

भारत सरकार/Government Of India  
अंतरिक्ष विभाग/Department of Space  
भारतीय अंतरिक्ष अनुसंधान संगठन/Indian Space Research Organisation  
विक्रम साराभाई अंतरिक्ष केंद्र/Vikram Sarabhai Space Centre  
तिरुवनंतपुरम-695022/Thiruvananthapuram-695022

कार्मिक एवं सामान्य प्रशासन/ PERSONNEL & GENERAL ADMINISTRATION

सं. वीएसएससी/पी एवं जीए/ईएमटी/शॉप/2026  
No.VSSC/P&GA/EMT/SHOP/2026

संपदा प्रबंधन अनुभाग/Estate Management Section  
June 11, 2026

**निविदा सूचना/TENDER NOTICE**

इसरो कर्मचारी क्वार्टर्स के शॉपिंग कॉम्प्लेक्स में उच्चतम बोली के आधार पर लाइसेंस फीस पर आबंटन से निम्नलिखित विशिष्ट दूकानों को चलाने हेतु, भारत के राष्ट्रपति की ओर से, संपदा प्रबंधक, वीएसएससी द्वारा मोहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं।

Sealed Competitive Tenders are invited by the Estate Manager, VSSC on behalf of the President of India, for running the following specific shop in the ISRO Staff Quarters Shopping Complex by allotment against license fee, on the basis of highest bid.

क्रम सं./SI No	दूकान सं. Shop No.	क्षेत्र/Area(वर्ग-मीटर/Sq.M)	न्यूनतम लाइसेंस फीस Min.licence fee(p.m.)	व्यापार का प्रकार Type of Business
1	दूकान सं./Shop No. 26	7.8	₹514/-	कोरियर सर्विस औटलेट/Courier Service Outlet

निविदा दस्तावेज़ इस कार्यालय से निःशुल्क उपलब्ध होंगे। पूरी की गई निविदाओं की प्राप्ति हेतु अंतिम तिथि दिनांक 29/06/2026 को 3.00 बजे अपराह्न तक है। नियत तिथि एवं समय के बाद किसी भी निविदा को स्वीकृत तथा उस पर विचार नहीं किया जाएगा। निविदाएं दिनांक 30/06/2026 को 11.00 बजे पूर्वाह्न इस कार्यालय में उपस्थित प्रतिभागियों की उपस्थिति में खोली जाएंगी।

The Tender documents will be available free of cost from this Office. The last date for receipt of completed tenders is 29/06/2026 up to 3.00 p.m. No tenders will be accepted and considered after the due date and time. The tenders will be opened at this office at 11.00 a.m. on 30/06/2026 in the presence of participants those who are present.

निविदा के किसी भी चरण पर किसी एक या सभी प्रस्तावों को, बिना कोई कारण बताए, स्वीकृत या अस्वीकृत करने का पूर्ण अधिकार संपदा प्रबंधक रखते हैं।

The Estate Manager reserves full right to accept or reject any one or all offers without assigning any reasons thereof at any stage of the tender.

  
(लाल सी/Lal C)

प्रशा. अधिकारी/संपदा प्रबंधक AO/Estate Manager  
(भारत के राष्ट्रपति की ओर से/  
On behalf of the President of India)

वीएसएससी/आइआइएसयू/एलपीएससी (व) के सभी सूचना पट्ट

All Notice Boards in VSSC/IISU/LPSC(V)

पु.प्र./Cc:

1. प्रधान, पीजीए, वीएसएससी- सादर सूचनार्थ /Head P&GA, VSSC- for kind information.
2. सचिव, इस्रा/ Secretary, ISRA

भारत सरकार/ Government of India  
अंतरिक्ष विभाग/ Department of Space  
भारतीय अंतरिक्ष अनुसंधान संगठन/Indian Space Research Organisation  
विक्रम साराभाई अंतरिक्ष केंद्र/VIKRAM SARABHAI SPACE CENTRE  
तिरुवनंतपुरम/ Thiruvananthapuram-695 022

संपदा प्रबंधन अनुभाग/ESTATE MANAGEMENT SECTION

निविदा फॉर्म/TENDER FORM

सेवा में/ To

संपदा प्रबंधक/The Estate Manager,  
संपदा प्रबंधन अनुभाग/Estate Management Section,  
विक्रम साराभाई अंतरिक्ष केंद्र/Vikram Sarabhai Space Centre,  
तिरुवनंतपुरम/Thiruvananthapuram - 695022

महोदय/Sir,

विषय: .....दूकान चलाने हेतु लाइसेंस प्रदान करना।(दूकान सं.....)  
Sub: Grant of license for running ..... Shop. (Shop No. ....)

संदर्भ: आपके निविदा विज्ञापन सं. ....दिनांक.....  
Ref: Your Tender Advertisement No..... Dated.....

उपर्युक्त के संदर्भ में विचार किए जाने हेतु मैं अपनी निविदा नीचे दिए गए ब्यौरों के अनुसार प्रस्तुत करना चाहता/चाहती हूँ:-

With reference to the above I wish to submit, my tender as detailed below for favor of consideration: -

1. निविदाकार का नाम तथा पूरा पता  
Name & full address of the tenderer :
2. चलाए जाने हेतु प्रस्तावित व्यापारके ब्यौरेतथा दूकान सं.  
Details of business proposed to be carried out & shop no. :
3. किस अवधि के लिए लाइसेंस अपेक्षित है  
Period for which license is required : TWO YEARS  
(extendable for one more year)
4. प्रस्तावित मासिक लाइसेंस फीस  
Monthly license fee offered :
5. इसव्यापार/दिशा में पूर्व अनुभव  
Previous experience in the trade/line :
6. व्यापार में निवेश किए जाने हेतु प्रस्तावित राशि  
Amount proposed to be invested in the business :

7. (ए/ a). यदि निविदाकार कोई भागीदारी फर्म हो तो व्यक्तियों के नाम तथा पते दें तथा बताएं कि क्या, भागीदारी अधिनियम के अधीन पंजीकृत है या नहीं।  
In case tenderer is a partnership firm give names and addresses of persons and state whether registered under Partnership Act :

(बी/ b). इस हस्ताक्षरकर्ता निविदाकार की हैसियत  
Capacity of the signatory of this Tenderer  
(व्यक्ति/भागीदार/निदेशक/individual/partner/director) :

8. क्या, निविदाकार आयकरदाता हैं?  
यदि हैं तो, आयकर अधिकारी से आयकर समाशोधन प्रमाणपत्र प्रस्तुत करें/ Whether Tenderer is an Income Tax payer? If so, submit Income Tax clearance certificate from Income Tax Officer :

9. कोई अन्य विवरण जो विचार किए जाने के लिए संगत हो  
Any other particulars which may be relevant for consideration :

मैं एतद द्वारा घोषणा करता/करती हूँ कि मैंने वीएसएससी की निविदा शर्तों को पढ़ लिया है, जिसके अधीन लाइसेंस जारी किया जाएगा, और निबंधन तथा शर्तों के पालन करने के लिए सहमत हूँ।  
I hereby declare that I have gone through the Tender conditions of VSSC under which the license shall be issued and agree to abide by the terms and conditions.

निविदाकार के नाम तथा हस्ताक्षर  
Name & Signature of the Tenderer

तिथि/ Date :  
मोबाइल नं./Mobile No.

Note:  
Copy of Aadhaar card to be submitted separately along with sealed tender

## TERMS AND CONDITIONS

1. The offer of allotment shall be made to H1 initially. If H1 declines the offer, the next offer shall be made to H2 at the rate offered by H2. If H2 declines the offer, the offer shall be made to subsequent tenders at the rate offered by themselves.
2. The period of license shall be initially for a period of **two years**, renewable for one more year if mutually agreed to. An agreement/ License deed on stamp paper worth ₹200/- shall be executed on yearly basis in this regard.
3. Estate Manager has the right to terminate the license by giving one month's notice, in case licensee fails to observe the terms and conditions, or even without assigning any reasons thereof. Licensee can also give one month's notice for termination of lease.
4. The licence fee and other allied charges are subject to revision at any time.
  - i) The license fee and water charges as per actual consumption, based on the charges fixed by the concerned authority from time to time shall be paid before the 10th day of every month, to the Accounts Officer, VSSC through NTRP portal.
  - ii) The electricity charges, according to the bills raised by KSEB periodically, shall be remitted by the Licensee directly to KSEB.
  - iii) Copies of receipts in respect of the above charges are to be produced to Estate Management Section for verification and records.
5. Vikram Sarabhai Space Centre is not liable to extend or provide any facility to run the shop other than providing the room.
6. It shall be the responsibility of the licensee to obtain permits/licences /clearances under Central/State laws or Municipal byelaws for running the shop.
7. The licensee shall be liable to be evicted from the said premises for default of payment of licence fee, taxes, water, electricity and other charges.
8. No residential accommodation will be provided in the ISRO Staff Quarters to the licensee.
9. No additions or alterations in the shop shall be made without prior approval of the Estate Manager, VSSC.
10. Cleanliness of the area is the responsibility of the licensee. No waste materials shall be dumped around the area.
11. The said premises should be used only for the purpose for which it is allotted. Use of the said premises for any purpose other than the one specified therein without the written permission of Estate Manager would be treated as breach of the terms and conditions.
12. No hazardous goods shall be stored in the premises or in the compound around the said premises.

TERMS AND CONDITIONS

13. The said premises shall not be utilised for any purpose which in the opinion of Estate Manager is likely to be a source of nuisance in the area or to be a cause of embarrassment.
14. The licensee shall not permit the said premises or any part thereof, being used by any other person for any purposes whatsoever, without the previous consent in writing of the Estate Manager and in default thereof, shall be liable to be evicted. The licensee shall not introduce any partner nor shall transfer his/her right to use the premises or any part thereof otherwise carry on business in the premises with any other person or assign, transfer, change or otherwise alienate his/her interest in the premises.

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