

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/02/2019-2020

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 SPP 2018 0 10079 e-procurement [Two Part basis] PTFE	Coating of S139 Twin Segment Casting Fixtures	1 LS
02	SHAR SC 2019 0 10268 e-procurement [Two Part basis]	Children Play Items	1 LS
03	SHAR CMD 2019 0 10371 e-procurement [Two Part basis]	Supply of 11KV, 3 Core x 120 Sq.mm HT-Armoured Aluminum Cables	3 KM
04	SHAR SC 2019 0 10377 e-procurement [Two Part basis]	Planning and Execution of Mosquito control works in colonies and peripheral areas of colonies at Sriharikota and Sullurupeta of SDSC SHAR for a period of TWO years from 01.09.2019 to 31.08.2021	2 Years
05	SHAR SPP 2019 0 10666 e-procurement [Two Part basis]	Design, Manufacture, Supply, Erection & Commissioning of EoT Cranes	1 Lot
06	SHAR SHPS 2019 0 10672 e-procurement [Two part basis]	Operating and Maintenance of Range Guest House Consisting of 9 Guest Houses i.e., Bhaskara, Rohini Kalpana, Aditya, Chandrayan, Narmadha, Nakshatra, Aryabhata, D-1, D-II & D-III Hangers with their respective Kitchen in Godhavari, Rohini & Kalpana for the period of TWO years.	2 Years
07	SHAR SHPS 2019 0 10673 e-procurement [Two part basis]	Operating and Maintenance of Aryabhata Kitchen & Dining and Narmada Guest House Dining for the period of TWO years.	2 Years
08	SHAR SPP 2019 0 10698 e-procurement [Two Part basis]	Explosive Body Construction on Light Vehicle Chassis.	1 Lot
09	SHAR CMD 2019 0 10832 e-procurement [Two Part basis]	Supply, Installation, Testing & Commissioning of 160kVA UPS Systems with VRLA SMF Batteries, Automatic voltage Regulators & Isolation Transformers	2 Nos.

Last Date for downloading of tender documents : 07.05.2019 at 16:00 hrs.
Due Date for submission of bids online : 07.05.2019 at 16:00 hrs.
Due Date for Bid Sealing on : 07.05.2019 at 16:01 hrs. to 07.05.2019 at 17.30 hrs.
Due Date for Open Authorization : 07.05.2019 at 17.31 hrs. to 09.05.2019 at 17:00 hrs.
Due Date for opening of tenders : 10.05.2019 at 14:30 hrs.

Instructions to Tenderers:

No tender fee shall be applicable for tenders submitted through EGPS

- For full details/scope of work and terms and conditions etc., please see the enclosed annexures.
- 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.**
- Tender documents are also available on ISRO website www.isro.gov.in ISRO e-procurement website <https://eprocure.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.
- Quotations received after the due date/time will not be considered.
- The tender documents are available for download upto **07.05.2019 at 1600 hrs.** and **last date for submission of tenders on line 07.05.2019 at 1600 hrs. and Tender Opening on 10.05.2019 at 14:30 hrs.**
- Sr. Head, Purchase and Stores, SDSC-SHAR, Sriharikota reserves the right to accept or reject any/or all the quotations.

DT: 10.04.2019

Sr. HEAD, PURCHASE AND STORES



**Government of India
Department of Space
Satish Dhawan Space Centre**

**Annual Service Contract for Operation and Maintenance of Aryabhata Canteen at
Satish Dhawan Space Centre, SDSC SHAR, Sriharikota-524124**

Preamble:

“SDSC SHAR” [Satish Dhawan Space Centre SHAR, is located at Sriharikota, SPSR Nellore-AP. The purpose of this request for proposal (RFP) is to solicit proposals from eligible entities for the provision of Catering Services at Aryabhata Canteen SDSC SHAR.

The Service Provider shall submit their offers as specified in the Invitation to Tender [ITT].

- Scope of Work as per **Annexure A.**
- Rate fixed by SDSC SHAR (non negotiable) as per **Annexure B.**
- Service Provider undertaking with regard to Qualification of work force as per **Annexure-C.**
- Service Provider Details as per **Annexure-D.**
- Service Provider Declaration Form as per **Annexure-E.**
- Service Provider Declaration stating that no court case is either pending/or being contemplated against the Proprietor or Company as per **Annexure-F.**
- Service Provider has to submit Compliance Statement as per **Annexure-G.**
- Service Provider has to submit Price Bid as per **Annexure-H** and the same shall be uploaded in ebid.
- This is a Two Part Tender. Please quote in two parts. Special Instructions for 2 Part Tender as per **Annexure-I.**
- Service Provider has to pay wages to his work force as per **Annexure-J.**
- Secrecy and Non-Disclosure Agreement as per **Annexure-K.**
- Qualifications and experience needed for various categories of staff are detailed in **Annexure-J.**

2.0 Eligibility Conditions:

1. Shop Establishment Valid Certificate.
2. Contractor should have valid FSSAI certificate for running Canteen/Mess Services.
3. The service provider shall have the recent experience of 3 years for providing Canteen/Mess in a Govt. Sector/PSUs/Educational Institutions including schools & colleges/Private Institutions/Restaurants of repute and should have successfully completed.

Three similar completed works costing not less than Rs. 30,00,000.00

(or)

Two similar completed works costing not less than Rs. 45,00,000.00

(or)

One similar completed works costing not less than Rs. 60,00,000.00

4. Shall have the turnover of Rs.50,00,000.00 [Fifty Lakhs] per annum on an average for the last 3 years.

5. Bids received from micro and small enterprises , the eligibility criteria will be relaxed on prior turnover and prior experience subject to meeting of quality and technical specifications as per the guidelines issued by public procurement policy
6. Undertaking for not ever been blacklisted by the Govt. /Non Govt. Agency as per format provided in the tender document.
7. Having the EPF Registration.
8. Having the ESI Registration.
9. Submitted IT return for the last 3 years.
10. Self attested documentary evidence submitted for the above.
11. Having the GST Registration.
12. A demand draft of Rs.1,00,000/- (Rupees One Lakh only) to be deposited as Earnest Money Deposit in favour of "Senior Accounts Officer, SDSC SHAR, Sriharikota" along with tender.
13. In Technical bid, price not to be mentioned, If any price is mentioned in Technical/commercial documents, the bid will be treated as Invalid.

3.0 Quality & Hygiene to be provided by the Service Provider:

- Preparation of food items by using the standard quality branded materials as approved by the Department.
- Generally South Indian food shall be prepared and served. However, on demand the service provider should be able to prepare and serve non-vegetarian, continental, Asian dishes etc.
- Serving of food items to be done as per approved rates of SDSC SHAR.
- Maintain high standard of cleanliness in the kitchen, utensils, dining tables, serving plates, glasses etc., with relevant cleaning agents and in hygienic condition.
- Removal of crockery items, plates, glasses etc., from the dining hall immediately and washing by using appropriate cleaning materials, wiped and stacked properly.
- Maintenance of stock register for material, Kitchen equipment's, utensils, crockery, cutlery items etc., provided by the Department. Contract Manager is empowered to verify the records and items from time to time.
- The utensils shall have to be maintained sparkling clean at all time.
- The oil that remains from deep frying at the end of the day shall have to be disposed off and shall not be recycled for the purpose of cooking again.
- The contractor shall ensure that only hot food is served to the Guests. Complaint, if any, in this regard shall be viewed seriously.

4.0 Terms and Conditions:-

- 4.1 The Service Provider shall be bound by the details furnished by him/her to SDSC SHAR while submitting the tender or at subsequent stage. In case, any of such document information furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of the Contract.
- 4.2 The Service Provider should have executed Food and Catering/Canteen Services Contract in ISRO or from reputed Central/State/Autonomous Institutions/Agencies for a total duration of at least three [03] years. **Proof of the same need to be furnished along with the Technical Bid. Failing to comply with this condition, your offer will not be considered for evaluation.**

- 4.3 ***The Contract is valid for a period of 24 months and further extendable by one more year on mutual consent on the same terms and conditions and subject to satisfactory performance.*** The Service provider reserve the right to curtail the period of the Contract upon mutual consent by giving 30 days prior notice. .
- 4.4 ***The services shall be reviewed by a Committee comprising of representatives from Administration, Purchase and Accounts & report shall be submitted to Controller, SDSC SHAR.*** The Service Provider shall fill the Service Charges in both figures and words correctly and the same shall not be left blank[Annexure-J].
- 4.5 The Service Provider who has been awarded with the Contract shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Contract to any other agency/firm/person without the prior written consent of SDSC SHAR.
- 4.6 The Character and Antecedents of the workforce deployed shall be got verified through record check by the Service Provider from the concerned Police Authorities, and submit the Original Police Report to SDSC SHAR as and when insisted upon by SDSC SHAR. **The expenditure incurred if any, has to be borne by the Service Provider.**
- 4.7 SDSC SHAR being a High Security Area, the successful Service Provider will be required to follow the security requirements such as possessing a valid Pass/ID card for the workforce while entering the campus, maintaining high order of discipline while on duty and ensuring that only the workforce whose character and antecedents are verified beforehand are employed.
- 4.8 The successful Service Provider shall identify and nominate **a co-ordinator** who would be the Focal Point for SDSC SHAR **to ensure providing uninterrupted work force** for satisfactory performance of the Contract; **the Service Provider should take care of this aspect while submitting the quotation.**
- 4.9 For security reason the successful Service Provider shall furnish the names and residential address of workers / workforce they intend to deploy for the Maintenance of Aryabhata Canteen immediately after receiving the Work Order/Contract. If there is any addition or deletion of worker subsequently, their names and their addresses also shall be furnished. The residential address shall be provided to focal point, SDSC SHAR.
- 4.10 It shall be the responsibility of the Service Provider to ensure the conduct of the work force and certify the bonafide of the contract labourers engaged by him and he will ensure the periodical medical examination for the work force and copy of the report should be forwarded to Administrative Officer, SDSC SHAR, for necessary action. **The expenditure incurred towards Medical Examination has to be borne by the Service Provider.**
- 4.11 Experienced/Professionals with good infrastructure and Manpower having expertise to Maintain Aryabhata Canteen only need to apply.
- 4.12 The Service Provider shall comply with the statutory rules connected with Food Control Act, Contract Labour [Registration and Abolition Act] 1970 and Central Rules 1971. Employees Provident Fund Act, Employees State Insurance Act, Minimum Wages Act, Payment of Wages Act, Workmen's Compensation Act and shall attach necessary registration documents whenever called for.

- 4.13 The Service Provider shall run the catering with high degree of standard, hygiene and cleanliness in the kitchen. Cooking and serving of hygiene food as per the menu provided by Sr. Admin Officer, PR, SDSC SHAR or any authorized Officer at the mutually approved rates.
- 4.14 The crockery/cutlery items will be supplied to the Service Provider by SDSC SHAR and the same shall be handled carefully. All these items are to be properly accounted and returned to SDSC SHAR with proper acknowledgement.
- 4.15 Electricity used for kitchen purposes shall be separately metered and charged from the Service Provider.
- 4.16 All provisions, groceries, vegetables etc. required for cooking as per the approved menu should be procured and kept in stores in advance and it should not be lesser than one month at the cost of service providers. Contract Manager or his representative will carry out periodical checks to ensure quality of provisions/vegetables being procured for cooking by the Service Provider.
- 4.17 Proper storage of grocery in stores and walk in coolers should not get any cross contamination.
- 4.18 The Service Provider's employees always should be in decent uniforms on duty supplied by the Service Provider and punctual.
- 4.19 All the canteen staff shall be free from contagious diseases and should be medically declared fit to undertaken food handling. Their medical report should be submitted to the Sr.AO/ PR, P&GA-II,SDSC SHAR every six months. Only those who are medically fit shall be allowed to work in kitchen/dining halls. **One category of staff shall not be used or deployed for other jobs.**
- 4.20 The Contractor is required to prepare standard recipe and weekly-menu for all the services and the same should be approved by the Contract Manager. The Contractor is also responsible for ensuring the quantity and quality of food supplied to the Guest.
- 4.21 The Service Provider shall serve Breakfast/Lunch/Dinner etc. to the occupants of Narmada Guesthouse which is situated adjacent to the Aryabhata Canteen on demand.
- 4.22 The Service Provider shall operate from 0600 hrs to 2200 hrs. Running the Canteen beyond 2200 hrs shall be carried out only with the prior permission of Contract Manager.
- 4.23 Facility of payment by Credit/Debit cards, UPI shall be made available by the Service Provider.
- 4.24 The contractor shall pay bonus to his eligible employees in accordance with provision of payment of bonus act. He shall keep and maintain registers as prescribed under payment of Bonus Act and shall produce the same before authorised officers (Principal Employer) of the Department.
- 4.25 It is the responsibility of the Contractor to pay wages to their employees even if minor delays occur in clearance of bills by Department due to invalid bills/delay in submission of bills without proper supporting documents. In case of any delay in release of payment from the Department, the Contractor shall pay salary to his employees before 7th of every month.

4.26 The Contractor shall obtain adequate insurance policy in respect of his workmen to be engaged towards compensation as admissible under the Workmen's Compensation Act 1923 & Rules framed there and upon death/disablement of a worker.

4.27 Complaints co-ordination:

Complaints registration and follow up for faulty rectification with the concerned Division of the Centre listed below shall be the responsibility of the contractor.

Civil, Electrical. & A/C, RO Water - Construction and Maintenance Division.(CMD)

Public Health/Sanitation - Medical & Public Health division.

External bush clearance - EF & HD Division

In case, the complaints are not attended to within the reasonable time, the same has to be brought to the notice of Senior Administrative Officer, PR.

5.0 Liabilities, Control etc. of the work force deployed:

5.1 The Services of workforce will be required on all days(365), without any interruption in the deployment of workforce. The number of working days in a month for the workforce shall be Maximum 26 days. However, daily wage is admissible for a National Holidays falling on a working day.

5.2 The Wages are worked out for Eight [08] Hours duty per person per day.

5.3 The Service Provider shall employ in running the canteen only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well-behaved and rule compliant.

5.4 No female Employee shall be allowed to work in the canteen during night i.e. 20:00 hrs to 06:00 hrs.

5.5 The Service Provider shall neither employ any child labour nor any worker who is below 18 years of age.

5.6 The workforce deployed shall reach the work spot well in time and strictly follow the rules and regulations regarding safety, security and discipline of this office.

5.7 The workforce engaged shall attend for duties by making their own transport arrangement and SDSC SHAR shall not pay conveyance charges. The Service Provider shall have his First Aid Kit at the designated place in SDSC SHAR for the use of his workforce.

5.8 The workforce deployed for duty shall attend to the work in proper Uniform and they should be courteous and well behaved. The successful Service Provider should provide 04 sets of stitched Uniforms per person per year at their cost [Half yearly 02 Sets of Uniforms to each of the Workforce]. **The Service Provider should take care of this aspect while submitting the quotation. Please do not provide break-up of cost separately on account of Uniform Charges. The stitched Uniforms shall be issued to all the work force in the presence of Focal Point of SDSC SHAR.**

- 5.9 The successful Service Provider shall be responsible to provide Bio-data and Two copies of stamp size photographs of workforce at their cost which shall be sent to identified "Focal Point" in SDSC SHAR for arranging necessary entry pass to the workforce.
- 5.10 The workforce, once approved for the service, shall not be changed without the prior concurrence of identified 'Focal Point' in SDSC SHAR.
- 5.11 The workforces deployed are not authorized to communicate any official information they may come across during their working hours in the office.
- 5.12 The successful Service Provider shall be solely responsible for any theft, pilferage or misbehaviour by any of his workforce engaged for carrying out the work.
- 5.13 In case, the workforce deployed by the Service Provider commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the Service Provider shall be liable to take appropriate disciplinary action against such persons, including their removal from the duty. The Service Provider shall replace immediately any of its workforce who is/are found unacceptable because of security risks, incompetence, conflict of interest improper conduct etc., upon receiving written notice from SDSC SHAR.
- 5.14 All the cleaning materials required for cleaning as listed in the **Annexure-H** shall be provided by the Contractor which shall be procured once in three months. The materials so procured shall be inspected by Senior Admn. Officer, PR or his authorized representative. The payment will be made once in three months based on certification by Senior Admn. Officer, PR. The value of the procured items will be reimbursed by the Department on production of documentary proof.

6.0 Legal:

- 6.1 The successful Service Provider shall comply with statutory rules connected with Contract Labour [Regulation and Abolition] Act, 1970, and Central Rules 1971, Employees Provident Fund Act, Employees State Insurance Act, The Insurance Act, Payment of Wages Act, Employees Compensation Act [Workmen's Compensation Act], and shall submit necessary registration documents whenever called for.
- 6.2 The Wages payable to the Workforce resulting out of this NIT are governed by the Minimum Wage Fixation Committee of SDSC SHAR which is subject to revision if any from time to time. The difference of Variable Dearness Allowance [VDA] is payable to Unskilled Workforce; Semi Skilled Workforce; Skilled Workforce and Highly Skilled Workforce as announced by Government of India/State Government/District authorities.
- 6.3 **The Service Provider[s] shall quote Service Charges in terms of Rupees on the Total Cost of Minimum Wages Only [excluding all other elements Viz., DA, EPF, ESI, Medi-claim, Service Charges and GST] as mentioned in Annexure-J. However, if there is a revision in Fixation of Minimum Wages by SDSC SHAR, the difference in Service Charges shall be compensated to the Service Provider suitably.**
- 6.4 The successful Service Provider shall also be liable for depositing all statutory taxes; levies; cess etc., on account of service rendered to SDSC SHAR to the concerned authorities from time to time as per the extant rules and regulations on the related

subject.

- 6.5 The successful Service Provider shall maintain all statutory registers under the applicable law. The Service Provider shall produce the same, on demand, to the concerned authority of SDSC SHAR or any other authority under the law.
- 6.6 The Income Tax at Source [TDS] shall be deducted as per the provisions of Income Tax Act as amended from time to time.
- 6.7 In case, the Service Provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, if SDSC SHAR is put into any Loss/obligation, monetary or otherwise, SDSC SHAR shall have the right to recover such liability from the Service Provider.
- 6.8 The successful Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to workforce deployed by him/her. SDSC SHAR shall, in no way, be responsible for the settlement of such disputes.
- 6.9 SDSC SHAR shall not be responsible for any damages, losses, claims, financial or other injury to any of the workforce deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- 6.10 The successful Service Provider shall be responsible for any loss or damage caused to SDSC SHAR property/personnel due to the negligence of the workforce and shall make good the losses.
- 6.11 For all intents and purposes, the Service Provider shall be "Employer" within the meaning of different Labour Legislations in respect of the workforce deployed by the Service Provider at SDSC SHAR. The workforce deployed by the Service Provider in SDSC SHAR shall not have any claim whatsoever of MASTER and SERVANT relationship nor have any PRINCIPAL and AGENT relationship with or against SDSC SHAR.
- 6.12 In case of termination of the Contract on its expiry or otherwise, the workforce deployed by the Service Provider shall not be entitled to and will have no claim whatsoever for any kind of regular employment in SDSC SHAR/ISRO.
- 6.13 The workforce deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual adhoc, regular/confirmed employees of SDSC SHAR during the currency or after the expiry of the Contract.
- 6.14 The workforce shall neither be entitled for any canteen/medical/conveyance/ quarters facilities from SDSC SHAR/ISRO nor have any claim for employment in SDSC SHAR/ISRO. SDSC SHAR/ISRO will not issue any service/experience certificate or any other certificates to the workforce.

7.0 Financial:

- 7.1 The workforce shall be paid the wages as prescribed at **Annexure-J**. The Service Provider should pay the agreed upon wages to his workforce in full as per the Contract.
- 7.2 Employee's Contribution of EPF and ESI has to be borne by the workforce deployed by the Service Provider and SDSC SHAR will not pay any contribution in this regard.

- 7.3 The Service Provider shall strictly adhere to all laws relating to the employment of labour. The Service Provider shall make the payment to the workforce deployed by 7th of the succeeding month by any one of the following modes:
- i. If the payment is by Cash to the workforce deployed, in the presence of one identified representative each from Administration and Accounts Division of SDSC SHAR.
 - ii. If the payment is made through ECS, the Service Provider shall complete the payment through ECS by 5th of the succeeding month and submit necessary proof from his banker to identified Focal Point in SDSC SHAR towards the payment made for preceding month along with the Bill/Invoice and other documentary proof.
 - iii. If the payment is made by Cheque, the Service Provider shall make the payment to the workforce deployed, in the presence of the identified Officer, before 3rd of the succeeding month.

Whichever the mode of payment is opted, the Service Provider should issue a signed wage slip/statement on the letterhead to the workforce containing details such as number of days present, wages payable, recoveries made etc.,

- 7.4 In case, the Service Provider fails to make payment to the workforce deployed by 7th of the succeeding month as mentioned above and not remitted the amount related to ESI and EPF to the concerned authorities, SDSC SHAR reserves the right to make alternate arrangements for such payments.
- 7.5 The Service Provider shall issue EPF and ESI cards if applicable to his entire workforce. SDSC SHAR shall verify the EPF and ESI cards issued and also whether regular payments are being made to these authorities in respect of the workforce deployed by the Service Provider under this Contract.
- 7.6 The Service Provider, in the presence of the identified Focal Point in SDSC SHAR shall distribute the PF statements to each of the workforce deployed and submit a copy as proof once in 06 months to Sr. Admn. Officer, PR, SDSC SHAR.
- 7.7 The Service Provider shall obtain a **valid Licence under the Contract Labour [Regulation and Abolition], Act 1970** with revisions if any and Central Rules 1971 with revisions and produce the same within 01 month after receipt of the Contract.

8.0 Terms and Conditions or Clauses not covered in this document:

Any other terms, conditions or clauses not covered in this document shall be in accordance with the concerned Labour and other statutory rules/acts.

9.0 Parallel/Adhoc Contract:

SDSC SHAR reserves the right to enter into parallel/adhoc Contract[s] with one or more Service Providers in order to facilitate continuous deployment of work force during the currency of the Contract for availing the same or similar service.

10.0 Indemnity Bond:

The Service Provider shall indemnify SDSC SHAR on Rs. 200/- Non Judicial Stamp Paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Employees Compensation Act [Workmen Compensation Act] 1923, Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971, EPF Act, ESI Act, Industrial Dispute and any other Acts specifically not mentioned during the currency of the Contract. The Indemnity Bond has to be executed as per our specimen.

11.0 Volume of Work:

No guarantee can be given as to the definite volume of work which will be entrusted to the Service Provider at any time or during the period of the Contract. The requirement of workforce purely depends upon the activities of the SDSC SHAR. The mere mention of the number of Work Force against this Contract does not by itself confers the right on the Service Provider to demand that work relating to or any item thereof, should necessarily or exclusively be entrusted to the Service Provider.

12.0 Earnest Money Deposit:

- 12.1 The Bid should be accompanied with an Earnest Money Deposit [EMD] for a sum of Rs. 1,00,000/- [Rupees One Lakh Only]. Foreign vendors; registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies, Micro and Small Enterprises, KVIC, National Small Industries Corporation, etc., are exempted from payment of EMD. The EMD shall be submitted along with the Technical Bid in a separate sealed cover super scribing "Earnest Money Deposit" mentioning the Tender reference. The EMD shall be submitted in one single instalment through Demand Draft/Bankers Cheque/Fixed Deposit Receipts or Bank Guarantee from any of Nationalized/Scheduled Banks. The EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the Contract.
- 12.2 The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the Tender in any respect within the validity period of the Tender.
- 12.3 Any Tender not accompanied with EMD shall be treated as invalid Tender and rejected Vendors seeking the exemption from payment of EMD shall submit necessary proof like registration number, valid Entrepreneur Memorandum Part-II signed by General Manager, District Industries Centre or National Small Industries Corporation [NSIC] Registration Certificate along with your offer.

13.0 Security Deposit:

- 13.1 The Successful vendor shall execute Security Deposit [SD] for 10% of the value of the Purchase Order/Contract towards satisfactory execution of the Purchase Order/Contract. The Security Deposit shall be executed through Demand Draft/Bankers Cheque /Fixed Deposit Receipts or Bank Guarantee issued by a Nationalized Bank/Scheduled Bank valid till the Purchase Order/Contract is completely executed. The BG shall be executed on a Non- judicial stamp paper of appropriate value as per our specimen.

13.2 In case the Service Provider fails to furnish the Security Deposit within 30 days after the receipt of PO or on signing of the Contract or any extension thereof, the Purchase Order/ Contract shall be cancelled or terminated. The EMD if any executed shall be forfeited and appropriate penal action shall be initiated.

13.3 The Security Deposit will not carry any interest and shall be returned after completion of all the obligations of the Contract.

13.4 Central Public Sector Undertakings [PSUs]/Public Sector Enterprises [PSEs]/Autonomous Bodies are exempted from payment of Security Deposit [SD], and instead, an Indemnity Bond shall be executed in lieu of SD.

14.0 Jurisdiction:

The Courts within Sullurpeta will have the Jurisdiction to deal with and decide any matter arising out of this Contract

15.0 Applicable Law:

The Contract shall be interpreted, construed and governed by the Laws of India.

16.0 Arbitration:

16.1 In the event of any dispute or difference arising out of or in connection with this order, such dispute or difference shall be settled amicably by mutual consultation or through the good offices of the respective parties. If such resolution is not possible, then the unresolved dispute or difference shall be referred to the Sole Arbitrator in accordance with the rules and procedures of the Arbitration and Conciliation Act of 1996 or any re-enactment or modification thereof. The decision of the Arbitrator shall be final and binding upon the parties and the expenses for the arbitration shall be paid as may be determined by the Arbitrator.

16.2 The Arbitrator may with the consent of both the parties extend the time for making the Award. The Arbitration shall be held at Bangalore, India.

17.0 Focal Point:

The Focal Point of SDSC SHAR shall be identified while finalizing the Contract.

18.0 Compensation for Damages caused for Persons, Goods, Property :

The Service Provider shall indemnify and hold harmless, SDSC SHAR and/or any Officer, Employees or assignee thereof, against any loss, damage or expense resulting from damage to property or personnel injury arising out of wilful misconduct or gross negligence of the Service Provider or their personnel in the execution of the work under this Contract. The Service Provider shall, at its expense defend any suit or proceedings brought against SDSC SHAR on account thereof, and shall satisfy all judgments and pay all expenses, which may be incurred by or rendered against them, or any of them in connection therewith. SDSC SHAR shall not be responsible of any damages, loss, claims, financial and other injury for any workforce in course of their performance of their duties or for payment towards any compensation.

19.0 Subletting of Contract:

The Contract shall not be sublet, transferred or assigned to any other firm without the prior written permission of SDSC SHAR.

20.0 Termination and Short Closing of Contract:

20.1 Under the normal circumstances, termination/ short closing of the Contract is not foreseen. However, in case of repeated non performance of the PO/Contract, SDSC SHAR reserves the right to:

- i. Terminate the P.O/Contract wholly or partly by giving 30 days prior notice due to repeated non-performance in the execution of P.O/Contract.
- ii. Terminate the P.O/Contract wholly or partly If the contractor fails to perform any other obligations under this P.O/Contract.
- iii. Terminate the P.O/Contract If the Contractor becomes bankrupt or otherwise insolvent.
- iv. Terminate the P.O/Contract owing to deficiency of service, breach of Contract.
- v. Terminate the P.O/Contract for inefficiency, indiscipline, irregularity, insincerity, indifference in work, disobedience, doubtful credentials/integrity, etc., at any point of time during the Contract period.
- vi. Terminate the Contract for not deploying the required workforce.

Both the parties reserve the right to terminate the Contract wholly or partly at any time by giving 30 days prior notice without assigning any reasons.

20.2 SDSC SHAR shall be at liberty to withhold/deduct any part or full amount from security deposit in case of any failure on the part of the service provider to make good any loss/damage caused to the property or personnel injury of SDSC SHAR by the workforce. The decision of SDSC SHAR on this shall be final and binding on the Service Provider.

20.3 The Service Provider or its representative should be present on all working days/holidays to co-ordinate with SDSCSHAR with regard to smooth functioning of the Aryabhatta Canteen.

20.4 In case, the Service Charges are equal between vendor-to-vendor, the decision of SDSC SHAR is final. If Service Provider/Firm quotes "NIL" Service Charges/ Consideration, the bid shall be treated as unresponsive and will not be considered.

Annexure - A

Scope of work:

To run Aryabhata Canteen on a Service Contract basis to the complete satisfaction of SDSC SHAR Authorities. The essence of the Contract is to purchase the raw material required for preparation of food items, prepare and serve good quality Breakfast, Meals, Snacks & Coffee/Tea/Milk/Cool Drinks etc. on regular basis at the rates (not negotiable) fixed by the Department as at **Annexure-B**.

The facilities that are provided by SDSC SHAR at Free of Cost for the Operation and Maintenance of Aryabhata Canteen:-

- Fully furnished Kitchen and Dining halls
- Free Electricity for Centralized AC including illumination of dining

- Water connections for drinking & cooking purpose.
- Crockery and Cutlery required for F&B services and production

The successful tenderer has to account for all the above items and take over the above items against proper acknowledgement. For any loss of the above items, the tenderer has to make good the loss at his own expense.

The expected daily sales are as follows:

SI.No.	Items	Approx. Qty
1	Coffee/Tea/Milk	200 Nos.
2	Breakfast	200 Nos.
3	Lunch (Thali) / Mini Meal/ Dinner	200 Nos.
4	Snacks	150 Nos.
5	Cool Drinks	50 Nos.

Quality of Food:

The quality of Lunch/ Dinner, Breakfast, Snacks, Coffee/Tea/Milk/Cool Drinks etc., to be supplied by the Contractor should be wholesome, hygienic and of very good standard.

Workforce:

The Contractor should deploy workforce (i.e. Adult) of above 18 years of age, well trained, good mannered, medically fit and experienced.

Cleanliness and Hygiene:

Maximum cleanliness and hygienic condition should be maintained. Rules and Regulations regarding hygiene, health etc., issued by the Civic Authorities and by SDSC SHAR Centre from time to time have to be followed.

- Service Provider shall be responsible for Maintenance and upkeep of all the equipment's/items provided by SDSC SHAR
- Cleaning and service should be done by different persons.
- Overall upkeep of the serving areas, Table etc., should be neat meeting hygiene standards.
- Inventory management.
- A Menu with price board [provided] should be prominently displayed near the Cash Counter. Also, the service contractor at his cost should display color printed notices [laminated] in ARIAL, 24 FONT of the rate list in 3 locations of Food Court apart from the cash counter. A board should be placed near the cash counter indicating menu of the day.

The Service Contractor should without fail make his own arrangements for daily safe disposal of waste [food and non-food items] generated in the Aryabhata Canteen as per Law.

- Cooking at the Aryabhata Canteen premises **is permitted** but the premises

including Kitchen, Dining hall, Washing area etc. should be kept neat and tidy. Only Cooking Gas/Electricity should be used as fuel.

- In view of the security restriction at SDSC SHAR, any materials brought inside the SDSC SHAR has to be declared at the CISF. Similarly, any material taken outside from SDSC SHAR has to be declared at the CISF. The Contractor shall make a list of such items [inside/outside] and get the approval of General Manager, SDSC SHAR.
- The identified Officer will be the Contract Administrator and necessary instruction would be issued from time to time by him to ensure good service at the Aryabhata Canteen.

Annexure – B

1) Prices fixed for Assorted items at Aryabhata Canteen (*)

No	Items	Quantity grams/ml	Price
01	Idly with sambar and coconut chutney (Idly-100 gms, sambar 100 ml, coconut chutney 50 gms)	Set of 2 nos.	12.00
02	Pongal with chutney	200grms	14.00
03	Upma with Chutney	200grms	12.00
04	Poori with potato curry 175 grms	Set of 2 numbers	15.00
05	CholaPoori	1 no.	15.00
06	Aloo Paratha with kurma 175 grms	Per piece	15.00
07	Chapathi with kurma 175 grms	Per piece	10.00
08	Utappam with chutney & sambar 200grms	Per piece	10.00
09	Masala dosa with chutney & sambar 150 grms	Per piece	15.00

10	Butter Naan with curry	Per piece	15.00
11	Kulcha with curry	Per piece	15.00
12	Paneer Butter Masala	150 gms	40.00
13	Rajma Masala	150 Grms	40.00
14	Dal Tadka	150 Grms	30.00
15	Aloo Gobi Masala	150 grms	30.00
16	Chenna masala	150 grms	30.00
17	Matar mushroom Curry	150 grms	40.00
18	Veg Biryani with Raita	200 gms	40.00
19	Bisebella Bath	200 gms	20.00
20	Tamarind Rice	200 gms	20.00
21	Veg Pulav/Peas Pulav/Jeera Pulav with Raita	200 gms	40.00
22	Chicken Biryani With Raitha(100grms Chicken, 300grms of rice, 50grms Raitha)	Per Plate	150.00
23	Curd Rice with pickle	200 gms	20.00
24	Idiyappam with stew	Set of 2 piece	20.00
25	Veg Fried Rice with sauce	200 gms	40.00
26	Gobi Fried Rice with sauce	200 gms	40.00
27	Gobi Manchuria with sauce	150 gms	40.00
28	Medhuvada with chutney & sambar 120 grms	Per piece	6.00
29	Onion vada with chutney 35 grms/ Cutlet with Mint chutney	Per piece	6.00
30	Masala vada with chutney 35 grms	Per piece	6.00
31	Parota With Khurma	Per piece	15.00
32	Mysore bonda with chutney 35 grms	Per piece	6.00
33	Onion Pakoda/ Veg.Pakoda 50gms	Per plate	10.00
34	Dahi Vada (100 Grms)	Per plate	10.00
35	Plain Dosa with chutney and sambar 100 grms	Per piece	12.00
36	Upma Pesarattu with Ginger Chutney 100 gms	Per piece	18.00
37	Mixture	35 grms	6.00
38	Fish Fry	Per piece	45.00
39	Chicken curry	200 grms	45.00
40	Mutton Curry	200 grms	70.00
41	Mysore pak	35 grms	6.00
42	Laddu	35 grms	6.00
43	Jaungry	40 grms	6.00
44	Payasam	120 MI	10.00
45	Gulab Jamoon (2 pices)	100 grms	10.00
46	Egg curry (1-Egg, 50 grms Curry)	Per plate	12.00
47	Egg omlet	Single	10.00
48	Coffee	100ml	8.00

49	Filter Coffee	100ml	10.00
50	Tea	100ml	7.00
51	Lemon Tea/ Black tea/ Black coffee	100 ml	7.00

Foot-note: The Contractor is required to supply special items based on the need for which rates will be decided by the Contract Manger with the mutual consent.

2) Price Fixed for Lunch/Dinner at Aryabhata Canteen (*)

Sl.No	Item Description	Qty	Price
-------	------------------	-----	-------

1	Plate meal with the following menu Chappathi or poori with khurma Rice Sambar Rasam Vegetables fry Dhall curry Chutney Pickle Curd Pappad	2 nos 400 grms 120 ml 100 ml 075 gms 075 gms 020 gms 015 gms 100 ml 1 no.	35.00
2	Full meals with the above menu items	1 no.	50.00
3	B type Lunch/Dinner All dishes as per full meals type lunch/dinner, and in addition Soup, Green salad, Biryani /Vegetable rice, Egg curry, Betel nuts	1 no.	100.00
4	C type Lunch/Dinner All dishes as per B type lunch/dinner, and in addition Chicken curry or mutton curry or fish curry, Ice cream/ Cut fruits.	1 no.	150.00

Contact address :

Contact Phone No :

Signature With seal :

TENDERERS UNDERTAKING

We Intend to carry out the work by resorting to engage a minimum workforce in a day as per the break-up details given below

SI.No	CATEGORY	NATURE OF WORK
1	Catering Supervisor	Supervision of the cooking, serving and dining areas, arranging Lunch/Dinner to the Guests and ensuring cleanliness of Dining and Kitchen areas.
2	Cook	Preparation of Breakfast, lunch, Dinner snacks and Coffee/Tea/Milk etc., He should prepare South and North Indian Dishes and duties assigned by supervisor.
3	Assistant Cook	Helping the cooks in kitchen for preparation of Lunch, Dinner, Snacks, Coffee/Tea/Milk etc., and duties assigned by supervisor & Cook.
4	Steward	Serving the Coffee/Tea/Breakfast/lunch/dinner etc., to the guests at the dining hall in a most efficient manner. Room servicing in case of VIP visit against requirement. Serving of food in Dining Halls, collection of used plates in Dining Halls etc. And duties assigned by supervisor.
5	Cleaner/ Dishwasher	Washing the all used crockery & cutlery and other utensils after cooking/serving of food items. He should also clean kitchen/dining floor. He has to carry out any other works pertaining to cleaning entrusted by the Catering Supervisor.

Name & Address of Tenderer**Signature of Tenderer**

SDSC SHAR

1. Name of Service Provider/ : _____
Tendering Company/Firm/Agency : _____
: _____

2. Name of Proprietor/Director : _____
of Company/Firm/Agency : _____
: _____

3. Full Address of Regd.Office : _____
: _____
: _____
: _____

Telephone & Mobile No. : _____

Fax No. : _____

E-mail Address : _____

4. Full address of Operating/ : _____
Branch Officer : _____
: _____
: _____
: _____
: _____

Telephone & Mobile No. : _____

FAX No. : _____

E-mail Address : _____

5. Name and Mobile no. of the : _____
Contract Person representing the Service Provider

6. PAN/GIR No. : _____

7. Service Tax Registration No. : _____

8. E.P.F Registration No. : _____

9. E.S.I Registration No. : _____

10. Give details of the major similar nature and magnitude of the contract handled by the tendering/Firm/Agency during the last 03 years in the following format:

Sl.No	Details of client along with Address, Telephone and Fax number	Amount of Contract (Rs. In lakh)	Duration of Contract	
			From	To
1				
2				

(or)

Sl.No	Name of the Outlet along with Address, Telephone and Fax number	Annual Turnover (Rs. In lakh)	Duration of Period	
			From	To
1				
2				

[Authorised Signatory with Seal]

Full Name :

Date :

Place:

DECLARATION

(On the letterheads of Agency/Firm of the Service Provider)

1. I, _____ Son/Daughter/Wife of Shri. _____ Proprietor/Director/Authorized signatory of the Agency/Firm, am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender for providing workforce to SDSC SHAR and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
4. I agree to pay the Wages to the workforce in time as prescribed by ISRO, SDSC SHAR and remit EPF and ESI or Medi-claim Policy of both Employee's as well as Employer's without fail to the concerned government authorities regularly.
5. I also agree to abide by all the statutory requirements as prevailing from time to time.
6. I will also agree to depute workforce to SDSC SHAR whose character and antecedents are verified through record check.

[Authorised Signatory with Seal]

Full Name:

Date:

Place:

UNDERTAKING

(On the letterheads of Agency/Firm of the Service Provider)

I/We hereby Undertake that our Company/Firm do not have any legal suit/criminal case either pending against me/us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

[Authorised Signatory with Seal]

Full Name :
Date
Place :

Compliance Statement

Sl.No	Particulars	Yes /No
1	Please provide a copy of Establishment Registration Certificate for providing Manpower for Catering Services.	
2	Please provide copy PAN /GIR card.	
3	Copy of last 3 years IT return filed by the agency.	
4	Service Tax Registration Certificate.	
5	E.P.F Registration Letter/Certificate	
6	E.S.I Registration Letter/Certificate.	
7	Financial Statements like Profit & Loss Account, Balance Sheet etc., (for the last 02 Financial Years) in support of financial turnover of the agency.	
8	Statement of Bank A/C for the last financial year in the name of the Company/Agency.	
9	The Service Provider should have executed similar nature of Contract in ISRO or experience in similar field or any other reputed Agencies for the last 3 years . Proof of the same need to be furnished along with the Technical Bid.	
10	Signed declaration as per Annexure-E .	
11	Undertaking by the Contracting Company/Firm/Agency that the contracting Company/Firm/Agency is having no legal suit/criminal case either pending against its proprietor or any of its Directors(in the case of Private Ltd, Company) or being contemplated and having not been earlier convicted on grounds of moral turpitude or for violation of laws in force as per Annexure-F .	
12	Security Deposit	
13	Indemnity Bond	
14	Non Disclosure Agreement	

ANNEXURE- H**List of Cleaning Materials to be used at Arvabhata Canteen, SDSC SHAR per month by the Service Provider during the period of contract**

SL NO	HOUSEKEEPING MATERIALS	UNITS	QUANTITY PER MONTH	RATE	AMOUNT
1	CASTING SODA	KGS	15 kg	To be filled by Tenderer	To be filled by Tenderer
2	SOAP OIL	LIT	50 ltrs	To be filled by Tenderer	To be filled by Tenderer
3	JOHNSON DIVERSY R2 (MULTIPURPOSE CLEANING)	LIT	05 ltrs	To be filled by Tenderer	To be filled by Tenderer
4	DETTOL ANTI SEPTIC LIQUID	LIT	05 ltrs	To be filled by Tenderer	To be filled by Tenderer
5	MORI BRUSH	NO	05 Nos	To be filled by Tenderer	To be filled by Tenderer
6	DRY MOP SET	NO	15 Nos	To be filled by Tenderer	To be filled by Tenderer
7	FLOOR CLEANING ANTI FLY, MOSQUITO, CLEAN FLOOR AND REMOVE STAINS	LIT	05 ltrs	To be filled by Tenderer	To be filled by Tenderer
8	SCENTED PHENYL (CONCENTRATED)	LIT	05 ltrs	To be filled by Tenderer	To be filled by Tenderer
9	HIT SPRAY CRAWING INSECT KILLER (CIK) BLACK 750 ML	BOT	06 Bottles	To be filled by Tenderer	To be filled by Tenderer
10	HIT SPRAY FLYING INSECT KILLER (FIK) RED 750 ML	BOT	06 Bottles	To be filled by Tenderer	To be filled by Tenderer
11	MAST STAINLESS STEEL PLASTIC SCRUBBER BIG (PACK OF 12)	DOZ	3 Doz	To be filled by Tenderer	To be filled by Tenderer
12	STAR MAX 240-53 PLASTIC SCRUBBER BIG (PACK OF 12)	DOZ	3 Doz	To be filled by Tenderer	To be filled by Tenderer
13	SPONGE (PACK OF 12 NOS)	DOZ	03 Doz	To be filled by Tenderer	To be filled by Tenderer
14	TABLE CLEANING WIPER (SMALL)	NOS	10 Nos	To be filled by Tenderer	To be filled by Tenderer
15	MOP STICK HANDLE WITH REFIL - WHITE	NOS	15 Nos	To be filled by Tenderer	To be filled by Tenderer
16	COCONUT BROOM	NOS	15 Nos	To be filled by Tenderer	To be filled by Tenderer
17	COB WEB STICK MICRO FIBER CEILING WEB CLEANING BROOM	NOS	03 Nos	To be filled by Tenderer	To be filled by Tenderer
18	LONG HAND GOLVES (CLEANING OF BATHROOM, KITCHEN, TOILET, DISHWASH, WASHING CLOTH)	NOS	12 Pcs	To be filled by Tenderer	To be filled by Tenderer
19	DUSTING CLOTH (CLEANING OF FURNITURE, CLASS, ALMIRA WINDOWS, ETC.)	NOS	60 Nos	To be filled by Tenderer	To be filled by Tenderer
20	JAMBO GARBAGE BAGS (50 KG)	pcs	30 pcs	To be filled by Tenderer	To be filled by Tenderer

21	WIPER STICK FOR FLOOR CLEANING	NOS	20 nos	To be filled by Tenderer	To be filled by Tenderer
22	DUST PAN	NOS	06 Nos	To be filled by Tenderer	To be filled by Tenderer
23	TABLE DUSTER	NOS	50 pcs	To be filled by Tenderer	To be filled by Tenderer
24	LIZOL (assorted)	NOS	10 Nos	To be filled by Tenderer	To be filled by Tenderer
25	BLEACHING POWDER	KGS	05 kg	To be filled by Tenderer	To be filled by Tenderer
26	BUCKETS (25 ltrs) with MUGS	NOS	10 Nos	To be filled by Tenderer	To be filled by Tenderer
27	HAND GLOVES (FOR STEWARDS)	PAIRS	50 Nos	To be filled by Tenderer	To be filled by Tenderer
28	SCRUBBING BRUSH	Nos	10 Nos	To be filled by Tenderer	To be filled by Tenderer
29	BRIGHT GREEN PADS (BIG)	Nos	30 Nos	To be filled by Tenderer	To be filled by Tenderer
30	HOMOCOLS	Doz	12 Doz	To be filled by Tenderer	To be filled by Tenderer
31	RAT TRAP (GLUE BASED)	Pcs	15 Pcs	To be filled by Tenderer	To be filled by Tenderer
32	FLY TRAP (GLUE BASED)	Pcs	30 Pcs	To be filled by Tenderer	To be filled by Tenderer

Note:

Additional items or quantities required, if any, shall be provided by the contractor and same shall be reimbursed by the department..

INSTRUCTIONS TO TENDERERS [TWO-PART TENDERS]

Quotations against this tender are being called for in Two Parts. They are:

Part-I: Commercial bid

Part-II: Price bid

Please go through the following instructions as to how you have to prepare your offer and sent to us to become a valid tender.

We are proposing to invite Tenders in Two Parts viz., Part-I Commercial & Part-II Price.

All Tenderer[s] are requested to follow carefully the following instructions before preparing their offer.

I. PART I- COMMERCIAL BID

1. This part should contain detailed Specifications of the items quoted by you along with Technical Literature and Leaflets if any.
 2. All the Commercial terms and Conditions applicable also should be indicated separately under separate heads.
 3. The Commercial terms such as delivery terms, delivery period, payment terms, warranty, and validity of the offer, Installation & Commissioning, Duties and Taxes etc shall come into this.
 4. Either Technical Specifications or Terms & Conditions as above should be very clearly reflected items wise with reference to the items called for in the tender.
- 5. Please note that Prices should not be indicated in this part.**
6. Any deviations from the Technical Specifications and Commercial Terms shall be indicated separately.

II. PART II - PRICE BID

1. The prices applicable for the items, item wise in response to the tender shall come into this part.
2. Tender shall indicate very clearly item wise prices.

Note:

- a) Being a two part tender fax offers will not be accepted. Also note that the offers submitted contrary to above instructions will be liable for rejection. Please ensure offers are submitted within the due date. Please ensure in commercial bid price details should not be uploaded. If any price bid data is available, the tenders will be rejected.
- b) The Service Provider will be bound by the details furnished by him/her to SDSC SHAR while submitting the tender or at subsequent stage. .In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.

PRICE BID FORMAT

ANNEXURE-J

SERVICE CONTRACT FOR OPERATION AND MAINTENANCE OF SDSC SHAR ARYABHATTA CANTEEN							
SL.NO	Category	Wages			No of Persons	No of Months	Total Rs.
		No. of Days	Per day Rs..	Per person Per Month Rs.			
A	WAGES						
a	CATERING SUPERVISOR [HIGHLY SKILLED]	26	675.00	17,550.00	2	24	8,42,400.00
b	COOK [SKILLED]	26	590.00	15,340.00	5	24	18,40,800.00
c	ASSISTANT COOK [SEMI SKILLED]	26	492.00	12,792.00	5	24	15,35,040.00
d	STEWARD [SEMI SKILLED]	26	492.00	12,792.00	10	24	30,70,080.00
e	STORE KEEPER/CLERK [SEMI SKILLED]	26	492.00	12,792.00	2	24	6,14,016.00
e	CLEANER/DISHWASHER [UNSKILLED]	26	410.00	10,660.00	6	24	15,35,040.00
	Sub Total of A						94,37,376.00
B	EMPLOYERS PROVIDENT FUND						
	Employer's Contribution of EPF @ 13.00% on Sub Total A						12,26,858.88
	Sub Total of B						12,26,858.88
C	ESI						
	Employer's Contribution of ESI @ 4.75% on Sub Total A						4,48,275.36
	Sub Total of C						4,48,275.36
	Sub Total of A To C						1,11,12,510.24
	Housekeeping consumables and Cleaning items						<i>To Be Filled By Tenderer</i>
	GST % – as per prevailing rates [Proof shall be submitted for reimbursement]						<i>To Be Filled By Tenderer</i>
	Service Charges * [Service provider shall quote in rupees and not in percentage]						<i>To Be Filled By Tenderer</i>
D	*Cost of Gas Cylinders, electricity, maintenance, bonus are in the scope of contract. Party shall quote service charges keeping all the elements into consideration including profit margin.						
[Authorised Signatory with Seal]							

SECRECACY AND NON-DISCLOSURE AGREEMENT

I/We, being _____ having its office at -

_____being invited to _____

undertake _____Contract awarded to us vide Purchase Order No. dated (herein

referred to as "The Service Provider) by Government of India, Department of Space, SATISH

DHAWAN SPACE CENTRE, Sriharikota (herein after referred to as "SDSC SHAR"), do hereby

declare that:-

1.Any information submitted or given by SDSC SHAR to me/us shall be treated by me/us in strict confidence.

2.I/We shall not make public any knowledge or information which SDSC SHAR shall have disclosed or may hereafter disclose to me/us incident to the placing of any order on us.

Signed by:

Name:

Designation:

Signature of the Tenderer along with Seal

Tenderers Undertaking:

ANNEXURE-L

QUALIFICATION AND EXPERIENCE FOR DIFFERENT CATEGORIES OF STAFF

1. We Intend to carry out the work by resorting to engage.....number of workforce in a month as per the break-up details given below:

SI NO	DESIGNATION	QUALIFICATION & EXPERIENCE
01	Catering Supervisor	Diploma in Hotel Management & catering technology preferably 3 years experience in supervising industrial canteen and/or guest houses
02	Storekeeper/Clerk	Pass in 10 th standard with good computer proficiency. Experience in book keeping and Accounts.
03	Cooks / Assistant cook	5 years for cook and 3 years for Asst cook experience in cooking in industrial canteens/capable of preparing South Indian Dishes and non-vegetarian items on demand. (Continental/Asian dishes etc,. to be prepared and served during the visit of foreigner to SHAR which will be intimated in advance.
04	Stewards	Minimum eighth standard pass with good health. Three years experience in serving in a catering industry.
05	Cleaners	Should be young and possess good health

2. We undertake to pay the minimum wages as applicable (wages fixed by Central Government/State Government/District Authorities, whichever is high for the entire workforce) to the workers on 7th day of succeeding month in the presence of Department Official as per the statutory provision.
3. We undertake to contribute EPF@13.00% and ESI@4.75% or as applicable from time to time of the above mentioned wages for the workforce towards P.F and ESI contributions from the employer's side respectively. P.F & ESI shall be paid as per the actual number of days worked by the workforce.

Name & Address of Tenderer

Signature of Tenderer



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.