

भारत सरकार  
अंतरिक्ष विभाग (अं.वि.)  
समानव अंतरिक्ष उड़ान केंद्र  
बेंगलुरु-560094 भारत  
समानव अंतरिक्ष उड़ान केंद्र  
फोन नं Ph No. 08061458850 / Fax. -- / ईमेल e-mail: hpso-hsfc@isro.gov.in



GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE (DOS)  
HUMAN SPACE FLIGHT CENTRE  
Doddanekkundi, BENGALURU-56037;  
PURCHASE & STORES

निविदा आमंत्रण  
INVITATION TO TENDER

मैसर्स  
M/s

00000

हमारी संदर्भ सं  
Our Ref. No.

HSCO 2025-001983-01

निविदा अंतिम तिथि  
Tender Due at

14:00 hrs IST on 19/08/2026

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

Please submit your sealed quotation, in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature, superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No. ENCLOSED )

| क्र.सं.<br>Sl. No. | विनिर्देशों सहित मद का विवरण<br>Description of items with Specifications                                                                                      | इकाई<br>Unit | मात्रा<br>Quantity |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|
| 1                  | Engagement of Consultant for Design, Planning & Consultancy Services for Central Government Canteen (Kitchen, Storage, Common Dining & VVIP Dining Facilities | Lot          | 1                  |

सुपुर्दगी स्थल

Delivery At

HSFC, DEVANAHALLI

प्रेषण की विधि

Mode of Despatch

ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions

ENCLOSED

विशेष निबंधन

Specific Terms

ENCLOSED

निविदाकारों को अनुदेश

Instructions to Tenderers

- (1) DETAILED REQUEST FOR PROPOSALS ARE ENCLOSED AS ANNEXURE- A
- (2) TENDER NUMBER AND DUE DATE OF THE TENDER SHALL BE MENTIONED ON THE TOP OF THE COVER.
- (3) PLEASE SEND YOUR OFFER TO THE FOLLOWING ADDRESS. PURCHASE & STORES OFFICER, HUMAN SPACE FLIGHT CENTRE, DODDENAKUNDI (URSC SPORTS COMPLEX), NEAR DODDENAKUNDI POST OFFICE, KARTHIK NAGARBENGALURU-560037
- (4) QUOTATION DULY STAMPED AND SIGNED SHALL BE SUBMITTED ONLY BY POST OR BY HAND IN SEALED COVER ON OR BEFORE DUE DATE AND TIME. THE LAST DATE FOR SUBMISSION OF TENDER IS 19th AUGUST 2026 @14:00 HRS IST
- (5) TENDERER IS ADVISED TO SUBMIT YOUR TENDER IN PERSON TO THE AUTHORIZED REPRESENTATIVE OF HSFC ONLY, IF THE TENDER DOCUMENT IS BULKY AND CANNOT DROP IN TENDER BOX
- (6) ANY TENDER RECEIVED THROUGH POST OR COURIER NEEDS TO BE DROPPED BY POSTMAN/COURIER PERSON INTO THE HSFC TENDER BOX KEPT NEAR MAIN GATE AT HSFC CAMPUS RECEPTION AREA
- (7) IF THE TENDER DOCUMENT IS DROPPED IN OTHER TENDER BOX THAN HSFC TENDER BOX, IT IS LIABLE TO BE REJECTED. ACKNOWLEDGEMENT WILL NOT BE PROVIDED FOR TENDERS RECEIVED THROUGH POST/COURIER. TENDERER IS REQUESTED TO SUITABLY ADVISE YOUR RESPECTIVE AGENCIES
- (8) FOR ANY CLARIFICATIONS, PLEASE FORWARDED YOUR QUERIES TO EMAIL: siji-hsfc@isro.gov.in

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 4/8/26

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

सिजी के वी / Siji K V  
क्रय एवं भंडार अधिकारी / Purchase & Stores Officer



**Request for Proposal [RfP] from Consultancy  
Organisations  
On  
Engagement of Consultant for Design, Planning &  
Consultancy Services for Central Government Canteen  
(Kitchen, Storage, Common Dining & VVIP Dining  
Facilities)**

**August 04, 2026**

|   |                                    |                                                                                                                            |
|---|------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1 | Last date for submission of Tender | August 19, 2026 @ 14:00 hrs IST                                                                                            |
| 2 | Date of pre-bid meeting            | August 11, 2026 @11:00 hrs IST                                                                                             |
| 3 | Opening date of Tender             | August 19, 2026 @ 14:30 hrs IST                                                                                            |
| 4 | Focal Point                        | Purchase & Stores Officer,<br>Human Space Flight Centre,<br>Doddanekundi, Karthik Nagar, Marathahalli,<br>Bengaluru-560037 |

## **Tender Fee & Earnest Money Deposit**

### **1. Tender Fee.**

Tender fee of Rs. 590/- (Rs. Five Hundred Ninety Only) The tender fee shall be payable in the form of crossed Demand Draft in favour of The Accounts Officer, HSFC, BENGALURU along with the bid but in a separate cover or along with technical bid. On the back side of the D.D, please write your company's name.

Bids received **without Tender Fee** shall be **treated as invalid and shall not be considered.**

### **2. Earnest Money Deposit.**

Bidders shall submit an amount of **40,000/- (Forty Thousand rupees only)** with the bid towards Earnest Money Deposit (EMD) which is payable in the form of crossed Demand Draft in favour of The Accounts Officer, HSFC, BENGALURU along with the bid but in a separate cover or along with technical bid. On the back side of the D.D, please write your company's name. Also submit relevant valid documents in case of exemption i.e. MSME, NSIC etc.

The EMD shall be submitted in the form of DD/Banker's cheque/Bank Guarantee/Fixed Deposit Receipt (FDR) made in the name of Accounts Officer, HSFC, and be payable at par at Bengaluru or directly remit through HSFC"NTRP" portal. Proof of remittance shall be submitted along with the bid but in a separate cover or along with technical bid.

**Bids received without EMD shall be treated as invalid and shall not be considered.**

The following categories of bidders shall be exempt from paying Tender Fee and EMD subject to submission of appropriate documentary evidence with the bid in support thereof (if applicable):

- Vendors already registered / empanelled with ISRO as authorized vendors.
- Central PSUs/PSEs and autonomous bodies
- Micro and Small Enterprises
- Khadi and Village Industries Commission
- National Small Industries Corporation
- Any other establishments specifically exempted from paying EMD by an order of the Government of India.

The EMD of bidders who withdraw their bid during the tender evaluation process shall be forfeited. EMD of unsuccessful bidders shall be refunded without interest after the tender has been awarded, within 30 days of the award of the tender.

EMD of successful Tenderer may be retained and converted to Security Deposit, if applicable."

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## REQUEST FOR PROPOSAL (RFP)

### Engagement of Consultant for Design, Planning & Consultancy Services for Central Government Canteen (Kitchen, Storage, Common Dining & VVIP Dining Facilities)

#### 1. BACKGROUND

Human Space Flight Centre [HSFC], Indian Space Research Organisation [ISRO], Department of Space, Government of India intends to engage a Consultancy Firm for planning, designing and providing end-to-end consultancy services for a Canteen, including Main Kitchen, Storage, Common Dining Hall and VVIP Dining Facility, catering to approximately 600 personnel in 2/3 batches. The facilities are proposed to be established at HSFC, Devanahalli Facility.

#### 2. OBJECTIVE OF THE ASSIGNMENT

- a) To design a modern, hygienic, efficient and safety compliant kitchen
- b) To ensure optimal workflow, safety and food standards
- c) To develop functional and dignified dining space, including VVIP dining
- d) To assist the Department through design, tendering and commissioning stages
- e) To address the above aspects within the available space based on civil drawings

#### 3. SCOPE OF SERVICES

The Consultant shall provide the following services:

##### Phase-I:

- a) Site visit, Study of civil drawings
- b) Essential requirement assessment & Concept Design
- c) Conceptual layouts based on civil drawings for Main kitchen, Stores (dry, cold, deep freezer), Preparation, cooking, washing & service areas, Common dining hall, VVIP dining & pantry, Workflow and space optimization.
- d) To include the requirements for serving bakery items, tea/hi-tea for various meetings.

##### Phase-II:

- a) Detailed Design & Engineering
- b) Detailed drawings (2D/3D) for kitchen & dining
- c) Electrical, plumbing, gas, HVAC & drainage layouts
- d) Fire safety and exhaust systems
- e) Waste management & hygiene planning

##### Phase-III:

- a) Equipment & BOQ
- b) Finalization of kitchen equipment & appliances
- c) Preparation of BOQ and technical specifications

- d) Furniture & fixture recommendations
- e) Energy-efficient solutions

**Phase-IV:**

- a) Assistance in Framing of RFP document as per department requirements
- b) Pre-bid technical clarifications
- c) Technical evaluation support (without financial role)

**Phase-V:**

- a) Support in Execution & Commissioning
- b) Periodic site visits
- c) Quality assurance & coordination
- d) Commissioning and final handover support

**Time lines:**

PHC-I: T0: 04 Weeks from the date of receipt of P.O.

PHC-II: T0+ 08 Weeks

PHC-III: T0+ 10 Weeks

PHC-IV: T0+ 12 Weeks

PHC-V: Based on the intimation from HSFC. Further, final as-built drawings shall be submitted within 04 weeks after completion of commissioning of Canteen.

**4. DELIVERABLES**

- a) Concept & detailed design drawings
- b) BOQ with technical specifications
- c) Report for Tender document
- d) Execution & commissioning reports
- e) Final as-built drawings

**5. DURATION OF ASSIGNMENT**

The contract shall be valid for a duration of 2 years or completion of the above activities, whichever is earlier.

**6. ELIGIBILITY & QUALIFICATION CRITERIA**

**A. Experience**

- a) Minimum 3 years' experience in kitchen / hospitality consultancy
- b) Completion of at least 3 same or better institutional / commercial kitchen projects in Central/State Governments/PSUs/Corporates.

**B. Firm Credentials**

- a) Registered entity (Proprietorship / Partnership / LLP / Company)
- b) Valid GST registration
- c) 3 years of latest IT returns

**C. Personnel**

- a) Qualified professionals in kitchen design / hospitality engineering

- b) Dedicated Project Lead

**D. Integrity:** Self-declaration regarding non-blacklisting

## 7. SELECTION METHODOLOGY

It will be Quality-cum-Cost Based Selection (70% Quality and 30% Cost).

| SNo. | Condition                                                                  | Marks                                                                                     |
|------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1.   | Number of years of experience                                              | 3 Years – 5 Marks<br>3-6 Years –8 Marks<br>6 Years and above –10 Marks                    |
| 2.   | Successful completion of kitchen establishment in the past three years for | Min. 200 -300 People –5 Marks<br>301 – 500 People– 8 Marks<br>Above 500 People – 10 Marks |
| 3.   | Number of projects completed in the last three years for min. 200 people.  | 3 Projects – 5 Marks<br>4-5 Projects – 8 Marks<br>Above 5 – 10 Marks                      |
| 4.   | Completed consultancy projects' costs for the past three years             | Min. 5 Lakhs – 5 Marks<br>Min. 15 Lakhs– 8 Marks<br>Min.25 Lakhs and above – 10 Marks     |

The sum of Sl. No. 1 to 4 above (Max.40 Marks) will be converted to 70% of quality assessment.

The L1 price will be equated to 30% and others price will be converted proportionately.

## 8. SHORT CLOSURE

If the department feels that the performance of the service provider is not upto the mark OR there is no necessity to continue further, it has every right to short close the contract, without assigning any reason thereof.

## 9. PAYMENT TERMS

Payments shall be milestone-based and released:

- a) Approval of Concept Design 20%
- b) Approval of Detailed Design & BOQ 30%
- c) Tender Support Completion 20%
- d) Execution Support & Commissioning 30%

## 10. PRE-BID CLARIFICATIONS

A Pre-Bid meeting will be held on 11.08.2026 @11:00 hrs IST to provide prospective bidders with an opportunity to ask questions and obtain clarification on the RFP. The meeting will be held in hybrid mode [online and offline].

Tenderers who willing to attend offline meeting shall share their valid photo identity proof and authorisation letter in their company letter head one day prior to schedule pre-bid meeting in order to arrange gate passes for them. Similarly, tenderers who wants to attend online, can share their details such as Company, Name of representative, Designation one day prior to the scheduled pre-bid meeting.

Email Id: [siji-hsfc@isro.gov.in](mailto:siji-hsfc@isro.gov.in), Ph No. 080-6145-8857

At any time prior to the last date for receipt of bids, 'ISRO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum/addendum.

The Corrigendum/addendum (if any) & clarifications to the queries from all bidders will be posted on the ISRO website.

## **11. INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDER IN TWO-PART BASIS**

**I] The Tenders are invited in Two-Part Basis.**

**ii] Instructions for TWO-PART Tender**

The bids shall be submitted as two parts as

Part I: (a) Technical and (b) Commercial Bid & Part II: Price Bid

### **Part I: Technical & Commercial Bid**

#### **Part – (a) Technical [Without Price]**

The specifications sought by us in response to our tender are required to be incorporated in this tender by you. If there is a compliance statement called for, you have to provide the compliance statement duly confirming all the parameters. All the points are to be properly responded instead of simply mentioning "compliant" or otherwise. The corresponding documents wherever applicable are required to be enclosed. No price details shall be indicated in the technical & commercial bid, if indicated, such offer is liable for rejection

#### **Part – (b) Commercial Terms: [Without Prices]**

The Commercial terms applicable for this tender shall come in this section. The applicable taxes (in percentage only) shall also be indicated in this part.

### **Part II: Price Part**

The prices applicable for the scope of work and for the commercial terms indicated by you in Part-I, shall come into this part.

The price details shall be indicated in the price bid template. The Price shall be quoted in INR. The tender prepared as above shall be submitted before the due date and time. The offers received after the due date and due time shall be treated as invalid and will not be considered.

## **12. PERIOD OF VALIDITY OF PROPOSALS:**

Proposals shall remain valid for one hundred and twenty (120) days from the date of opening of the techno-commercial bids as mentioned herein. A Proposal valid for a shorter period may be rejected by ISRO on the grounds that it is nonresponsive

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

## **13. SECURITY DEPOSIT**

The Contractor shall execute Security Deposit for 3% [Three Percent] value of the Purchase Order to ensure satisfactory Performance of the Contract. The Security Deposit shall be executed within 15 days after Receipt of Purchase Order or any extension thereof. The Security Deposit is to be furnished in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from a Nationalized Bank/Scheduled Bank. The Bank Guarantee must be valid for the entire Contract Period and an additional period of 60 days beyond the completion entire supply of stores. The Security Deposit shall be executed on a Non-Judicial Stamp Paper of appropriate value as per our specimen.

In case the Contractor fails to furnish the Security Deposit within 15 days of Purchase Order or any extension thereof, the Purchase Order shall be Cancelled or Terminated and appropriate penal action shall be initiated. Any breach of the Terms and Conditions of the PO including Delivery Period, Security Deposit shall be forfeited and PO shall be terminated and cancelled at the Contractor's risk, cost and liability. The SD will not carry any interest and shall be returned after completion supply of entire stores.

## **14. COUNTRIES SHARING LAND BORDER WITH INDIA**

### **Restrictions under Rule 144(xi) of the General Financial Rules (GFRs), 2017.**

Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division vide Order (Public Procurement No.4) No. F.7/10/2021-PPD dated 23.02.2023 and as amended from to time are applicable for Countries Sharing Land Boarder with India.

### **Eligibility conditions to participate Tender in HSFC for Countries Sharing Land Border with India:**

The Bidder shall mandatorily submit the copy of valid Registration Certificate issued by DPIIT along with the tender without which the offer will be treated as invalid.

#### **14.1 Requirement of Registration:**

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 the Competent Authority, specified in Annexure-I of Order (Public Procurement No.4) No: F.7/10/2021-PPD dated 23.02.2023.

- 14.2 Any bidder (including an Indian bidder) who has a Specified Transfer of Technology (ToT) arrangement with an entity 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 the Competent Authority, specified in Annexure I of Order (Public Procurement No.4) No: F.7/10/2021-PPD dated 23.02.2023. The requirement of registration for bidders covered under Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India will be applicable for all procurements where tenders are issued/published after 01.04.2023.

**Definitions:**

**Bidder** for the purpose of the Order (including the term tenderer, consultant vendor or service provider in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.

- 14.3 **Tender** for the purpose of the Order will include other forms of procurement, except where the context requires otherwise.
- 14.4 **Transfer of Technology** means dissemination and transfer of all forms of commercially usable knowledge such as transfer of know-how, skills, technical expertise, designs, processes and procedures, trade secrets, which enables the acquirer of such technology to perform activities using the transferred technology independently- (Matters of interpretation of this term shall be referred to the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade, and the interpretation of the Committee shall be final).
- 14.5 **Specified Transfer of Technology** means a transfer of technology in the sectors and/ or technologies, specified in paragraph 15, occurring on or after 23.07.2020.
- 14.6 **Bidder (or entity) from a country which shares a land border with India** for the purpose of the Order means
- a) An entity incorporated, established or registered in such a country; or
  - b) A subsidiary of an entity incorporated, established or registered in such a country; or
  - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or

- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

**Beneficial owner for the purposes of Para 4.7 (d) will be as under:**

- i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

**Explanation:**

- a) Controlling ownership interest means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
- b) Control shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

**Agent** for the purpose of this Tender is a person employed to do any act for another, or to represent another in dealings with third persons.

[Note:

- i) A person who procures and supplies finished goods from an entity from a country which shares a land border with India will, regardless of the nature of his legal or commercial relationship with the producer of the goods, be deemed to be an Agent for the purpose of this Order.
- ii) However, a bidder who only procures raw material, components etc. from an entity from a country which shares a land border with India and then manufactures or converts them into other goods will not be treated as an Agent.]

**14.7 Sensitive Sectors/Technologies:**

Human Space Flight Centre being a Category-I Sensitive Sector. Bidders with Transfer of Technology arrangement in any technology with any entity from a country which shares a land border with India shall require registration.

**14.8 Sub-contracting in Works Contracts:**

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**14.9 Certificate regarding Compliance:**

An undertaking shall be taken from bidders in the tender documents as per (Annexure III of Order (Public Procurement No.4) No. F.7/10/2021-PPD dated 23.02.2023) that the extant guidelines for participation in the tenders. If such undertaking given by a bidder whose bid is accepted is found to be false, further legal action in accordance with law will be initiated by the Department.

**14.10 Validity of Registration:**

In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

**14.11 Model Certificate for Tenders:**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the DPIIT, I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the DPIIT shall be attached].

**14.14 Model Certificate for Tenders for Works involving possibility of sub-contracting:**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. Where applicable, evidence of valid registration by the Competent Authority shall be attached.]

**14.15 Model additional Certificate by Bidders in the cases of Specified ToT:**

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder does not have any ToT arrangement requiring registration with the competent authority.

OR

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder has valid registration to participate in this procurement.

- 14.16 The bidders, who have beneficial ownership in countries which share land border with India and intend to participate in public procurement in India, shall directly approach the DPIIT for Registration as per Format as Appendix A. Bidders are also required to submit application for Security Clearance as per the Format as Appendix B. The Appendix A and B Format are available in DPIIT website [i.e. [www.dipp.gov.in](http://www.dipp.gov.in)] vide Office Memorandum No. P-45021/112/2020-PP (BE-II (E-43780) dated 24.08.2020. Complete application containing both Registration and Security Clearance formats duly filled in, may be directly submitted in the Office of Joint Secretary [MKN], DPIIT, Room No. 236A, Udyog Bhawan, New Delhi. The registration granted by DPIIT shall be only for the purpose of bid participation under Rule 144[xi] of General Financial Rules, 2017.

**Land Border Sharing Declaration  
(To be submitted in the bidders letter head)**

In-line with Department of Expenditures (DoE) Public Procurement Division Order vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 and F.No. 7/10/2021-PPD(1) dated 23.02.2023

Tender Number: \_\_\_\_\_

Item Description/Job: \_\_\_\_\_

I/ we have read the clauses pertaining to Department of Expenditures (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 and F.No. 7/10/2021-PPD(1) dated 23.02.2023) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder Name of the Bidder \_\_\_\_\_ is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

For and behalf of \_\_\_\_\_ (Name of the bidder)

(Signature, date & seal of authorized representative of the bidder)

#### **15. LIQUIDATED DAMAGES:**

If the Consultant Agency fails to execute the contract in accordance with the full scope defined therein within the time specified therein or any extension thereof, HSFC shall recover from the Consultant Agency as liquidated damages a sum of one-half of one percent (0.5%) of the contract value for each calendar week of delay. The total liquidated damages shall not exceed ten percent (10%) of the contract value. The contract will be deemed to have been executed only when all the phases are completed. If part of the scope of work is not completed in time, the contract will be considered as delayed until such time as the complete scope of work is completed.

#### **16. SECRECY:**

Any information obtained in the course of execution of the purchase order/contract by the contractor/ supplier, his agents or consultants or advisor or employees engaged by the contractor supplier, etc., as to any matter whatsoever, which would directly or indirectly be of use to any enemy of India, should be treated as secret and shall not, at any time, communicated to any person.

Any breach of the aforesaid conditions shall entitle HSFC to cancel the purchase order/ contract and if necessary to go ahead with the purchase or authorize the purchase of the stores at the risk and cost of the contractor/ supplier, in addition to any other penal action it may take at its discretion, the contractor I, his agents or consultants or advisors or employees, etc., shall not use. The stores items or the name of ISRO for any publicity purpose through any public media like press, radio, TV or internet without prior written permission from ISRO.

Drawings, specifications, prototypes, samples and such other information furnished to the contractor/ supplier relating to the supply/ subsystem/ equipment etc., shall be held by the contractor / supplier in confidence and shall not be divulged to any third party without the prior written consent of the ISRO.

The Secrecy and Non-Disclosure Agreement is to be executed by the Service provider while accepting the Contract.

#### **17. FORCE MAJEURE/EXTENSION OF TIME:**

Neither party shall bear responsibility complete or partial non-performance of any of his obligations [except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the Purchase Order], if the non-performance results from such

force majeure circumstances such as, but not restricted to, flood, fire, earthquake, civil commotion, sabotage, explosion, epidemic, quarantine restriction, strike, lock out, freight embargo, acts of the Government either in its sovereign or its contractual capacity, hostility, acts of public enemy and other acts of God as well as war or revolution, military operation, blockade, acts or actions of state authorities or any other circumstances beyond the control of the parties that have arisen after the conclusion of Purchase Order. In such circumstances, the time stipulated for the performance of an obligation under the Purchase Order may be proportionately extended.

The party for whom it has become impossible to meet the obligation under this contract due to force majeure condition, shall notify the other party in writing not later than 14 days from the date of the occurrence of the force majeure conditions. In the event of delay lasting over 90 days, arising from force majeure causes, the Purchaser reserves the right to cancel the contract without any obligation to compensate the Contractor in any manner. Unless agreed by both the parties, in writing, the Contractor shall continue to perform his obligations under the Purchase Order as far as is practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

Any Certificate issued by the Chamber of Commerce or any other competent authority or organization shall be sufficient proof of commencement and cessation of the above circumstances. In case of failure to carry out complete or partial performance of an obligation for more than 90 days, either party shall reserve the right to terminate the Contract totally or partially. A prior written notice of 30 days to the other party will be given informing of the intention to terminate without any liability.

#### **18. PARALLEL CONTRACT:**

Purchaser reserves the right to enter into Parallel Contract/s with one or more Contractors for procurement of Stores or any portion thereof that is covered by this Contract.

#### **19. TERMINATION AND SHORT CLOSING OF CONTRACT:**

Under the normal circumstances, Termination/Short Closing of the Purchase Order/Contract is not foreseen. However, the Purchaser reserves the right to terminate the Contract in whole or in part by giving 30 days prior notice under the following circumstances:

- a) For repeated non-performance in the execution of Purchase Order/Contract If the Contractor fails to deliver the final Product within the stipulated delivery schedule or any extension thereof, granted by Human Space Flight Centre [HSFC].
- b) If the Stores repeatedly fails in the Inspection and does not pass Inspection and Quality requirements of Purchase Order/Contract and/or the Contractor is not in a position to either rectify the defects or offer the Stores conforming to the contracted Quality Standards.
- c) If the Contractor is unable to rectify the defects or offer replacements in lieu of defective items

- d) If the final Product does not pass Inspection and Quality requirements of Purchase Order/Contract.
- e) If the Contractor fails to perform any other obligations under Purchase Order/Contract.
- f) If the Contractor becomes bankrupt or otherwise insolvent.
- g) Owing to deficiency of service, breach of Contract.
- h) For inefficiency, indiscipline, irregularity, insincerity, indifference in work, indulges in corrupt practices, disobedience, doubtful credentials/integrity, etc., at any point of time during the Contract period.
- i) To terminate the Purchase Order/Contract at any time by giving 30 days prior notice.

## **20. 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 together with amendments thereto or any modification thereof. 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 Seat for Arbitration shall be Bengaluru and the Arbitration proceedings shall be conducted in English Language 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 Purchaser or unless the matter is such that the work cannot be possibly continued until the decision [whether final or interim] of the Arbitrator is obtained.

## **21. JURISDICTION:**

The Courts within Bengaluru will have the Jurisdiction to deal with and deciding any matter arising out of this contract.

## **22. RISK PURCHASE**

In the event of failure on the part of the Contractor to deliver the ordered items in accordance with the delivery schedule mentioned in the Contract, the Purchaser shall have the option to procure the quantity of ordered item from any other Contractor with whom Purchaser has

already having a Contract as per the Contract Price with them or in open market as required to meet Purchasers requirements. The extra expenditure involved, if any, incurred by the Purchaser, in procuring the quantity of ordered item on the Contractor, if the Contractor failed to supply, will be recovered from the bills due to the Contractor. However, the liability of the Contractor for such Risk Purchase shall be limited to actual quantity obtained from other sources.

### **23. SECURITY INTEREST:**

On each item to be delivered under this Contract, including an item of work in progress in respect of which partial payment have been made in accordance with the Terms of the Contract. Purchaser shall have a Security Interest for the item work in progress which shall be deemed when the applicable deliverable items is finally accepted and delivered to the Purchaser in accordance with the terms of Contract. Such Security Interest of the Purchaser shall constitute a prior charge as against any other charge or interest created in respect of such items by any other entity.

### **24. LANGUAGE**

All documents pertaining to this Tender including technical specification or any other writings shall be written in English Language.

### **25. GENERAL TERMS & CONDITIONS**

- a) No sub-contracting without prior approval
- b) Confidentiality of Department data shall be maintained
- c) No canvassing or lobbying is permitted
- d) The Department reserves the right to cancel the bid at any point of time without assigning any reason.
- e) An off-line pre-bid meeting and facility visit will be scheduled at HSFC, Devanahalli. Participation in pre-bid meeting and facility visit is mandatory. Offers submitted by those vendors, who have not participated in the pre-bid meeting and facility visit, will be summarily rejected. Only parties who have participated in pre-bid meeting and facility visit will be qualified for submitting the quotations.

### **26. APPLICABLE RULES**

- a) DOS Purchase Manual 2015 and subsequent amendments issued by DOS time to time
- b) General Financial Rules (GFR), 2017
- c) Instructions issued by DPIIT from time to time.

### **27. The Product/Price Preference applicable as per the guidelines of Government of India applicable to MSEs and other agencies shall not be applicable for this requirement**

Registered Tenderers or Tenderers who have already applied for Renewal of Registration, Central PSUs/PSEs/Autonomous Bodies, Micro, Small and Medium

Enterprises or any other authority are exempted from the payment of EMD/Bid Security. MSEs are only entitled for [a] issue of Tender Documents Free of Cost [b] Exemption of Earnest Money Deposit [EMD] against production of a valid Udayam Certificate or any other registration certificate provided by any other Body specified by Ministry of MSEs. However, for MSEs Performance Security is mandatory for Goods and Services and policy does not provide benefits for Exemption from Performance Security

&&&

## **28. FORMAT FOR SUBMISSION OF TECHNICAL AND PRICE BIDS**

### **28.1 TECHNICAL BIDS**

#### **Form-1**

#### **Summery [As per Technical Evaluation Matrix]**

| S No. | Description                                                                | Compliance |
|-------|----------------------------------------------------------------------------|------------|
| 1.    | Number of years of experience                                              |            |
| 2.    | Successful completion of kitchen establishment in the past three years for |            |
| 3.    | Number of projects completed in the last three years for min. 200 people.  |            |
| 4.    | Completed consultancy projects' costs for the past three years             |            |

**Form-2 (Particulars of the Agency)**

| SI No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Details |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.    | State whether applying as Sole Firm/Company or Limited Liability Partnership / Consortium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| 2.    | State the following:<br>Name of Company or Firm:<br>Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):<br>Country of incorporation:<br>Registered address:<br>Year of Incorporation:<br>Year of commencement of business:<br>Principal place of business:<br>Brief description of the Company including details of its main lines of business Name, designation, address and phone numbers of Authorised Signatory of the Applicant:<br>Name:<br>Designation:<br>Company:<br>Address:<br>Phone No.:<br>Fax No.<br>E-mail address: |         |
| 3.    | If the Applicant is Lead Member of the consortium, state the following for each of the other Members of the consortium:<br>i. Name of Firm:<br>ii. Legal Status and country of incorporation<br>iii. Registered address and principal place of business.                                                                                                                                                                                                                                                                                                                    |         |
| 4.    | Number of years' experience in carrying out relevant consultancy services in relevant sector. (Documentary evidence to be enclosed)                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |

**Form-3 (Relevant Project Experience)**

**Project Experience Summery**

| SI No | Name of the Project | Client Name | Duration of the project (in months | Value (in INR) |
|-------|---------------------|-------------|------------------------------------|----------------|
| 1     |                     |             |                                    |                |
| 2     |                     |             |                                    |                |
| 3     |                     |             |                                    |                |

**NOTE:**

- i. Projects of similar nature carried out in India may be highlighted separately as needed in the Evaluation Matrix.
- ii. Additional rows can be added, if required

### Project Profile Template

For each of the projects cited above, provide a brief project profile using the format given below. The profile for each project must be provided in less than one page.

| Sl No. | Item                                                                                                                                                                                                                                                                      | Details |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.     | Project Title                                                                                                                                                                                                                                                             |         |
| 2.     | Name of the Client                                                                                                                                                                                                                                                        |         |
| 3.     | Name of the contact person from the client organization who can act as a reference with contact details. <ul style="list-style-type: none"><li>• Name</li><li>• Designation</li><li>• Address</li><li>• Phone Number</li><li>• Mobile Number</li><li>• Email ID</li></ul> |         |
| 4.     | Duration (Start Date and End Date)                                                                                                                                                                                                                                        |         |
| 5.     | Current Status                                                                                                                                                                                                                                                            |         |
| 6.     | Number of personnel deployed (Peak team size)                                                                                                                                                                                                                             |         |
| 7.     | Value of the engagement                                                                                                                                                                                                                                                   |         |
| 8.     | Narrative description of project:                                                                                                                                                                                                                                         |         |
| 9.     | Description of actual services provided by the responding firm within the project and their relevance to the envisaged services involved in the project for which this RFP is floated.                                                                                    |         |
| 10.    | Description of the key areas where significant contributions are made for the success of the project.                                                                                                                                                                     |         |

**Form-4**

**Summary of the Project Team**

| No | Designation | Name | Educational<br>Qualification | Area of<br>Expertise | Length<br>Professional<br>Experience<br>Space/<br>Socioeconomic<br>sector | of<br>in | Duration<br>of<br>employment with<br>the current Firm |
|----|-------------|------|------------------------------|----------------------|---------------------------------------------------------------------------|----------|-------------------------------------------------------|
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |
|    |             |      |                              |                      |                                                                           |          |                                                       |

**Form 5**

**Curriculum Vitae (CV) of Team Leader and Team Members**

|    |                                                             |  |
|----|-------------------------------------------------------------|--|
| 1. | Name                                                        |  |
| 2. | Date of Birth                                               |  |
| 3. | Nationality                                                 |  |
| 4. | Education Qualification and Institution from which obtained |  |
| 5. | Current Designation in the Firm                             |  |
| 6. | Employment Record<br>(Starting with the latest engagement)  |  |

| Sl no | Employer | Position Held | Name of the Project / Assignment<br>Along with Client details | Major contributions / summary |
|-------|----------|---------------|---------------------------------------------------------------|-------------------------------|
|       |          |               |                                                               |                               |
|       |          |               |                                                               |                               |

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

Signature of the Team Lead / Member

**NOTE:**

The CV shall be restricted to one page per person

## **Form-6**

### **Proposed Methodology and Work Plan**

The proposed methodology and work plan shall be described as follows:

#### **1 . Understanding of Assignment / Project (not more than two pages)**

The Agency shall clearly state its understanding of the Assignment / Project and also highlight its important aspects. The Agency may supplement various requirements of the assignment/project and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the assignment/project.

#### **2. Methodology and Work Plan (not more than three pages)**

The Agency will submit its methodology for carrying out this assignment, outlining its approach toward achieving the objectives of the assignment. The Agency will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. The Agency should specify the sequence and milestones of important activities, and provide a quality assurance plan for carrying out the Consultancy

#### **Price Bids**

|   |                                                                                                                    |  |
|---|--------------------------------------------------------------------------------------------------------------------|--|
| 1 | Lump-sum professional fee for carrying out the assignment and related tasks as given in the scope of work (in INR) |  |
| 2 | Applicable Taxes                                                                                                   |  |
| 3 | Total Cost                                                                                                         |  |

- a) For the price bid evaluation, the Total cost inclusive of taxes will be considered. This fee shall cover all the costs/expenses of the consulting agency for undertaking the work as detailed in the Deliverables/ Outcome of the Study.
- b) The break-up, if available for the above quotation shall be submitted.
- c) The price bid shall be submitted separately and shall not be disclosed as a part of Technical Bid. Quotations wherein the price bids are disclosed along with technical bids shall be considered INVALID.

**Point by Point compliance report for all the above clauses shall be submitted along with the offer.**

## I. INSTRUCTION TO TENDERERS FOR SUBMISSION OF BIDS

### 1. Submission of Techno-commercial Bid

- a) Tenderer shall submit Techno-commercial bid as specified in RfP duly conforming all the parameters mentioned therein.
- b) All the points are to be properly responded instead of simply mentioning "compliant" or otherwise.
- c) In order to consider the eligibility of the tenderer, all the conditions mentioned in the RfP shall be considered. Techno-Commercial Bid without any supporting documents for the details provided therein shall not be considered. No correspondence in this regard shall be entertained.

### 2. Submission of Price Bid:

- a) The price Bid duly filled and attested by the authorized signatory shall be submitted as per the price bid format of the RfP to this Tender Notice.
  - b) The price offered for individual job shall be as per the specifications indicated by you in Techno-commercial bid. The Rate mentioned in the quotation should be inclusive of all charges, incidental charges, transportation charges, miscellaneous charges etc except taxes which shall be shown separately.
  - c) Rates once quoted should be final and valid during the Contract period. Price should be quoted in Indian Rupees only. It may be noted that no escalation of the contracted rate shall be admissible on any reason whatsoever during the currency of the Contract.
  - d) Prices should be quoted on F.O.R. HSFC Bengaluru basis.
  - e) Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures, the amount mentioned in words shall prevail over the amount mentioned in figures.
  - f) HSFC reserves the right to reject any unreasonable offer without assigning any reasons.
3. This is a two —part tender, the technical bid and price bid shall be kept in a separate sealed envelopes super scribed
- i. Part — I "Technical bid for Engagement of Consultancy Services for for Design, Planning & Consultancy Services for Central Government Canteen (Kitchen, Storage, Common Dining & VVIP Dining Facilities". on the technical Bid Document
  - ii. Part — II - "Price bid for Hiring of Consultancy Services for Design, Planning & Consultancy Services for Central Government Canteen (Kitchen, Storage, Common Dining & VVIP Dining Facilities ". — on the Price Bid Document

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

"Tender for Engagement of Consultancy Services for Design, Planning & Consultancy Services for Central Government Canteen (Kitchen, Storage, Common Dining & VVIP Dining Facilities" Part-I and Part-II bids individually sealed"

**4. Instructions to Tenderer:**

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

**5. Evaluation of Bids**

- a) The techno-commercial bid shall be opened first and prior to the detailed technical evaluation, HSFC will determine the substantial responsiveness of each bid to the Bidding Documents. For the purpose of these Clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bidding Documents without any deviations.
- b) A bid determined as not substantially responsive will be rejected by HSFC

- c) The Techno-Commercial Bid evaluation shall be done on the basis of bidder's response to "Techno-Commercial Bid Format" given in RfP.
- d) Audited Balance Sheet duly certified by Chartered Accountant with his stamp and signature for last three audited financial years have to be submitted by the tenderer along with technical bid.
- e) During the evaluation of the bids, HSFC shall ask any Vendor to produce the Originals of the documents attached for verification. Any failure in this regard by the Vendor shall be entitled for gross rejection of their Technical Bid..
- f) HSFC reserves the right to visit the party's firm to verify the infrastructure and to assess the capability as & when necessary.
- g) After evaluation of the Techno-Commercial bids, the Price bids of those found technically suitable as per the tender requirements of the HSFC shall only be opened.
- h) HSFC reserves the right to accept or reject any tender without assigning any reasons or for accepting the whole or any part of the tenders. Decision of HSFC in the matter shall be final and binding.
- i) NOTWITHSTANDING ANYTHING STATED ABOVE, HSFC RESERVES THE RIGHT TO ASSESS TENDERER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT. SHOULD THE CIRCUMSTANCES WARRANT, SUCH ASSESSMENT IN THE OVERALL INTEREST OF HSFC & DECISION OF HSFC IN THIS REGARD SHALL BE FINAL. HSFC RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER IN WHOLE/PART WITHOUT ASSIGNING ANY REASON WHATSOEVER AND DECISION IN THE MATTER SHALL BE FINAL & BINDING. IN SUCH CASE NO TENDERER SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.
- j) ANY REQUESTS FOR CLARIFICATIONS POST DUE DATE, WILL NOT BE ENTERTAINED BY THE 'HSFC.
- k) THE OFFICER NOTIFIED BY ISRO WILL PROVIDE TIMELY RESPONSE TO ALL QUERIES.