



GOVERNMENT OF INDIA :: DEPARTMENT OF SPACE
SATISH DHAWAN SPACE CENTER SHAR :: SRIHARIKOTA – 524 124
SRI POTTI SREERAMULU.NELLORE DISTRICT (A.P)

TENDER NOTICE NO. SDSC SHAR/Sr.HPS/PT/SCF/04/2021-2022

On behalf of President of India, Sr. Head Purchase and Stores, SDSC SHAR, SRIHARIKOTA invites on line quotations for the following.

SI No	Ref. No.	Description	Qty.
01	SDSC SHAR SCF-2 SCF 2021 00 0637 e-procurement [Two Part basis]	Work Contract for Rectification of Telephone complaints and other Auxiliary Services	28512 Units

Last Date for downloading of tender documents : 16.08.2021 at 16:00 hrs.
Due Date for submission of bids online : 16.08.2021 at 16:00 hrs.
Due Date for Bid Sealing on : 16.08.2021 at 16:01 hrs. to 16.08.2021 at 17.30 hrs.
Due Date for Open Authorization : 16.08.2021 at 17.31 hrs. to 18.08.2021 at 17:00 hrs.
Due Date for opening of tenders : 20.08.2021 at 14:30 hrs.

Instructions to Tenderers:

No tender fee shall be applicable for tenders submitted through EGPS

01. For full details/scope of work and terms and conditions etc., please see the enclosed annexures.
02. Interested tenderers can download the e- tender from ISRO e-procurement website <https://eproc.isro.gov.in> and submit the offer on line in the e-procurement portal. Offers sent physically by post/courier/in person will not be considered.
03. Tender documents are also available on ISRO website www.isro.gov.in ISRO e-procurement website <https://eproc.isro.gov.in> and SDSC SHAR, Sriharikota website www.shar.gov.in. The same can be down loaded and offer submitted on line in the e-procurement portal.
04. Quotations received after the due date/time will not be considered.
05. The tender documents are available for download upto **16.08.2021** at 1600 hrs. and last date for submission of tenders on line **16.08.2021** at 1600 hrs. and Tender Opening on **20.08.2021** at 14:30 hrs.
06. Sr. Head, Purchase and Stores, SDSC-SHAR, Sriharikota reserves the right to accept or reject any/or all the quotations.

DT: 20.07.2021

Sr. HEAD, PURCHASE AND STORES

**Work Contract for Rectification of
Telephone Complaints and other Auxiliary
Services**

**SATISH DHAWAN SPACE CENTRE SHAR
ISRO**

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ANNEXURE-1

1. PERIOD OF CONTRACT:

This contract is valid for a **period of one year from the date of issuance of Purchase order** and it can be extendable by one more year on mutual consent, if the service is found satisfactory at the same terms and conditions. If the successful bidder does not want to extend the contract, the same shall be intimated 03 months before the expiry of the contract period.

2. SCOPE OF WORK:

Each type of Work and the quantum of work units involved are mentioned below in S.No.3 of pageNo.4. Each work unit takes an average time of minimum of 40 minutes. It involves approximately 2376 work units per month to execute all the works pertaining to the different Telephone exchanges spread across entire SDSC SHAR and SDM Hospital at Sullurupeta.

The work includes the following:

- ✓ Maintenance of entire cabling network from MDF to the user end. This includes maintenance and replacement of all defective parts of U/G cables, PVC cables with proper cable joints and repair of DP Boxes, cabinet etc., However the supply of the required consumables/material will be under the scope of SDSC SHAR.
- ✓ Maintenance of all Internal Telephone lines and Fax lines.
- ✓ Providing the new Telephone connections/parallel connections, shifting the telephone connection to another designated place. This includes neat wiring of Telephone line using PVC casing and capping and Switchboard cables. However, the required consumables/material is under the scope of SDSC SHAR.
- ✓ Routine repair/replacement of U/G cable joints, repair/replacement of small segment of cables. All the required consumables/materials will be supplied by department.
- ✓ Rectification of problems of Telephone Instruments also forms part of the scope of work. Components will be supplied by the Department for carrying out the repair of telephones. If the phones are more than two years' old and are beyond economical repair, the department provides for replacement of telephones.
- ✓ Provide proper assistance/support to carry out the maintenance of Exchange batteries and SMPS units, IPM's by regular check-up.
- ✓ Carry out replacement of damaged U/G cable. The Department shall supply the material required consumables/material (cable & Cable joining kit).

- ✓ Shall support in new temporary telephone connections and shifts of telephone connection by laying drop wire. Drop wire will be supplied by the Department.
- ✓ The Department shall supply the Telephone instruments for new telephone connections and the additional parallel connections. The contractor should not change/replace any working telephone without intimation/consent of the concerned authorities of SDSC SHAR.
- ✓ Cleaning of Exchange/system equipment, Telephone instrument before repair for serving, Main distribution frame (MDF) and fiber distribution frame (FDF), PC and peripherals, UPS, Window ac plant, Float rectifiers, Battery banks and smearing of jelly on terminals, Cables and runways, Fax machines, Furniture.
- ✓ Carrying ladders to work spot and back holding it at work spot while technician is working. Carrying tools to work spot and back. Carrying materials like iron wire, service lead etc. to work spot and back. Pulling / drawing overhead wires and service leads.
- ✓ Up keeping of telecom sub-store yard, stores and assisting in collection of telecom material to stores and disbursing in them various site locations – namely their physical loading and unloading. Assisting in UG cable faults repairing.
- ✓ Minor digging works in the areas where identification & rectification of cable joints are involved.
- ✓ Soldering, plumbing, preparation of m-seal compound and filling. Cover sealing. Assisting in getting the plinth constructed with suitable bolts placed in. Location of cabinet on the bolts and fixing bolts.
- ✓ Assisting in DP cable wiring including cable cleaning, plumbing, soldering. Digging at spot. Fixing DP, fixing clamps. Pulling, drawing service lead. Assisting in drilling holes on walls for fittings.
- ✓ Updating of the registers of MDF's, Cabinets, DP boxes from time to time.

3. Work units required to execute the above-mentioned work:

- a)** Number of Telephone/fax complaints in SDSC SHAR per annum = 24,480
(**Nature of complaints-** Line issues, Problem in end equipment & Multiple Distribution points Rectification of Noise issues in cable, accessories etc.,)
- b)** Number of MDF/cabinets/DP boxes refurbishment works per annum = 360
- c)** Number of times testing of Impulse protection modules (55 Nos) in all exchanges per annum = 1200
- d)** Number of cable Joints per annum = 120

- e) Number of times Drilling holes on walls (15 holes for 5 meters) for fixing phones, DP boxes, casing and capping (Internal cable laying) per annum= 240
- f) Number of times Laying Drop wires /Switch Board Cables (20mtr) in field over trees/poles and within buildings to establish connections by replacing faulty cables or laying new cables = 300
- g) Number of times the cleaning of 11 exchanges/system equipment's/Electronic items per annum= 528.
- h) Number of New phone connections per annum = 180
- i) Number of Telephone shifting's per annum = 300
- j) Movement of minor loads like Ladders, Umbrella, Casing and capping, tools like spade, crowbars and store materials Like flame proof phones & DP boxes, FAX etc., to exchanges and within exchanges per annum = 528
- k) Number of times carrying Heavy loads like cables/cabinets loading and unloading, major electronic items loading and unloading in stores or in exchange areas per annum =120
- l) Number of times minor digging works to be carried out to identify faulty cable joints per annum = 120
- m)Number of times re-arranging the materials in Telecom stores and yard neatly per annum = 36.

Total Work units = a + b + c + d + e + f + g + h + i + j + k + l + m = 28,512

Each individual work/activity is considered as one work unit and it takes a quantum of 28,512 work units per year which implies 2376 work units per month.

So, in order to execute these 2376 work units for 24 days in a month, it implies execution of 99 units of work per day.

Each work takes an average time of 40 minutes. So, total hours required to execute 99 units of work in a day is 66 hours. It implies minimum anticipated work force requirement is 8 Nos to carry out the above-mentioned work per day.

3.1 The qualification requirement of the workforce is given below:

✓ **Eight Numbers of Technicians**

- *ITI in Electronics/Electrical with minimum three years' experience in Telecom in any central/PSU/ State govt. sectors/Major Private Registered Organization. The persons to be deployed are of **skilled Technician category** as indicated in **Annexure-2 (Pg.No.19)** of this Tender Document.*

4. Description of the Site and Cabling Network: -

- ✓ The site, Satish Dhawan Space Centre, SHAR located at Sriharikota, is approximately 18 Kms away from Sullurpeta town and facilities are located within 15 to 20 km radius. Also, the SDMH hospital at Sullurpeta comes under the jurisdiction of Telcom Division of SDSC SHAR.
- ✓ The underground cables include Jelly filled copper cables and optical fibre cable. Underground cables are terminated at the MDF located at various locations within SDSC SHAR.
- ✓ The center has 11 Exchanges of Tadiran make with a capacity of 5000 extensions which are located at (1)Zero point with 1000 Extensions, (2) Admin exchange at Keepakam with 500 Extensions, (3) Chandrayaan guest house with 700 Extensions (4) SPP with 500 Extensions and (5) SPROB with 500 Extensions (6) SMP &ETF with 500 Extensions (7) FLP with 500 extensions (8) SLP with 300 Extensions (9) SRC with 200 Extensions (10) SHAR hospital Exchange with 100 extensions (11) New MCC exchange with 200 Lines.
- ✓ In general, DP Boxes are placed outside the buildings. The main DP Boxes are placed inside buildings. In some places, concealed switch board cables are used to connect the telephone instruments to the DP Boxes.
- ✓ There are about 50 Nos. of cabinets all around the campus.

5.Instructions to Bidders & General Conditions:

5.1 Instructions to the bidders

- a) Proposals are invited for the specified scope of work in two-part bid basis. The two parts are:
- Part-I: Technical and unpriced commercial part.
- Part-II: Priced commercial part.
- b) For seeking clarifications regarding this tender document, please contact below officials :

(a)	Bids/queries to be addressed to	Sr. Purchase & Stores Officer, / Purchase & Stores Officer, SCF Purchase
(b)	Name/designation of the contact personnel	Mr. P Senthil Selvan, Sr. Purchase & Stores officer. / Mr. T.V.Rao, Purchase & Stores officer.

(c)	Telephone numbers of the contact personnel	08623-22 5174/6043
(d)	e-mail ids of contact personnel	sselvan@shar.gov.in , tvrao@shar.gov.in
(e)	Fax number	8623-22 5170

5.2 Bid Submission

a. Bid shall be submitted in two parts:

Part -1 Techno-Commercial Part of the Bid

Part -2 Price Part of the Bid

- b. Offers should be submitted online using standard digital signature of class - 3 with encryption/decryption options.
- c. The tenders authorized online on or before the open authorization date and time will only be considered as valid tenders.
- d. Prices shall be mentioned in the space/column provided in the ISRO e-procurement portal only for such purpose.
- e. Physical copy of the technical bid will be accepted only in case if the file size is bigger and not possible to upload the same. In such case, the hard copy shall be submitted within due date. Documents received after due date will not be considered. Please send the hard copy in the format shown below.

Technical and unpriced commercial bid only to be send.	
Tender no & date	:
Tender name	: “Work contract for rectification of Telephone complaints in SDSC SHAR”
Due date and time of the opening	:
From (Name of the bidder with address)	:
To:	Head, Purchase & Stores Satish Dhawan Space Centre SHAR ISRO, Dept. of Space, Govt. of India

Sriharikota – 524 124,
SPSR Nellore Dist,
Andhra Pradesh, India

- a. Prices quoted should be on the basis of F.O.R. Sriharikota.
- b. Bids duly filled in by the bidder should invariably be submitted as stipulated in the e-procurement portal.
- c. Department may open Part – 1 of the bids on the due date of opening at stipulated time subject to meeting the minimum evaluation criteria. Price bid (Part-2) of the technically and commercially acceptable bids shall be opened at a later date.
- d. Department reserves the right to reject any or all the bids without assigning any reasons thereof.
- e. Compliance to proposal requirement: Department expects bidder's compliance to requirement of proposal document without any deviation. Deviation on clauses, if felt absolutely necessary should be furnished in the Techno commercial part (and not in proposal document or Price part). Department shall not take cognizance of any deviation stipulated elsewhere in the bid. 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.
- f. Department reserves the right to evaluate the offers containing deviations with financial implications after adding cost for such deviations as determined by Department
- g. Bids duly filled in by the bidder should invariably be submitted as stipulated in the Letter inviting bid. Bids shall be submitted in two parts as given below.

Part – 1: Technical and unpriced commercial part.

- i. Complete techno-commercial part of the bid shall be filled online in the 'Vendor specified terms' form of the e-tender. Any documents related to 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>).
- ii. Part-1 shall comprise the following attachments, specifying attachment number arranged in the order as follows:
 - a. Submission of bid letter along with one set of this tender document duly signed and stamped as token of acceptance.
 - b. Technical details etc. as applicable and any other document as mentioned in the proposal.

- c. All the annexures enclosed in proposal duly filled, signed, stamped, scanned and uploaded.
- d. Unpriced copy of schedule of prices with all other commercial terms, taxes, duties, exemption certificates and conditions duly filled (prices to be kept blank), signed and stamped.
- e. Any other relevant document, bidder desires to submit.
- f. Any bids/offers with price details in techno-commercial offer (Part –1) shall be rejected.

Part–2: Priced commercial part.

- i. Priced commercial part shall contain “Schedule of Price” marked “PRICE - BID” duly filled in ISRO e-procurement website <https://eprocure.isro.gov.in> as per price bid format given. No stipulation, deviation, terms and conditions, presumption basis etc. shall be stipulated in price part of bid. Department shall not take cognizance of any such statement and may at their discretion reject such bids.
- ii. Unit rate for each of the item shall be indicated separately.
 - a. 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.
 - b. Total amount shall be spelt out in terms of figures and words also.

6.TENDER TERMS AND CONDITIONS:

Pre-Qualification Criteria:

- a) The party shall have minimum three years of experience as on 31/03/2020 in the field of providing workforce to Telecom services in dealing the outdoor complaints of EPABX /Data networks / Electrical/Electronic systems in any central/PSU/ State govt. sectors/Major Private Registered Organization in India.
- b) Copy of Work Orders issued by the authority concerned to establish work experience from any central/PSU/ State govt. sectors/Major Private Registered Organization related to supply of workforce / services in Telecom related works in India.
- c) Party shall have a minimum average annual turnover of Rs.25.00 lakhs during the last three years ending with 31.03.2020.
- d) Audited documents like profit/loss statement / IT returns, for the last 3 years ending with 31.03.2020 should be submitted.
- e) Party shall have executed similar works during the last three years ending with 31.03.2020 and shall submit the documentary proof for the same:

One Purchase Order for the value of Rs.16.00lakhs

OR

Two Purchase Orders for the value of Rs.12.00 lakhs each

OR

Three purchase order for the value Rs.8.00 Lakhs each.

- f) The Bidder shall fill the Technical compliance sheet for technical evaluation as mentioned in page no.17, without which the bidder will not be considered for Technical evaluation.**
- g) After Technical evaluation, price bid will be opened for those bidders who qualify the technical terms.**
- h) Price bid is to be filled by the bidder as per the format mentioned in Page number:18.**

7.General Terms and conditions:

- a) Contractor shall comply with all the provisions of the Minimum Wages Act 1948, Contract Labour (Regulation and Abolition) act, 1970 and rules framed thereunder and other labour laws affecting Contract Labour that may be brought into force from time to time.
- b) It is the sole responsibility of the Contractor to ensure all statutory obligations like minimum wages, EPF, ESI, Bonus etc.
- c) After price bid evaluation, the award of the contract will be only for the party who financially complies with the minimum wages of SDSC SHAR for the technician category specified in section 3.1, page No.05.
- d) Party which is financially not complying with minimum wages is strictly bound to be rejected, irrespective of it being the L1. So, vendor quotation shall be to execute works by deploying workforce which is complying with contract technician category as per minimum wages duly notified by SDSC SHAR W.E.F. 01.04.2020 as available in Annexure-2 (Page No.19) of this Tender. In addition to this, cost of Transport arrangement for the work force deployed, cost for Uniform & shoes and any other incidental expenses shall also be considered in the quotation.**
- e) Transport arrangement for the workforce:
Service provider has to make his own arrangements for transport of his personnel in their allocated work areas. Motor cycle: 4 Nos. are to be stationed in Sriharikota during the entire period of contract for attending the complaints every day to the facilities which are located within 15 to 20 km radius. Quotation shall be quoted accordingly.**
- f) Service provider shall provide Two sets of Uniforms & One set of Safety shoes for the workforce deployed in a year. Quotation shall be submitted with the due consideration of all these expenses.**

- g) The department may not provide any facilities like accommodation to stay inside Sriharikota, conveyance facility to travel in Dept. Vehicles, Dept. Canteen facility etc., However the party has to make his own arrangements inside Sriharikota on payment basis and for conveyance, to attend to the works daily at Sriharikota or at Sullurpeta as per the dept. Working hours and extra hours also, if any required.
- h) Contractor shall not sublet, transfer or assign the rate contract or any part thereof without our prior written approval.
- i) In case, Dept. requires additional workforce during the course of contract, due to the increase of work demand, party has to supply such additional work force with the same rates.
- j) The personnel deputed to SDSC SHAR shall be made available on all working days (Monday to Friday) from 09:00Hrs to 17:30Hrs and they should obey necessary instructions from the concerned authority. They may also be called to work on holidays and after office hours if required.
- k) All the works will be supervised by the concerned Engineer – in – charge or any official authorized by the Group Head, Telecom. The party/Service personnel have to follow his instructions with regard to the day-to-day works & for quality as well as for quantity work output. The work shall be considered complete only after certification by the Engineer – in – charge.
- l) **Monthly Report:**
A monthly maintenance report showing details of the number of faults attended, pending faults shall be submitted to the Group Head of the Telecommunications division, SDSC SHAR.

m) Equipment / Materials / Tools:

All the materials and test equipment's are under the scope of SDSC SHAR. However, minor tools for the rectification of complaints such as crimping tool, nose pliers are under the scope of contractor.

n) Registers and Documentation:

The contractor shall ensure that his employees shall maintain records and registers such as Daily Fault Register, Cabinet Register, DP Register etc. to register routine faults and record actions taken for rectification. The network infrastructure documentation (Information of network junctions in SDSC SHAR like DB boxes, cabinet and MDF and their internal connections) shall be prepared on observation and updated continuously.

o) Compensation for injuries:

In case, when on duty and during the course of engagement in the work premises of SDSC SHAR under this agreement, if any of the contractor's workforce meet (s) with any injury/indisposition due to accident or other natural calamities, the contractor shall ensure that immediate and adequate medical and viz., first aid and subsequent treatment facilities are provided to the person (s) concerned free of cost and without fail. In addition, the contractor shall also be liable for meeting the statutory liabilities under the ESI/ PF or Workmen's Compensation Act.

- ✓ Party has to ensure that only Indian nationals who have completed 18 years of age and above are employed for the work and employees deployed are physically and mentally fit.
- ✓ To ensure that the background of the individual employee is verified before employing them, Contractor shall submit a declaration to the department to the effect that none of the workers engaged has a criminal background before executing the work assigned to him.
- ✓ The contractor shall arrange for police verification of the workers and submit the police verification report.
- ✓ The contractor shall ensure all their working personnel are covered by necessary licenses, permits, insurance policy against accidents, all risk insurance etc., and contractor is solely responsible for insurance cover in case of such events occurring due to the performance of the personnel deployed by them at the Department premises, during the contract period.
- ✓ The Contractor or workers engaged by Contractor shall not have any rights to claim for employment based on the work done through this contract.
- ✓ The Contractor shall not change the workers except in unavoidable circumstances, without the consent of the Engineer-in-charge.
- ✓ If any of the worker(s) is found unacceptable for any reason, the contractor shall be required to post a suitable substitute.
- ✓ The Contractor shall maintain a register for the execution of work and obtain a certificate from the Office-in-charge every day, for having completed the work satisfactorily.
- ✓ It shall be ensured that the persons deputed for the work are attending the duties regularly without any complaint. In case of their absence staying away from duty on account of sickness or otherwise, the Contractor shall provide suitable substitute.

- ✓ If persons engaged by the Contractor is found responsible for any theft, damage, deface, break or destruction of any installations/fittings etc., in the Department, the Contractor shall make good the loss, at Contractor's cost.
- ✓ Director, SDSC SHAR reserves the right to terminate the work order without assigning any reasons thereof by giving one month notice in writing without any financial implications on either side.
- ✓ The Contractor shall comply with all Acts, laws including Contract Labour (Regulations and Abolition) Act, 1970 or other statutory rules, regulations, bye-laws as applicable or which might be applicable.

8.Payment Terms:

- ✓ Payment will be made on monthly Pro-rata basis, at the end of each month, against submission of bills for the actual unit of works, for each month, attested by the concerned Engineer – in – charges and approved by approving Authority shall be forwarded to Sr. Accts. Officer, SCF, SDSC SHAR, Sriharikota for arranging payment.
- ✓ Income Tax as applicable as per IT act shall be recovered from the monthly bill payable to the contractor's respective account.

9.Payment to work force:

- a) The Contractor shall pay strictly in accordance with statutory rules as per minimum wages applicable in SDSC SHAR to the personnel deployed by him. All statutory requirements under any law applicable for the services under this contract shall be complied with by the contractor to the entire satisfaction of the law authorities. SDSC SHAR in no way will be responsible in this regard. Any liability/ compliance disputes arising out of employment by the contractor under any act/statutory provision shall rest with the contractor. SDSC reserves the right to verify (or) demand the proof of payment made by the contractor to the labour as per the statutory rules.
- b) Party has to provide 2 sets of uniform & one pair of safety shoes to his staff per year.
- c) **Service provider shall submit their monthly bill/ Invoice addressed to Accounts Officer, SCF Bills, SDSC SHAR through Group Head, Telecom along with the following attachments mentioned below without which the payment will not be processed.**

(1) Good and Service Tax Receipt

(2) Employee's Provident Fund (EPF) Organization Combined Challan; EPF Electronic Challan cum Return (ECR) with pages showing working personnel contribution details,

(3) Employee's State Insurance (ESI) Transaction Details copy and pages showing working personnel contribution details

(4) Proof of Bank Statement on payment (e-Pay Order Details) to work force showing each worker name, account number and amount transferred. The payment will not be processed if the above documents are not attached.

- d) Sathish Dhawan Space Centre SHAR (SDSC SHAR) reserves the right to terminate the said Contract at any time on the ground of unsatisfactory services rendered by the Agency or on any other ground detrimental in the interests of the Centre. The Centre will be the sole judge in this regard. The decision regarding whether the support works is effective/proper/ accurate etc. shall rest with the Centre. SHAR observes that assisting in carrying out support works is not up to the satisfactory level, then the contractor has to take extra efforts in carrying out support works.
- e) Any dispute arising out of the terms of this contract on the interpretation of any clause here in shall be settled by mutual discussions between the Nominated authorities of the Centre and the authorized representatives of the Contract Agency. The Director, SDSC SHAR, will be final authority in resolving such disputes and his decision will be binding on the Agency. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon. Courts in Andhra Pradesh. The agency should possess the requisite registration, PF etc., from State/ Central Government Departments as applicable from time to time. The Agency will have to maintain registers/ records as required under the provisions of various Acts and complete the formalities prescribed there under. The Centre shall not be responsible in any way for any breach of these rules and regulations by the Agency. The Contract is liable to be terminated if breach of rules & regulations is found after the award of contract.
- f) The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the Contract Agency & SDSC SHAR.
- g) All employees have to be paid wages, special allowance at rates, not less than the minimum rates prescribed by the Government under relevant rules.
- h) All the employees have to be extended coverage of PF/EPF as per the eligibility under PF Act.
- i) After award of the contract, if department finds that the contractor is not complying with minimum wages and EPF, Insurance etc., the contract will be short closed immediately with 15 days' notice and the contractor is black listed for SDSC SHAR immediately.**

- j) The following registers are required under provisions of various acts & to be maintained up to date in the prescribed format, kept available in the premises of the Centre for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of Fines, Register of Advance etc.
- k) The License under the provisions of Contract Labour (R&A) Act have to be obtained/ renewed and kept operative. The half-yearly/ yearly returns are to be submitted in time, to the authority as per rules.
- l) The Centre has a right to amend or modify any of the terms and conditions during the period of the contract.
- m) All formalities and procedures prescribed under the Contract Labour (Regulation & Abolition) Act, 1970, payment of Wages Act, payment of Bonus, EPF, ESI and other labour related Acts should be strictly adhered to. SDSC SHAR's responsibility as Principal Employer should be fully protected.
- n) The Agency will have to follow the norms, rules and regulations, guidelines, security standing order of SDSC SHAR and instructions given by the concerned authorities from time to time.
- o) In case workers engaged by the Contract Agency have any grievances, they will take it up with Agency without creating any disturbance on the campus. Under no circumstance's agitation means are to be resorted to by workers of the Agency, on the premises of the Centre. On the expiry of the Contract the Agency undertakes to leave the premises in peace with all the workers without creating any disturbances. The Agency will be solely responsible if the workers engaged by it misbehave or create problems.
- p) On award of work of the agency shall deposit with the SDSC SHAR, Security Deposit of 3%of the work order cost, which shall bear no interest. This deposit shall be paid by way of Demand Draft within 15 days from the date of award of contract. Or else the agency can also furnish the Bank Guarantee of equal amount from a Nationalised Bank in an acceptable released to the Agency within a period of two months after completion of the contract and after fulfilling the all liabilities.
- q) The agency may submit bills by 1stday of every and payment will be made within 07 days from the date of receipt of the bills. Agency should make payment to its workers by depositing directly to the concerned Bank Accounts of the workers on or before 10thday of the month without fail, irrespective of receipt of monthly bills from the Centre. All deductions due to the Centre shall be made from such bills. Monthly income payment receipts of the contract employees shall be submitted to the department for processing of next month bills.

10. Penalty Clause:

In case if the works are not completed within the nominal completion time, corresponding amount for the work unit will be deducted from the monthly bill and also a penalty of Rs. 600 will be deducted for each day of incompleteness beyond subject to a maximum of 10% of total order value.

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.

11. Force Majeure:

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.

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.

TECHNICAL COMPLIANCE SHEET

S.No	Description	Technical compliance (Yes/No)
1	<p>The party shall have minimum three years of experience as on 31/03/2020 in the field of providing workforce to Telecom services in dealing the outdoor complaints of EPABX /Data networks / Electrical/Electronic systems in any central/PSU/ State govt. sectors/Major Private Registered Organization in India.</p> <p>Copy of Work Orders issued by the authority concerned to establish work experience from any central/PSU/ State govt. sectors/Major Private Registered Organization related to supply of workforce / services in Telecom related works in India shall be submitted.</p>	
2	Party shall have a minimum average annual turnover of Rs.25.00 lakhs during the last three years ending with 31.03.2020. Documentary proof shall be submitted.	
3	Audited documents like profit/loss statement / IT returns, for the last 3 years ending with 31.03.2020 should be submitted.	
4	<p>Party shall have executed similar works during the last three years ending with 31.03.2020 and shall submit the documentary proof for the same:</p> <p style="padding-left: 40px;">One Purchase Order for the value of Rs.16.00lakhs</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">Two Purchase Orders for the value of Rs.12.00 lakhs each</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">Three purchase order for the value Rs.8.00 Lakhs each.</p>	
5	Shall comply with the Minimum wages act, EPF, ESI, Bonus, etc. as per prevailing rates from time to time. Minimum wages of SDSC SHAR is enclosed in annexure-2 (Page No.19) of this tender document.	

PRICE BID FORMAT

(To be attached at price bid site in the e-procurement portal)

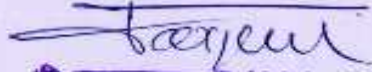
S.No	DESCRIPTION	
I	Estimated Number of work units in a year = 28,512 units	
II	Unit rate for each work unit (inclusive of Service provider Service Charge along with incidental expenses and GST). (Please Refer Section.7 (General Terms and conditions)) Rs.
III	Overall Total cost (Unit Rate × 28,512) ((S.No.II) × 28,512) Rs.

Price Break up details of Total Cost

S.No	DESCRIPTION	
1	Estimated Number of work units in a year = 28,512 units	
2	Basic rate for each work unit Rs.
3	Service provider service charge including the incidental expenses (..... % of S.No.2 (Basic rate of work unit)) Rs.
4	Unit rate for each work unit (Inclusive of Service provider service charge) (S.No.2 + S.No.3) Rs.
5	GST on unit rate (GST on S.No.4) Rs.
6	Gross unit rate (Inclusive of Service provider service charges + GST) (S.No.4 + S.No.5) Rs.
	Total cost of work units executed in a year (S.No.1 X S.No.6) Rs.

Annexure-2

WAGES APPLICABLE TO THE CONTRACT WORKERS IN SDSC SHAR W.E.F 01.04.2020							
S.No.	General Category		Wages payable per day (Minimum Wage) whichever is higher	Employer Contribution towards EPF@13%	ESI @ 3.25%	Deemed Wages to be paid to Contract Labours	Wages to be paid (Rounded)
1	Helpers/Attender/Watchman/ Hamali/Ayah and such other similar categories	Un Skilled	420	54.6	13.65	488.25	488
2	Safaikarmacharis	Un Skilled	425	55.25	13.81	494.06	494
3	Supervisor- General	Semi Skilled	502	65.26	16.32	583.58	584
4	Contract Draughtsman	Semi Skilled	502	65.26	16.32	583.58	584
5	Watch and Wards (With out arms)*		593	77.05	19.27	689.32	689
6	Contract Cook	Skilled	600	78	19.5	697.5	698
7	Contract Technician	Skilled	600	78	19.5	697.5	698
8	Contract Driver	Skilled	600	78	19.5	697.5	698
9	Contract Canteen Supervisor*	Highly Skilled	695	90.35	22.59	807.9	808
10	Contract Sci. Asst*	Highly Skilled	695	90.35	22.59	807.9	808
11	Contract Tech. Asst*	Highly Skilled	695	90.35	22.59	807.9	808
12	Contract Draughtsman (Diploma)*	Highly Skilled	695	90.35	22.59	807.9	808
13	Contract Library Asst.*	Highly Skilled	695	90.35	22.59	807.9	808
14	Data Entry Operator/ Contract Assistant	Skilled	600	78	19.5	697.5	698
Note	1]* Wages revised with effect from 01.04.2020 as per Central Govt orders issued on 06.05.2020 vide file no.1/VDA(3)/2020-LS-II 2]There is a change in EPF@11% for the months of May,June and July 2020						


 श्री कृष्णकुमार T. Krishnakumar
 प्रधान, का. एवं सा.प्र. Head, P&GA
 एसडीएससी शार SDSC SHAR



Satish Dhawan Space Center SHAR

Welcome, Materials Master (isro)

31 August 2017,
17:16:08 IST

[MAIN VIEW](#)

[HELP](#)

Preview For STANDARD TERMS AND CONDITIONS

Page Destination: Tender Header **Format Type :** Normal

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GOVERNMENT OF INDIA

DEPARTMENT OF SPACE

SATISH DHAWAN SPACE CENTRE

PURCHASE DIVISION

Tele No.08623-225023/225174/225127

Fax No.08623-225170/22-5028

e-Mail ID : hps@shar.gov.in, hasan@shar.gov.in, sselvan@shar.gov.in

STANDARD TERMS & CONDITIONS

1.OFFERS SHALL BE SENT ONLINE ONLY USING STANDARD DIGITAL SIGNATURE CERTIFICATE OF CLASS III WITH ENCRYPTION / DECRYPTION. THE TENDERS AUTHORISED ONLINE ON OR BEFORE THE OPEN AUTHORISATION DATE AND TIME ONLY WILL BE CONSIDERED AS VALID TENDERS EVEN THOUGH THE BIDS ARE SUBMITTED ONLINE.

2.THE TENDERER MUST AUTHORISE BID OPENING WITHIN THE TIME STIPULATED IN THE SCHEDULE BY SDSC SHAR. OTHERWISE THE ONLINE BID SUBMITTED WILL NOT BE CONSIDERED FOR EVALUATION. PHYSICAL COPY WILL NOT BE CONSIDERED EVEN THOUGH IT IS RECEIVED BEFORE THE BID SUBMISSION DATE.

In case of two-part tenders, parties shall submit their offers as follows:-

1) Part-I – Techno-commercial Bid

(No price details shall be mentioned in this bid and shall not upload the details of price along with the techno-commercial bid)

2) Part-II – Price Bid

In view of Two Part Tender, the Offers submitted contrary to above instructions will be summarily rejected.

3.In case, the tenderer is not interested to participate in the tender, the tenderer shall submit regret letter giving reasons, failing which future enquiries will not be sent.

4.**Offer Validity:** The validity of the offers / tenders should be 90 days (in case of single part tender) and 120 days (in case two part tender) from the date of opening of the tenders. Tenders with offer validity less than the period mentioned above, will not be considered for evaluation.

5.**GST** - GST and/or other duties/levies legally leviable and intended to be claimed should be distinctly shown separately in the tender. GST details are given below

GSTIN: 37AAAGS1366J1Z1

LEGAL NAME : SATISH DHAWAN SPACE CENTRE SHAR

VALIDITY FROM:29/08/2017

TYPE OF REGISTRATION:REGULAR

6.**Customs Duty** - SDSC-SHAR is eligible for 100% Customs Duty exemption as per Notification No. 050/2017 539 (b) Dt: 30.06.2017. This may be taken into account while quoting for import items, if any.

In case tenderers offering items considering customs duty exemption, they should also indicate the bill of materials and price, separately, with Customs Duty component and terms and conditions thereto.

8.**Advance Payment** - Wherever advance payment is requested, Bank Guarantee from any Nationalized Bank/Scheduled Bank should be furnished. In case of advance payments, if the party is not supplying the material within the delivery schedule, interest will be levied as per the Prime Lending Rate of RBI plus 2% penal interest.

Interest will be loaded for advance payments/stage payments as per the prime lending rate of RBI and will be added to the landed cost for comparison purpose. In case of different milestone payments submitted by the parties, a standard and transparent methodology like NPV will be adopted for evaluating the offers.

9.**Liquidated Damages** - In all cases, delivery schedule indicated in the Purchase Order/Contract is the essence of the contract and if the party fails to deliver the material within the delivery schedule, Liquidated Damages will be levied @ 0.5% per week or part thereof subject to a maximum of 10% of total order value.

10.**Performance Bank Guarantee** - Performance Bank Guarantee for 10% of the order value should be furnished in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till warranty period plus sixty days as claim period.

11. **Security Deposit** – Security Deposit for 10% of the order value is mandatory, if the ordered value is Rs.5.00 lakhs and above. Party shall furnish the Security Deposit in the form of Bank Guarantee from nationalized/scheduled bank or by Demand Draft valid till completion of the contract period plus sixty days towards claim period for faithful execution of the contract.

12. **BANK GUARANTEE FOR FIM:** Supplier has to submit Bank guarantee for equal value of Free Issue of Materials (FIM) issued by the Department from Nationalised / Scheduled Bank valid till receipt and acceptance of supply and satisfactory accounting of FIM plus sixty days as claim period.

13. The delivery period mentioned in the tender enquiry, IF ANY, is with the stipulation that no credit will be given for earlier deliveries and offers with delivery beyond the period will be treated as unresponsive.

14. The Department will have the option to consider more than one source of supply and final orders will be given accordingly.

15. The bidders should note that conditional discounts would not have edge in the evaluation process of tenders.

16. Non-acceptance of any conditions wherever called for related to Guarantee/ Warranty, Performance Bank Guarantee, Security Deposit, Liquidated damages are liable for disqualification.

17. Wherever installation/ commissioning involved, the guarantee/warranty period shall reckon only from the date of installation and commissioning.

18. Purchase/Price Preference will be extended to the MSMEs under the Public Procurement Policy for MSMEs formulated under the Micro, Small and Medium Enterprises Development Act, 2006 and instructions issued by Government of India from time to time. Vendors who would like to avail the benefit of MSME should clearly mention the same and submit all the documentary evidences to substantiate their claim along with tender itself.

19. The drawings, specifications, end use etc., given by the Centre/Unit along with the tender enquiry are confidential and shall not be disclosed to any third party.

20. **SPECIAL CONDITIONS FOR SUBMITTING QUOTATIONS IN FOREIGN CURRENCY BY THE INDIAN AGENTS**

The Tenderer should submit the following documents/information while quoting:-

a) Foreign Principal's proforma invoice/quote indicating the commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent.

b) Copy of Agency agreement with the Foreign Principal and the Indian Agent, precise relationship between them and their mutual interest in the business.

c) Registration and item empanelment of the Indian Agent.

d) Agency Commission will be paid only Indian Currency.

e) Compliance of the tax laws by the Indian Agent.

21. **High Sea Sales**- Against High Sea Sale transactions:

a. Offers shall be on all inclusive basis including delivery upto Sriharikota at the risk and cost of the supplier. Customs Clearance is the responsibility of the supplier and at his cost and risk.

b. 100% payment will be made within 30 days after receipt and acceptance of the items at our site.

c. GST as applicable

d. Customs Duty Exemption Certificate and other relevant documents required for Customs clearance will be provided.

e. High Sea Sales Agreement furnished by the supplier in accordance with the terms and conditions of our purchase order will be signed and issued by SDSC-SHAR.

22. The following information/ documents are to be submitted wherever applicable.

1. Product Literature

2. Core banking account number of SBI, RTGS Details

3. PAN No. in quotation and invoices

4. GST Registration details.

5. In case of MSME, registration details / documents from Competent Authority.

23. **EXCLUSION OF TENDERS**

The following tenders shall be summarily rejected from the procurement process

a. Tenders received from vendors who have not qualified in terms of their registration.

b. Tenders received against publishing of a limited tender in the CPP portal.

c. Tenders of vendors who have been removed from the vendor list or banned/debarred from having business dealings.

d. Unsolicited tenders from vendors.

e. The tenders which materially depart from the requirements specified in the tender document or which contain false information.

f. The tenders which are not accompanied by the prescribed Earnest Money Deposit.

g. The tenders of vendors who have not agreed to furnish Security Deposit, Performance Bank Guarantee and Liquidated Damages.

h. The validity of the tenders is shorter than the period specified in the tender enquiry.

i. The tenders received from vendors or their agents or anyone acting on their behalf, who have promised or given to any official of the Centre/Unit/Department, a gratification in any form, or anything of value, so as to unduly influence the procurement process.

j. The tenders received from vendors, who, in the opinion of the Centre/Unit, have a conflict of interest materially affecting fair competition.

k.The tenders received from Indian agents on behalf of their foreign Principals/OEMs (in cases where the Principals/OEMs also submit their tenders simultaneously for the same item/product in the same tender).

l.In case two or more tenders are received from an Indian agent on behalf of more than one foreign Principal/OEM, in the same tender for the same item/product.

m.If a firm quotes 'NIL' charges / consideration, the bid shall be treated as un-responsive and will not be considered.