

भारत सरकार  
अन्तरिक्ष विभाग  
**सतीश धवन अन्तरिक्ष केन्द्र**  
**शार**  
श्रीहरिकोटा रेंज डा.घ.524 124,  
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Government of India  
Department of Space  
**Satish Dhawan Space Centre**  
**SHAR**  
Sriharikota Range P.O. 524 121,  
Nellore Dist., A.P., India  
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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/RO/12/2020-2021**

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

Sl No	Ref. No.	Description	Qty.
01	SHAR RO 2020 0 13623 E-Procurement [Two Part basis]	Comprehensive Maintenance Contract for PCs and Printers	1 Lot
02	SHAR RO 2020 0 13603 E-Procurement [Single Part basis]	Casual labour for BRLS to carry out day to day activities like wild grass cutting, helping in canteen, horticulture, gardening, cleaning office area and loading & unloading of materials	2 Years

Last Date for downloading of tender documents : 06.10.2020 at 16:00 hrs.  
Due Date for submission of bids online : 06.10.2020 at 16:00 hrs.  
Due Date for Bid Sealing on : 06.10.2020 at 16:01 hrs. to 06.10.2020 at 17.30 hrs.  
Due Date for Open Authorization : 06.10.2020 at 17.31 hrs. to 08.10.2020 at 17:00 hrs.  
Due Date for opening of tenders : 09.10.2020 at 14:30 hrs.

Instructions to Tenderers:

*Bids shall be submitted on line through EGPS only and No tender fee shall be applicable.*

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.gov.in](http://www.isro.gov.in) 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 downloaded and offer submitted on line in the e-procurement portal only.
04. Quotations received after the due date/time will not be considered.
05. The tender documents are available for download upto 06.10.2020 at 1600 hrs. and last date for submission of tenders on line 06.10.2020 at 1600 hrs. and Tender Opening on 09.10.2020 at 14:30 hrs.
06. Interested vendors can attend the Bid opening sessions to know the details. Presence not mandatory to consider the quote for evaluation.
07. Sr. Head, Purchase and Stores, SDSC-SHAR, Sriharikota reserves the right to accept or reject any/or all the quotations.

DT: 10.09.2020

Sr. HEAD PURCHASE AND STORES

# **Tender Document for Unskilled Labor Work Contract of BRLS, Balasore, SDSC SHAR(SHAR/RO/2020013603)**

## **1. Introduction**

The Atmospheric and Space Research Facility (ASRF), Chandipur, Balasore, Odisha is a SDSC-SHAR's, ISRO, Govt. of India unit. ASRF is primarily responsible for the atmospheric and space experiments for scientific studies and applications. To carry out day to day works mentioned below, 3 numbers of unskilled casual labours are to be supplied by the contractor for two years from 01.01.2021 to 31.12.2022. The work order may be extended for one more year based on satisfactory services and mutual agreement up to 31.12.2023.

## **2. Scope of Work Contract**

The scope of work to be carried out by the contractor involves the following works

- Sweeping and cleaning inside and surroundings of ASRF office campus and RH-200 launch pad area. (Approximate area of campus along with the launch pad area is: 16000 sq. meter)
- Cleaning of wild grass (using grass cutter) and bushes inside the ASRF campus and RH-200 launch pad area.
- Shifting of materials and equipments at facilities and other labour assistance to ASRF staffs.
- Cleaning of wash rooms at ASRF campus and RH-200 Launch pad area.
- Horticulture and gardening at office campus.
- Assisting in canteen works.
- Loading and unloading of materials.

The work has to be generally carried out as directed by the station-in-Charges of the ASRF.

## **3. Working day calendar and Working hours**

3.1. The working days to engage manpower are 25 days per month. Depending on the work schedules weekly off will be given.

3.2. The normal working hours are from 09:00 hrs to 17:30 hrs on all the working days. The contractor should be able to provide man power on any other days depending on requirements and beyond office working hours if required.

3.3. Even though the work is planned for 25 days, if for some reason Department is not able to operate 25 days per month due to restrictions imposed by department or due to holidays declared by department, the same work will be reallocated whenever need arises in the subsequent months either on Sunday/Public holiday.

#### **4. Bidder Evaluation Criteria**

4.1. The Bidder should be a Company/Society/Firm registered in India since last 2 (two) years or more.

4.2. Bidder should not be having any criminal case pending at the time of bid submission.

4.3. The Bidder should have a PAN (Copy of PAN card has to be attached).

4.4. The bidder have not been blacklisted by Central Government or any State Government organization/Department in India at the time of submission of the Bid

4.5. The Bidder should be registered with Goods and Services Tax departments (Copy of registration certificate).

4.6. The Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. (Certified copies of the registration with EPF, Contribution statement of last 1 year for existing employees)

4.7. Bids with the most economical option (lowest quote) will be considered as L1/ Successful bidder.

#### **5. Work execution terms**

5.1. The contractor shall not engage or remove or change any person without the prior knowledge and concurrence of the station-in-charge.

5.2. Items required for cleaning will be provided by the Department.

5.3. The contractor should maintain a register for all the 3 casuals attendance and obtain a certificate from the officer-in-charge.

## **6. Basis for Cost estimation:**

6.1. The following are the major factors to be considered for estimating the cost of the 3 casual labours.

6.2. Cleaning and unskilled labor works as per all Labour Laws, Minimum Wages Act, payment of Employees Provident Fund, Employees State Insurance (ESI) Commission and other laws, if any, applicable from time to time.

6.3. The contractor is responsible for providing accommodation and transport for the movement of his workmen to the work site.

6.4. **Canteen expenditure:** It is the responsibility of the contractor to provide the canteen facility to these casuals.

## **7. Work Contract Validity & Schedules:**

**The contract is valid for two years of operation from 01.01.2021 to 31.12.2022) and extendable to further one more year up to 31.12.2023.**

Department reserves the right to extend the contract one more year at the end of the satisfactory completion of first two years at the originally agreed upon rates.

## **8. Price variation per year**

Bidder has to quote the price for two years and in case of any revision of minimum wages during the currency of the contract, the wages payable to casuals would be revised to the level fixed from that date and a proportionate change in the rate applicable for the remaining days. There will not be any change in the service charge/profit margin payable to the service provider on account of such revision.

## **9. Review of works and certification**

9.1. Contractor has to ensure the attendance of 3 persons. On a particular day if any absentees found due to unforeseen situation alternate arrangement to be made with the concurrence with the station in-charge.

9.2. At the end of every month attendance certificate has to be generated by the contractor and to be submitted to the station In charge for review and Certification.

9.3. The approved copy of the attendance certificate along with the other back up papers (like GST, previous month salary payment bill, EPF, ESI etc.) has to be submitted to the Accounts Division for effecting payment.

#### **10. Security Deposit**

The Bidder/Contractor/Service Provider shall guarantee faithful execution of the contract in accordance with the terms and conditions specified herein. As a performance security, the Bidder/Contractor/Service Provider shall furnish a **Security Deposit of 10% of bid price within 15 days** from the date of contract in the form of Bank Guarantee valid for entire contract period with a claim period of six months beyond the validity of the Contract. The Security Deposit shall not carry any interest and shall be returned after satisfactory completion of all the contractual obligations.

#### **11. Termination for Convenience**

**Competent authority**, by written notice of 30 days sent to the successful Bidder may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for SDSC's convenience, the extent to which performance of the successful Bidder under the contract is terminated, and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by successful bidder would be paid by **competent authority**.

#### **12. Liquidated Damage**

The day to day work schedule indicates bidder should complete the supply the manpower to carry out the work. If you fail to do so Liquidated Damage will be lived as per the rate (0.5% of the value per week)



## Satish Dhawan Space Center SHAR

Welcome, Materials Master (isro)

31 August 2017,  
17:16:08 IST

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[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

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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.