Tender Details

Tender No: ISROHQ/PUR/2020E0030101

Tender Date: 08/09/2020

Purchase Entity: ISRO Headquarters

Tender Notice

e-Tenders are invited for the Supply of Items listed below. The Bids are to be prepared and submitted in specified Templates online, by logging into the portal https://eprocure.isro.gov.in. Submission of Bids involves two stages to be performed by Vendors - Submission of Bids and Open Authorization. The Bids remain encrypted with the bidder's public key, until the Open Authorization stage. All those Bids where Open Authorization is not given, are automatically disqualified. Such Bids will not be openable and will not be considered for further processing. The Vendors are advised to submit the Bids much before the Closing Time to avoid last minute problems.
Tender Attachments

Technical Write-up/Drawings

Attachment - I:
IDT00066400000000000isro05401.pdf

Attachment - II:

Attachment - III:

Attachment - IV:

Attachment - V:

Instructions to Tenderers (PT)
(Applicable for Public Tenders):

Instructions to Tenderers (PT)(Applicable for Public Tenders):1. The tender should be submitted only by in the e-procurement portal mentioned above before the due date and time as specified in the tender.

2. All communication regarding the tender including queries, if any and submission of offers shall be done online through the e-Procurement portal only.

3. Vendors may seek help from help desk given on the home page for any technical help for registration and subsequent process. (Phone: 020-2531 5555, E-mail: support.isro@nextenders.com)

4. Bidders shall arrange themselves all resources, including Digital signature certificates and Internet Connections at their own cost, for participating in the tender.

5. ISRO HQ shall not be responsible for failure of submission of bids due to any network delays / mistakes / errors / unforeseen technical issues at vendor end in uploading the bids.
6. In case of any technical snag pertaining to e-procurement system the screen shot of the error with exact error message along with date & time stamp along with the query shall be e-mailed before the due date and time to the help desk (as mentioned above) for problem resolution. Otherwise solution cannot be provided and ISRO HQ will not be responsible for non-submission of bids in that case.

7. If vendors encounter any problem while uploading their bid during bid closing hours and helpdesk could not resolve the issue, request for extension of time on this ground will not be entertained.

8. The time taken to address the query may vary from case to case. Hence vendors are advised to submit the bid well in advance before closing date and time to avoid last minute issues. Vendors may also note that sufficient time is to be given to the help desk to ascertain, evaluate and suggest a solution solve the problems that are faced by the vendors while uploading the bid.

9. The e-procurement system does not permit submission of any offer after closing date and time of the e-tender. Hence, there is no scope of any late or delayed offer in the on-line bidding process.

10. No request for extension of the due date for any reason shall be considered.

11. The Server Date & Time as appearing on the e-procurement portal shall only be considered for the cut-off date and time for receipt of tenders.

12. Reworking of Bid: Caution needs to be exercised while attempting on reworking of bid as the status of the bid already submitted becomes Pending and the earlier submitted bid will not be available for opening. Hence, vendor needs to complete the entire process of bid submission once again within the due date and time for valid bid submission.

13. Vendors may please note that the price details, taxes and duties and any other levies shall be mentioned only in the relevant fields provided in the price-bid template. In case, any such entries made by the vendor outside the relevant field or in bid either in part or full, the same shall be ignored by the system while evaluating the offers and ranking of offers for further deciding the tender accordingly and hence the bid will be disqualified.

14. Vendors may note that in e-procurement system submission of bid is a two-step process. After submitting the bid, vendors have to wait for bid sealing by ISRO HQ. Once, the bid sealing is completed the vendors had to submit open authorization in the e-procurement system to enable the ISRO HQ to open the bid. If open authorization is not completed, the bid will not be able to opened and the bid becomes invalid.

15. Vendors may note that they have to use the same digital key with which they submitted the bid to give open authorization. If vendors uses different key for giving open authorization, the system will not accept the open authorization and the bid becomes invalid.

16. If after submitting the bid and before giving an open authorization the validity of the digital keys gets expired, then for submitting the open authorization the vendor has to first login with the new key and then use the expired key for encrypting the data and to complete open authorization.
17. Vendors may note that digital keys of class-III USB tokens, which supports both digital signing and encryption are to be used for bidding in ISRO e-procurement system.

18. Vendors may please note that the maximum file size that can be uploaded in e-procurement system is 4 MB per attachment. If the document is more than 4 MB, the document is to be split into multiple documents of size less than 4 MB and uploaded. Attachments, if any, shall be uploaded in .pdf format only.

19. Vendors may note all documents are to be uploaded through e-procurement system only.

20. Offers sent through post, telegram, fax, telex, e-mail, courier will not be considered. Partially completed / incomplete tenders shall not be considered.

II

1. GST and/or other duties/levies legally leviable and intended to be claimed should be distinctly shown separately in the tender.

2. As a Government of India Department, this office is exempted from payment of Octroi and similar local levies. Tenderers shall ensure that necessary Exemption Certificates are obtained by them from the Purchase Officer concerned to avoid any payment of such levies.

3. a) Your quotation should be valid for 120 days from the date of opening of the tender.

b) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.

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

5. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.

(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 dimensional details are available the same should also be indicated in your offer.

(d) Specifications:

Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies.
Wherever options have been 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.

6. 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 portions of the quantity offered and the tenderers shall supply the same at the rates quoted.

7. The tenderer should supply along with his tender, the name of his bankers as well as the latest Income-Tax clearance certificate duly countersigned by the Income-Tax Officer of the Circle concerned under the seal of his office, if required by the Purchaser.

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

9. The authority of the person signing the tender, if called for, should be produced. <br
**Bid Templates**

**Vendor Specified Terms**

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes if any shall be clearly indicated with percentage</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td></td>
</tr>
<tr>
<td>Delivery</td>
<td></td>
</tr>
<tr>
<td>Payment</td>
<td></td>
</tr>
<tr>
<td>Validity</td>
<td></td>
</tr>
<tr>
<td>Security Deposit:</td>
<td></td>
</tr>
<tr>
<td>The contractor shall guarantee faithful execution of purchase Order in accordance with the terms and conditions specified therein. As a performance security, Contractor shall furnish a Security Deposit for 10% of total Purchase Order within 20 days from the date of release of purchase order in the form of Bank Guarantee or in any other acceptable form. The Security Deposit shall not carry any interest and shall be returned after satisfactory completion of all the purchase order obligations.</td>
<td></td>
</tr>
<tr>
<td><strong>No EMD or Tender fee is applicable</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td><strong>This is a Two-Part Tender. No price detail should be disclosed in the Technical Bid as this is a TWO PART tender. If the technical bid contains any Price information, the offer is liable to be rejected. Please submit your Offers separately for Technical and Price Bid under relevant Template. Please upload Price Bid under Price Bid only and nowhere else. If price is mentioned anywhere other than Price Bid, your offer will not be considered.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Service provider has to quote only service charges per unit. GST applicable shall be clearly indicated under the tax column of the price bid template</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MSME Units: The MSME units shall submit MSME UDYOG AADHAR MEMORANDUM along with registration certificate. The memorandum certificate shall clearly indicate the monetary limit and shall be valid as on due date/extended due date of the tender.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The service provider is requested to provide their compliance for the attached terms &amp; conditions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Any other terms.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Specified Terms**

**Supporting Documents from Vendor**

Tender No: ISROHQ/PUR/2020E0030101
## Price Bid Form

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Slab Range</th>
<th>Qty</th>
<th>UOM</th>
<th>Currency</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPROGRAPHIC SERVICES Service charges per unit for providing minimum of 75 Nos of manpower for first year Total No of Units = (75Nos x 4 Units x 26 Days x 12 Months. Note: Vendors are requested to quote only per unit service</td>
<td>-</td>
<td>93600</td>
<td>Units</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>REPROGRAPHIC SERVICES Service charges per unit for providing minimum of 75 Nos of manpower for Second year. Total No of Units = (75Nos x 4 Units x 26 Days x 12 Months. Note: Vendors are requested to quote only per unit service charges excluding GST 1 unit = 2 Hours of duty</td>
<td>-</td>
<td>93600</td>
<td>Units</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Break-up of other taxes and other costs should be specified in respective narration columns.

Sum of these Break-up values should be specified in respective value columns.