor specified terms column.
9. The vendors have to compulsorily submit the compliance statement online otherwise their offer will not be considered for further evaluation. Before entering the compliance statement, vendors are advised to refer the detailed specification provided in the Technical Write-up/ Drawings document. The specification offered by the vendors may also be indicated in the compliance statement wherever necessary.
10. The Technical Specification / Drawing / Product Catalogues / Works carried by vendor / Make offered etc. as a single PDF file without any financial details has to uploaded online mode by the

vendor. This being TWO PART TENDER the PDF document uploaded should not contain any commercial/pricing details. If the attached PDF contains any pricing detail the offer will be treated as unsolicited and will be summarily rejected.

11. Original Equipment Manufacturer (OEM) or their representative can submit bid. Indian agents while quoting on behalf of their principals are requested to attach necessary authorization letter from their Principals in their bid.

12. Instructions on Indian Agent (if any):- Bidders are required to provide the following information in respect of their authorized Indian Agent, if any, alongwith technical bid as the same is mandatory as is required for consideration of the bid. Name, Address, Telephone no. , fax no., email of the Indian Agent including the contact person.

13. A letter from the OEM in the current date certifying that the said Indian Agent is their authorized Indian Agent and also indicating the responsibilities/role of the Indian Agent under the proposed purchase. Remuneration/service charges payable to the Indian Agent under the proposed purchase.

14. The offer should be valid for a minimum period of 120 days from the date of tender opening or as specified in the tender document.

15. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.

17. The vendors may contact +91471 2565454/4574/2527/3753/3289 or eproc@vssc.gov.in for any technical assistance in bid submission.

18. Once the offer is submitted in on line mode by the vendor and bid submission period is over, vendor will not be able to provide revised offer.

19. Request for the extension of the due date will not be considered.

20. Tender which are not prepared in terms of these instructions are liable to be rejected.

21. Based on the response to the e-Public Tender Notice, SDSC SHAR reserves the right to change any milestone date of the tendering activity.

22. SDSC SHAR reserves the right to verify all claims made by the bidder.

23. Tender Opening : The Technical and Commercial Bid [Part-I] will be opened on the specified day mentioned in the schedule and in case any further clarification/ discussion are required, such clarification/discussion shall be called for before opening the Price Bid.

24. The exact date and time of opening of price bid of successful tenderers will be intimated later.

25. Tenderers can participate in the said tender opening to know the details on for which, the representative of the firm shall be duly authorized by Competent Authority. Against proper authorization only such representatives shall be allowed to attend the tender opening. Tenderer Presence is not mandatory to consider the Quote for evaluation.

26. SDSC SHAR, SRIHARIKOTA reserves the right to accept or reject any/or all the tenders in part or full without assigning any reasons thereof.

## **2. STANDARD TERMS & CONDITIONS**

1. Tele No.08623-/225174/226043

e-Mail ID : hps@shar.gov.in, nair\_binu@shar.gov.in, vaishnavee.s@shar.gov.in

1. Instruction to Indigenous Suppliers:

a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our Normal payment term is 100% within 30 days after receipt and acceptance of the item at our site. Please confirm acceptance in your quotation.

b) GST/IGST: Please specify GST percentage, if any, in your offer. Please mention HSN code in your offer.

c) Purchase / Price preference to MSEs

Purchase/Price preference will be applicable to the product reservation admissible to the Micro and Small Enterprises. Purchase/Price Preference shall be extended to the MSEs under the Public Procurement Policy for MSEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006. The participating MSEs in a tender, quoting price within the band of L-1 + 15% may also be allowed to supply a portion of the requirement by bringing down their price to the L-1 price, in a situation where L-1 price is from someone other than an MSE. Such MSEs may be allowed to supply up to 25% of the total tendered value. In case of more than one such eligible MSE, the supply will be shared equally.

Micro & Small Enterprises which have technical capability to deliver the goods & Services as per prescribed technical & quality specifications and may not be able to meet the qualification criterion relating to prior experience-prior turnover may be relaxed as per guidelines issued by Ministry of MSMEs & as amended from time to time.

Interested vendors shall specifically claim the benefit with supporting documents.

d) Purchase / Price preference to Make-in-India Products:

Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs. 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in-India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

## 2. Instruction to Foreign Suppliers:

- a) Payment Terms shall be as specified in RFP. If not specifically mentioned Our normal payment term is SIGHT DRAFT, Please confirm acceptance in your offer, if you insist for L/C, and all bank charges shall be to your account. Confirm acceptance.
- b) Please specify whether any export clearance is required in case of an order on you.
- c) Warranty/Guarantee applicable for the item shall be mentioned in your offer
- d) Special Certification for packing Material : as per Plant Quarantine (Regulation of Control into India) Order 2003, Articles packed with packing material of plant origin viz., hay, straw, wood shavings, wood chips, saw dust, wood waste, wooden pallets, Dunn age Mats, wooden packages, coir pith, pear or sphagnum moss etc., will be allowed entry by Customs only with a Phytosanitary Certificate. In case if a Purchase Order, if you propose to us any of the above material for packing such a certificate issued by your local Plant Quarantine Authority shall be furnished.
- e) Confirm whether any Export License is required and for which End User Certificate is to be provided by us, in case of an Order on you. (Enclose format for EUC, if applicable)
- f) Either Indian Agent on behalf of the foreign principals or the foreign principal directly can quote against this order, but not both. In either case an Indian agent cannot represent more than one principal against the same tender.
- g) In case the quote is in INR we prefer to execute the same on HSS Basis and for which Concessional Customs duty as per Notification no.50/2017 Customs dated 30.06.2017, Serial No.539(A) as amended by Notification no.05/2018 dated 25.01.2018. In case the quote is on Indian Rupee (Outside High Sea Sale), the price shall include taxes and duties if any. We shall not able to provide any duty or IGST tax exemption/concession certificates. If the item quote is of USA make, please quote for all-inclusive price since we prefer to get the item on FOR destination basis.
- h) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

Common terms to Indigenous and foreign suppliers:

### 3.Warranty

You shall provide applicable warranty for the items offered by you without fail. For the applicable period you shall provide necessary warranty certificate.

### 4.Performance Bank Guarantee

Towards the performance of the systems during the warranty period you shall submit a performance bank guarantee equivalent to 3% of the order value to cover the warranty period. This PBG shall be interest free and the same shall be returned to you on successful completion of all contractual obligations. The said PBG shall have a further claim period of 2 months.

## 5. Security Deposit

On acceptance of the order, you shall submit an interest free amount equivalent to 3% of the total contract/order value towards security deposit. This security deposit is collected towards the performance of the Contract. The said Security Deposit shall be submitted either in the form of Bank Guarantee/Demand Draft/FDR receipts duly endorsed in the name of the centre. The Security Deposit will be returned to you on successful completion of the Contractual obligations; failing which it shall be forfeited/adjusted.

## 6. Offer Validity

Your offer shall be valid for 120 days in case of 2 part / 90 days in case of single part from the date of tender opening. In case you offer validity is less than the mentioned above, the said offer is liable for rejection which may please be noted.

## 7. Liquidated Damages:

If you fail to deliver the ordered items satisfactorily within the time specified or any extension thereof, Liquidated Damage @ 0.5%(zero point five percent) of the order value or part thereof the un-delivered items for each calendar weeks of delay shall be recovered from your bill. However total Liquidated Damage shall not exceed 10% (ten percent) of the order value.

## FORCE MAJEURE:

Should a part or whole work covered under this contract be delayed in delivery/completion of work due to reasons of Force majeure which shall include legal lockouts, strikes, riots, civil commotion, fire, accidents, quarantines, epidemic, acts of God & War, stoppage of deliveries by the Government , freight embargoes etc; the delivery period/completion of work referred to in this Contract shall be extended by a period not in excess of duration of such Force Majeure. The occurrence shall be notified by either party within reasonable time.

## 8. Offers received through post, courier, fax or email will not be considered.

9. Technical and commercial bid (Part-I) shall not contain any price details. Optional accessories or other price details, if any shall be uploaded in Supporting documents related to Price Bid, to be opened along with Price Bid.

10. In respect of FIM being issued, the fabricator shall submit Bank Guarantee for equivalent sum compulsorily. In case, submission of Bank Guarantee is not possible, the reasons there for shall be clearly mentioned. However, for such cases the fabricators at their cost shall secure such FIM through Insurance Policy with Director, SDSC SHAR as beneficiary. In case of PSU and Government Organization, Indemnity Bond in lieu of Bank Guarantee is acceptable. Balance FIM/Scrap, if any shall be returned along with the supply of the items. Please confirm acceptance in your quotation.

11. SDSC SHAR shall have the right to place part order among the parties for the items for which they are the lowest.

## 12. Arbitration:

In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices 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 Contract shall be continued by the CONTRACTOR 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 DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

13. As per Rule 144 (xi) to GFR any bidder from a country - for any goods/services including consultancy and non consultancy services and turnkey projects -- that shares a land border with India, will have to be registered with a competent authority.

### **3. General Instructions to Vendor**

#### 1. Instructions to tenderers

TeleNo.08623-225174/226043

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, nair\_binu@shar.gov.in, vaishnavee.s@shar.gov.in

1. Interested tenderer s may, at their option, login to <https://eproc.vssc.gov.in> and submit your offers.

2. TENDER FEE IS NOT APPLICABLE.

3. EARNEST MONEY DEPOSIT IS NOT APPLICABLE IF NOT MENTIONED IN THE RFP SPECIFICATION.

4. Indian agents while quoting on behalf of their principals are requested to attach Principals original quote, necessary authorization letter from their Principals, copy of agency agreement etc. in their bid.

5. TWO PART BIDS: In case of Two part tender, price details shall not be uploaded in the Technical & Commercial Bids (Part I), failing to which the bid will be treated as INVALID.

6. The offer should be valid for a minimum period of 120 days for 2 part / 90 days for single part from the date of opening.

7. Due date & time: Sufficient time has been allotted for Bid submission. Vendors are requested to complete Bid submission well in advance. Last minute requests for due date extension citing server problems etc. will not be entertained. Bids will not be entertained after the due date and time.



7 (A). Request for the extension of the due date will not be considered.

8.

(a) Bid Opening for Public Tender: In case of Public Tender-Two Part Tenders: Technical and Commercial Bids will be opened on the first day specified for Tender opening. Interested vendors can attend the tender opening session to know the bidding details (Bidders presence is not mandatory to consider the quote for evaluation). Price Bid opening of the selected vendors will be scheduled later and it will be intimated to the selected Bidder (s).

(b) For Limited Tender: Bidders participation is not allowed.

9. Prices are required to be quoted according to the units indicated.

10. Preference will be given to those tenderers offering supplies from ready stocks and on the basis of FOR destination delivery at site.

11. (a) All available technical literature, catalogues and other data in support of the specifications and detail of the items should be furnished as attachments.

(b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.

(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensions details are available the same should be indicated in your offer.

(d) Specifications: Stores offered should strictly conform to our specifications. Deviations, if any, should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples wherever necessary. Test certificates wherever necessary should be attached. Whenever options are called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate response for the same.

12. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of quantity offered and the tenderers shall supply the same at the rates quoted.

13. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.

14. The tenderer will be required to furnish a document containing the name of his bankers as well as the latest income-tax clearance certificate duly counter signed by the Income-tax Officer of the Circle concerned under the Seal of his office, if required by the Purchaser.

15. The Purchaser reserves the right to place order on the successful tenderers for additional quantity up to 25% of the quantity offered by them at the rates quoted.

16. Sr. Head, Purchase and Stores, SDSC SHAR SRIHARIKOTA reserves the right to accept or reject any bid in part or full without assigning any reason thereof.

17. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with Competent Authority as specified in Office Memorandum no.F.No.6/18/2019-PPD, Ministry of Finance, Department of Expenditure, Public Procurement Division dated 23rd July 2020. All the conditions mentioned in the above OM is applicable for this tender.

## C. Bid Templates

### C.1 Technical Bid - CLEARANCE OF VEGETATION ALONG THE BALCK TOP ROAD & FIRE APPROACH ROAD

1. **WORK PACKAGE:**Vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground both sides of the road.

Document : RFP

2. **WORK PACKAGE:**Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road.

Document : RFP

#### Common Specifications (Applicable for all items)

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground both sides of the road.		-		

2	Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road.		-		
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**Supporting Documents required from Vendor**

5 additional documents can be uploaded by the vendor

## C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	for Sriharikota	Yes / No / Explain	
2	GST/IGST if any, Please mention only in percentage. (SAC code shall be indicated for each item and accordingly mention the GST Rate applicable as per prevailing guidelines.) Note: Suppliers are requested to explicitly state whether Quoted percentage is Extra or Inclusive, If Not i.e, if you quote as "YES/Accepted /Noted/ As per tender specifications" it will be treated as included in the quoted basic cost.	Yes / No / Explain	
3	CONTRACT PERIOD: The Contract shall be valid for a period of 4 months and extendable for 4 months based on performance	Yes / No / Explain	
4	DELIVERY TERM: SDSC SAHR, Sriharikota	Yes / No / Explain	
5	PAYMENT TERM: As per the RFP	Yes / No / Explain	
6	FORCE MAJEURE: If at any time during the continuance of the order the performance in whole or part by either party of any obligation under this order shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fire, floods, lightening, epidemic, quarantine restrictions, strikes, go-slow, lockout or acts of God, notice of which is given either party to the other within 21 days from the date of occurrence thereof, neither party shall be reasons of such eventually be entitled to terminate this order nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance.	Yes / No / Explain	
7	The Contractor should have license to engage laborers under the provisions of Contract Labour (Regulation & Abolition) Act, 1970.	Yes / No / Explain	
8	PENALTY CLAUSE: As per the RFP	Yes / No / Explain	

9	<p>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 Work Package 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.</p> <p>NOTE: ARBITRATION CLAUSE IN RFP SL.NO. 18 SHALL BE IGNORED.</p>	Yes / No / Explain	
10	<p>Police Verification : The Contractor would be required to provide verification report from the local police authorities within one month from the date of receipt of the order, duly certifying the verification of the Character &amp; Antecedents for each of the work force engaged by the contractor for executing the work.</p>	Yes / No / Explain	
11	<p>VALIDITY OF OFFER: - The validity of offers/tenders should be 180 days from the date of opening of the tenders. Tenders shorter than offer validity mentioned above will not be considered for evaluation.</p>	Yes / No / Explain	

12	SECURITY DEPOSIT (SD) : If the Order value exceeds 5 Lakh, a Bank Guarantee for the faithful execution of the contract / PO for 3% of the order value shall be provided immediately after receipt of the order towards the performance of the contract. The Bank Guarantee should be from a Nationalised / Scheduled Bank in Rs.100 non-judicial stamp paper valid till the completion of scope of work / supply as per the order plus 60 days. This will not carry any interest and shall be returned to you after successful completion of scope of work / supply against your request. In case of non performance/poor performance the Bank Guarantee shall be forfeited. If you are not submitted the BG within the specified period, this order is liable to be cancelled.	Yes / No / Explain	
13	Please provide an undertaking for the compliance of all Labour Laws as applicable from time to time including Minimum Wages Act, Payment of ESI/ EPF/ GST etc.	Yes / No / Explain	
14	The Contractor shall employ Indian Nationals above age of 18 years only.	Yes / No / Explain	
15	Enclose a copy of Labour License as proof for the existing/ previous work order	Yes / No / Explain	
16	Mention the ESI Registration No. & enclose a copy of ESI registration..	Yes / No / Explain	
17	Mention the EPF Registration No. & enclose a copy of EPF registration.	Yes / No / Explain	
18	INCOME TAX: Income Tax at the prevailing rate as applicable from time to time shall be deducted from the successful Bidders bill as per the Income Tax Act, 1961 and the rules there-under or any re-enactment or Modifications thereof.	Yes / No / Explain	
19	Mention the GSTN & enclose a copy of GST Registration	Yes / No / Explain	

### C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
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1	<p>WORK PACKAGE:V  vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground both sides of the road.</p>	600000.00 Square Metre		-		
2	<p>WORK PACKAGE:M  aintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road.</p>	214000.00 Square Metre		-		

**Common charges (Applicable for all items)**

<b>Additional Charges, if any (P&amp;F, Freight etc.)</b>	
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**CLEARANCE OF VEGETATION ALONG THE ROADS IN SDSC SHAR**

1. Proposals are invited from the interested bidders for the enclosed scope of work in **two-part bid mode**.
2. To carry out Vegetation and protruding branches clearance along the blacktop roads and forest roads of 107 km, **for a period of 4 months and extendable for 4 months** based on performance.
3. The **Scope of the work** - Includes the clearance along black top road from the end of gravel area with 1-meter width along the berm area and 2meter height to be cleared of protruding branches
- 3.1 Service to be provided at SDSC SHAR Sriharikota”, SDSC SHAR, Sriharikota is about 100 Km from Chennai, 100 Km from Nellore and from Tirupati.
4. The list of premises/roads to be cleared/service to be rendered as proposed below:

S.No	Description	Distance from Main Gate	Area to be cleared in sq. meters
1.1	Vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 300 kms. The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.	Distance 0 to 20 km on an average	6,00,000 Sq. meters
1.2	Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 107 km.  The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.	Distance 0 to 20 km on an average	2,14,000 Sq. meters
	<b>Total</b>		<b>8,14,000 Sq. meters</b>

5. The address and contact numbers for seeking clarifications regarding this RFP are given below –

(a)	Bids/queries to be addressed to	Sr.Purchase & Stores Officer, RO, LSSF & SOSE
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(b)	Postal address for sending the Bids	Tender Section Satish Dhawan Space Centre SHAR, ISRO, Dept. of Space, Govt. of India, Sriharikota – 524124, SPSR Nellore Dist, Andhra Pradesh
(c)	Name/designation of the contact personnel	
(d)	Telephone numbers of the contact personnel	
(e)	e-mail ids of contact personnel	
(f)	Fax number	

6. This RFP is divided into three Parts as follows:

**A. Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

**B. Part II** –Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Contract Period, etc.

**C. Part III** –Contains Evaluation Criteria and Annexures.

7. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

**8. BID SUBMISSION**

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.

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

Complete Techno–commercial part of the bid shall be filled online in the “Vendor Specified Terms’ form of the e-tender. Any documents related (demand draft for EMD), technical literature, guarantee /warrantee certificates and any other document as per the tender shall be scanned and uploaded to the e-tender under ‘Documents solicited from Vendor’ form only in ISRO e-procurement portal (<https://eprocure.isro.gov.in>). In case if the space is not adequate to upload, hard copy of the balance documents (without any price figures) shall be submitted before due date.

In case if the space is not adequate to upload, hard copy of the balance documents (**without any price figures**) shall be submitted before due date in envelope marked with following:

<b><u>PART-I TECHNO-COMMERCIAL BID</u></b>	
<b>Name of client</b>	: <b>Satish Dhawan Space Centre SHAR</b> Indian Space Research Organisation
<b>Title of the proposal</b>	: <b>A. Vegetation clearance of black top road from the end of gravel area with 1-meter width</b>

	<p>along the berm area and 2-meter height and length in running meter((1 m width X 2 m height X 1 m running length) to be cleared of protruding branches</p> <p>B. Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road.</p>
<b>Due date and time of the opening</b>	:
<b>From (Name of the bidder with address)</b>	:
<b>To:</b>	<p><b>Head, Purchase &amp; Stores</b>  <b>Satish Dhawan Space Centre SHAR</b>  <b>ISRO, Dept. of Space, Govt. of India</b>  <b>Sriharikota – 524124,</b>  <b>SPSR Nellore Dist, Andhra Pradesh, India</b></p>

## 8.2. PART – II : PRICE PART OF THE BID FOR THE WORK

- a) Price bid shall be filled in the on-line 'price bid' form of the e-tender only in ISRO e-procurement website <https://eprocure.isro.gov.in> . The prices shall be filled in the respective forms available on-line in the e-portal. Any other terms and conditions given in this part shall not be considered and if insisted upon by the Bidder, bids are liable for rejection.
- b) SDSC SHAR may open Part – I of the bids on the due date of opening subject to meeting the minimum evaluation criteria. Price Bids (Part-II) of technically and commercially acceptable offers shall be opened at a later date.
- c) Unit rate for each of the item shall be indicated separately. The rate quoted shall be on FOR DESTINATION BASIS i.e., FOR SDSC SHAR, Sriharikota basis. .
- d) The taxes applicable for shall be indicated separately in terms of percentage. If the offers submitted by the tenderers are silent on taxes, it will be presumed that quoted rates are inclusive of taxes & duties and no claim in this regard will be entertained later.
- e) Supplier has to consider entire work and procure the necessary tool and items for the above work for clearance of vegetation for 300 kms black top road and 107 kms of fire line inside the forest.
- f) The supplier has to considered the tools and the modality of work and transportation for entire bill period services as per the requirements indicated in the RFP.
- g) SDSC SHAR reserves the right to reject any or all the Bids without assigning any reasons thereof.
- h) ***Any bids/offers with price details in Techno-Commercial Offer (Part –I) shall be rejected.***

**PART I – GENERAL INFORMATION & STANDARD CONDITIONS OF RFP**

S.No	Description	Vendor Compliance
1.	<p><b>Definitions:</b></p> <p>a) The term <b>"Service Receiver"</b> means Satish Dhawan Space Centre SHAR (SDSC SHAR), a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called <b>"Service Receiver"</b> includes its Units/Entities/Groups/ Divisions and facilities under the administrative control of SDSC SHAR and its offices located at ISRO P.O., Sriharikota -524 124.</p> <p>b) The term <b>"Service Provider"</b> shall mean any registered Establishment which will be performing the Work package activities.</p> <p>c) The term <b>"Work Package"</b> shall mean a Work Package Contract to provide services at different Entities/Groups/Divisions of Service Receiver as per the Skill Set.</p> <p>d) The term <b>"Employees"</b> shall mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the Work Package tasks as defined in the Work Package Order.</p> <p>e) The term <b>"Focal Point"</b> 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 Supervisor of the Service Provider. The Focal Point of Service Receiver shall be mentioned in the respective Work Package Orders.</p> <p>f) The term <b>"Supervisor"</b> shall mean an identified person of the "Service Provider", who will supervise the work carried out by the qualified work- force of "Service Provider". To take measurements every day.</p> <p>g) The term <b>"Paying Authority"</b> shall mean the respective Sr. Accounts Officer/ Accounts Officer of the Division/Group/Entity of Service Receiver.</p>	
2.	<b>Prices quoted should be on the basis of F.O.R. SDSC SHAR, Sriharikota</b>	
3.	<p><b>Site Visit:</b> Prospective bidders may visit the sites and shall get themselves thoroughly acquainted with the local site condition. It is suggested that they conduct a demographic study to identify the local utility areas (markets, locality, communication and transportation conditions, Labour and materials availability), which will help the bidders to consider all such factors during the estimation for performing Statement of Work as, indicated. Department holds no responsibility of arrangement of transportation / accommodation facilities for the bidders during their site visits except for giving permission in writing to access the premises. Claims and objections due to ignorance of existing conditions or inadequacy of information shall not be considered after submission of the Bid and during implementation.</p>	
4.	<b>Service Contract:</b> The Contract is purely a Service Contract / Works Contract	

S.No	Description	Vendor Compliance
	intended for carrying-out all the works enlisted under the scope of work and at no stage this should be construed as a LABOUR CONTRACT.	
5.	<b>OFFER VALIDITY:</b> Bid shall remain valid for acceptance for a period of 60 days 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 SDSC SHAR in writing. Bid shall be revalidated for extended period as required by SDSC SHAR 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 and conditions of Bid finalized till that time.	
6.	<p><b>Contract Validity:</b> The proposed contract is valid for a period of Four Months.</p> <p>(a) Department reserves the right to cancel the contract at any time without assigning any reasons thereof, by giving one-month notice in writing without any financial implication to SDSC SHAR and the decision of SDSC is final in this regard.</p> <p>(b) The validity of the contract is <b>for a period of four months and extendable by four months on mutual consent</b>, if the service is found satisfactory at the same terms and conditions.</p> <p>(c) If the successful bidder does not want to extend the contract, the same shall be intimated 01 months before the expiry of the contract period.</p>	
7.	<b>GST (on service):</b> GST @ 18% is applicable on services. Please indicate the GST accordingly for services. If not indicated it will be presumed that GST @18% is inclusive of your quoted prices	
8.	<b>INCOME TAX:</b> Income tax at the prevailing rate and as applicable from time to time shall be deducted from the supplier's bills as per Income Tax Act. and a certificate will be issued (TDS Certificate).	
9.	<b>RISK COVERAGE:</b> The Supplier shall arrange comprehensive risk coverage at his own cost.	
10.	<p><b>PERFORMANCE SECURITY/SECURITY DEPOSIT</b></p> <p>The supplier, whose tender is accepted, shall be required to furnish by way of Performance Security for the due fulfillment of the contract such a sum as shall amount to 3 % of the contract price of the work awarded.</p> <p>The performance security (bearing no interest) shall be held by the Department as security till satisfactory completion and for the due performance of all suppliers' obligations under the contract as per delivery period or extension granted thereof by the Department.</p> <p>The supplier within 10 days of Purchase Order or signing of Contract, deposit with the Accounts officer, Satish Dhawan Space Centre SHAR, Sriharikota as detailed</p>	

S.No	Description	Vendor Compliance																					
	<p>above by any one or more of the following modes namely.</p> <p>i. By a crossed demand draft in favor of Accounts officer, Satish Dhawan Space Centre SHAR drawn on SBI and payable at Sriharikota.</p> <p>ii. By an acceptable bank guarantee. The bank guarantee shall be from a nationalized/scheduled bank &amp; shall be valid for 60 days beyond completion period.</p> <p>In case of breach of contract, the Performance Security shall be forfeited in addition to other relief available to the Department under this contract.</p> <p>Central PSUs/ PSEs/ Autonomous Bodies, etc., are exempted from payment of SD, and instead, an Indemnity Bond shall be provided in lieu of SD. Such vendors shall provide a copy of documentary proof along with Techno-Commercial Bid.</p>																						
11.	<p><b>Penalty:</b></p> <p>Notwithstanding anything contained in the provisions of conditions of Contract, the Service provider shall be liable for forfeiture of its Security Deposit, penalty or termination for default, if and to the extent that, its' delay in performance or other failure to perform its obligations under the Contract.</p> <p><b>TECHNICAL PENALTY FOR NOT TAKING UP THE JOB IN TIME</b></p> <p>Delivery Time and Service is the essence of contract. The work can be completed at a minimum rate of <b>8140 Sq.mtr/day</b> for the given scope and time. Hence, Contractor has to deploy the minimum man power required to accomplish the above work. The work will be considered in every 04 days and Sundays, Public Holidays, the launch count down periods and adverse weather closer days etc. will be considered as not working days unless and until otherwise it is given in writing to the competent authority.</p> <p>In case of de-railment of work from contractor end due to non-availability of man power, the same will be penalized as given below:</p> <table border="1" data-bbox="316 1396 1234 1801"> <thead> <tr> <th>S.No</th> <th>Description</th> <th>Penalty</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Per day <b>8140 sq.mtr</b> to be cleared</td> <td>Nil</td> </tr> <tr> <td>b)</td> <td>1-4 days delay over the clearance</td> <td>Sq.mtr rate/day +10% per sq.mtr</td> </tr> <tr> <td>c)</td> <td>4-8 days delay over the clearance</td> <td>Sq.mtr rate/day +20% per sq.mtr</td> </tr> <tr> <td>d)</td> <td>8-12 days delay over the clearance</td> <td>Sq.mtr rate/day +30% per Sq.mtr</td> </tr> <tr> <td>e)</td> <td>12-16 days delay over the clearance</td> <td>Sq.mtr rate/day +40% per Sq.mtr</td> </tr> <tr> <td>f)</td> <td>16-20-day delay over the clearance</td> <td>Sq.mtr rate/day +50% per Sq.mtr</td> </tr> </tbody> </table>	S.No	Description	Penalty	a)	Per day <b>8140 sq.mtr</b> to be cleared	Nil	b)	1-4 days delay over the clearance	Sq.mtr rate/day +10% per sq.mtr	c)	4-8 days delay over the clearance	Sq.mtr rate/day +20% per sq.mtr	d)	8-12 days delay over the clearance	Sq.mtr rate/day +30% per Sq.mtr	e)	12-16 days delay over the clearance	Sq.mtr rate/day +40% per Sq.mtr	f)	16-20-day delay over the clearance	Sq.mtr rate/day +50% per Sq.mtr	
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12.	<p><b>MODE OF PAYMENT:</b> Our Bankers are State Bank of India, SDSC SHAR, Sriharikota – 524 124. You may furnish your banker details for transferring the payments through ECS/PFMS mode</p>	
13.	<p><b>SUBMISSION OF BILLS AND PAYMENT:</b></p> <p>The payment shall be payable in the following manner upon on the certification by the user and approved by competent authority.</p> <ol style="list-style-type: none"> <li>i. The progressive payment shall be made on monthly basis against the tax invoice raised by contractor. The contractor is required to submit monthly bill, which will be checked and verified by the Contract Manager.</li> <li>ii. The Service Provider's bills shall be submitted before 5th (fifth) of every month with due certifications to the respective Paying Authority.</li> <li>iii. The Service Provider shall ensure that all the payments to the work-force shall be made through only their respective Bank Account on or before 10th of every month.</li> <li>iv. <b>Onetime payment for ID card and Uniform will be paid upon issue of the ID cards and Two Sets of Uniform by the Contractor in the first bill of the Contract.</b></li> <li>v. <b>The payment under the Work Package Order shall be inclusive of the following components:</b> <ol style="list-style-type: none"> <li>a) Contributions towards Employer's and Employee's Provident Fund, wherever applicable.</li> <li>b) Contributions towards Employer's and Employee's State Insurance or Medclaim Insurance, as the case may be.</li> <li>c) Supervisory Charges to the Service Provider</li> <li>d) Service Charges to the Service Provider, if any.</li> <li>e) Cost of Identity Cards, etc.</li> <li>f) Goods &amp; Service Tax</li> <li>g) Insurance Premium m towards All Risk Insurance Policy for each work-force of the Service Provider for a minimum value of Rs. 10 Lakhs for <b>the contract tenure</b></li> </ol> </li> <li>vi. 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.</li> <li>vii. <b>GST, EPF &amp;ESI:</b> The GST, EPF and ESI amount is payable against documentary evidence.</li> <li>viii. 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 Work Package Order(s), the Service Receiver shall be entitled to deduct/recover</li> </ol>	

	<p>the same from the payment against the Work Package Order(s) due to the Service Provider.</p> <p>ix. Payment shall be made only after approval by Competent Authority. Against submission of necessary certified required documents along with the invoices as required and deductions if any as per the contractual obligations.</p> <p>x. Bill may be submitted as per price-break of minimum wages as per the attendance.</p> <p>xi. Contractor shall maintain Registers as per Labour Act and the same should be provided for verification when asked.</p> <p>xii. To consider as a valid invoice, the following statutory documents are to be enclosed along with the monthly invoice.</p> <p>(a) Good and Service Tax Receipt</p> <p>(b) Employee's Provident Fund (EPF) Organisation Combined Challan</p> <p>(c) EPF Electronic Challan cum Return (ECR) with pages showing working personnel contribution details,</p> <p>(d) Employee's State Insurance (ESI) Transaction Details copy and pages showing working personnel contribution details</p> <p>(e) Proof of Bank Statement on payment (e-PayOrder Details) to work force showing each worker name, account number and amount transferred.</p>	
14.	<p><b>Service Provider's/Contractor's Service Charges includes Bonus:</b> The party shall quote their service charges for execution of this contract and this amount includes their profit, administrative office expenses, various license fees, expenses of medical checkups for worker's fitness to duty, any other managerial services charges, bonus payment as per prevailing rates of Bonus Act, etc. Service Provider is sole responsible for bonus payment and the bonus payment proof document must be enclosed while sending month bill to the Accounts.</p>	
15.	<p><b>Client Audit:</b> The Service Provider, hereby, agrees to maintain all required books of accounts and to provide them to such audit as may be required to be carried out.</p>	
16.	<p>Bidder shall note that the conditional discounts would not have edge in the evaluation process of tenders.</p>	
17.	<p>Non-acceptance of any conditions where ever called for related to guarantee or warrantee, security deposit, performance bank guarantee, liquidate damages are liable for disqualification of bids.</p>	
18.	<p><b>ARBITRATION:</b> In the event of any question, dispute or difference arising under these conditions of any condition in the purchase order, (except as to any matters the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration approved by Director, SDSC SHAR. The arbitration shall be conducted within India as per the Arbitration and Conciliation</p>	



	Act, 1996 and the applicable language shall be English. The award of the Arbitrator shall be final and binding on the parties of this purchase order.	
<b>19.</b>	<b>APPLICABLE LAW AND JURISDICTION</b> The laws of India shall govern this purchase order for the time being in force. The Courts of Andhra Pradesh, India only shall have jurisdiction to be with and decide any legal matters or disputes what so ever arising out of the purchase order.	
<b>20.</b>	<b>FORCE MAJEURE:</b> (a) For purpose of this Clause, Force Majeure means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of SDSC either in its sovereign or contractual capacity, The Government Acts, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. (b) If a Force Majeure situation arises, the Service Provider shall promptly notify SDSC in writing of such conditions and the cause thereof. Unless otherwise directed by SDSC in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.	
<b>21.</b>	The contractor shall be responsible for the proper behavior of the persons employed by him. He will also be responsible for any damage to the property of SDSC SHAR as result of negligence of the workers. Any such damage or loss will be made good by the contractor.	
<b>22.</b>	The contractor should sign all the pages of the tender.	
<b>23.</b>	<b>CONTRACTOR'S OBLIGATIONS:</b> a. The successful bidder/vendor shall follow the directions & rules of Dept. b. The Contractor shall be responsible at its own cost for obtaining any applicable permissions and clearances for performance of the work. c. The Contractor shall, at all times, comply with all applicable labour and other related laws on its own. The Contractor shall keep Dept. indemnified against any claim, action or proceedings raised due to non- compliance of labour and other related laws. d. The Contractor indemnifies Dept. against any loss or damage suffered by Dept. due to any fault, omission or breach of any duty by the Contractor or its representatives. e. The Contractor shall indemnify and keep indemnified and compensate Dept, if Dept becomes liable to assume any liability towards the workforce engaged by the Contractor for the purposes of this Work. f. The Contractor shall ensure that workmanship and quality of the Work shall	

	conform to the Standards and shall ensure that Works conform to the good industry practice.	
24.	<b>Subcontracting:</b> Contractor should not give sub-contract for whole or part of this contract work to any other Contractor.	
25.	<b>Conduct:</b> In case any of the working personnel found not working to the satisfactory level the same worker should be replaced forthwith by you. You will be sole responsible for your work force mis-conduct, injuries, illness or death etc., at work places.	
26.	<b>INSPECTIONS</b> Contract Manger and/or His staff will check quality of the services and materials rendered by you periodically. Contractor should make good the deficiencies, if any found during such inspections.	
27.	<b>A.P State &amp; Central Labour Acts:</b> (i.) Contractor shall be responsible for complying and implementing Labour Acts of A.P State & Central related to Contracts. (ii.) Contractor shall comply the Contract Labour (Regulation & Abolition) Act, 1970 and Rules 1971; implement time to time notifications of minimum wage rates circulated by the Government of Andhra Pradesh Labour Department; minimum wage rates of A.P state government / A.P Central, whichever is higher; and EPF, ESI, Bonus Act, compensations, employment liabilities, etc, (iii.) Contractor must pay minimum wages as per the category of work force. (iv.) Details on category of work force are also provided in price-bid. If you consider paying higher wages than minimum wages, it is at contractor's cost.	
28.	<b>Minimum Wage VDA, EPF, ESI Revision:</b> Based on request letter for purchase order amendment from Service Provider to Head Purchase & Stores SDSC SHAR with document proof copy of revised rates notification by competent authorities for revision of Minimum Wage Rates (Basic Wage and Variable Dearness Allowance - VDA / Living Allowance), EPF and ESI the purchase department will amend the Purchase Order and pay revised Minimum Wage VDA, EPF, ESI rates as and when revised by concerned authorities.	
29.	<b>Registers:</b> Contractor shall maintain all registers relevant of Contract Labour (Regulation & Abolition) Act-1970, Minimum Wages Act and as per Labour Enforcement Officer, etc, and the same should be produced as and when requested by concerned officials.	
30.	<b>License under labour Acts:</b> Soon after receipt of this Purchase Order, contractor should get "License" to engage working personnel required under this work at this Centre. "License" is mandatory under the provisions of Contract Labour (Regulation & Abolition) Act, 1970. Contractor shall be directed to apply for "FORM-V" at the Principal Employer/ Head PGA-II, SDSC SHAR and then submit it	

	<p>to get "License" at Office of Assistant Labour Commissioner (Central), Vijayawada, A.P – 520 007. Soon after getting it contractor should submit the copy of "License" to the Principal Employer/ Head PGA-II, SDSC SHAR and Contract Manager. Contractor shall also seek the renewal of the registration before expiry of the license. Whenever there is an extension of the contract, the corresponding renewal of such license has to be submitted within one month.</p> <p><b>Child Labour is strictly prohibited.</b></p>	
31.	<p><b>LABOUR LAW COMPLIANCE</b></p> <p>The Contractor shall comply with all requirements of any applicable law relating to the employment of labour/ personnel under this Work including but not limited to matters relating registrations under the applicable statutes, timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, farming of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses.</p> <p>The contractor must provide a copy of the following for labour law compliances.</p> <ol style="list-style-type: none"> <li>Attendance Register (Muster Roll)</li> <li>Attendance (Wage) Register</li> <li>ESI &amp; PF Challan</li> <li>Details of ESI &amp; PF Contribution in Wages Register</li> <li>Form 7 (Regulation 32) under ESIC</li> <li>Details of PF Contribution</li> <li>Minimum Wages.</li> <li>If a Contractor deploys 20 or more Contract Labour at Site, the Contractor must obtain labour license under the Contractor Labour (R&amp;A) Act.</li> </ol>	
32.	<p><b>Ineligible to Tender:</b></p> <ol style="list-style-type: none"> <li>A retired officer of the Govt. executing services is disqualified from tendering for a period of two years from the date of retirement without the prior permission of the Government.</li> <li>The bidder who has employed any retired officer as mentioned above shall be considered as an ineligible tenderer.</li> <li>The bidder himself or any of his employees is found to be Gazetted Officer who retired from Government Service and had not obtained permission from the Government for accepting the contractor's employment within a period of 2 years from the date of his retirement.</li> <li>The bidder or any of his employees is found at any time after award of contract, to be such a person who had not obtained the permission of the Government as aforesaid before submission of the tender or engagement in the bidder's service.</li> </ol>	

	<p>(v.) Bidder shall not be eligible to tender for services where any of his near relatives are employed in Dept.of Space. The bidder shall intimate the names of persons who are working with him in any capacity or are subsequently employed. He shall also furnish a list of Gazetted /Non-Gazetted, Government Employees related to him.</p> <p>Note: Near relatives include</p> <ol style="list-style-type: none"> <li>1. Sons, step sons, daughters, and stepdaughters.</li> <li>2. Son-in-law, and daughter-in-law.</li> <li>3. Brother-in-law, and sister-in-law.</li> <li>4. Brothers and Sisters.</li> <li>5. Father and Mother.</li> <li>6. Wife / Husband.</li> <li>7. Father-in-law and Mother-in-law</li> <li>8. Nephews, nieces, uncle and aunts</li> <li>9. Cousins and</li> <li>10. Any person residing with or dependent on the bidder.</li> </ol>	
33.	<p><b>Confidentiality:</b> The Service Provider either during the term or within three (3) years after expiration of this Contract, should not disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without prior written consent of the Client.</p>	
34.	<p><b>Legal:</b></p> <p>a) The Service Provider shall abide by the law of the land including, Contract Labour (Regulation &amp; 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 Work Package 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 Work Package. The Service Provider shall provide an undertaking to this effect as at Annexure-II.</p> <p>b) The Service Provider(s) shall mandatorily undertake to insure their workforce comprehensively against any risks during the course of work undertaken by them in Service Receiver's Work Place through a Comprehensive All Risk Insurance (ARI) Policy obtained from any of the Insurance Companies as approved by the Insurance Regulatory &amp; Development Authority of India (IRDA). The Service Providers shall have to furnish originals of the ARI Policy along with premium receipts and other papers related thereto the Officer concerned of the Service Receiver within 15 days from the date of commencement of Work Package Order(s). Entry Passes will be issued to the</p>	

	<p>workforce of the Service Provider only after receipt of the original policy documents from the Service Provider concerned. Individual policies with a minimum coverage of Rs. 10 Lakhs per person (in the name of the Service Provider's Workforce) shall be taken by the Service Provider.</p> <p>c) 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.</p> <p>d) The timely payment of remuneration to the work-force, remittance of EPF and ESI shall be the sole responsibility of the Service Provider. For any default with regard to statutory obligation, the Service Provider is solely responsible.</p> <p>e) The Service Provider shall also be liable for the remittance of all Taxes, Levies, Cess etc., on account of service rendered by them to the concerned authorities from time to time as per extant rules and regulations in the matter.</p> <p>f) The Service Provider shall completely be responsible to maintain the Attendance, acquittance of remuneration paid, EPF, ESI and Comprehensive Medclaim Policy as the case may be. Governmental authorities shall have the right to inspect these records at any time and take necessary penal action for noncompliance of these provisions, if any.</p> <p>g) 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.</p> <p>h) 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 together with the following documentary proof.</p> <ul style="list-style-type: none"><li>i. Proof of payment of remuneration made to the work-force for the preceding month duly certified by the Service Provider.</li><li>ii. Proof of remittance of both Employees and Employer's contribution towards EPF, ESI or Medi-claim Policy, as the case may be, made for the preceding month.</li><li>iii. The Service Provider should maintain basic records essential to provide</li></ul>	
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	<p>the details mentioned under Clause h (i) to (iii) for verification.</p> <p>i) The Service Provider should issue signed wage slip/statement on their letterhead to the work-force containing details of remuneration paid, recoveries made etc.</p> <p>j) The Service Provider, upon being served with the Work Package 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.</p> <p>k) The Service Provider shall submit to the respective Paying Authority of the Service Receiver, the details of the monthly remuneration in the form of a pay-slip made by them to their workforce including the deductions, by 10th of the following month.</p> <p>l) 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 Work Package Orders or from the Security Deposit to the extent of the loss or obligation in monetary terms.</p> <p>m) 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 Work Package Order making the Service Provider liable for legal action besides termination of Work Package Order(s) and forfeiture of Security Deposit.</p> <p>n) The Service Provider shall not be allowed to transfer, pledge, assign or sub Contract its rights and liabilities under this Work Package Order to any other agency.</p> <p>o) 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.</p> <p>p) 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.</p> <p>q) The Service Provider upon being served with the Work Package Order(s) by the Service Receiver shall obtain all necessary Labour License from the Labour Department and the License shall be valid till the currency of the Work</p>	
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	<p>Package Order(s) and shall be extended whenever required.</p> <p>r) Any other terms, conditions or clauses not covered in this document shall be in accordance with other statutory Rules/ Acts applicable to DOS/ISRO.</p> <p>s) In case of termination of the Work Package 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.</p> <p>t) The status of the Service Provider shall be that of an independent Service Provider. The Service Provider and its work-force performing under this Work Package 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.</p> <p>u) The Service Provider shall not assign, transfer or convey in whole or in part, this Work/Work Package Order(s) to anyone. The Service Provider shall also not delegate any of its obligations or duties under this Work Package 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 Work Package Order(s).</p> <p>v) 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 Work Package Order(s).</p> <p>w) The Service Provider shall maintain a register for the execution of the work and get endorsement of the same from the Focal Point of the Service Receiver every day for having completed the work satisfactorily.</p> <p>x) The details of work handled by the work-force, Supervisor and Establishment should be kept secret and should not be divulged to any person or outside agencies. An undertaking in this regard shall be mandatorily provided by the Service Provider as specified in Annexure.</p> <p>y) 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.</p> <p>z) 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 RFP. 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</p>	
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	Aaadhar details.	
35.	<p><b>Issue of Entry Pass:</b> 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 &amp; GA duly approved by the Contract Manager:</p> <p>(i.) <b>Police Clearance Certificate:</b> 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. 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.</p> <p>(ii.) <b>ID card issued by the Service Provider:</b> 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.</p> <p>(iii.) <b>Aadhar Card;</b> and</p> <p><b>(iv.) Two copies of stamp size photographs;</b></p>	
36.	The work-force once engaged for the Service shall not be changed without the prior concurrence of the Focal Point of the Service Receiver.	
37.	In case of partnership firm, "power of attorney" should be signed by one person on behalf of others. Any breach of these conditions by the Service Provider in relation to the Bidding Establishment or Partner or Shareholders or Directors or Executives or Office Bearers, the tender/work package contract will be cancelled and Security Deposit will be forfeited at any stage whenever it is so noticed. The Service Receiver will not pay any damages to the Service Provider. The Service Provider will also be debarred from further participation in the concerned unit of the Service Receiver.	
38.	The requirement of the quantity mentioned in the Work Package may vary and is subject to change based on actual requirement of the Service Receiver. The Service Provider has to complete any additional or sporadic requirement as required by the Service Receiver by engaging additional work-force, if any required. The payment will be based on the quantum of work completed which should be duly certified by the authorized official of the Service Receiver.	
39.	<p><b>Safety &amp; Security:</b></p> <p>a) 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</p>	



	<p>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 Nationals between the age of above 18 years and upto 60 years are included in the work-force and they should not have any criminal back ground.</p> <p>b) 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.</p> <p>c) 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.</p> <p>d) 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.</p> <p>e) 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.</p> <p>f) 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.</p> <p>g) The Service Provider shall ensure that the work-force engaged by them are disciplined and do not participate in any acts prejudicial to the interest of the Service Receiver.</p> <p>h) The Service Provider shall solely be responsible for the redressal of grievances/dispute relating to work-force engaged.</p> <p>i) 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.</p> <p>j) Proper trained personnel or /training any new forestry device should be taken</p>	
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	<p>care before entering the work.</p> <p>k) As this work entirely involve work along the road the contractor have to collect safety barriers and safety straps from safety and boards should be placed that men are at work . Red flag is a must in both sides of work</p> <p>l) The working site should be restricted for vehicle movement to 40 kms speed limit. Appropriate display should be made.</p> <p>m) The cycle or other items/tools etc should be always placed in the berm area of the road only.</p>	
40.	<b>Joint and several liability:</b> 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 Work Package Order(s) and for any default of activities and obligations	
41.	<b>Severability:</b> If any provision of this Work Package 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 Work Package Order (s).	
42.	<b>Immunity from liability:</b> Every person who is a party to the Work Package 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 Work Package.	
43.	<b>Intellectual Property:</b> 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 Work Package Order(s) including forfeiture of Security Deposit.	
44.	The Service Provider is responsible to complete the quantum of work as specified in the Work Package 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.	
45.	<b>Termination and Short Closing of Contract:</b> <p>a) Under the normal circumstances, termination/short closing of the Work Package Order(s) is not foreseen. However, in case of repeated non-performance of the Work Package 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 Work Package Order(s) wholly or partly by giving a prior notice of not less than 30 days, without any obligation</p>	

	<p>on its side.</p> <p>b) If the Service Provider want to withdraw the Work Package Order(s) voluntarily, a prior notice of 30 days is required.</p> <p>c) The Work Package Order(s) is liable to be terminated without notice and the Security Deposit under the Work Package Order(s) shall be liable to be forfeited in the following circumstances:-</p> <p>(i.) For the breach of any material term, condition or provision of this Work Package Order(s) by the Service Provider.</p> <p>(ii.) In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.</p> <p>(iii.) The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation, embezzlement, malfeasance or misfeasance.</p> <p>(iv.) If the Service Provider terminates or suspends their business, without giving prescribed notice.</p> <p>(v.) The Service Provider's license or certification is suspended, terminated, revoked or forfeited.</p> <p>(vi.) If the Service Provider failed to comply with any applicable law of the land.</p> <p>(vii.) In the event of sustenance of loss by the Service Receiver due to the premature termination of Work Package Order(s) by the Service Provider, the same shall be recovered from the Security Deposit.</p>	
<p><b>46.</b></p>	<p><b>Parallel /Adhoc/Split Work Package Order:</b> Service Receiver reserves the right to enter into parallel/adhoc Work Package Order(s) with one or more Service Provider(s) in order to facilitate deployment of work- force during the currency of the Work Package Order(s) for availing the same or similar Services. The Service Receiver reserves the right to Split the Work Package 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 Work Package Orders at the L-1 rates.</p>	
<p><b>47.</b></p>	<p><b>Volume of Work:</b> The requirement of work force purely depends upon the activities of Service Receiver for the Work Package. The mere mention of the number of work-force against this Work Package 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. As this work will have quantified by only square meter which will be 1 mt width 2 mt height and running length. Hence, a thirty-meter rope, can be tied one meter inside from the edge of the road and 2-meter height to be cleared. <b>Payment will be considered only considering the three dimensions. Partly cleared work will be not considered for any payment.</b> The Service Receiver reserves the option for allocation of work force to meet the works to be carried out and the Service</p>	

	Provider shall not have any right in this regard.	
48.	<b>Submission of Forged Documents:</b> 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.	

**PART II: ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED (SCOPE OF WORK)**

**1. Scope of the Work**

The details of works to be carried out by the contractor at each of the specified location, are as detailed below

S.No	Description	Vendor Compliance												
1.1.	<p>The scope of work covers the clearance vegetation and protruding branches along the black top roads of 300 km and Fire line roads of 107 km. As this work will have quantified by only square meter which will be 1-meter width 2-meter height and 1 meter running length will be considered. The list of premises where the proposed services are to be rendered are, as below:</p> <table border="1" data-bbox="350 753 1265 1730"> <thead> <tr> <th data-bbox="350 753 456 898">S.No</th> <th data-bbox="456 753 1101 898">Description</th> <th data-bbox="1101 753 1265 898">Area to be cleared in sq. meters</th> </tr> </thead> <tbody> <tr> <td data-bbox="350 898 456 1255">1.1</td> <td data-bbox="456 898 1101 1255">Vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 300 kms. The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.</td> <td data-bbox="1101 898 1265 1255">6,00,000 Sq. meters</td> </tr> <tr> <td data-bbox="350 1255 456 1623">1.2</td> <td data-bbox="456 1255 1101 1623">Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 107 km. The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.</td> <td data-bbox="1101 1255 1265 1623">2,14,000 Sq. meters</td> </tr> <tr> <td data-bbox="350 1623 456 1730"></td> <td data-bbox="456 1623 1101 1730"><b>Total</b></td> <td data-bbox="1101 1623 1265 1730"><b>8,14,000 Sq. meters</b></td> </tr> </tbody> </table> <p>The black top roads area to be cleared is more than 80% going along forest area and 20% area roads will be inside facilities and habitable colonies. The Fire lines roads are 100% in side forest.</p>	S.No	Description	Area to be cleared in sq. meters	1.1	Vegetation clearance of black top road from the end of gravel area with 1-meter width along the berm area and running meter in the length and 2-meter height to be cleared of protruding branches and grass on ground (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 300 kms. The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.	6,00,000 Sq. meters	1.2	Maintenance of Fire approach line in SDSC SHAR. The roads are mainly gravel hence end of the road to be considered where grass and protruding branches will be considered (1 m width X 2 m height X 1 m running length) both sides of the road. Total length of road is 107 km. The cleared debris of vegetation and branches should be thrown 20 m away from the work place and road.	2,14,000 Sq. meters		<b>Total</b>	<b>8,14,000 Sq. meters</b>	
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	<b>Total</b>	<b>8,14,000 Sq. meters</b>												

S.No	Description	Vendor Compliance
1.2.	Manpower, consumables, water facility for workers, adequate rain gears, sun protection etc. personal protection items as required by law are under vendor scope.	
1.3.	Minor tools ( <b>Bill hook, crow bar, axe, spaded, 30 mtr metallic tape, one-meter rod, 2-meter aluminum rod, 50 mtr plastic rope etc.</b> ) and machinery, including tractor is in vendor scope along with consumables.	
1.4.	Vendor should have all facilities including all licenses, compliances, PPE etc.	
1.5.	<p><b>MANPOWER REQUIREMENT</b></p> <p>a) The scheduled man power is to be taken with manual work into consideration.</p> <p>b) Supervisor and forestry workers should be trained and well experienced for cleaning the road and maintaining the vegetation preferably Yanadi's who are experienced for the 3 years in EP&amp;FMD or in forestry department.</p> <p>c) The forestry Supervisor should be a graduate/diploma in biology or +2 Bi.P.C with minimum 3 years' experience in forestry or similar work and must be trained in handling with latest tools and technologies and equipment's used in forestry.</p> <p>d) The contractor must employ adult labor only. Employment of child labor will lead to the termination of contract. The contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.</p> <p>e) An attendance register shall be signed by the contractor or his workers every day. Forestry contract staff also may be asked to enter their attendance through biometric.</p>	
1.6.	<p><b>The agency should provide the following:</b></p> <p>(i.) <b>Uniform/Raincoat:</b> At least 2 pairs of uniform per annum. Should have separate uniform</p> <p>(ii.) <b>Training:</b> All staff must receive adequate training to be able to safely perform the role asked from them.</p> <p>(iii.) The color and the pattern of the uniform will be decided by the Head of Implementing Agency.</p>	
1.7.	<p><b>Supervision:</b></p> <p>(i.) The agency should establish one front office at a place suggested by the implementing authority. One responsible person should be available in the front office. The intercom facility will be provided by the Department.</p> <p>(ii.) Office equipment and furniture shall be deployed by the agency for overall supervision and redressal of complaints.</p>	

S.No	Description	Vendor Compliance
	<p>(iii.) Deployment of forestry Supervisory staff for monitoring system by the agency: The Agency shall deploy, at its cost, adequate number of qualified and experienced supervisory staff, in any case, not less than 1 supervisor for every work carried out deployed person shall be responsible to monitor the work and measure the quantum of work. A responsible person should be available at the front office.</p> <p>(iv.) The quality of forestry works in all the areas and facilities specified shall be inspected by the Supervisory staff of the vendor. The Supervisory Officers shall make rounds in the areas allocated at the prescribed frequency every day and submit a report to the Contract Manager in the prescribed format every day. The performance of the Agency shall be evaluated by the implementing authorities at the end of each day based on the aggregation of all the reports of supervisors. A notice to the agency shall be issued frequently / regularly by the Implementing Authority duly notifying the deficiencies in the performance of the agencies, the performance of the Agency shall be evaluated by the implementing authorities at the end of each week based on the aggregation of all the reports of supervisors in the week, with an e-mail communication to the concerned Head of the Department. Further weighted average monthly performance will be calculated.</p>	
1.8.	<p><b>Periodical Reviews</b></p> <ul style="list-style-type: none"> <li>i. Daily performance reports will be generated by the Contract Manager and the consolidated weekly progress reports to be submitted to Head of the Department for review. The implementing authority may also bring to the notice of the agency the underperformance if any at regular intervals</li> <li>ii. Monthly and quarterly review by the different levels at convenient intervals to be conducted. <ul style="list-style-type: none"> <li>a. Monthly review: Contract Manager</li> <li>b. Quarterly review: Head of the Department</li> </ul> </li> </ul>	
1.9.	<p><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p>Safety of workers:</p> <ol style="list-style-type: none"> <li>1. Before starting the work the contractor have to put red flag for the proposed area to be cleared in a day.</li> <li>2. The barriers provided by safety will be also placed along the road</li> <li>3. The workers should have their water bottle and food with them as they have to work in side forest area.</li> <li>4. The workers should carry umbrella with them.</li> <li>5. The workers should wear proper foot wear to protect themselves from thorns</li> </ol>	

S.No	Description	Vendor Compliance
	and other unforeseen activity	
1.10.	<p><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p>a) <b>Procedure of execution:</b></p> <ol style="list-style-type: none"> <li>1.Measuring one meter from the edge of gravel along black top road.</li> <li>2. Fixing of a peg and tying the 50-meter rope and again measuring one meter and fixing the one peg and tying the rope.</li> <li>3. 2-meter aluminum rod should be used as a reference and after completion of the work. 2-meter aluminum rod should be placed on the peg on both sides and observed that no branches are protruding from inside</li> <li>4. The clearance should be done as per the specification of cleaning all the grasses rank growth, weed and unwanted growth etc from ground level. For the one-meter area on either side of road</li> <li>5. The cleared material should be kept in heap before lifting in every 10 mtrs</li> </ol>	
1.11.	<p><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p><b>Disposal of cleaned vegetation:</b></p> <ol style="list-style-type: none"> <li>1) <b>The cut materials should be made into pieces of 60-100 cms and kept in heap in 10 mtrs</b></li> <li>2) The material should be minimum thrown 20 mtr from the site of execution which is shouldn't be visible to road. If the work is done manually.</li> <li>3) If the tractor is used for removing the cut material then, it should dump in a suitable low-lying area.</li> <li>4) The dry rank growth, unwanted materials etc should be also cleared and kept in one place, later on it will be disposed.</li> <li>5) The aesthetic view of the road, is the essence of the contract. Hence, troughing the cut material or living them at site will not be considered as work completed and payment will not considered unless until the cut material and debris are cleared as mentioned in scope of work.</li> </ol>	
1.12.	<p><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p>a) <b>Tools and implements to be used:</b></p> <p>b) Bill hook (Kathi) is the common tool for the yanadis beside that following tools should be maintained:</p> <p>c) Saw, crow bar, spared, saucer (Takkara), Pickaxe, Forkstickb (Pangakara)</p> <p>D) 30 mtr metal tape, 50 mtr rope, 3 Nos, 2mtr aluminum rod- 4 Nos, meter rod-2 Nos. Field supervisors note book etc.</p>	



1.13.	<p align="center"><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p><b>Implementation of new technology and tools:</b></p> <p>The contractors are encouraged to use the technology in a sustainable manner. If contractors want to use hedge cutter/grass cutter and weeder, they are encouraged to do so, provided the specifications are not compromised.</p> <p>The contractors are subject to providing proper training and report to SOSE with a video of training provided to workers on the new tools. Then only, they will be allowed to use any new tools mentioned.</p>	
1.14.	<p align="center"><b>SPECIFICATIONS FOR VEGETATION MANAGEMENT ALONG THE ROAD</b></p> <p><b>Planning Execution and Record:</b></p> <p><b>1. The contract supervisor should inform the stake holder, one day before, the area where is going to work/as per the instruction of Head, EP&amp;FMD.</b></p> <p><b>2. The contractor supervisor should measure the area in width which is one meter and height 2-meter other lengths should be measured in running meter.</b></p> <p><b>width: in Meters =1 mtr</b></p> <p><b>Height: 2 meters</b></p> <p><b>Length: In running meter</b></p> <p><b>Density class: Class 0-40 % open, 40-60 % closed, 60-90 % dense</b></p> <p><b>The stake holder should be informed to inspect the work by the contractor. His signature for the work for payment will be considered.</b></p>	
1.15.	<p><b>STORE:</b> Department will permit the contractor to construct a temporary store at the appropriate place with the written approval for keeping only goods and tools etc. The Contractor will make his own arrangements outside the SDSC SHAR Campus for residential accommodation for his staff, if he so desires</p>	
1.16.	<p><b>TRANSPORTATION:</b> The Contractor shall make his own transportation arrangement for materials to site of work. No extra charge will be paid by Department for carrying potted plants etc. for decoration of the Board Room, Reception, auditorium, Library and other places within the campus for holding meetings/ functions/social functions.</p>	
1.17.	<p><b>USE OF WOOD CHIPPER/SHREDDER MACHINE:</b> The contractor is encouraged to provide a Wood chipper/shredder machine for chipping of branches, twigs, dry leaves through a shredder machine and put them in a designated pit to be converted into manure. This manure will be used to nourish the forest.</p>	
1.18.	<p>The contractor shall strive to mechanize as many of his operations as possible to reduce dependency on labour.</p>	
1.19.	<p>The contractor shall submit his proposal on mechanization of forest operations to the Dept. during the contract term.</p>	

1.20.	Dept. shall have the absolute discretion to determine the quantum of adequacy for equipment requisites.	
1.21.	The contract will be valid for a period of Four Month and will be extended for Four Month based on the satisfactory performance.	
1.22.	<p><b>Project/Work Execution Plan:</b></p> <p>(a) Provide the details of project execution plan with deployment of the equipment &amp; manpower, to maintain prescribed service standards. The bidder should arrive at actual requirement necessary for equipment &amp; manpower as per service standards.</p> <p>(b) This shall be treated as minimum and compulsory deployment by the agency.</p>	

**2. Schedule of Activities**

S.No	Description	Vendor Compliance
2.1.	<p>a) The contractor has to target 4.2 km per day in normal condition from March to June at a given site.</p> <p>b) In rainy season and when there is sporadic rain, the contractor has to cut at least 6 Km per day so that, the progress can be achieved in July to January</p> <p>c) The Labourers would report in work at 9 AM and leave at 17:20 PM</p> <p>d) The launch Hour will be 12:30 to 13:00</p> <p>e) Generally, Sunday will be considered as Holiday. Saturday working is with the concurrence of Head, EP&amp;FMD</p> <p>f) In case of launch one month before or VIP Visit or in any emergency situation the people have to work for 8 hrs in Saturday and Public Holidays.</p> <p>g) In case of emergency for road clearance the team have to work with shar fire service (SFS)</p> <p>h) In case of Forest Fire etc. The team has to work in night and odd hours also.</p> <p>i) Failed to attend duty will be treated for penalty</p>	

**PART III – EVALUATION CRITERIA & ANNEXURES****VENDOR EVALUATION FORMAT**

SDSC SHAR seeks response to the following questionnaire for assimilating data which would be used for evaluating the capability of the supplier for executing the referred work. Hence, the supplier is requested to provide only genuine data and any discrepancy found at a later point of time may result in rejection of the supplier from purchase process. Furnishing of data cannot be construed as automatic qualification for participation in the tender. Questionnaire should be signed by a responsible and authorized person of the Company / Agency.

<b>S. No</b>	<b>Description</b>	<b>Supplier Response</b>
1.	Name of the company/firm	:
2.	Statutory Requirements: Please state whether the agency is Registered Co./Proprietary/Society/ or Registered under Shops & Establishment Act. Please enclose copy of registration accordingly.	:
3.	Year of Inception	:
4.	Experience (Years) in the field of providing horticulture services/Forestry	:
5.	Nature of any other Business carried by your company	:
6.	Registered address	:
7.	Name & Address of the Office of the Chief Executive	:
8.	Contact person for this tender with name & address, email and contact number	:
9.	Locations of the Branches (if any)	:
10.	Number of Employees	:
11.	EPF/ESI Registration Nos. (As per norms) (Copy of registration to be enclosed)	:
12.	Are you covered by Labour Legislations	:

S. No	Description	Supplier Response
	such as EPF, ESI, Gratuity Acts etc.?	
13.	Have you registered under ESI Act 1948? If so, enclose copy of registration.	:
14.	Enclose copy of latest remittance made by Bidder's Agency towards ESI	:
15.	Have you registered with any other Public Health Authorities State/Central? <b>(Optional)</b> If so, enclose copy of registration	:
16.	Have you registered under Employees Provident Fund & Miscellaneous Provision Act 1952? If so, enclose copy of Registration.	:
17.	Enclose copy of latest remittance made by Bidder's Agency towards EPF	:
18.	Are you registered under Gratuity Act 1972? <b>(Optional)</b>	:
19.	Specify whether there are/have been any issues/ disputes against Bidder's Agency before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal State/Central Public Health Authorities, etc.	:
20.	Satisfaction certificates from at least two (2) from past and existing clients	:
21.	Has bidder company been blacklisted by any of his/her clients? If yes, document/certificates with details to be submitted	:
22.	What is the time limit you require to take over the services if you are selected?	:
23.	Banker's Name and Address	:
24.	Current Annual turn-over	:

S. No	Description	Supplier Response		
25.	The major customers for whom similar : works are provided (Enclose copies of the Purchase Orders)			
26.	The Profit & Loss Account details for the last 3 years which is duly audited and Submitted as part of the Annual Report (In Rs. Lakhs only)	For any 3 Years		
		2018-19	2019-20	2020-21
	Total assets :			
	Turnover :			
	Profit/Loss :			

Signature of Authorized Person with Seal

**A. Minimum Qualification Criteria:**

The following are the minimum essential criteria to further validate/accept the bid. Vendor is requested to provide all the necessary supporting documents. If any deviation/non-compliances/lack of supporting document bid shall be summarily rejected.

Sl. No.	Clause Description	Compliance by bidder (Enclose Supporting Documents)
1.1.	The tendering agency should be having Minimum 5 years' experience in the specified areas of activities as mentioned in the scope of our tender document (Enclose Regn. certificate).	Forms A duly filled along with Supporting Documents
1.2.	Tendering agency must have PAN and GST registration.	
1.3.	The Agency/Firm should register under shops and establishment Act/ Companies Act/ Registrar of Firms, as the case may be.	
1.4.	The tendering agency shall have annual turnover arising out of similar works should be <b>Rs. 66,00,000 per annum</b> for the last three financial years. Please enclose copies of income tax returns, audited financial statements (i.e. Profit and loss, balance sheets etc) for the last three financial years (2018-19, 2019-20, and 2020-21) supporting the annual turnover value.	
1.5.	Registration Certificates with all authorities/bodies concerned with Labour Supply, EPF, and ESIC shall be provided. Supporting documents with respect to meeting the criteria listed in the above clauses should be enclosed, which is an important requirement for evaluation. Tender document without these enclosures will be summarily rejected.  Preferably, registration under Gratuity, Workmen Benevolent Fund, and with labor welfare schemes undertaken various Yojanas, Schemes, shall be an advantage.	
1.6.	Bidder should have satisfactorily completed the *similar works during the last 7years (as on 31.07.2021) as mentioned below:  One order value of similar work costing not less than Rs. 40 Lakhs per annum.  *Similar Job shall mean: maintenance of forestry and vegetation clearance works by manually only. (JCB clearance will be not considered as it needs fine perfection and it will damage the berm area). Please provide the details as per Annexure –A, supported with	Annexure -A duly filled along with Supporting Documents

SI. No.	Clause Description	Compliance by bidder (Enclose Supporting Documents)
	workorder/contract/purchase order copy.	
1.7.	Technical proposal of the bidder, which is not able to substantiate/satisfy the claims made by it with respect to the technical requirements laid down in this RFP, is liable to be rejected	
1.8.	<p><b>Project/Work Execution Plan (As per Annexure –B):</b></p> <p>(a) Provide the details of project execution plan with deployment of the equipment &amp; manpower, to maintain prescribed service standards. The bidder should arrive at actual requirement necessary for equipment &amp; manpower as per service standards.</p> <p>(b) This shall be treated as minimum and compulsory deployment by the agency.</p>	
1.9.	Declaration in Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs.	
1.10.	Offers of those bidders taking full scope of the work as per the requirements indicated in the RFP only will be considered.	

**B. Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:

- (a) Only those Bids will be evaluated which are found to be fulfilling both technical and commercial requirements including the eligibility and qualifying criteria of the RFP,
- (b) During evaluation, SDSC SHAR may request Bidder for any clarification on the bid, additional documents.
- (c) Bidder must provide the point by point compliance to the technical specifications should be provided by the tenderer along with deviations as per Form-J. The tender can be rejected if the deviations are not acceptable to the Department.
- (d) Performance of Bidder on similar nature of works executed/ under execution shall be taken into consideration before selecting the Bidder for opening his price bid.
- (e) The time schedule for completion is given in the Proposal document. Bidder is required to confirm the completion period unconditionally.
- (f) Total price inclusive of all taxes, duties will be considered for arriving L1 and awarding the contract as per the procedures.**

- (g) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
- (h) The Lowest Bid will be decided upon the lowest landed price quoted by the particular Bidder as per the Price Format and including all taxes and duties.
- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (j) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer.
- (k) Considering the composite nature of the works and effective utilization of the resources, overall lowest and technically suitable bidder will only be considered for placing the Purchase Order. Splitting of the works is not possible.**
- (l) Offers of those bidders taking full scope of the work only will be considered.**

(SIGNATURE OF BIDDER)



**ANNEXURE -'A'**

**DETAILS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED**

<b>SIMILAR NATURE OF MAINTENANCE WORKS OF FORESTRY CLEARANCE WORKS</b>			
<b>Sl.No.</b>	<b>DESCRIPTION</b>		<b>DETAILS TO BE PROVIDED BY VENDOR</b>
1)	Name of work	:	
2)	Location	:	
3)	Description of the Work.	:	
4)	Total value of the Work (Rs. In Lakhs)	:	
5)	Maintenance Area	:	
6)	Duration in Months	:	
7)	Name & Address of Employer / Organization, Telephone No.of officer to whom reference may be made	:	

Note :

- a) Each work to be submitted in a separate sheet
- b) Supporting documents such as completion certificate from the clients is to be attached
- c) Bidder by those firms who do not submit "Performance Certificates" for the similar works as per above, from their previous employers / clients are liable to be rejected and will not be considered for evaluation.

**Signature of Authorized Person with Seal**

ANNEXURE -'B'

**PROJECT/WORK EXECUTION PLAN**

S.No	Description	1) Area to be executed in 300 kms length approx. 6,00,000 sq. mtrs considering 2 mtr protruding branch clearance. 2) 107 kms length, Approx 2,14,000 sq.mtr considering 1 mtr on each side						
3)	<b>Area</b>							
4)	<b>Equipment Deployment Plan including tractor</b>							
a.								
b.								
c.								
d.								
e.								
f.								
5)	<b>Manpower Deployment Plan</b>							
a.	Super Visors							
b.								
c.								
d.								
e.								
f.								
g.								
h.								
i.								
j.								
k.								
l.								
m.								

n.								
o.								

Note:

- a) Provide the details of project execution plan with deployment of the equipment & manpower, to maintain prescribed service standards.
- b) The bidder should arrive at actual requirement necessary for equipment & manpower as per service standards.
- c) This shall be treated as minimum and compulsory deployment by the agency.

**Signature of Authorized Person with Seal**

NAME OF THE WORK: \_\_\_\_\_

\_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

**EXCEPTIONS AND DEVIATIONS (FORM-J)**

In line with Proposal Document, Bidder may stipulate Exceptions and deviations to the Proposal conditions if considered unavoidable.

SL. NO	Reference in Specification		Dept. Spécification	Offered spécification	DEVIATION
	PAGE NO	CLAUSE NO			

**NOTE :**

Only deviations are to be written in this FORM-J.

Any deviations taken by the Bidder to the stipulations of the Proposal document shall be brought out strictly as per this format and enclosed along with the bid.

Any deviations not brought out as per this Proforma (FORM-J) and written elsewhere in the Proposal document shall not be recognized and the same is treated as null and void.

Any willful attempt by the Bidders to camouflage the deviations by giving them in the covering letter or in any other documents that are enclosed may render the Bid itself non-responsive.

**(SIGNATURE OF BIDDER)**

**DECLARATION BY THE SERVICE PROVIDER**

**(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) If We also agree to strictly abide by all the statutory requirements/provisions relating to labour laws as prevailing from time to time.
- 6) 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 SDSC SHAR.
- 7) I/We also agree to submit the monthly bills/invoices to the Paying Authority before 5<sup>th</sup> of the following month itself with due certification.
- 8) 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.
- 9) I/We also agree to adhere to all the Clauses of the General Terms and Conditions of the Work Package

**Company Seal**

**(Authorized Signatory of Company)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure -III

**UNDERTAKING BY THE SERVICE PROVIDER****(to be submitted by the Service Provider in their letter head to the Service Receiver)**

I/We, .....: ..... (authorized person of the Service Provider),  
.....(Designation) of M/s.....  
.....

(Service Provider's name & address) participating in the tendering process for award of work under the Work Package Order(s) in Satish Dhawan Space Centre SHAR, Sriharikota do hereby undertake that:

- 1) I/We have carefully read and understood the General Terms and Conditions of the RFP.
- 2) I/We as well as the workforce to be deployed by me/our firm/society/agency/ company will maintain confidentiality of the work awarded to us and will not divulge any information that has come to my/our knowledge during the course of the execution of the Work in Service Receiver's establishment.
- 3) I/We as well as the work force to be deployed for carrying out the work will not retain or remove any drawings, electronic records or any documents related to such work from the premises/establishments of the Service Receiver and do not take any photograph or make copies or extracts from them.
- 4) I/We as well as the work force do not divulge any information or matters either during or after the term of the Work Package Order(s)/Service Contract/RFP for my or our own benefit or for the benefit of others.
- 5) I/We have understood that in case of violation of the terms and conditions of the Work Package and this undertaking, the Service Receiver has the right to cancel the Work Package Order(s) including forfeiture of Security Deposit in addition to initiation of appropriate legal action/remedies.
- 6) I/We have understood that strict compliance of this undertaking is a condition for award of the work under Work Package.
- 7) I/We hereby declare that we don't have any type of blood relation(s) with the officials responsible in decision making process and work execution.

**Company Seal**

**(Authorized Signatory of Company)**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure -IV**

**CHECK LIST**

<b>S.No</b>	<b>Description</b>	<b>Response by Supplier</b>
1.	The detailed scope of work and technical specifications are understood and price is quoted accordingly.	Yes / No
2.	Validity of Offer is 60 days	Yes / No
3.	Supporting documents is attached for Minimum Evaluation Criteria	Yes/No
4.	Please indicate the service tax applicable. If not mentioned it shall be assumed that the price quoted are inclusive of taxes	Yes / No
5.	Accepted the Department Payment Terms	Yes / No
6.	3 % of the Order Value shall be submitted as Performance Security for the performance of the contract, valid till completion of the contract period.	Yes / No
7.	The contract will be valid for FOUR months and will be extended for another Four months based on the satisfactory performance.	Yes / No