1. **विवरण/Description**

<table>
<thead>
<tr>
<th>क्र. सं.</th>
<th>विवरण/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>कार्य का शीर्षक/Title Of Work</td>
</tr>
<tr>
<td>2.</td>
<td>निविदा में दी गई अनुमानित लागत Estimated cost put to tender</td>
</tr>
<tr>
<td>3.</td>
<td>कार्य पूरा होने की अवधि महीनों में, जिसे कार्य आदेश जारी होने की तारीख के 15वें दिन से गिना जाए</td>
</tr>
<tr>
<td>4.</td>
<td>निविदा दस्तावेज डाउनलोड करने की अवधि Period during which the tender document can be downloaded</td>
</tr>
<tr>
<td>5.</td>
<td>बौली स्पष्टीकरण/Bid clarification</td>
</tr>
<tr>
<td>6.</td>
<td>Last date of reply to Bid clarifications.</td>
</tr>
<tr>
<td>7.</td>
<td>निविदा प्राप्त करने की अंतिम तारीख एवं समय Last date and time for receipt of tenders</td>
</tr>
</tbody>
</table>

**विवरण/Details**

- बेंगलुरु, इस्त्रैक एससीसी मॉक्स, अडीए तथा आईडीएसएन परिसरों के विभिन्न अनुभवों के लिए कर्मचारियों को प्रदान करने हेतु वार्षिक सेवा ठेकेदार।
- Annual service contract for providing office service assistants for various sections at SCC, MOX, RDA & IDSN Campuses, ISTRAC, Bengaluru.

स/र. 48.64 लाख/ Lakhs

- 12 (बारह) महीने/ (Twelve) months (विभाग अंगले 24 महीना बढ़ाने का अधिकार रखता है / Department reserves the right to extend the contract for a further period of 24 months)

- से/ From 14.30 hrs. on 26/08/2020 तक/ to 16.30 hrs. on 09/09/2020

- से/ From 10.30hrs. on 27/08/2020 तक/ to 16.30 hrs. on 10/09/2020

- 11/09/2020 को 16.30 घंटे तक/ up to 16.30 hrs

- 14/09/2020 को 14.30 घंटे/hrs. तक/ up to 14.30hrs
### Eligibility Criteria

The agency shall fulfill the following conditions.

<table>
<thead>
<tr>
<th>A.</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Three similar works each costing not less than 40% of the estimated cost (i.e., Rs. 19.46 lakhs)</td>
</tr>
<tr>
<td></td>
<td>(अथवा/or)</td>
</tr>
<tr>
<td>ii.</td>
<td>Two similar works each costing not less than 60% of the estimated cost (i.e., Rs. 29.18 lakhs)</td>
</tr>
<tr>
<td>iii.</td>
<td>One similar work costing not less than 80% of the estimated cost (i.e., Rs. 38.91 lakhs)</td>
</tr>
</tbody>
</table>

- **Documentary proof for the eligibility (Self attested copies to be submitted)**
  - i. Work orders and completion certificates issued by the authority concerned to establish work experience.
  - iv. Completion certificate for works issued by private parties shall be supported by TDS (Tax Deducted at Source) certificates.
Similar works means same kind of work in the past 7 years of the above magnitude.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for bids.

Should have valid EPF, ESIC and GST registration - Copies of registration certificates to be submitted.
5. निविदा एवं प्रधान, निम्नानुसार नियम सम्पूर्ण प्रधान/प्रधान, निम्नानुसार सम्पूर्ण प्रभाग के कार्यालय, इंस्ट्रक्टेक, बेंगलुरू में निर्धारित तारीख तथा समय पर खोली जाएगी।

Tenders will be opened at the Office of Head, Construction and Maintenance Division on the stipulated date and time specified in Para 1 above.

6. क) ई एम डी के मूल दस्तावेज सम्पूर्ण प्रधान/प्रधान, निम्नानुसार सम्पूर्ण प्रभाग के कार्यालय, इंस्ट्रक्टेक, बेंगलुरू में निविदा खोलने के निर्धारित दिनांक तथा समय या इससे पहले प्रस्तुत करना होगा। निविदा खोलने के निर्धारित दिनांक तथा समय या इससे पहले यदि वैध ई एम डी प्राप्त नहीं किया जाता है, तो, निविदा प्रस्ताव को सरसरी तौर पर रद कर दिया जाएगा।

Original instrument of EMD shall be submitted to the Office of the Group Head/Head, Construction and Maintenance Group/Division on or before due date and time of opening of tender. If valid EMD is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.

(ख) निविदा लागत/बयाना जमा राशि की छूट मिग्रेने वाले एमएसएमई यूनिटों को एमएसएमई उद्योग आयोग जानन की सत्यापित प्रति अथवा उपयुक्त पैरा 4 (ख) में दर्शने अनुसार पंजीकरण प्रमाणपत्र की प्रति प्रस्तुत करनी होगी।

उपयुक्त प्रशासन/पंजीकरण की हार्ड प्रति निविदा खोलने के नियत दिनांक तथा समय तक सम्पूर्ण प्रधान/प्रधान, निम्नानुसार व अनुरक्षण सम्पूर्ण प्रभाग के कार्यालय में प्रस्तुत की जायेगी। यदि निविदा खोलने के नियत दिनांक तथा समय तक हार्ड प्रति प्राप्त नहीं होती है तो निविदा प्रस्ताव को सरसरी तौर पर रद कर दिया जायेगा।

The MSME units claiming exemption of Tender cost / EMD should submit attested hard copy of MSME UDHYOG AADHAR MEMORANDUM or registration certificate as indicated in para 4 (b) above. The hard copy of above memorandum / certificate shall be submitted to the office of the Group Head / Head, Construction and Maintenance Group /Division on or before due date and time of opening of tender. If hard copy is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.

7. निविदा खुलने के निर्धारित दिनांक को केवल वैध ई एम डी प्रस्तुत करने वाले निविदाकर्ताओं की तकनीकी व वाणिज्यिक बोली खोली जाएगी। तकनीकी व वाणिज्यिक बोली खोलने पर, अधिक विस्तृत छंटना/मूल्यांकन किया जाएगा। तकनीकी वाणिज्यिक बोली के मूल्यांकन के दौरान, निविदाकर्ताओं द्वारा प्रस्तुत दस्तावेजों की विस्तार से छंटनी की जाएगी। इस चरण में, पात्रता मानदंड पूरा न करने वाली निविदा को रद किया जाएगा और ऐसे प्रस्तावों पर आगे चलाने नहीं किया जायेगा। निविदा दस्तावेज में
On the due date of opening, the Technical & Commercial bid of those tenderers who furnished valid EMD only will be opened. On opening of Technical & commercial bid, further detailed scrutiny /evaluation will be carried out. During the evaluation of techno-commercial bids, the documents furnished by the tenderers will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing. The price bid of only those tenderers who have been qualified during the scrutiny and technical evaluation will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations.

Earnest money of the successful contractor will be converted into Performance Guarantee. On completion of the work, the same will be converted as Security Deposit. In cases of exemption for payment of Earnest money, separate performance guarantee at 2% of the estimated cost put to tender to be submitted immediately on receipt of letter of acceptance /work order.

Intending tenderers may inspect the site before submitting the tenders, with the prior permission of Head CMD/Engineer-SG/Engineer- in-charge.

The tender accepting authority on behalf of President of India is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

The tender accepting authority on behalf of President of India also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the tenderer shall not have any claim what so ever on this account.
12. The tender accepting authority on behalf of President of India also reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

13. Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

14. The tender accepting authority reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.

15. The contractor shall not be permitted to tender for works in the Division of that particular Centre of the Department responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Department of Space. Any breach of this condition by the contractor would render him liable for rejection of tender or cancellation of contract.

16. The tender should be valid for minimum period of 120 days from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (Fifty percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
17.  On concluding the tender, an agreement shall be drawn with the successful tenderer.

18.  This E-tender notice is also displayed in ISRO website: www.isro.gov.in

(विजयेंद्र इटगी /Vijayendra Itagi)

समूह प्रधान - सी.एम.जी. / Group Head – CMG