

भारत सरकार / GOVERNMENT OF INDIA  
अंतरिक्ष विभाग / DEPARTMENT OF SPACE  
विक्रम साराभाई अंतरिक्ष केंद्र / VIKRAM SARABHAI SPACE CENTRE  
तिरुवनंतपुरम / THIRUVANANTHAPURAM - 695 022

**EXPRESSION OF INTEREST / अभिरुचि की अभिव्यक्ति**

संदर्भ / Ref. No. VSSC/R&R/EOI/2023

तिथि / Date : 10.05.2023

वर्ष 2023 में केरला के तिरुवनंतपुरम जिले के विभिन्न स्थानों में विक्रम साराभाई अंतरिक्ष केंद्र द्वारा आयोजित किए जाने के लिए प्रस्तावित लिखित परीक्षाओं में उपस्थित हो रहे अभ्यर्थियों के बायोमेट्रिक मापदंडों के प्रग्रहण हेतु अभिरुचि की अभिव्यक्ति

**EXPRESSION OF INTEREST FOR CAPTURING BIOMETRIC PARAMETERS OF CANDIDATES ATTENDING WRITTEN TESTS PROPOSED TO BE CONDUCTED BY VIKRAM SARABHAI SPACE CENTRE AT DIFFERENT VENUES IN THIRUVANANTHAPURAM DISTRICT, KERALA IN THE YEAR 2023**

इच्छुक पार्टी अपनी अभिरुचि की अभिव्यक्ति मोहरबंद लिफाफे में, हमारे संदर्भ सं. VSSC/R&R/EOI/2023 का हवाला देते हुए, दिनांक 09.06.2023 [16:00 बजे] को या उससे पहले प्रस्तुत करें।

Interested parties may furnish their Expression of Interest in Sealed Envelope quoting our Reference No. VSSC/R&R/EOI/2023 on or before 09.06.2023 [16:00 Hrs.] to the following address :-

वरि. क्रय एवं भंडार अधिकारी / Sr. Purchase & Stores Officer,  
क्रय यूनिट I, मुख्य क्रय / Purchase Unit- I, Main Purchase  
आर एफ एफ क्षेत्र, इसरो पीओ/ RFF Area, ISRO PO,  
तिरुवनंतपुरम/ Thiruvananthapuram- 695022  
फोन/Ph: 0471-256 3139 / 3522

नोट/Note :- मेक इन इंडिया नीति के अनुसार केवल श्रेणी I के स्थानीय आपूर्तिकार इस बोली में -I तथा श्रेणी-भाग लेने हेतु पात्र हैं। / **Only Class-I and Class-II Local suppliers as per Make in India policy are eligible to participate in the bid.**

दिनांक 26.05.2023 को (15:00 बजे) पीआरओ सम्मेलन कक्ष, वीएसएससी, तिरुवनंतपुरम में अभिरुचि की अभिव्यक्ति-पूर्व चर्चा निर्धारित है। तिथि / समय में परिवर्तन हेतु कोई अनुरोध स्वीकार नहीं किया जाएगा। पृच्छताछ / सहायता के लिए कृपया संपर्क करें : 0471 2563139/3522, ई-मेल : : [spsd@vssc.gov.in](mailto:spsd@vssc.gov.in) / [psd1@vssc.gov.in](mailto:psd1@vssc.gov.in)

A Pre-Eoi Discussion is scheduled on 26.05.2023 [15:00 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 2563522. E-mail : [spsd@vssc.gov.in](mailto:spsd@vssc.gov.in) / [psd1@vssc.gov.in](mailto:psd1@vssc.gov.in)

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) में मात्र प्रकाशित किया जाएगा।

Corrigendum, if any will be published in our websites : [www.vssc.gov.in](http://www.vssc.gov.in) / [www.isro.gov.in](http://www.isro.gov.in) only.

हस्ताक्षरित/Sd/-

वरि. प्रधान, क्रय एवं भंडार / Sr. Head, Purchase & Stores



Government of India  
Department of Space  
Indian Space Research Organisation  
**VIKRAM SARABHAI SPACE CENTRE**  
Thiruvananthapuram - 695 022

No. VSSC/R&R/EOI/2023

Date : 10/05/2023

**INVITATION FOR EXPRESSION-OF-INTEREST**

**“Expression-Of-Interest for capturing biometric parameters of candidates attending written tests proposed to be conducted by Vikram Sarabhai Space Centre at different venues in Thiruvananthapuram District, Kerala in the year 2023”.**

**1. Preamble**

Vikram Sarabhai Space Centre, hereinafter referred to as 'VSSC' located at Thiruvananthapuram, Kerala, a lead Centre of Indian Space Research Organisation (ISRO) under Department of Space (DOS), Government of India, proposes to conduct written tests as part of selection to various posts advertised by the Centre. In order to address the issue of impersonation, it is required to capture biometric parameters at suitable stages of selection process viz; at the time of written test, skill test/interview and at the time of joining of selected candidates.

**2. Scope of Work**

VENDOR shall provide all the required services in connection with capturing biometric parameters of candidates who are expected to attend the written test. Approximately, 50000 candidates are expected to attend the written test, which is proposed to be conducted in two days with 3 sessions per day at different venues (*approximately 10 venues*) in Thiruvananthapuram, Kerala in the month of June/July 2023. The VENDOR is also expected to extend their services for verification/ cross checking of bio-metric parameters of candidates at a later stage of recruitment process viz; skill test & joining of selected candidate.

**3. Functional Requirements**

**3.1 Session Timings:**

It is proposed to complete the process of capturing biometric of candidates before the commencement of written test in each session as per the timing given below:

	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>
<b>WT Time</b>	09.30 am – 11.00 am	12.30 pm – 02.00 pm	4.00 pm – 5.30 pm
<b>Reporting Time</b>	08.30 am	11.30 am	3.00 pm

**3.2 Identification of candidates:**

The candidates appearing for the written test shall be identified by the call letter issued to them by VSSC/ISRO. The call letter will have a unique registration number allotted to each candidate, against which, the captured biometric data has to be linked. The call letter will also be having a unique bar-code, which can be read using a bar code reader for fetching the registration number.

### **3.3 Handing over of data:**

The bio-metric parameters of candidates who have appeared for the written test captured against each registration number has to be stored and handed over to VSSC in safe, secure and confidential manner. [duplication of Para 2.0]

### **3.4 Cross verification at the time of Skill Test:**

The bio-metric data captured at the time of written test shall be stored by the VENDOR and also by VSSC/ISRO. After the completion of written test, a certain number of candidates (*approx. 600*) will be shortlisted and will be called for attending skill test at VSSC, Thiruvananthapuram. The VENDOR is required to confirm that the candidates attending the skill test are the same candidates, who have attended the written test by cross verifying their bio-metric parameters and that of unique registration numbers.

### **3.5 Cross verification at the time of joining:**

The bio-metric parameters of selected candidates reporting for joining at VSSC, Thiruvananthapuram has also to verified with the bio-metric data.

## **4. Duration**

The written test is tentatively scheduled to be conducted in the month of July, 2023. Skill test will be conducted tentatively in the month of September, 2023. Joining of selected candidates are planned in the month of October/November 2023.

## **5. System/Hardware requirements**

The VENDOR is required to arrange for all the hardware/technical/system requirements needed for the proposed assignment viz; bio-metric capturing devices, bar-code readers, storage devices etc.

## **6. Human Resource**

The VENDOR is responsible for making arrangements for any human resources that may be required solely for the purpose of completing the assigned task.

## **7. Facilities provided by VSSC**

7.1: VSSC/ISRO will identify and allot any necessary room/area/space for keeping the hardware equipment required for the proposed task, if any, in each venue.

7.2: Details of candidates expected to attend the written test at each venue along with their unique registration number will be provided by VSSC in excel format before 1 week from the date of written test.

7.3: Call letters with bar-code for identifying the candidates with unique registration number will be issued to the candidates by VSSC.

## **8. Confidentiality**

Any data, information or any other documents that are received from VSSC and the bio-metric data of candidates captured shall be kept confidential and shall not be tampered with or disclosed to third parties without explicit written permission from VSSC/ISRO.

## **9. Criteria for scrutiny of EOI proposal**

**9.1 General:** The EOI shall contain complete information of the VENDOR, its human resources, infrastructure, assets, financial standing, line of business and credentials.

## **9.2 Essential criteria for evaluation of EOI :**

- 9.2.1: VENDORS registered in India only need to participate.
- 9.2.2: The VENDOR is required to have experience in the relevant area.
- 9.2.3: The VENDOR should have an established management structure and shall possess sufficient human resources with adequate knowledge, skill and experience in the relevant area.
- 9.2.4: The VENDOR is required to demonstrate the technology pertaining to the proposed work. Suggestions/ modifications by the Centre shall be incorporated, if required. Necessary approval from the Centre should be obtained before commencing the proposed work.
- 9.2.5: The VENDOR should be a profit-making Company during the last 3 financial years (FY - 2019-20, 2020-21 & 2021-22) ending 31st March of the corresponding year. Towards this, certified copies from Chartered Accountant for the annual balance sheet showing profit/loss to be furnished.
- 9.2.6: In event of response from VENDORS already executing ISRO contracts, past performance will be considered.
- 9.2.7: VSSC/ISRO reserves the right to accept or reject any Expression of Interest without assigning any reasons thereof.
- 9.2.8: VSSC/ISRO reserves the right to verify all claims made by the VENDOR, which includes inspection and evaluation of infrastructure.
- 9.2.9: Based on the EOI, if required, VENDORS may be invited for further discussions at VSSC, Thiruvananthapuram for assessment of the capabilities stated in the EOI and for providing clarifications.

## **9.3 This call for EOI does not carry with it any guarantee of allotment of work**

### **10. Pre-EOI Discussion.**

**VSSC/ISRO also proposes to conduct a mandatory Pre-Eoi Discussion enabling the interested VENDORS to participate and understand the scope of work, terms and conditions. Participation in the Pre-Eoi Discussion is mandatory and only those VENDORS, who participate in the said Pre-Eoi Discussion will be eligible to submit their Express of Interests and the Interests of any VENDORS, who have not attended the Pre-Eoi discussion will be summarily rejected. The date of the Pre-Bid Discussion is 26<sup>th</sup> May, 2023 at 1500 Hours and will be held at PRO Conference Hall, VSSC.**

- 11. Corrigendum, if any towards this Eoi will be issued only in the websites: [www.vssc.gov.in](http://www.vssc.gov.in) and [www.isro.gov.in](http://www.isro.gov.in).**

### **Note:**

1. For Clause No.9, all information provided by the VENDOR shall be supported with documentary evidence. Brochure, if any detailing the VENDOR profile may be submitted. Copy of the previous similar purchase/work orders executed by the VENDOR also shall be appended.
2. The final evaluation of the responses will be based on inputs furnished against our criteria, assessment based on facility visit, if required, feedback from customers and overall assessment.

VENDORS who are meeting the requirements as specified in clause 9 of the EOI and are interested in associating with VSSC/ISRO for the aforesaid proposal may submit their interest in writing along with copies of supporting documents for verification/evaluation at VSSC. Qualified VENDORS will be shortlisted and detailed proposals from such VENDORS will be solicited through an RFP.

*A checklist (Annexure I) for the supporting documents to be submitted by the VENDOR along with the EOI is enclosed.*

**Checklist for the supporting documents.***(Duly filled checklist to be submitted by the Vendor along with the Expression of Interest)*

Sl. No.	Document / Proof	Attached or Not-attached with EOI	Remarks
1.	Company registration details		
2.	Brief introduction on capabilities related to the proposed work		
3.	Documents in support of prior experience in the relevant field		
4.	Certified copies from Chartered Accountant for balance sheet showing profit/loss for the last 3 years (FY 2019-20, 2020-21& 2021-22)		
5.	Copy of previous purchase orders/work orders executed with ISRO, if any		
6.	Company profile, management structure and human resources and their experience		
7.	Company brochure		
8.	Copies of similar purchase/work orders executed by the Company		
9.	GST Registration No.		
10.	PAN No.		

I/We affirm that, the information submitted is complete in all respects and true to the best of our knowledge and that I/We am/are authorized to submit this application. I/We understand that the information furnished in the form above is liable to be verified and any misrepresentation may lead to my/our disqualification from the tendering process.

Name:

Signature of the authorized Signatory

Designation:

Date:

Seal: