

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

विज्ञा. सं. वीएसएससी/पी/विज्ञा./52/2025 दि. 28.11.2025
ADVT. NO. VSSC/P/ADVT/52/2025 DT. 28.11.2025

भारत के राष्ट्रपति के लिए तथा उनकी ओर से वरिष्ठ प्रधान, क्रय एवं भंडार, विक्रम साराभाई अंतरिक्ष केंद्र (वीएसएससी), तिरुवनंतपुरम, निम्नलिखित के लिए मोहरबंद निविदाएं आमंत्रित करता है।

For & on behalf of the President of India, the Sr. Head Purchase & Stores, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram invites Sealed Tender for the following:-

क्रम सं. Sl.No.	निविदा सं. Tender No.	वर्णन / Description	मात्रा Qty.	निविदा शुल्क Tender Fee
01.	A523 2025 00 0953 01 [पीटी - दो भाग/ PT - TWO PART]	आरपीपी सुविधाओं के प्रचालन एवं अनुरक्षण (ओ एवं एम) हेतु वर्क पैकेज Work package for Operation and Maintenance (O&M) of RPP Facilities	1 Lot	रु. 560/-
नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document				

निविदा प्राप्त करने की अंतिम तिथि / Due Date for Receipt of Tender	23.12.2025 up to 14:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date	23.12.2025, 14.30 Hrs.

विशेष टिप्पणी/Special Note:-

विदेशी विक्रेताओं को निविदा प्रस्तुत करने की अनुमति नहीं है। मेक इन इंडिया नीति के अनुसार केवल श्रेणी-I और श्रेणी-II के स्थानीय आपूर्तिकार इस बोली में भाग लेने हेतु पात्र हैं। विदेशी ओईएम से सीधे प्राप्त उद्धरणों/या विदेशी ओईएमओं की ओर से उद्धरण प्रस्तुत कर रहे एजेंटों को इस निविदा में भाग लेने की अनुमति नहीं है।

Foreign vendors are not permitted to quote. Only Class-I and Class-II Local suppliers as per Make in India Policy are eligible to participate in the bid. Quotations directly from foreign OEM/ or from agents quoting on behalf of foreign OEMs are not allowed to participate in this tender.

A Pre-bid meeting is scheduled on Monday, the 8th December, 2025. For any queries/ assistance, please Contact: 0471 2563775.

E-mail: spso_prso_pur@vssc.gov.in / pso2_prso_pur@vssc.gov.in

शुद्धिपत्र, यदि कोई हो तो, हमारे वेबसाइट www.vssc.gov.in / www.isro.gov.in में मात्र प्रकाशित किया जाएगा। Corrigendum, if any will be published in our websites : www.vssc.gov.in / www.isro.gov.in only.

हस्ताक्षरित/Sd/-

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

भारत सरकार
अंतरिक्ष विभाग (अं.वि.)
विक्रम साराभाई अंतरिक्ष केंद्र
तिरुवनंतपुरम 695022
क्रय यूनिट-III, आरएफएफ क्षेत्र
फोन नं Ph No. 0471-2563775,3609,3617 / Fax. 0471-2562105 / ईमेल e-mail: spso_prso@vssc.gov.in



GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-III, PRSO, RFF AREA
e-mail: spso_prso@vssc.gov.in

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s

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हमारी संदर्भ सं
Our Ref. No.

A523 2025-000953-01

निविदा अंतिम तिथि
Tender Due at

महोदय

Dear Sirs,

कृपया निम्नलिखित मदों की आपूर्ति के लिए अनुलग्नक (फार्म सं. संलग्न) में उल्लिखित निबंधन एवं शर्तों के अनुसार संलग्न निविदा प्रपत्र में वर्णनात्मक सूचीपत्र/पैम्फलेट/साहित्य सहित हमारी संदर्भ सं. एवं अंतिम तिथि (मोटे अक्षरों में) ऊपर लिखते हुए अपनी मुहरबंद निविदा प्रस्तुत करें।

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues /pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No. ANNEXURES ATTACHED)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	WORK PACKAGE FOR OPERATION AND MAINTENANCE (O&M) LOT OF RPP FACILITIES, VSSC	LOT	1

सुपुर्दगी स्थल

Delivery At VSSC, TVM

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions ---

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms ANNEXURES ATTACHED

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) This tender is proposed as a DOMESTIC PUBLIC TENDER. This tender is restricted only to Class-I and Class-II Local Suppliers as defined under DPIIT Order dtd 04/06/2020- Preference to Make in India Order-2017Revision. Non Local Suppliers need not quote.

(2) Foreign OEMs/Agents quoting on behalf of Foreign OEMs are not permitted to quote. This is a TWO - PART tender i.e. Techno-Commercial Bid (Part-I inc Annexures A, B, C, D, E, F, G and H) and Price Bid (Part-II inc Annexures H1 and H2) shall be submitted seperately in sealed covers.

(3) Lumpsum quote will not be consider for evaluation. High Sea Sales Quotes not permitted. All technical and commercial terms and conditions shall be furnished in the Techno-Commercial Bid while price shall be indicated only in the Price Bid.

(4) Mentioning price details anywhere else other than the price-bid shall lead to unconditional rejection of the tender.Please make note of the same. General Terms and Conditions attached. Scope of work as per Annexure - I

(5) Your bid should be submitted in sealed cover super scribing the Tender no. and Due date and addressed to Senior Purchase & Stores Officer, Purchase Unit III, SPRE Purchase, RFF Area, Vikram Sarabhai Space Center,Trivandrum-695022.

(6) E-mail Bids will not be considered. Pre-Bid Meeting scheduled on 08-12-2025, Pre-Bid discussion isCompulsory/Mandatory either through offline or Online Mode

(7) The offers/bids of those service providers who participate in the Pre-Bid discussion only will be considered for further evaluation.

(8) After attending the pre-bid discussion, the service provider shall submit a written consent conveying that they have understood all the terms and conditions and the quantum of work.

(9) Details of Personal Participating in the Pre-Bid Meeting along with ID proof details shall be emailed to spso_prso_pur@vssc.gov.in. Late requests will not be considered.

(10) Online Link will be shared to those Service Providers who are willing to participate the meeting through online mode upon email request (spso_prso_pur@vssc.gov.in) and they shall provide the same latest by 05-12-2025 at 14.00Hrs

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM

WORK PACKAGE FOR OPERATION AND MAINTENANCE

TENDER SPECIFICATIONS

1. Introduction

This tender invites bid from qualified service providers for carrying out all the technical operations mentioned in Annexure-1.

2. Definitions:

- 2.1. The term “Service Receiver” means Vikram Sarabhai Space Centre-VSSC, a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) hereinafter called “Service Receiver” includes its Units/Entities/Groups/ Divisions and facilities all over Kerala State under the administrative control of VSSC and its offices located at ISRO P.O, Thumba, Thiruvananthapuram – 695 022, Mechanisms & Vehicle Integration Testing (MVIT), Valiamala - 695 583, Composites Entity (CMSE), Vattiyoorkavu - 695 013, Ammonium Perchlorate Experimental Plant (APEP), Alwaye - 683 112 and Work Centres at LPSC - Valiamala/Bengaluru, SDSC-Sriharikota, IPRC-Mahendragiri and other Work Centres of VSSC at different parts of India.
- 2.2. The term “Service Provider” shall mean any registered Establishment which will be performing the Work Package activities.
- 2.3. The term “Work Package” shall mean a Work Package Contract to provide services at different Entities/Groups/Divisions of Service Receiver as per the Skill Set.
- 2.4. The term “Employees” shall mean all the employees, supervisors and staff of the Service Provider deployed by the Service Provider to carry out the Work Package tasks as defined in the Work Package Order.
- 2.5. The term “Focal Point” shall mean the designated officials of Service Receiver, who will be from the technical stream of the Units/Entities/Groups/Divisions, who will be coordinating with the Supervisor of the Service Provider. The Focal Point of Service Receiver shall be mentioned in the respective Work Package Orders.
- 2.6. The term “Supervisor” shall mean an identified person of the “Service Provider”, who will supervise the works carried out by the qualified work-force of “Service Provider”, and the “Supervisor” shall only supervise their workforce.

- 2.7. The term “Paying Authority” shall mean the respective Sr. Accounts Officer/ Accounts Officer of the Division/Group/Entity of Service Receiver.

3. Bid submission guidelines

Bids must be submitted in two parts:

- 3.1. **Part 1: Techno-Commercial bid** shall include all the applicable mandatory documents (Annexures A, B, C, D, E, F, G and H) as per clause 6 given below. Techno-commercial bids with any pricing information will be rejected.
- 3.2. **Part 2: Price bid** shall be submitted as per the bidding format given in annexures H1 & H2.

4. Eligibility criteria for service providers

The Service Provider shall fulfil the following requirements to be eligible participating in the tender:

- 4.1. Should be a Registered Firm and not an Individual.
- 4.2. Should have valid registration certificate issued by any Government Agency. The Bye-Law/Registration Certificate should permit undertaking the proposed work.
- 4.3. Should have Registration with Government Labour Department, EPF Organization and ESI Corporation.
- 4.4. Should have Income Tax (PAN) and GST Registration.
- 4.5. Should have minimum 1-year experience in the following technical skill grouping during the period from September, 2020 to August, 2025:

Technical Skill Grouping	Technical Skill Grouping Description
Facility & equipment Operations/ Maintenance/testing/ fabrication/assembly, handling and transportation of rocket motors/Calibration/ disposal of waste propellant and propellant raw materials	Operation, maintenance, testing and calibration of equipment/facilities related to Propellants, Chemicals, viz. mixers, kneaders, ovens, rubber processing equipment etc., workshop equipment viz. welding machines, lathes, drilling machines etc., utility equipment viz. vacuum pumps and associated systems, compressors & compressed air systems, pressure vessels etc., material handling equipment viz. cranes, forklift trucks, articulating boom, platform trucks, materials transportation trucks etc., rocket motor assembly, dis-assembly, handling and transportation etc., handling and disposal of waste propellant and propellant raw materials

5. Selection Process for Pre-Qualification of Service Providers

The Service Providers will be selected for price bid opening based on:

- 5.1. The compliance of all the pre-requisites.
- 5.2. Experience/expertise in defined skillset group as in section 4.5 and the ability to provide workforces of different qualifications [8th Standard, Matriculate, Higher Secondary, Forklift operator, Certification Course (CC) on specific technical skill, ITI/Diploma/Engineering/Graduate/ Post Graduate in different disciplines] with expertise to carry out various technical activities falling under the skill set.
- 5.3. Complying with all the Terms and Conditions.
- 5.4. Evaluation by an appropriate Committee of the Service Receiver.

In the absence of non-availability of any of the documents sought for, the techno-commercial bid will NOT be considered for evaluation and no clarification will be sought for by the Service Receiver in this regard.

6. Mandatory Documents

The following documents shall be submitted by the Service Provider along with documentary proof (wherever required); without which the techno-commercial bid will NOT be considered:

No.	Detail	Annexure
(a)	Declaration by the service provider	A
(b)	Undertaking by the service provider	B
(c)	Compliance statement	C
(d)	The details of Service Provider's establishment in their letter head	D
(e)	Declaration with respect to Court Cases, if any pending or being contemplated against the Service Provider	E
(f)	"Near Relative" Certificate declaration in the format	F
(g)	Proof of experience in the technical skill grouping defined under section 4.5 - copy of purchase orders executed during the last 5 years in the relevant technical area shall be submitted	G
(h)	Bidding format template	H
(i)	Bidding Format – Detailed (Basic Cost)	H1
(j)	Bidding Format – Summary with Taxes and Other Charges	H2

7. Period of Work Package Order:

The proposed Work Package Order will be valid for a period of 14 months or any such period as defined in the scope of Work Package Order and with an option to extend the same for a further period, with same terms and conditions on mutual consent.

8. Scope of the work:

- 8.1. The detailed work content for this “Work Package” is mentioned at Annexure-1 and its special terms and conditions includes the scope of work, category of workforce, qualification of workforce and the minimum number required to execute the work.
- 8.2. The Service Provider shall ensure that the work assigned to them is completed within the prescribed time-limit, under their Supervision.
- 8.3. The Service Provider shall engage a **minimum of 33 nos.** workforce having required qualification and with expertise to carry out various technical activities falling under different skill set group as identified at Clause 4.5 above.

9. Working Hours:

- 9.1. Normal Working Hours: Generally, the working hours of the Centre are from 08.45 hours to 17.15 hours with half an hour lunch break. The Service Provider has to execute the work from Monday to Saturday (26 days) in the normal working hours.
- 9.2. Round the Clock Working Hours: In certain specified areas as defined in the scope of work, the activities are to be carried out on round-the-clock basis as determined by the Focal Point of the Service Receiver, as defined in the scope of work. The shift timings are as follows:

SHIFT TIMINGS IN SPECIFIED AREAS		
1	1 st Shift	06.30 am to 02.30 pm
2	2 nd Shift	02.30 pm to 10.30 pm
3	3 rd Shift	10.30 pm to 06.30 am

- 9.3. Extended Working Hours: Based on the requirement, the Service Provider should be prepared to undertake the work during extended hours as well as on holidays.
- 9.4. Change in Working Hours: The Service Provider shall also adhere to any changes made in the present shift timings in the specified area of the Service Receiver and shall follow the said changed timings.

10. Legal:

- 10.1. The Service Provider shall abide by the law of the land including, Contract Labour (Regulation & Abolition) Act, and all labour related Laws/Acts or any new regulations/legislations enacted in this regard and its compliance as applicable

during the tenure of the Work Package Order. Service Receiver shall in no way be responsible for any default of the Service Provider regarding statutory obligation. The Service Provider has to ensure compliance of the above provisions at the time of submission of bill to the Service Receiver and while making payments to their work-force at all times during the currency of the Work Package. The Service Provider shall provide an undertaking to this effect as at Annexure-A.

- 10.2. The Service Provider(s) shall mandatorily undertake to provide insurance for their workforce comprehensively against any risks during the course of work undertaken by them in Service Receiver's Work Place through a Comprehensive All Risk Insurance (ARI) Policy obtained from any of the Insurance Companies as approved by the Insurance Regulatory & Development Authority of India (IRDAI). The Service Providers shall have to furnish originals of the ARI Policy along with premium receipts and other papers related thereto to the Officer concerned of the Service Receiver within 15 days from the date of commencement of Work Package Order(s). Entry Passes will be issued to the workforce of the Service Provider only after receipt of the original policy documents from the Service Provider concerned. Individual policies with a minimum coverage of Rs. 10 Lakhs per person (in the name of the Service Provider's Workforce) shall be taken by the Service Provider.
- 10.3. The Service Provider shall discharge all the legal obligations in respect of the work-force engaged by them for the execution of the work in respect of their remuneration and Service conditions and shall also comply with all the rules and regulations and provisions of the law in force that may be applicable to them from time to time. The Service Provider shall indemnify and keep indemnify the Service Receiver from any claim, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Service Receiver shall be final and binding on the Service Provider.
- 10.4. The timely payment of remuneration to the work-force, remittance of EPF and ESI shall be the sole responsibility of the Service Provider. For any default with regard to statutory obligation, the Service Provider is solely responsible.
- 10.5. The Service Provider shall also be liable for the remittance of all Taxes, Levies, Cess etc., on account of service rendered by them to the concerned authorities from time to time as per extant rules and regulations in the matter.
- 10.6. The Service Provider shall completely be responsible to maintain the Attendance, acquaintance of remuneration paid, EPF, ESI and Comprehensive Mediciclaim Policy as the case may be. Governmental authorities shall have the right to

inspect these records at any time and take necessary penal action for non-compliance of these provisions, if any.

- 10.7. The Service Provider is fully responsible for timely claiming and disbursing monthly payment of remuneration to their work-force engaged in the campus of the Service Receiver, within the time limit prescribed in the relevant Act/Rules.
- 10.8. Payment disbursement shall be made to the Service Provider by the Service Receiver on monthly basis for the actual units of work completed on piece rate and part thereof and on receipt of the invoice/bill which is duly certified by the Focal Points and approved by Divisional Head/Group Head/ELOWT/Committee in the Campus of the Service Receiver through software or otherwise and submitted to the respective Sr./Accounts Officer, as the case may be, in the prescribed format together with the following documentary proof.
 - 10.8.1. Proof of payment of remuneration made to the work-force for the preceding month duly certified by the Service Provider.
 - 10.8.2. Proof of remittance of both Employees and Employer's contribution towards EPF, ESI or Medi-claim Policy, as the case may be, made for the preceding month.
 - 10.8.3. The Service Provider should maintain basic records essential to provide the details mentioned under Clause 10.8.1 & 10.8.2 for verification.
- 10.9. The Service Provider shall submit signed wage slip/statement on their letterhead to the work-force containing details of remuneration paid, recoveries made etc. Wage Slip/Statement of previous month also shall be submitted along with the bill for payment.
- 10.10. The Service Provider, upon being served with the Work Package Order(s) shall engage the work-force as per the requirements sought for by the Service Receiver for which the Service Provider shall provide the bio-data of their qualified workforce for verification by competent authority.
- 10.11. Issue of Entry Pass: -For arranging Entry Pass to enter the Service Receiver's premises, the Service Provider should submit the details of their work force to the respective Focal Point and the same shall contain the following documents. The respective Focal Point shall scrutinize the same and shall forward it to the Senior Administrative Officer, GAD/P & GA duly approved by their Divisional Head:
 - 10.11.1. Police Clearance Certificate: It is the responsibility of the Service Provider to arrange for obtaining the Police Clearance Certificate [PCC] on the character and antecedents of the work-force engaged for duty on a yearly basis. The Service Provider shall engage the work-force who

is not having any criminal background. The character and antecedents shall be got verified through record check by Service Provider at their own cost from the concerned Police authorities (Police Clearance Certificate) and submit the original report.

10.11.2. ID card issued by the Service Provider: The Service Provider shall issue tamper proof necessary Identity Card in their firm's/ society's/agency(ies)/company's logo to the work force deployed by them to the Service Receiver.

10.11.3. Any valid Photo ID card issued by any Government Agency; and

10.11.4. Two copies of stamp size photographs;

10.12. The work-force once engaged for the Service shall not be changed without the prior concurrence of the Focal Point of the Service Receiver.

10.13. The Service Provider shall submit to the respective Paying Authority of the Service Receiver, the details of the monthly remuneration in the form of a wage-slip made by them to their workforce including the deductions along with bill for payment.

10.14. In case, the Service Provider fails to comply with any statutory/taxation liability under the appropriate law, and as a result, if Service Receiver is put under any loss/obligation, monetary or otherwise, Service Receiver will be entitled to get itself reimbursed either out of the outstanding bills against any of the Work Package Orders or from the Security Deposit to the extent of the loss or obligation in monetary terms.

10.15. The Service Provider shall be bound by the details furnished by them to the Service Receiver while submitting the tender or at any subsequent stage(s). In case, any of the documents furnished by them is found to be false at any stage, it would be deemed to be a breach of the Terms and Conditions of the Work Package Order making the Service Provider liable for legal action besides termination of Work Package Order(s) and forfeiture of Security Deposit.

10.16. The Service Provider shall not be allowed to transfer, pledge, assign or sub Contract its rights and liabilities under this Work Package Order to any other agency.

10.17. The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to the work-force engaged by them. Service Receiver shall in no way be responsible for the settlement of such disputes. Service Provider should maintain a record of grievances received from their work force and action taken for settlement.

10.18. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Labour Legislations in respect of the work-force engaged

by the Service Provider at Service Receiver's site. The work-force engaged by the Service Provider to the Service Receiver shall not have any claim whatsoever of "Master and Servant" relationship nor have any "Principal and Agent" relationship with or the Service Receiver for the said services.

- 10.19. The Service Provider upon being served with the Work Package Order(s) by the Service Receiver shall obtain all necessary Labour Licence from the Labour Department and the License shall be valid till the currency of the Work Package Order(s) and shall be extended whenever required.
- 10.20. Any other terms, conditions or clauses not covered in this document shall be in accordance with other statutory Rules/ Acts applicable to DOS/ISRO.
- 10.21. In case of termination of the Work Package Order(s) on its expiry or otherwise, the work-force engaged by the Service Provider shall not be entitled to and shall have no claim whatsoever for any kind of employment in Service Receiver's establishment and shall be made known by the Service Provider to their workforce before being engaged.
- 10.22. The status of the Service Provider shall be that of an independent Service Provider. The Service Provider and its work-force performing under this Work Package shall not be the employees of Service Receiver. Neither the Service Provider nor its work-force shall be considered as employees of Service Receiver. Such work-force has no right for subsequent regularization.
- 10.23. The Service Provider shall not assign, transfer or convey in whole or in part, this Work/Work Package Order(s) to anyone. The Service Provider shall also not delegate any of its obligations or duties under this Work Package Order(s) to anyone. The Service Provider shall not assign, pledge as collateral, grant a security interest in, create a lien against or otherwise encumber any payments that may or will be made to the Service Provider under this Work Package Order(s).
- 10.24. The Service Provider shall be bound to accept all instructions/directions issued by the Focal Point or any other person duly authorized by them relating to the execution of the Work Package Order(s).
- 10.25. The Service Provider shall maintain a register for the execution of the assigned work and get endorsement of the same from the Focal Point of the Service Receiver on monthly basis for having completed the work satisfactorily.
- 10.26. The details of work handled by the work-force, Supervisor and Establishment should be kept secret and should not be divulged to any person or outside agencies. An undertaking in this regard shall be mandatorily provided by the Service Provider as specified in Annexure-B.

- 10.27. The Service Receiver reserves the right to reject any of the work-force engaged by the Service Provider, if the presence or activity of such workforce is detrimental to the interest or discipline or security of the Service Receiver.
- 10.28. The Government of India has enacted the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 and the preferences that are extendable to the MSME Units including Women and SC/ST Entrepreneur's as issued by the Government of India from time to time and wherever feasible, will be applicable for this RFP. In order to avail of the benefits extended by the Government of India to Micro and Small Enterprises, Service Providers are requested to submit Entrepreneur Memorandum Part-II duly signed by the General Manager, District Industries Centre or NSIC Registration/Udhyog Aadhar/Udyam Registration details.

11. Financial:

- 11.1. Service Receiver shall pay the rates agreed upon to the Service Provider on monthly pro-rata basis on completion of the specified quantity of work mentioned in the Work Package Order(s).
- 11.2. The rate(s) mentioned in the Work Package Orders(s) shall be firm and fixed during the currency of the Order/Contract.
- 11.3. The Service Provider shall ensure that the remuneration paid to work-force engaged shall not be less than the minimum wages fixed by the Ministry of Labour and Employment, Government of India/State Government, from time to time.
- 11.4. It may specifically be noted that the bids do not meet even the basic cost of inputs i.e., unreasonably low prices to undercut or predatory pricing and obtain the Work Package Order(s) are liable to be rejected by Service Receiver in order to ensure quality, as the Service Receiver cannot compromise quality of work. Likewise, quotes lesser by 10% (Ten Percent) of the estimate (Total Basic Cost) will be considered as unreasonable quote and hence will be summarily rejected.
- 11.5. In case of breach of any conditions under the Work Package Order(s), the Security Deposit shall be liable to be forfeited by the Service Receiver. In addition, the Work Package Order(s) is also liable to be terminated and any amount due to the Service Provider against any other Work Package Order (s) from the Service Receiver is also liable to be appropriated.
- 11.6. In case of partnership firm, "power of attorney" should be signed by one person on behalf of others. Any breach of these conditions by the Service Provider in relation to the Bidding Establishment or Partner or Shareholders or Directors or Executives or Office Bearers, the tender/work package contract will be cancelled and Security Deposit will be forfeited at any stage whenever it is so noticed. The

Service Receiver will not pay any damages to the Service Provider. The Service Provider will also be debarred from further participation in the concerned unit of the Service Receiver.

- 11.7. The requirement of the quantity mentioned in the Work Package may vary and is subject to change based on actual requirement of the Service Receiver. The Service Provider has to complete any additional or sporadic requirement as required by the Service Receiver by engaging additional work-force, if any required. The payment will be based on the quantum of work completed which should be duly certified by the authorized official of the Service Receiver. In case of increase in demand for work unit beyond the quantity mentioned in the purchase order, unit rate of each work unit will be considered for payment. The total PO value will be considered as a financial ceiling.

12. Submission of Bills and Payment:

- 12.1. The Service Provider's bills shall be submitted before 25th (Twenty fifth) of every month, which shall cover the works accomplished between 21st of preceding month to 20th of current month, with due certifications to the respective Paying Authority. To facilitate this payment cycle, Service Provider shall submit the bill to the concerned focal point of the Service Receiver by 21-23rd of the month for certification.
- 12.2. The Service Provider shall ensure that all the payments to the work-force shall be made through only their respective Bank Account on or before 5th of every month.
- 12.3. The payment under the Work Package Order shall be inclusive of the following components:
 - 12.3.1. Contributions towards Employer's and Employee's Provident Fund, wherever applicable.
 - 12.3.2. Contributions towards Employer's and Employee's State Insurance or Medi-claim Insurance, as the case may be.
 - 12.3.3. Supervisory Charges to the Service Provider
 - 12.3.4. Service Charges to the Service Provider, if any.
 - 12.3.5. Goods & Service Tax
- 12.4. Income Tax or any other Tax/Taxes/Fees/Cess/Levy(ies) as applicable and payable by the Service Provider as per rules will be recovered from the monthly bills payable to the Service Provider.
- 12.5. In case the Service Receiver is made liable to pay any statutory liability arising due to the default of the Service Provider in relation to the Work Package Order(s), the Service Receiver shall be entitled to deduct/recover the same from the payment against the Work Package Order(s) due to the Service Provider.

- 12.6. A single bill shall be submitted against each work order. Submission of split bills will not be entertained for payment.
- 12.7. Reimbursement towards cost of IDENTITY Cards, **4 sets of cotton uniform** per personnel in the workforce (including its stitching charges) and **insurance premium towards All Risk Insurance Policy for each workforce** of the service provider for a **minimum value of Rs.10 Lakhs for two years** shall be submitted along with the first bill.

13. Safety and Security:

- 13.1. The Service Receiver's premises being a High Security Area, the work-force engaged for the work by the Service Provider, will be required to follow the security requirements such as possessing a valid Entry Pass issued by the Service Receiver and ID Card issued by the Service Provider while entering the campus, maintaining high order of discipline while on duty. It should be ensured by the Service Provider that only Indian Nationals between the age of above 18 years and up to 60 years are included in the work-force and they should not have any criminal back ground.
 - 13.1.1. When a criminal case is pending, the workforce will not be engaged on contract basis under any circumstances for whatsoever reasons. If a criminal case is reported in the meantime during the period of engagement, the workforce will not be allowed to continue.
- 13.2. The work identified in this work package involves explosive and chemical hazards. The Service Provider shall take all safety precautions required for the execution of the work. They shall also be responsible for any loss or damage caused to Service Receiver's Property/Personnel due to negligence of the work-force and shall make good the losses by the Service Provider at their own cost, failing which cost thereof, shall be recovered from the outstanding/running bills/Security Deposit of the Service Provider.
- 13.3. The activities to be carried out involves processing/handling of propellant, chemicals and explosive raw materials, which are hazardous in nature. The Service Receiver shall not be responsible for any damages, losses, claims, financial or other injury to any of the work-force engaged by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation. The work-force shall adequately be insured by the Service Provider against accidents including loss of life.
- 13.4. The Service Provider shall solely be responsible for any theft, pilferage or misbehavior committed by any of the work-force while carrying out the Service(s)

and the Service Receiver reserves the right to forfeit the Security Deposit/ Running Bills/any outstanding payment to the Service Provider.

- 13.5. In case, the work-force engaged by the Service Provider commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the Service Provider shall forthwith remove the work-force under intimation to the Focal Point. The Service Provider shall replace immediately any of its work-force who is/are found unacceptable because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from Service Receiver.
- 13.6. The work-force engaged by the Service Provider at the Service Receiver's Campus should not carry any Technical/Electronic Gadgets inside the Service Receiver's Campus and shall follow all Security and Safety norms as prescribed by the Service Receiver, from time to time.
- 13.7. The Service Provider shall ensure that the work-force engaged by them are disciplined and do not participate in any acts prejudicial to the interest of the Service Receiver.
- 13.8. The Service Provider shall solely be responsible for the redressal of grievances/dispute relating to work-force engaged.
- 13.9. The workforce engaged by the Service Provider at Service Receiver's Campus shall wear Cotton Uniform Dress (half sleeve shirt without pocket & with embroidered company logo and full-length trousers for men and culturally appropriate dress with embroidered company logo for women) while they are at work and the colour of the said uniform shall be decided by the Service Provider in consultation with the Service Receiver.
- 13.10. Contractor shall ensure medical fitness of workforce. Annual medical checkup of all members of the workforce must be done preferably by a Doctor qualified in Occupational Health or by a General Physician (MD General Medicine) and the reports to be made available for audit by VSSC. The cost towards this shall be borne by the Contractor.

14. Joint and Several Liability:

If the Service Provider is a joint entity, consisting of more than one, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Work Package Order(s) and for any default of activities and obligations.

15. Severability:

If any provision of this Work Package Order (s) is determined by a Court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Work Package Order (s).

16. Immunity from liability:

Every person who is a party to the Work Package Order(s) is hereby notified and agrees that the State, Service Receiver and all its employees, agents, successors and assigns are immune from liability and suit for or from Service Provider's activities involving third parties and arising from the Work Package.

17. Use of service receiver's name / logo not allowed:

The Service Provider agrees that they should not use the Name/logos of the Service Receiver in any manner, including commercial advertising or as a business reference, including ID cards without the approval of the Service Receiver. Any violation will result in cancellation of the Work Package Order(s) including forfeiture of Security Deposit.

18. Down Time Compensation:

- 18.1. In case of delay in completion of the work as per the Work Package Contract, Down Time Compensation @0.5% of the Work Package Order(s) Value per week or part thereof will be recovered from the Bill(s). The quantum of Down Time Compensation to be recovered will be decided by the Service Receiver after assessing the quantum of work delayed and the decision will be final and binding on the Service Provider.
- 18.2. The Service Provider is responsible to complete the quantum of work as specified in the Work Package Order(s) and as required by the Service Receiver and in case of absence of the work-force, the successful Service Provider should provide suitable replacement and for this purpose to ensure timely completion and the Service Provider shall keep a panel of work-force whose Character and Antecedents are verified.

19. Termination and Short Closing of Contract:

- 19.1. Under the normal circumstances, termination/short closing of the Work Package Order(s) is not foreseen. However, in case of repeated non-performance of the Work Package Order(s), owing to deficiency of service or breach of Order conditions or cessation of the requirement, the Service Receiver reserves the right to terminate the Work Package Order(s) wholly or partly by giving a prior notice of not less than 30 days, without any obligation on its side.
- 19.2. If the Service Provider want to withdraw the Work Package Order(s) voluntarily, a prior notice of 30 days is required.

19.3. The Work Package Order(s) is liable to be terminated without notice and the Security Deposit under the Work Package Order(s) shall be liable to be forfeited in the following circumstances: -

- 19.3.1. For the breach of any material term, condition or provision of this Work Package Order(s) by the Service Provider.
- 19.3.2. In case the Service Provider provides any statement, representation or certification and the same is found false, deceptive or materially incorrect or incomplete.
- 19.3.3. The Service Provider or any of its workforce and agents commits or has committed or engages/engaged in fraud, misappropriation, embezzlement, malfeasance or misfeasance.
- 19.3.4. If the Service Provider terminates or suspends their business, without giving prescribed notice.
- 19.3.5. The Service Provider's license or certification is suspended, terminated, revoked or forfeited.
- 19.3.6. If the Service Provider failed to comply with any applicable law of the land.
- 19.3.7. In the event of sustenance of loss by the Service Receiver due to the premature termination of Work Package Order(s) by the Service Provider, the same shall be recovered from the Security Deposit.

20. Security Deposit:

The Service Provider shall guarantee faithful execution of the Work Package Order(s) in accordance with the terms and conditions specified. As a performance security, the Service Provider shall furnish security deposit for 3%, or percentage fixed by the Government which will be intimated by the Service Receiver time to time, of the annual total Work Package Order(s) value **(Total Basic Cost + Supervisory Charges + Service Charges excluding GST)** in the form of Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Insurance Surety Bond/NTRP/Bank Guarantee issued by a Scheduled Bank as approved by the Reserve Bank of India and shall be valid beyond 2 months from the date of completion of the Contract. The Security Deposit shall not carry any interest and shall be returned by the Service Receiver on completion of all the contractual obligations. The security deposit has to be executed within 30days after the receipt of Work Package Order(s) as per our specimen. **No extension of the date for submission of the Security Deposit will be entertained by the Service Receiver and failure to submit in time will result in cancellation of the Work Package Order(s).**

21. Parallel/Adhoc/SplitWork Package Order:

21.1. Service Receiver reserves the right to enter into Parallel/Adhoc Work Package Order (s) with one or more Service Provider(s) in order to facilitate deployment of work-force during the currency of the Work Package Order(s) for availing the same or similar Services. The Service Receiver reserves the right to Split the Work Package Order(s), if need be, to one or more Service Provider(s) provided they match the L1 price.

22. Volume of Work:

The requirement of work force purely depends upon the activities of Service Receiver for the Work Package. The mere mention of the number of work-force against this Work Package Order(s) does not by itself confer any 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. The Service Receiver reserves the option for allocation of work force to meet the works to be carried out and the Service Provider shall not have any right in this regard. 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 Work Package Orders(s).

23. Option Clause

The Service Receiver reserves the right to increase/decrease the ordered quantum of works by up to 25% at any time, till final delivery date (or the extended delivery date of the Work Package Order), by giving reasonable notice even though the quantity ordered initially has been supplied in full, before the last date of the delivery period (or the extended delivery period).

24. Force Majeure Clause:

In case, completion of job is delayed by any circumstances such as acts of God, sabotages, civil commotion, riots, insurrections, revolutions, earthquake, fire, flood or other natural events beyond the control of the Service Provider, which makes their work-force unable to complete the tasks assigned to them in time, then the Service Provider shall give notice within 15 days to the Service Receiver in writing of his claim for an extension of time. The Service Receiver on receipt of such notice after verification, if necessary, may agree to extend the period of Work Package as may be reasonable without prejudice to other terms and conditions of Work Package Order(s).

25. Applicable Law, Jurisdiction and Arbitration:

The Contract shall be interpreted, construed and governed by the Laws in India. In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Work Package Order(s), such dispute/s or

difference/s or claim/s shall be settled amicably by mutual consultations of the good Office of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre - Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be “English” only.

Work under the Work Package Order(s) shall be continued by the Service Provider during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the Service Receiver or unless the matter is such the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

26. Submission of Forged Documents:

If any of the Service Provider submits any forged or false documents along with their Tender/Bid, such Tenders/Bids will be summarily rejected and such Service Providers will be blacklisted for all future tenders/bids.

27. Compliance Statement:

The Service Provider shall mandatorily submit the Compliance Statement as at Annexure-C along with their tender/bid, failing which the said tender/bid will not be evaluated.

28. Bidding Format:

The format wherein the Service Provider shall submit their Tender/Bid in their Letter Head is kept at Annexure-H. The Service Provider shall mandatorily bid in the said format only and all the columns shall be duly filled and no column shall be left blank. In case the Bid/Tender is not submitted in the Bidding Format, the said bid/tender is liable for rejection.

29. Validity:

The bid/offer submitted by the Service Provider shall be valid for a minimum period of One Hundred and Eighty Days (180 Days) from the date of opening of the Bids/Tenders.

30. Corrections:

Any corrections in any portion of the tender/bid shall be rounded off and shall be compulsorily initialed by the Service Provider, failing which such tenders/bids are liable for rejection.

31. Due Date and Due Time for Submission of Tender/Bid:

31.1. The Service Providers shall submit their Tender/Bid with all its enclosures and complete in all respects in a sealed cover super scribing the Tender No.

A523 2025 00 0953 01 and Due Date 23.12.2025 to the Senior Purchase & Stores Officer, Purchase Unit III RFF Area, Vikram Sarabhai Space Centre, Thiruvananthapuram - 695 022

31.2. The Due Date and Due Time for the submission of the Tender/Bid is **23.12.2025** at **14.00** hours and the Due Time and Date for opening of the Tender/Bid will be on **23.12.2025** at **14.30** hours.

31.3. Tenders/Bids received after the said Due Date and Due Time for submission of tenders/bids will NOT be considered.

31.4. Fax/E-mail Tenders/Bids also will NOT be considered.

31.5. Service Provider(s) may take effort to deploy 20% of the workforce within the local area (within 10 kilometers radius).

PURCHASE & STORES OFFICER
For & on behalf of the President of India
(The Purchaser)

DECLARATION BY THE SERVICE PROVIDER

(To be provided by the Service Provider with their bid on the letter head of the Service Provider)

1. I/We, Son/Daughter/Wife/Husband of Shri/Smt. (Proprietor/Partner/Director/Authorized Signatory of the Firm), I am competent to sign the declaration and execute this Bid
2. I/We have carefully read and understood all the enclosed terms and conditions and undertake to abide by the same.
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 our Tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We agree to pay the Remuneration to the work-force in time not less than the Minimum Remuneration fixed by the Ministry of Labour and Employment, Government of India/State Government and remit the 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/We also agree to strictly abide by all the statutory requirements/provisions relating to labour laws as prevailing from time to time.
6. I/We also agree to engage only that work-force whose character and antecedents are verified through Police Clearance Certificate for carrying out the work at VSSC.
7. I/We also agree to submit the monthly bills/invoices to the Paying Authority before 25th of the month itself with due certification.
8. I/We also agree to strictly provide self-attested proof of crediting remuneration to the Bank Account of our work-force as per labour laws/rules.
9. I/We also agree to adhere to all the Clauses of the General Terms and Conditions of the Work Package.

Date :
with Seal)

(Signature of Authorized Signatory

Place :

Name in full:

UNDERTAKING BY THE SERVICE PROVIDER

(to be submitted by the Service Provider in their letter head to the Service Receiver)

UNDERTAKING

I/We, (authorized person of the Service Provider),.....
(Designation) of M/s.....
(Service Provider's name & address) participating in the tendering process for award of work under the Work Package Order(s) in Vikram Sarabhai Space Centre, Thiruvananthapuram do hereby undertake that:

1. I/We have read and understood the General Terms and Conditions of the Work Package Tender.
2. I/We as well as the workforce to be deployed by me/our firm/society/agency/company will maintain confidentiality of the work awarded to us and will not divulge any information that has come to my/our knowledge during the course of the execution of the Work in Service Receiver's establishment.
3. I/We as well as the work force to be deployed for carrying out the work will not retain or remove any drawings, electronic records or any documents related to such work from the premises/establishments of the Service Receiver and do not take any photograph or make copies or extracts from them.
4. I/We as well as the work force do not divulge any information or matters either during or after the term of the Work Package Order(s) for my or our own benefit or for the benefit of others.
5. I/We have understood that in case of violation of the terms and conditions of the Work Package and this undertaking, the Service Receiver has the right to cancel the Work Package Order(s) including forfeiture of Security Deposit in addition to initiation of appropriate legal action/remedies.
6. I/We have understood that strict compliance of this undertaking is a condition for award of the work under Work Package.

Dated this theday of 2025 at.....

(Signature of Authorized Signatory
of the Service Provider with Seal)

Name in full :

ANNEXURE- C**COMPLIANCE STATEMENT**

(to be provided by the Service Provider with each Tender on their letter head)

Tender Ref.No

WP Technical Skill set: As per clause 4.5.....

Sl. No.	Conditions in Work Package Tender/ Requirements	Minimum Number of Workforce required	Workforce Details having experience in the said Skill Set	Compliance Yes/No	Explanation Comments	Details of relevant Documents attached
A	B	C	D	E	F	H
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Dated this theday of 2025 at.....

(Signature of Authorized Signatory
of the Service Provider with Seal)

Name in full :

ANNEXURE–D

DETAILS OF THE SERVICE PROVIDER’S ESTABLISHMENT (To be
provided by the SERVICE PROVIDER)

PASSPORT SIZE PHOTO OF THE PERSON BID TO BE PASTED HERE

1.	Name of the Service Provider	
2 (a)	Full Postal Address of the Service Provider	
2 (b)	Telephone No.	
2 (c)	Mobile No. (Mandatory)	
2 (d)	Fax No.	
2 (e)	E-mail id (mandatory)	
3.	Full Postal Address of Operating Branch Office, if any	
3 (a)	Telephone No.	
3 (b)	Mobile No.	
3 (c)	Fax No.	
3 (d)	E-mail	
4.	Indicate the Organizational status of the Service Provider	1. Proprietorship 2. Society 3. JV Firm 4. Partnership 5. Private Limited Co 6. Public Limited Co 7. PSU/PSE 8. LLP 9. Others (please indicate) (please tick any one of the above which is applicable)
5.	Act/Rule under which the Service Provider is registered	

6.	Registration No. & Date of Registration		
7.	Name of the Proprietor/Manager/ President/Secretary/Chief Executive with address and Contact Phone No.		
8.	Name of Partners/Shareholders (of privately owned)/ Directors/ Executives/ Officers of the Service Provider (If required attach additional sheet)		
9.	Whether any Near Relative of the Proprietor/Office bearers is/ are working in VSSC/IISU/LPSC, if so details (Please see Para 4.1 and fill in Annexure-D)		
10.	Copy of the Bye-law/ Establishment Registration Certificate issued by any Governmental Agency (Para II-b)		
11(a)	Labour Department Registration No. (Para II-c)		
11(b)	EPF Registration No. (Para II-c)		
11(c)	ESI Registration No. (Para II-c)		
12(a)	PAN No. (Para II-d)		
12(b)	Goods & Service Tax Registration No. (Para II-d)		
13.	Bank Account Details of the Service Provider	Banker's Name	
		Banker's Address	
		Bank Account No.	
		IFSC Code	
		PFMS No. (if available)	

Note:- 1) If any of the above columns are kept unfilled and not supported by documentary proof, such bids will be summarily rejected by the Service Receiver.

DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

ANNEXURE-E

DECLARATION BY THE SERVICE PROVIDER REGARDING COURT CASES

(To be provided by the Service Provider with bid in the
letter head of the Service Provider)

I/We hereby undertake that our establishment do not have any legal
suit/criminal case either pending against me/ us/ Partner(s)/
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.

OR

I/We hereby undertake that our establishment is having the following legal
suit/criminal case pending against me/us/Proprietor/Partner (s)/Directors (in the case
of Company), of which the details are furnished below:

Sl. No.	Case Number and the details of the Honourable Court	Nature of the Case	Name of the Parties involved
1.			
2.			
3.			

Note : Strike out whichever is not applicable.

Date :

(Signature of Authorized Signatory with Seal)

Place :

Name in full :

ANNEXURE-F

PROFORMA FOR NEAR RELATIVE(S) CERTIFICATE *

I, _____,
S/o or D/o Shri/Smt. _____
on behalf of _____
hereby certify that

- (a) None of my relatives are working in VSSC/IISU/LPSC.
- (b) Following relative (s) as defined in tender Terms and Conditions for Work Package is/are employed in VSSC/IISU/LPSC.

Sl. No	Name of the Person, Designation, Staff Code No., Organization

- (c) It is also certified that the workforce/(s) as above of ISRO has/have no connection/partnership/share-holding or any other business interest in the Service Provider's firm.

In case at any stage, it is found that the information given by me/us is false/incorrect, the Department/ISRO shall have the absolute right to take any action as deemed fit, without any prior intimation to me/us.

(Signature of Authorized Signatory of the
Service Provider/Service Provider with Seal)

Name in full :

Date :

Place :

* To be executed on Rs.200/- Non-Judicial Stamp Paper & attested by Notary Public/Executive Magistrate by the Service Provider, on award of the contract for Work package

Annexure G**Proof of experience in the specified skillset**

Sl. No.	Details of Client along with Address, Telephone & Fax No.	Scope of Work	Value of Contract (in Rupees Lakhs)	Contract period	
				From	To
1.					
2.					
3.					
4.					
5.	Whether the Service Provider undertakes any contractual work at any Establishments in Thiruvananthapuram other than VSSC/ IISU /LPSC. If so, give the details				

BIDDING FORMAT TEMPLATE

(TO BE PROVIDED IN THE SERVICE PROVIDER'S LETTER HEAD)

Tender Ref. No.	
Due Date & Time for submission of bid/offer	
Due Date & Time for opening of bid/offer	
Service Provider's Reference No. and Date	

From: _____

To

The Sr. Purchase & Stores Officer
SPRE Purchase, Purchase Unit No. III
Vikram Sarabhai Space Centre, RFF Area
ISRO PO., Thiruvananthapuram - 695 022

TENDER FORM

Dear Sir,

I/We hereby offer to provide the services detailed below at the price hereunder quoted and agree to hold this offer open till _____. I/We shall be bound to provide the services hereby offered upon the issue of the Work Package Order(s) communicating the acceptance thereof on or before the expiry of the last-mentioned date. You are at liberty to accept any one or more of the items of services tendered for or any portion of any one or more of the services of such Work Package. I/We, notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to provide you such services and such portion or portions of one or more of the services as may be specified in the said Work Package Order(s) communicating the acceptance in line with **Clause 21.0. The price quoted by me/us is inclusive of Contributions towards Employer's and Employee's Provident Fund and Contributions towards Employer's and Employee's State Insurance/Medi-claim Insurance as applicable as per relevant rules.**

Bidding Format H1 – Detailed (Basic Cost)

(Sheet will be provided by Indenter & Price to be quoted by Service Provider)

Tender Reference No:

Skill Set: As per clause 4.5

VIKRAM SARABHAI SPACE CENTRE - BIDDING FORMAT

ANNEXURE-H1

Tender Reference No:

1. Activity Name : **Supervision of mechanical equipment operation and maintenance activities**

Category of Workforce : **Dip**
No Of days /month : **26**

No of Workforce : **1**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Supervision of mechanical equipment operation and maintenance activities	100.00	nos	364.00		
		100.00			Subtotal	

2. Activity Name : **Operation, maintenance, installation of mechanical equipment and fabrication activities**

Category of Workforce : **ITI**
No Of days /month : **26**

No of Workforce : **6**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Precast check up of vacuum pump, vacuum lines, cranes, vacuum chamber, compressors, forklift truck, VM bowl truck, articulating boom, platform trucks	20.00	nos.	637.00		
2	Operation of vacuum pump	10.00	nos.	91.00		
3	Daily upkeeping of forkflit truck, VM truck, Articulating boom, EOT cranes, platform trucks	20.00	nos.	1820.00		
4	Load testing of lifting tackles and equipment, handling of loads for load testing	5.00	nos.	91.00		
5	Painting of vacuum pumps, lifting tackles, fixtures, stands	10.00	nos.	91.00		

6	Workshop fabrication works for plant maintenance	20.00	nos.	1820.00		
7	Installation activities	15.00	nos.	91.00		
		100.00			Subtotal	

3. Activity Name : Maintenance of utility and material handling equipment
Category of Workforce : ITI **No of Workforce :** 1
No Of days /month : 26

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Precast checks, preventive and breakdown maintenance of utility and material handling equipment	100.00	nos.	637.00		
		100.00			Subtotal	

4. Activity Name : Supervision of rocket hardware assembly and handling related activities
Category of Workforce : Dip **No of Workforce :** 1
No Of days /month : 26

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Supervision of unloading, inspection, stencilling, harnessing, de-harnessing, support for movement, tilting of cast motor and motor cases	60.00	nos.	637.00		
2	Supervision of movement, rearrangement and painting of tools, tackles and fixtures	40.00	nos.	91.00		
		100.00			Subtotal	

5. Activity Name : Rocket hardware assembly and handling related activities
Category of Workforce : ITI **No of Workforce :** 8
No Of days /month : 26

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Unloading, inspection, stencilling, harnessing, de-harnessing, support for movement, tilting of cast motor and motor cases	60.00	nos.	637.00		
2	Movement, rearrangement and painting of tools, tackles and fixtures	40.00	nos.	91.00		
		100.00			Subtotal	

6. Activity Name : Supervision of waste propellant collection storage and disposal activities
Category of Workforce : Dip **No of Workforce :** 1
No Of days /month : 26

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Supervision of disposal of solid propellant	60.00	nos.	728.00		
2	Supervision of movement of waste propellant from facilities, re-arrangement and storage of propellant/waste AP inside storage facility	20.00	nos.	364.00		
3	Supervision of mixing and disposal of waste AP	20.00	nos.	91.00		
		100.00			Subtotal	

7. Activity Name : **Waste propellant collection storage and disposal activities**
Category of Workforce : **ITI** No of Workforce : **3**
No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Disposal of solid propellant	60.00	nos.	728.00		
2	Movement of waste propellant from facilities, re-arrangement and storage of propellant/waste AP inside storage facility	20.00	nos.	364.00		
3	Mixing and disposal of waste AP	20.00	nos.	91.00		
		100.00			Subtotal	

8. Activity Name : **Welding activities**
Category of Workforce : **ITI** No of Workforce : **1**
No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Arc welding, TIG welding, Arc-plasma gas cutting	100.00	nos.	728.00		
		100.00			Subtotal	

9. Activity Name : **Lathe operation and turning activities**
Category of Workforce : **ITI** No of Workforce : **1**
No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Turning of aluminium, steel and miscellaneous materials	100.00	nos.	728.00		
		100.00			Subtotal	

10. Activity Name : Electrical maintenance of plant equipmentCategory of Workforce : **ITI**No of Workforce : **3**No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Pre-cast check up of process and utility equipment - electrical part	30.00	nos.	637.00		
2	Preventive maintenance of electrical equipment	50.00	nos.	182.00		
3	Fault finding and rectification of electrical equipment	20.00	nos.	182.00		
		100.00			Subtotal	

11. Activity Name : Maintenance of plant instrumentation and electronic systemsCategory of Workforce : **Dip**No of Workforce : **1**No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Pre-process check up of process and utility equipment - instrumentation part	30.00	nos.	637.00		
2	Preventive maintenance of instrumentation systems	30.00	nos.	182.00		
3	Fault finding and rectification of instrumentation systems	40.00	nos.	182.00		
		100.00			Subtotal	

12. Activity Name : **Operation of materials handling equipment and articulating boom**
Category of Workforce : **ITI** **No of Workforce : 6**
No Of days /month : **26**

Sl. No.	Sub-activity name	Relative Weightage	Unit of Measure	Total units for 14 Months	Unit price in Rs (Quote)	Total amount in Rs (Quote)
1	Operation of articulating boom	10.00	nos.	364.00		
2	Material handling and movement activities (operations which includes loading of material in to the forklift/bowl truck/bin truck, operation of vehicle, unloading of material)	90.00	nos.	8736.00		
		100.00			Subtotal	

				Grand Total	
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Bidding Format H2 – Summary with Taxes and Other Charges

(Calculation to be made by Service Provider)

Tender Reference No......

Skill Set: As per clause 4.5

Total Number of Work Force (N)

Period of Contract: 14 Months

Sl No	Description	Legend	Value	Total Amount in Rupees	
				In Figures	In Words
1	Total Basic Amount for Activities	A			
2	Supervisory Charges to the Service Provider in percentage to the Total Basic Amount (A) (Clause 12.3.3)	$B = \%A$	%		
3	Service Charges to the Service Provider in percentage to the Total Amount (A) (Clause 12.3.4)	$C = \%A$	%		
4	Sub Total	$D = A + B + C$			
5	Goods & Service Tax (GST) (Clause 12.3.5)	$E = 18\% \text{ of } D$			
6	One Time Cost of Identity Cards (T) for Total (N no.) of Service Personnel including GST (if any) (Clause 12.7) (The value of T shall not exceed Rs.70)	$F = N \times T$			
7	Cost of 4 sets of cotton uniform (U) including its stitching charges for Total (N no.) of Service Personnel including GST (if any) (Clause 12.7) (The value of U shall not exceed Rs. 4000)	$G = N \times U$			
8	Insurance Premium Charges including GST towards All Risk Insurance Policy (for each Service Personnel of the Service Provider with a minimum coverage of Rs. 10 Lakhs) for 2 years for Total (N no.) of Service Personnel (Clause 12.7) (The value of P shall not exceed Rs.750)	$H = N \times P$			
	Grand Total	$I = (E + F + G + H)$			

- Note:
1. All the rates should be given both in figures and words
 2. Quote/Price should be given to the respective category in the above Table only.
 3. Multiparty indent: VSSC reserves the right to split the order among one or more parties at L1 rate.
 4. Evaluation criteria for arriving at L1 shall be 'D'.
 5. Qualification criteria as per Clause No.11.4 of this RFP shall be based on 'A'

Place at which the Service will be made: Service Receiver's Site as Clause 1

3. I/We have understood the items of the tender annexed to the invitation to tender and have thoroughly examined the scope of the work as detailed at Clause 4.5 quoted or referred to herein and am/are fully aware of the nature of the services required and my/our offer is to provide the services strictly in accordance with the requirements subject to the terms and conditions stipulated in the enquiry and contained in the Work Package Order(s) communicating the acceptance of this tender either in whole or in part.
4. I / We understand that the decision for award of work package order will be decided on the sum total of all components listed above.

Name & Signature of the Service Provider

Date:

(Seal)

Scope of Work

Work package for Operation and maintenance of RPP facilities

Work package for operation and maintenance of equipment and facilities at RPP, VSSC to facilitate solid processing and associated activities.

Location of work : VSSC, Trivandrum

Total duration of work : 14 months

Details of workforce : Minimum requirement 33 nos.

Academic qualification :

Sl. no	Activity	Qualification	Specialization	Minimum number of persons required	Technical Expertise
1	Operation and maintenance of RPP facilities to facilitate propellant processing and associated activities	ITI	Fitter	14	NIL
		ITI	Diesel mechanic	1	NIL
		ITI	Welder	1	NIL
		ITI	Turner	1	NIL
		ITI	Electrician	3	NIL
		Ex-servicemen having graduate equivalent certificate from Indian Armed Forces	Ex-service men	3	Min one year experience in handling explosives
		Diploma	Electronics and Communication	1	NIL
		Diploma	Mechanical	3	NIL
		Forklift operators	Forklift /Heavy vehicle /Articulating boom operation	6	Minimum one year experience in operation of forklift truck. Forklift license and heavy vehicle operation license is essential
		Total		33	-

Quantum of work: Details of work is given below

A. Diploma holder

Sl no	Details of work	Qty for 14 months	Unit
A1. Supervision of mechanical equipment operation and maintenance activities – Diploma in Mechanical - 1 no. for the following job			
1.	Supervision of mechanical equipment operation and maintenance activities	364	Nos.
A2. Supervision of rocket hardware assembly and handling related activities - Diploma in Mechanical - 1 no. for the following job			
Sl no	Details of work	Qty for 14 months	Unit
2.	Supervision of unloading, inspection, stenciling, harnessing, de-harnessing, support for movement, tilting of cast motor and motor cases	637	Nos.
3.	Supervision of movement, rearrangement and painting of tools, tackles and fixtures	91	Nos.
A3. Supervision of waste propellant collection storage and disposal activities - Diploma in Mechanical - 1 no. for the following job			
Sl no	Details of work	Qty for 14 months	Unit
4.	Supervision of disposal of solid propellant	728	Nos.
5.	Supervision of movement of waste propellant from facilities, re-arrangement and storage of propellant/waste AP inside storage facility	364	Nos.
6.	Supervision of mixing and disposal of waste AP	91	Nos.
A.4 Maintenance of plant instrumentation and electronic systems - Diploma in Electronics and Communication - 1 no. for the following job			
7.	Pre-process check-up of process and utility equipment - instrumentation part	637	Nos.
8.	Preventive maintenance of instrumentation systems	182	Nos.
9.	Fault finding and rectification of instrumentation systems	182	Nos.

B. ITI holder/Ex-servicemen with BSc. Equivalent certificate

B1. Operation, maintenance, installation of mechanical equipment and fabrication activities – ITI fitters – 6 Nos. for the following jobs			
Sl no	Details of work	Qty for 14 months	Unit
10.	Precast check-up of vacuum pump, vacuum lines, cranes, vacuum chamber, compressors, forklift truck, VM bowl truck, articulating boom, platform trucks	637	Nos.
11.	Operation of vacuum pump	91	Nos.

12.	Daily up keeping of forklift truck, VM truck, Articulating boom, EOT cranes, platform trucks	1820	Nos.
13.	Load testing of lifting tackles and equipment, handling of loads for load testing	91	Nos.
14.	Painting of vacuum pumps, lifting tackles, fixtures, stands	91	Nos.
15.	Workshop fabrication works for plant maintenance	1820	Nos.
16.	Installation activities	91	Nos.
B2. Maintenance of utility and material handling equipment – ITI diesel mechanic -1 No. for following jobs			
17.	Precast checks, preventive and breakdown maintenance of utility and material handling equipment	637	Nos
B3. Rocket hardware assembly and handling related activities – ITI fitter – 8 Nos. for following jobs			
18.	Unloading, inspection, stencilling, harnessing, de-harnessing, support for movement, tilting of cast motor and motor cases	637	Nos.
19.	Movement, rearrangement and painting of tools, tackles and fixtures	91	Nos
B4. Waste propellant collection storage and disposal activities – ITI equivalent degree/Ex-servicemen – 3 Nos. for following jobs			
20.	Disposal of solid propellant	728	Nos.
21.	Movement of waste propellant from facilities, re-arrangement and storage of propellant/waste AP inside storage facility	364	Nos.
22.	Mixing and disposal of waste AP	91	
B5. Welding activities – ITI welder – 1 No. for following jobs			
23.	Arc welding, TIG welding, Arc-plasma gas cutting	728	Nos.
B6. Lathe operation and turning activities – ITI turner – 1 No. for following jobs			
24.	Turning of aluminium, steel and miscellaneous materials	728	Nos.
B7. Electrical maintenance of plant equipment – ITI Electrician – 3 Nos. for following jobs			
25.	Pre-cast check-up of process and utility equipment - electrical part	637	Nos.
26.	Preventive maintenance of electrical equipment	182	Nos.
27.	Fault finding and rectification of electrical equipment	182	Nos.

C. Forklift operators

C1. Operation of materials handling equipment and articulating boom – 6 Nos. of Forklift truck operators with forklift operator license and HVD license, for following jobs			
Sl no	Details of work	Qty for 14 months	Unit
28.	Operation of articulating boom	364	Nos.
29.	Material handling and movement activities (operations which includes loading of material in to the forklift/bowl truck/bin truck, operation of vehicle, unloading of material)	8736	Nos.

COMMERCIAL CONDITIONS

1. Tender Documents can be downloaded from our websites: www.vssc.gov.in / www.isro.gov.in. If hard copy of the tender documents is required a **Tender Fee (Rs. 560/-)** shall be paid through **Non-tax & Revenue Receipts Portal (NTRP)**(URL: <https://bharatkosh.gov.in>). Payment receipt shall be submitted along with the quotation. Other mode of payment is not acceptable. [The tender fee is NON-REFUNDABLE].

Government Departments, PSUs (both Central and State), Small Scale Industries units borne in the list of NSIC, MSME and foreign sources are exempted from submission of tender fee. Those who are coming under the above category should submit documentary evidence for the same.

2. Please keep and confirm the offer validity minimum 180 days from the date of opening of tender
3. **Please send the quotations ONLY in 'SEALED COVER' super scribing our Tender Enquiry No. and Due Date by speed post so as to reach us on or before the due date and time. The cover thus prepared should be sent to the following address so as to reach us on or before the due date and time specified in the tender form:**

**Sr. Purchase & Stores Officer,
Purchase Unit-III, Main Purchase,
RFF Area, Vikram Sarabhai Space Centre,
ISRO-PO, Trivandrum-695 022**

VSSC will not be responsible for any postal delays. Email/fax quotations 'WILL NOT BE ACCEPTED'.

4. Basic rate and GST rate with applicable HSN Code shall be shown separately.
5. In order to avail of the benefits extended by Government of India to the Micro and Small sectors, please submit attested copy of the valid Entrepreneur Memorandum Part-II signed by the General Manager, District Industries Centre or NSIC or MSME Registration Certificate along with your offer. **[Note: MSME/NSIC vendors are not exempted from submission of SD].**
6. VSSC has a right to cancel the tender without assigning any reason etc.
7. **EMD:** The vendors who are not registered with VSSC, shall submit an EMD (Earnest Money Deposit) or Bid Security through **NTRP for 2% of bid value-**. The EMD of the unsuccessful vendor will be returned without any interest within 30 days from the date of finalization. Foreign vendors, registered vendors or vendors who have already applied for renewal of registration, Central PSUs/PSEs/Autonomous Bodies/MSMEs etc., shall be exempted from payment of EMD. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number (vendor code), etc. The quotation submitted by unregistered vendor without EMD will not be considered. The EMD submitted by unregistered vendors will be forfeited in the case of withdrawal of quotation or amendments in quotation or any such deviation in a later period.
8. VSSC reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.