

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./384/2024 दि. 07.01.2025
ADVT. NO. VSSC/P/ADVT/384/2024 DT. 07.01.2025

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.	B220-2024-3649-01 [एकल भाग / SINGLE PART]	विविध वीएसएससी वाहनों के वर्षा प्रूफिंग एवं स्टिकर कार्यों के लिए दर संविदा Rate Contract for Rain Proofing & Sticker works of Various VSSC Vehicles.	1 वर्ष / year	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 (क्रम सं. / Sl. No. 1)	28/01/2025 up to 14:00 Hrs.
निविदा खोलने की तिथि / Tender Opening Date (क्रम सं. / Sl. No. 1)	29/01/2025 at 10:00 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.

क्रम सं. 1 की निविदा के लिए ईएमडी लागू है / EMD applicable for tender at Sl. No. 1.

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-I, आरएफएफ क्षेत्र

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-I, MAIN PURCHASE, RFF AREA

फोन नं Ph No. 0471-2563139, 3676, 3522, 3523 / Fax. 0471-2705092 / 2562065 / ईमेल e-mail: spso_psd@vssc.gov.in

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s 00000

हमारी संदर्भ सं
Our Ref. No. B220 2024-003649-01

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. null)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate Contract for Rain proofing & Sticker works of Various VSSC Vehicles (mini trucks, medium class passenger & Goods vehicles, heavy passenger and goods vehicles etc.)	year	1

सुपुर्दगी स्थल

Delivery At TOMD, VSSC, TRIVANDRUM

प्रेषण की विधि

Mode of Despatch ON SITE

शुल्क छूट

Duty Exemptions

विशेष अनुदेश

Special Instructions NIL

विशेष निबंधन

Specific Terms

निविदाकारों को अनुदेश

Instructions to Tenderers

(1) Kindly submit the bids as per Annexure-1 & Annexure-A attached

(2) Annexure 1 shall be sent along with the quotation (in format given in Annexure A), duly filled, signed and sealed.

U

भारत के राष्ट्रपति के लिए एवं ओर से
For and on behalf of the President of India
क्रेता / The Purchaser

Terms and conditions of the Rate Contract for Rain proofing & Sticker works of Various VSSC Vehicles (To be submitted by the bidder along with the quotation in the prescribed format in Annexure - A)

Sl. No.	SCOPE OF WORK, TERMS & CONDITIONS	Strike off whichever is not applicable	Remarks, if any
1.0	<p>Definitions:</p> <p>a. The term “Vikram Sarabhai Space Centre [VSSC]”, (hereinafter called the Service Receiver) is a Centre under the Indian Space Research Organization (ISRO) of the Department of Space (DOS) and 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.</p> <p>b. The term “Service Provider” shall mean any registered Establishment, which will be performing this Rate Contract activity.</p> <p>c. The term “Work force” shall mean all the technicians, supervisors and other personnel engaged by the Service Provider to carry out the tasks as defined in the Rate Contract (RC).</p> <p>d. The term “Focal Point” means the designated officials of VSSC, who shall be co-ordinating with the Service Provider or their Authorised Official(s). The Focal Point of VSSC shall be Head, TOMD or authorized Officer(s) identified by Head, TOMD-VSSC in this regard.</p> <p>e. The Term “ Work Force” means the skilled manpower who is/ are deployed by the service provider to execute the awarded work through the Rate Contract.</p>		
2.0	<p>Period of Contract:</p> <p>The Contract shall be valid for a period of ONE year However,VSSC reserves the right to extend the same for further periods on mutual agreement on the same rates. However VSSC reserves the right to short close the same by giving one-month prior notice in writing without any financial obligation on either side.</p>	ACCEPTED/ NOT ACCEPTED	

3.0	<p>Scope of Work:</p> <p><u>Rain Proofing Work:</u></p> <p>The scope of rain proofing work involves the following.</p> <ol style="list-style-type: none"> Removal of Brocken or damaged tar sheets/ cleaning of roof surface/ Application of adhesive compound/ Pasting of New tar Sheets. Removal of side window frame of buses or trucks / fixing of new rubber beadings if required/ Application of adhesive compound/ fixing of window frames back to the vehicles. <p><u>Sticker Works:</u></p> <p>VSSC vehicles have various kind of stickers for its Name Boards, department logo, Cooling Film, Anti reflective tapes etc. The scope of Sticker works involves the following.</p> <ol style="list-style-type: none"> Removal of Brocken or damaged Stickers, reflective tapes/ Cooling Film/, cleaning of surface/ Pasting of New Stickers/ Cooling Film/ reflective tapes on body surface/ glass surface. <p>The execution of rain proofing & Sticker works of VSSC vehicles such as cars, multi utility vehicles, trucks, buses, prime movers, etc. at Service Receivers site whenever required. VSSC has a fleet of more than 300 numbers of light and heavy vehicles. An expert labour in the field of automobile rain proofing & Sticker work shall be deployed as and when required for execution of work on demand basis. The works shall be done according to the type of vehicle and applicability to the particular vehicle as instructed by focal point. During all stages of work, the focal point will inspect the work and any discrepancy felt by them should be rectified by the Service Provider as per instructions of the focal point. In any case, the work has to be done to the utmost satisfaction of the Service Receiver.</p> <p>Service Provider is responsible for maintaining the work area clean after completion of the work. Any other related works as instructed by the focal point have to be strictly adhered to and no excess amount will be given other than that quoted in the quotation.</p>	ACCEPTED/ NOT ACCEPTED	
-----	--	------------------------------	--

4.0	Charges: Unit rate exclusive of GST shall be quoted in prescribed format attached as Annexure-A. The rate will be firm and fixed till completion of the contract period. Applicable GST shall be paid extra against the valid GST invoice only.	ACCEPTED/ NOT ACCEPTED	
5.0	Approximate Quantum of Work: The approximate quantum of work for ONE year is given in the Annexure – A and it is only approximate and not guaranteed.	ACCEPTED/ NOT ACCEPTED	
6.0	Payment: Payment shall be made monthly basis for the job executed satisfactorily within 30 days of receipt of the bill duly certified by the Focal Point and approved by Head, TOMD, VSSC and the same shall be sent to the Accounts Officer (Bills) for arranging payment.	ACCEPTED/ NOT ACCEPTED	
7.0	General:		
7.1	The work is to be carried out at TOMD workshop, VSSC, Thumba on working days from 08.45 AM to 5.15 PM (Monday to Friday) and if situation warrants, beyond the office hours and on holidays as per the instructions of the Focal Point or his authorized representative. If the jobs to be executed at Service Receiver's work centres located in Vattiyoorkavu or Valiamala (near Nedumangadu) in case of exigency situations, free transport arrangement for Service Provider/his workers will be made by the Service Receiver.	ACCEPTED/ NOT ACCEPTED	
7.2	Only on completion of one vehicle, the other vehicle will be given for rain proofing & Sticker works. No work/vehicle shall be left unfinished for more than a week or beyond reasonable period except unavailability of materials/ consumables/ any associated mechanical rework, as agreed by the Focal Point or his authorized representative.	ACCEPTED/ NOT ACCEPTED	
7.3	The Focal Point or his authorized representative's instructions have to be strictly adhered to.	ACCEPTED/ NOT ACCEPTED	
7.4	All consumables, materials, electricity required for carrying out the rain proofing & Sticker works will be supplied by the Service Receiver at free of cost. Necessary hand tools required for the repair work shall be brought by the Service Provider.	ACCEPTED/ NOT ACCEPTED	
7.5	Necessary personal protective equipment for the work force shall be used at Service Providers cost while working. Service Receiver will not bear any cost related to this and not responsible for any occupational hazards to the work force due to the nature of work.	ACCEPTED/ NOT ACCEPTED	

7.6	In the event of damages to Service Receivers property or injury to VSSC's/Service Provider's personnel due to the negligence of work force of Service Provider, the responsibility shall solely rest with the Service Provider. Service Receiver shall not be responsible for loss of life of the work force of Service Provider due to accidents/natural calamities/explosions, etc.	ACCEPTED/ NOT ACCEPTED	
7.7	The service provider shall take a life insurance policy for his work force for an amount not less than 10 lakhs at Service Providers expense. Workforces without insurance certificates will not be allowed to perform the awarded work at Service receivers work site.	ACCEPTED/ NOT ACCEPTED	
7.8	If any of the equipment or materials given by the Service Receiver is damaged due to carelessness of the work force of Service Provider, the entire loss thus caused to the Service Receiver will be recovered from the Service Provider's bills/ Performance Bank Guaranty.	ACCEPTED/ NOT ACCEPTED	
7.9	The Service Provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for his work force deputed to VSSC as applicable.	ACCEPTED/ NOT ACCEPTED	
7.10	The Service Provider and his work forces shall abide by the rules and regulations of the Service Receiver issued from time to time.	ACCEPTED/ NOT ACCEPTED	
7.11	The Service Provider shall adhere to the Laws and Statutes on the subject while employing personnel for such jobs, and shall pay them reasonable wages and Service Provider will be held responsible for any violation of the same.	ACCEPTED/ NOT ACCEPTED	
7.12	In case after award of the contract to the Service Provider and he fails to execute the same, the Service Receiver shall get the works done through other agencies at the Service Provider's risk and cost.	ACCEPTED/ NOT ACCEPTED	
7.13	The work force deputed for the contract by the Service Provider shall remain the employees of the Service Provider and they will not acquire any claim for future employment in VSSC or right for regularization as employees of the Department. The Service Provider or his work forces shall not have any right to claim for employment based on the work done through this contract.	ACCEPTED/ NOT ACCEPTED	
8.0	Instruction to the bidders:		
8.1	Any clarification required in nature of work shall be obtained before submitting the quotation. If required, Service Provider may visit Service Receiver's worksite and assess the facilities available before offering the quotation.	ACCEPTED/ NOT ACCEPTED	

8.2	Quotation should be submitted as per the prescribed format in the Annexure - A and it must be filled completely. Incomplete quotation or quotation submitted in any other format will leads to rejection of the quotation.	ACCEPTED/ NOT ACCEPTED	
8.3	All bidders are requested to fill & sign all the pages of the terms and conditions for having read & accepted the same and it shall be submitted along with the quotation in Annexure - A format.	ACCEPTED/ NOT ACCEPTED	
8.4	In case the contract is awarded to the bidder, the bidder/Service Provider shall arrange police verification of his work force and produce the police verification report to Service Receiver for arranging entry passes.	ACCEPTED/ NOT ACCEPTED	
8.5	Considering the nature of work, the contract will be awarded to a single party based on overall lowest offer. However, there will not be no any compromise in the quality of work. Moreover, the awarding of contract will be first based on reasonability of the rates quoted for each type & category and then on overall cost basis. So, the rates quoted should be reasonable.	ACCEPTED/ NOT ACCEPTED	
9.0	Bidder eligibility criteria:		
9.1	<p>a. A Firm with Indian national identity only shall participate in the bidding process. Necessary proof shall be attached in the bid.</p> <p>b. Bidder shall possess a valid GST registration for supply of Skilled manpower. Necessary proof shall be attached with the bid.</p> <p>c. The Bidder shall possess valid PAN Card and Bank Account in any Nationalized Bank in India. Necessary proof shall be attached in the bid.</p> <p>d. The Bidder shall have an office in Trivandrum for the coordination and execution of the work OR He should establish an office within 30 days from the date of award of contract.</p> <p>e. Bidders who have expelled from VSSC or any Other ISRO centers as part of any disciplinary procedures/actions are not eligible to participate in the bidding</p>	Complied/ Not complied	
10.0	<p><u>Parallel/Adhoc Contract:</u> VSSC reserves the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.</p>	ACCEPTED/ NOT ACCEPTED	
11.0	<p><u>Additions & Deletions:</u> VSSC reserves the right to add or delete any number of similar type of vehicle during currency of the contract.</p>	ACCEPTED/ NOT ACCEPTED	
12.0	<p><u>Termination:</u> VSSC reserves the right to terminate the contract, if the performance of the contractor or his employees is found to be unsatisfactory during the period of the contract by giving one-month notice in writing.</p>	ACCEPTED/ NOT ACCEPTED	

13.0	<u>Sublet of Contract:</u> You shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.	ACCEPTED/ NOT ACCEPTED	
14.0	<u>Fall Clause:</u> The prices charged for the service shall in no event exceed the lowest rates at which you perform service of identical description to any other party during the period of this contract. If at any time, during the said period, you reduce the rates of such works to any other customers, it shall be forthwith notified to VSSC and the charges payable under the contract for the work done after the date of coming into force of such reduction of rates shall stand correspondingly reduced.	ACCEPTED/ NOT ACCEPTED	
15.0	<u>Arbitration:</u> In the event of any dispute/s, difference/s, or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s, difference/s, or claim/s shall be settled amicably by mutual consultations of the good Officers of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a solution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, difference/s, or claim/s shall be referred to the Sole Arbitrator (s) appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation (Amendment) Act 2015 as amended from time to time. The arbitration shall be conducted in Thiruvananthapuram in the Arbitration and Conciliation Centre- Thiruvananthapuram (Domestic & 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 Contract shall be continued by the CONTRACTOR 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 Department or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.	ACCEPTED/ NOT ACCEPTED	

Annexure A

RC for Rain Proofing works & Sticker works of VSSC Vehicles				
Sl. No.	Description	Unit	Approx. Quantum of Works for 1 year	Unit Rates in Rs. (Excluding GST)
1	Removal of Brocken or damaged tar sheets/ cleaning of roof surface/ Application of adhesive compound/ Pasting of New tar Sheets.	Sq. feet Area	8000	
2	Removal of side window frame of buses or trucks / fixing of new rubber beadings if required/ Application of adhesive compound/ fixing of window frames back to the vehicles.	Nos	50	
3	Removal of Brocken or damaged Stickers / Cooling Film/ reflecting tape/, cleaning of surface/ Pasting of New Stickers/ Cooling Film / reflecting tape on body surface/ glass surface.	Sq. feet Area	2000	

Seal and Signature of Bidder

Date

COMMERCIAL CONDITIONS

1. Tender Documents can be downloaded from our websites: www.vssc.gov.in / www.isro.gov.in. **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. **PAYMENT:** As per clause No. 6 of Annexure-1.
3. Please keep and confirm the offer validity minimum 180 days from the date of opening of tender
4. **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-I, 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'.

5. Basic rate and GST rate with applicable HSN Code shall be shown separately.
6. 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].**
7. VSSC has a right to cancel the tender without assigning any reason etc.
8. **EMD:** The vendors who are not registered with VSSC, shall submit an EMD(Earnest Money Deposit) or Bid Security through **NTRP** for **Rs. 3,900/-**. 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.
9. 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.