

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/01/2019-2020**

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	SHAR CMD 2019 0 10406 e-procurement [Two Part basis]	Comprehensive Annual Maintenance Contract for AC and REF Units at SDSC SHAR, Sriharikota and Chennai for the period of Two years from 01.10.2019 to 30.09.2022	1 LS
02	SHAR SPP 2019 0 10564 e-procurement [Single Part basis]	Design, preparation of Fabrication, machining, supply, inspection and testing for Horizontal Support Structure for NDT Facility	1 No.
03	SHAR CMD 2019 0 10693 e-procurement [Two Part basis]	Supply, Installation, Testing, commissioning of Panel Boards and Sandwich Bus Trunking system	1 Lot
04	SHAR SC 2019 0 10721 e-procurement [Two Part basis]	Rate Contract for Hiring of Light Vehicles for the period of Two years	1 Lot
05	SHAR SC 2019 00 10779 e-procurement [Single part basis]	Services providing security services for three housing colonies of SDSC SHAR, Sullurupeta	1 Lot

Last Date for downloading of tender documents : 29.04.2019 at 16:00 hrs.  
Due Date for submission of bids online : 29.04.2019 at 16:00 hrs.  
Due Date for Bid Sealing on : 29.04.2019 at 16:01 hrs. to 29.04.2019 at 17.30 hrs.  
Due Date for Open Authorization : 29.04.2019 at 17.31 hrs. to 01.05.2019 at 17:00 hrs.  
Due Date for opening of tenders : 02.05.2019 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://eprocure.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.org](http://www.isro.org); ISRO e-procurement website <https://eprocure.isro.gov.in> and SDSC SHAR, Sriharikota website [www.shar.gov.in](http://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 **29.04.2019 at 1600 hrs.** and **last date for submission of tenders on line 29.04.2019 at 1600 hrs.** and **Tender Opening on 02.05.2019 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: 03.04.2019

Sr. HEAD, PURCHASE AND STORES

**ANNEXURE-1**  
**TERMS AND CONDITIONS**  
SHAR / CMD / 2019 01 0406

<b>WORK</b>	
	SERVICING AND MAINTENANCE OF WINDOW / SPLIT / MULTI SPLIT / VERTICAL SLIM SPLIT / CASSETTE TYPE/ TOWER / DUCTABLE SPLIT AIR CONDITIONERS / WATER COOLERS / REFRIGERATORS / WALK IN COOLERS / MORTUARY COLD STORAGE SYSTEM MORGUGE FREEZER BOX , AT SDSC SHAR / SULLURPETA AND CHENNAI, ISRO GUEST HOUSE .

<b>1.0</b>	<b>BRIEF DESCRIPTION OF LOCATION</b>
	Sriharikota Island (SDSC, SHAR) is located 100 KM North of Chennai, 18 KM away from Sullurpeta the nearest railway station. Sriharikota is well connected to the Chennai – Kolkata (NH5) national highway and is easily accessible. The equipments to be serviced / maintained by the maintenance agency are located in different facilities which are well connected by internal roads. Some equipments are located in Sullurpeta and about 105 units are located in Chennai city.

<b>2.0</b>	<b>TYPE OF SERVICE CONTRACT AND DETAILS OF ITEMS COVERED</b>
2.1	The service contract is a <b>Comprehensive Maintenance</b> Contract covering all spare parts, for the equipments listed in the enquiry. This also includes Remote for Split AC, Window AC including Battery cells, and water filter (POLY PROPELENE YARN FILTER AND ACTIVATED CARBON FILTER ) for Water coolers etc.,
2.2	The equipments are located in different facilities in an area of about 240 sq. KM. in Sriharikota.
2.3	The standard units are of different makes and capacity and all of them are to be serviced under this contract.
2.4	Multi-split air conditioners indicates two independent refrigeration systems i.e. one condensing unit with two compressors and two evaporator units.
2.5	Mortuary consists of a 3 Tier tray with a refrigeration capacity of 2.0 TR
2.6	(Age 1 to 5 years) indicates that the tenderer has to service the AC&R units for all the items / spare parts not covered under warranty given by the manufacturer. Generally compressors of Air conditioners are only covered under 5 year warranty by manufacturer. Please note that on 5 years warranty replacement by manufacturer, compressor fixing with the unit and Gas charging has to be done by the AMC contractor. Drinking Water coolers 1-5 years indicates age of the unit only. compressor of water cooler is covered under AMC , for item 19 i.e. drinking water coolers (capacity ranging from 15 Ltrs. to 150 Ltrs) (age 1-5 years)
2.7	(Age above 5 Years) indicates an all inclusive service contract for AC & R units including repair/replacement of Compressors.

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<b>3.0</b>	<b>TAKING OVER OF UNITS FROM THE DEPARTMENT FOR THE CONTRACT</b>
3.1	The service contract shall be valid for a period of <b>TWO YEARS</b> from the date of handing over of the units to the contractor. The units will be handed over for servicing either all the units at a time or in batches depending upon the requirements. Some of the units may be added during the currency of the contract. However, the two-year period will be counted from the date of first batch of units handed over for servicing. <b>The tentative date of commencement of contract is 01.10.2019.</b>
3.2	The process of handing over and taking over of units will be carried out directly by the Construction and Maintenance Group of the Air conditioning section with the approval of Head, CMD-AC.
3.3	The Department reserves the right to add any number of units for servicing / maintenance under this contract during the currency of the contract.
3.4	The units handed over for maintenance may be withdrawn by the Dept. from the service contract at any time on any ground, if felt not required to be serviced.

<b>4.0</b>	<b>HANDING OVER OF UNITS TO THE DEPARTMENT AT THE END THE CONTRACT</b>
	At the end of the contract period all the units should be handed over to the Department or its authorized agency in serviceable condition

<b>5.0</b>	<b>MAINTENANCE PROGRAMME</b>
<b>5.1</b>	Servicing of standard units shall confirm to relevant standards of the industry
<b>5.2</b>	The contract includes preventive and break – down maintenance.
<b>5.2.1</b>	<p style="text-align: center;">The servicing shall include :</p> <ul style="list-style-type: none"> <li>i)The water storage tank of water coolers and POLY PROPELENE YARN FILTER AND ACTIVATED CARBON FILTER type filters of the water line are to be cleaned once in fifteen days.</li> <li>ii) The filter element of filters are to be replaced and when they are found unserviceable and as directed by Head ,CMD-AC.</li> <li>iii) Necessary water inlet connection from the Dept. Supply point to the water cooler and necessary drain line to the nearest drain point shall be in the contractors scope</li> </ul>

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<b>5.2.2</b>	<p><u>Monthly</u></p> <ol style="list-style-type: none"> <li>1. Lubrication of all motor bearings.</li> <li>2. Cleaning of all filters.</li> <li>3. Checking of the grill temperatures in the case of air conditioners.</li> <li>4. Checking of excessive vibrations of the machinery &amp; equipments.</li> <li>5. Checking the soundness and safety of electrical connections.</li> <li>6. Checking of voltage and current.</li> <li>7. Polishing of decorative cabinets and grills.</li> <li>8. Periodic checking of all the controls including replacement of defective / faulty controls.</li> </ol>
<b>5.2.3</b>	<p><u>Quarterly</u></p> <p>In addition to the monthly maintenance as described above, the contractor shall under take cleaning of units internally and externally, scraping of rusted parts and necessary painting and as directed by the Head CMD-AC.</p>
<b>5.2.4</b>	<p><u>Yearly</u></p> <ol style="list-style-type: none"> <li>1. In addition to the above the contractor shall under take removing of the units from its Location, dismantling the various components of the unit clearing, tinkering, testing, assembling, repainting and re installation at their respective places. Units may have to be taken to the work shop as directed by the Head , CMD -AC.</li> <li>2. In all air conditioners the running capacitors /starting capacitors are to be electrically checked for required values and to be replaced with burst proof capacitors where ever necessary with concurrence of departmental staff.</li> <li>3. In all air conditioners the defective insulation in refrigerant lines / leakages in drain pipes are to be replaced</li> <li>4. Painting of fins for cooling coils/ condenser coils with polyurethane based paint.</li> </ol>
<b>5.3</b>	<p>Maintenance / Service card is to be printed by the Contractor in the format stipulated and the same is to be maintained by them in respect of each unit at no extra cost.</p>
<b>5.4</b>	<p>Contractor shall plan for execution of jobs as desired by the Department and submit the job plan to Department.</p>
<b>5.5</b>	<p>The contractor shall co-ordinate with SDSC, SHAR for jobs as well as other related matters.</p>

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<b>6.0</b>	<b>REPLACEMENT OF DEFECTIVE COMPONENTS</b>
<b>6.1</b>	Contractor shall satisfy himself about the specification and adequacy of the Components, parts while replacing the same.
<b>6.2</b>	<p>REPLACEMENT OF DEFECTIVE COMPRESSORS: All the compressors are of hermetically sealed reciprocating and rotary type and of different makes. The defective compressors during servicing shall be replaced with compressors repaired through the respective manufacturers only.</p> <p><b><u>IMPORTANT:</u></b> <b>Locally repaired compressors will not be accepted. Necessary certificate from the manufacturer shall be furnished to department in this regard</b></p>

6.3	<p>The rewinding / repairs in respect of various fan motors</p> <p>The rewinding / repairs in respect of various fan motors of the appliances shall be carried out by a competent agency for quality assurance.</p> <p><b><u>IMPORTANT:</u></b> <b>The successful tenderer shall furnish all the details of the agency, to the department, for qualifying the capacity and competency of agency by Department for carrying the job indicated under this contract.</b></p>
6.5	Consumables like refrigerant, lubricating oil etc. and 10% of fast moving spares should be stocked at the work shop at SDSC SHAR, Sriharikota
6.6	The details of spare parts replaced / repairs undertaken for each unit shall be prepared and submitted along with monthly bills.

<b>7.0</b>	<b>TRANSPORTATION OF COOLING APPLIANCES</b>
	Transportation of cooling appliances from site to Contractor's workshop and back to site will be at sole risk and cost of the contractor for the damages caused in transit. The rates quoted shall include all the incidents like transportation of the units from site to workshop and vice-versa wherever necessary. Jeep with trailer: 1 No, to be stationed in Sriharikota during entire period of contract

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<b>8.0</b>	<b>COMPLAINT MANAGEMENT</b>
8.1	Necessary recording of complaints and job attended shall be maintained. Details shall be the date of complaint, name of the complainant, spare parts replaced, date of completion . This shall be produced to the department as and when required .
8.2	The Contractor shall take up the job as per work requirements immediately and complete the same without any delay what so ever. The contractor shall possess all the tools and fixtures including testing instruments like Tong Tester, Multi meter, Thermometer etc, and shall also make them available for carrying out the jobs
8.3	The contractor shall ensure that the air conditioning facility would not suffer at any time and the contractor shall make alternate arrangement, in case there is any delay in repairing the defective compressors and other components. In case there is a delay in rectifying the problem of the unit/making alternate arrangements for more than a week from the date of the receipt of the complaint, notice will be served by the Department to the contractor and necessary amount will be deducted from the monthly bill on a pro-rata basis. The decision of the Head CMD-AC shall be final and binding on the Contractor. Due to any reason ,complaint is pending for rectification ,for delay beyond a week, the penalty will be levied. For non replacement of compressor it is Rs. 2000/ per complaint ,For non replacement of fan motor it is Rs 1000/ per complaint and other complaint it is Rs.500/- per complaint.
8.4	The contractor should keep as stand by 3 Nos. of sealed compressors and 4 Nos. fan motors suitable for various units at SDSC SHAR, SRIHARIKOTA.

<b>9</b>	<b>DEPLOYMENT OF QUALIFIED DIPLOMA HOLDER , SR. TECHNICIAN , TECHNICIANS AND HELPERS, OFFICE CLERK</b>
9.1	Qualified Diploma Holder , Sr. Technician for workshop , Technicians and Helpers, are to be stationed by the contractor at sriharikota during the entire period of the contract. The contractor should keep one Qualified Diploma Holder with one year experience, <b>NINE air conditioning / refrigeration technicians</b> and <b>NINE helpers for site, one senior technician with one helper at repair shop, one office clerk</b> for maintaining the service records for maintaining the units in SDSC SHAR.
9.2	Qualified Diploma Holder in Mechanical Engineering with one year experience , Ref. Mechanic with minimum three year experience and after qualifying by Department are to be deployed for carrying the job indicated under this contract
9.3	The contractor has to make his own arrangements for transport of his personnel . Scooter / <b>Moped / motor cycle: 10 Nos.</b> are to be stationed in Sriharikota during entire period of contract for attending the complaints/servicing/maintenance of units.

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9.4	The CAMC staff shall be available in SDSC SHAR on 6 day working per week pattern, irrespective of SDSC SHAR Holidays. Minimum staff shall be deployed , after 1730 Hrs, on working days and also on Saturdays and Sundays , for attending urgent complaints.
9.5	The Contractor shall furnish the details of personnel who shall under take the job at site for obtaining Department's clearance. Minimum wages act and industrial regulations applicable to the staff deployed for the subject work , shall be followed. Also, the contractor has to satisfy the EPF and ESI Acts as amended from time to time.
9.6	The wages for CAMC staff shall be paid on or before 6 <sup>th</sup> of every month, irrespective of monthly bill received from department.
9.7	The contractors representatives shall observe all the disciplinary and safety codes as applicable at the premises of the SDSC, SHAR / Department including wearing of uniform and safety shoes.
9.8	The Contractor has to make his own arrangements for Transport, Lunch, Dinner etc.
9.9	<b>Due to any reason if Qualified Diploma Holder / Sr. Technician /Technician/ Helper As stipulated above , is not stationed, penalty will be levied at rate of Rs 10000 for Engineer / Rs 8,000/- per month for Sr Technician /technician and Rs 5,000/- for month for helper / office clerk</b>

<b>10</b>	<b>Department scope for the contract</b>
10.1	A centrally located small workshop with the following equipment will be made available to the contractor. No rental charges are proposed either for the building or for the equipment.
10.1.1	<u>List of equipment proposed to be made available to the contractor for use during the contract period.</u> Gas welding set with gas : 1 Set. The above equipment should be returned to the department at the end of the contract period, in good serviceable condition.
10.1.2	Electricity charges will be recovered at prevailing rates of Andhra Pradesh. Transmission corporation .
10.2	Telephone connection, at the work shop will be provided on chargeable basis at such rates as may be decided by the department
10.3	The Contractor has to make his own arrangements in regard with the accommodation / Telephone connection at Sullurpeta.
10.4	Nitrogen for leak test, Oxygen and acetylene gas for brazing purpose will be made available by the department at free of cost to the tenderers. The tenderers shall make necessary arrangement for collection it from central stores of the department, is under the scope of the Tenders

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<b>11</b>	<b>PAYMENT</b>
	The contractor shall raise the invoices in triplicate, enclosing the work completion certificate / test certificate duly certified by the Construction Maintenance Division's representative, at various locations. The work completion / inspection certificate should clearly indicate the job, carried out, and all the relevant information. The invoices raised shall be submitted to the Group Director / Construction Maintenance Group, SDSC, SHAR or his authorized representative for checking, verification of the work attended and amount billed. The payment will be made once in a month on pro-rata basis for the actual work done in the preceding month on submission of certified bills
<b>12.0</b>	<b>Eligibility criteria: Capacity, Expertise and experience requirement of the tenderer for quoting for this work.</b>
<b>12.1</b>	<p>The tenderer shall have expertise and experience in the field of CAMC for servicing and maintenance of standard refrigeration and air-conditioning units, namely window ACs, split ACs, Multi split ACs, Ductable split ACs, Water coolers, Refrigerators ,Walk-in-cooler etc., The tenderer shall have completed CAMC for servicing and maintenance of standard refrigeration and air-conditioning units of similar nature of work and magnitude, in the past 7 years.</p> <p><b><u>Similar nature of work means</u></b> CAMC for servicing and maintenance of standard refrigeration and air-conditioning units , namely window ACs, split ACs, Multi split ACs, Ductable split ACs, Water coolers, Refrigerators ,Walk-in-cooler etc.,</p> <p><b><u>Similar Magnitude of work means:</u></b></p> <p>One work costing not less than Rs. 133.00 Lakhs.  Or  Two works costing not less than Rs. 83.00 Lakhs.  Or  Three works costing not less than Rs. 67.00 Lakhs</p> <p><b>Note: <u>Completion certificate shall be enclosed for the works completed by the tenderer.</u></b></p>
<b>12.2</b>	Should have had average annual financial turn over not less than Rs. 50.00 Lakhs, during the last Three years, ending 31st March of the previous financial year.( certified copy from Chartered Accountant shall be furnished ,for the annual financial turn over and balance sheet showing profit and loss)
<b>12.3</b>	Copy of EPF Registration, <b>ESI Registration, Labour Registration</b> shall be submitted.



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<b>13</b>	<b>Submission of quotations ,validity of rates quoted, furnishing of EMD</b>
13.1	The tenderer shall quote unit rates per TWO YEARS for each item of equipment
13.2	The <b>rates to be quoted</b> by the vendors shall be valid for a period of <b>TWO YEARS</b> from the date on which the units are handed over for servicing and maintenance. The rates shall be firm, fixed and Non- revisable and <b>shall be extendable further one year by mutual agreement with department and contract agency.</b>
13.3	The tenderers shall submit quotations in two parts i.e., part –I: Technical and commercial and part –II : price/rates. Both parts shall be submitted in separately sealed covers. Clearly indicating part – I and Part – II. Deviations, if any is noticed in technical and commercial terms, part –II cover (Price bid) will be opened only after clarification and acceptance of deviations by the Department on technical and commercial terms.
13.4	<u>An amount of Rs 1,50,000/- is required to be paid by the vendor towards EMD at the time of bidding for the work. The EMD shall be furnished in the form of Account payee demand draft drawn in favour of “ Accounts officer, SDSC SHAR, payable at Sriharikota .</u>  <b>Central PSUs/PSEs/ Autonomous Bodies, Micro&amp; Small Enterprises ,KVIC, National Small Industries Corporation etc., are exempted from the payment of EMD. E-Procurement vendors are exempted from the payment of EMD.</b>
<b>14</b>	<b>Submission of information for the Questionnaire</b>
	The information required by us as per Annexure-II (Questionnaire) shall be submitted by the tenderers with the quotations. Tenders received from tenderers without proper confirmation/ information on each point of questionnaire/terms and conditions will not be considered.
<b>15</b>	<b>SECURITY DEPOSIT FOR THE CONTRACT</b>
	The successful tenderer shall deposit 10 % of PO. Value with department as security deposit, the form of Bank Guarantee for due and proper performance. . The Security deposit will be released after due fulfillment of the terms of the contract , with a claim period of 60 days and will not bear any interest.

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<b>16</b>	<b>CHANGE OF LOCATION OF UNITS</b>
	About 5 to 10 % of the units under service contract may require change of location during the currency of the contract. The Contractor shall arrange to remove, transport and reinstall the same as required by the Department. Necessary civil and electrical works will be arranged by the department at free of cost to the contractor

<b>17</b>	<b>TERMINATION OF CONTRACT</b>
	The contract is liable to be terminated if the work is not carried out as per the terms and conditions stipulated in the contract and the decision of the department in this regard is final and binding on the Contractor.

NOTE: Tenderers are advised to visit the site before submission of quotation to take note of quantum of work

**ANNEXURE – II**

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**PRE – QUALIFICATION DOCUMENT IS INVITED FOR THE FOLLOWING COMPREHENSIVE ANNUAL MAINTENANCE WORK**

Comprehensive maintenance of standard air conditioning and refrigeration equipment for the quantities (Approx.) given below :
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<b>Sl.no</b>	<b>Description</b>	<b>Total</b>
1	Window AC 1.5 / 2.0 TR (Age 1-5 Years)	<b>01</b>
2	Window AC 1.5 / 2.0 TR (Age above 5 Years)	<b>425</b>
3	Split AC 1.5 / 2.0 TR (Age 1-5 Years)	<b>545</b>
4	Split AC 1.5 / 2.0 TR (Age above 5 Years)	<b>1410</b>
5	Multi Split AC 3.0 TR (Age 1-5 Years)	<b>1</b>
6	Multi Split AC 3.0 TR (Age above 5 Years)	<b>28</b>
7	Vertical Slim Line Split AC 3.0 TR ( 2 x 1.5 TR single phase compressors) (Age above 5 Years)	<b>4</b>
8	Cassette TYPE AC 3.0 TR ( 1 No compressor, three phase) (Age above 5 Years)	<b>16</b>
9	Cassette TYPE AC 1.5 / 2.0 TR ( 1 No compressor, single phase) (Age above 5 Years)	<b>20</b>
10	Multi Split AC 2.0 TR (Age above 5 Years)	<b>12</b>
11	Split AC 1.0 TR (Age above 5 Years)	<b>20</b>
12	Tower AC 3.0 TR ( 1 No compressor, three phase) (Age above 5 Years)	<b>106</b>
13	Ductable Split AC 1.5 TR / 2.0 TR ( 1 No compressor, single phase) (Age above 5 Years)	<b>6</b>
14	Ductable Multi Split AC 3.0 TR ( 2 x 1.5 TR single phase compressors) (Age above 5 Years)	<b>7</b>
15	Ductable Split AC 3.0 TR to 5.5 TR ( 1 No compressor, three phase) (Age 1-5 Years)	<b>6</b>
16	Ductable Split AC 3.0 TR to 5.5 TR ( 1 No compressor, three phase) (Age above 5 Years)	<b>7</b>
17	Refrigerator (Capacity ranging from 50 Ltrs to 380 Ltrs ) (Age 1-5 Years)	<b>10</b>
18	Refrigerator (Capacity ranging from 50 Ltrs to 380 Ltrs ) (Age above 5 Years)	<b>50</b>
19	Drinking water cooler (Capacity 15 Ltrs - 150 Ltrs) (Age 1-5 Years)	<b>45</b>
20	Drinking water cooler (Capacity 15 Ltrs - 150 Ltrs) (Age above 5 Years)	<b>122</b>

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**PRE – QUALIFICATION DOCUMENT IS INVITED FOR THE FOLLOWING COMPREHENSIVE ANNUAL  
MAINTENANCE WORK**

<b>Sl.no</b>	<b>Description</b>	<b>Total</b>
21	Walk in cooler ( 1 No compressor, three phase) , (Age above 5 Years)	<b>4</b>
22	Walk in cooler ( 1 No compressor, single phase) , (Age above 5 Years)	<b>1</b>
23	Bottle cooler	<b>1</b>
24	Morgue Freezer Box	<b>1</b>
25	Mortuary cold storage	<b>2</b>
26	Casette TYPE AC 1.5 / 2.0 TR ( 1 No compressor, single phase) (Age 1-5 Years)	<b>10</b>
27	Casette TYPE AC 3.0 TR ( 1 No compressor, three phase) (Age 1-5 Years)	<b>4</b>
28	Ductable Split AC 8.75 TR ( 2 Nos. x three phase compressor,) (Age above 5 Years)	<b>1</b>
29	Tower AC 3.0 TR ( 1 No compressor, three phase) (Age 1- 5 Years)	<b>6</b>
30	Servicing charges for installation of Window Air Conditioners (one time Job)	<b>30</b>
31	Servicing charges for installation of Split Air Conditioners (one time Job)	<b>40</b>
32	Servicing charges for installation of Multi Split Air Conditioners (one time Job)	<b>10</b>

Currency of contract : 02 Years

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**PRE – QUALIFICATION DOCUMENT IS INVITED FOR THE FOLLOWING COMPREHENSIVE ANNUAL  
MAINTENANCE WORK**

<b>QUESTIONNAIRE</b> <b>(To be submitted on letter head)</b>		
1	Name & Address of Tenderer (including phone/Fax details)	
2	Type of company (Limited, Private Ltd partnership or otherwise)	
3	Management details	
4	Main Business of the Tenderer	
5	No. of Engineers Employed in the company specifically for maintenance work at out station (With qualifications and Experience of personnel)	
6	No. of Technicians Employed by the Tender continuously for the last 3 years for out station maintenance works (with qualifications and experience)	
7	No. of Comprehensive maintenance contracts successfully Executed during the last 7 years with details like address of the customers, value of contracts , quantity and type of equipment maintained, period of contract and all other relevant particulars to qualify the tenderers for this work. <b>Enclose completion certificates for the CAMCs successfully Executed during the last 7 years.</b>	
8	No. of comprehensive maintenance contracts now being Carried out with details like address of customer value of The contracts etc., as indicated against Sl.No.7.	
9	Equipment (Furnish only the existing available infrastructure) :	
9.1	Brazing sets	
9.2	Vacuum pumps	
9.3	Welding machines	
9.4	Tinkering / sheet metal fabrication machines	
9.5	Refrigerant charging kits, servicing machinery/ tools, painting facility etc.,	

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**PRE – QUALIFICATION DOCUMENT IS INVITED FOR THE FOLLOWING COMPREHENSIVE ANNUAL  
MAINTENANCE WORK**

<b>QUESTIONNAIRE</b> <b>(To be submitted on letter Head)</b>		
9.6	Jeep/Van/Auto Rickshaw with trailer and 2 Wheelers With their RC copies that can be deployed at Sriharikota Exclusively to carry out the above maintenance work. The Minimum require vehicles are four wheelers Jeep/ with trailer No 1 No., 2- wheeler : 10 Nos.	
9.7	Details of Income Tax, Sales Tax, Verification certificates : Enclosed with these documents	
9.8	Details of average annual financial turn over not less than Rs. 50.00 Lakhs, during the last Three years, ending 31st March of the previous financial year. Enclose certified copy from Chartered Accountant shall be furnished ,for the annual financial turn over and balance sheet showing profit and loss	
9.9	Details of EPF Registration and enclose document.	
10	Confirm provision is made in the offer for deploying the Following minimum staff at SDSC SHAR.	
10.1	Qualified Diploma Holder with one year experience – 01 No	
10.2	Trained Air conditioning / Refrigeration Technicians - 09 Nos	
10.3	Helpers to assist the Technicians -09 Nos	
10.4	One office clerk for maintaining the service record for maintaining the units in SDSC SHAR.	
10.5	One senior technician with one helper at repair shop	

I/We declare that information furnished are complete all respect to justify our status and there will be no necessary to cal for any additional information to bridge any gap.

I/We declare that information's furnished in the tender documents are true and correct in all respects and I/We shall avoid by the commitments made in this tender documents.

Authorized Signature :

Station :

Name & Designation :

Date :

Name & address of the tenderer :

**NOTE: TENDERERS MAY FURNISH THE ABOVE DETAILS IN SEPARATE SHEET FOR EACH PART IF THE SPACE IS NOT SUFFICIENT. PLEASE NOTE THAT ALL THE POINTS ARE TO BE ANSWERED.**



## Satish Dhawan Space Center SHAR

Welcome, Materials Master (isro)

31 August 2017,  
17:16:08 IST

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### 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**

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#### 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.