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./361/2023 दि. 20.10.2023
ADVT. NO. VSSC/P/ADVT/361/2023 DT. 20.10.2023

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 **(क्रम सं. 1 और 2 के लिए)** तथा**, ई-प्रापण के ज़रिए** निविदा **(क्रम सं. 3)** 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 Sl. No. 01 & 02) &** Tender **through e-procurement (for Sl. No. 03)** for the following :-

क्रम सं. Sl. No	**निविदा सं. Tender No.**	**वर्णन / Description**	**मात्रा Qty.**	**निविदा शुल्क Tender Fee**
01.	B220-2023-3120-01 **[एकल भाग / SINGLE PART]**	वीएसएससी के वाहनों के सर्विसिंग और संबंधित कार्य हेतु दर संविदा Rate Contract for Servicing and Allied Jobs of VSSC Vehicles	2 वर्ष/years	रु. **560/-**
02.	B220-2023-3270-01 **[एकल भाग / SINGLE PART]**	वीएसएससी के वाहनों की सजावट कार्य हेतु दर संविदा Rate Contract for Upholstery Jobs of VSSC Vehicles	2 वर्ष/years	
	नोट:- विनिर्देशन तथा विस्तृत निबंधन एवं शर्तें निविदा दस्तावेज़ के अनुसार Note :- Specification and detailed terms & conditions as per Tender document			
03.	VSSC/PURCHASE UNIT I (MAIN PURCHASE)/ VS202300465401 **[दो भाग / TWO PART]**	एसीपी छादन सहित यात्री लिफ्ट के उन्निर्माण के लिए संरचनात्मक इस्पात का फ्रेम वर्क Structural Steel Frame Work for erection of Passenger Lift including ACP cladding	1 सं./ No.	लागू नहीं/ NA

निविदा प्राप् करने की अंतिम तिथि / Due Date for Receipt of Tender (क्रम सं. / Sl. No. 1 & 2)	**21/11/2023 up to 14:00 Hrs.**
निविदा खोलने की तिथि / Tender Opening Date (क्रम सं. / Sl. No. 1 & 2)	**22/11/2023 at 10:00 Hrs.**

क्रम सं. 3 के लिए / For Sl. No. 3

बोली-पूर्व बैठक 26.10.2023 को [10:00 बजे] पी आर ओ सम्मेलन कक्ष, वीएसएससी, तिरुवनंतपुरम में निर्धारित है। तिथि / समय में परिवर्तन हेतु कोई अनुरोध स्वीकार नहीं किया जाएगा। पूछताछ / सहायता के लिए कृपया संपर्क करें : 0471 2563139/3522, ई-मेल : : spso_psd@vssc.gov.in / pso1_main_pur@vssc.gov.in

Pre-bid meeting is scheduled on 26.10.2023 [10:00 Hrs.] at PRO Conference Hall, VSSC, Trivandrum. No change in date / time will be entertained. For any queries / assistance, please Contact : 0471 2563139 / 2563522. E-mail : spso_psd@vssc.gov.in / pso1_main_pur@vssc.gov.in

क्रम सं/ Sl. No.	बोली प्रस्तुत करने की समय-सीमा Time limit for submission of Bid	बोली खोलने की तिथि Bid Opening date
03.	**Upto 16.11.2023 [14:00 Hrs.]**	**16.11.2023 [14:15 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 और 2 की निविदा के लिए ईएमडी लागू है / **EMD applicable for tender at Sl. No. 1 & 2**

क्रम सं. 3 के लिए विवरण ई-प्रापण पोर्टल **https://eproc.vssc.gov.in** पर उपलब्ध है।

For Sl. No. 3, details are available on ISRO e-procurement portal **https://eproc.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 अन्तरिक्ष केन्द्र
तिरुवनन्तपुरम -695022
क्रय एवं भंडार

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-I,MAIN PURCHASE,RFF AREA
Ph No. 0471-2563139,3676,3522,3523 Fax. 0471-2705092 / 2562065
e-mail :spso_psd@vssc.gov.in

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s 00000

हमारी संदर्भ सं
Our Ref. No. B220 2023-003120-01

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. AS PER ANNEXURE I)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate Contract for Servicing and Allied Jobs of VSSC Vehicles as per the Annexure I & II attached for a period of 2 Years	Years	2

सुपुर्दगी स्थल
Delivery At TOMD

प्रेषण की विधि
Mode of Despatch ON SITE

शुल्क छूट
Duty Exemptions NA

विशेष अनुदेश
Special Instructions NIL

विशेष निबंधन
Specific Terms AS PER ANNEXURE I

निविदाकारों को अनुदेश
Instructions to Tenderers

(1) All Terms and Conditions as per Annexure I. Bidding format as per Annexure II. Approximate quantum of work as per Annexure III.

(2) Bidders are requested to go through the terms and conditions and submit the Annexure I duly filled, signed and sealed along with the quotation.

(3) If any of the bidders submit any forged or false documents along with the tender such tenders will be summarily rejected and such bidders will be blacklisted for all future tenders

(4) Fax and e-mail quotations will not be considered please send your quotations well in advance by speed post and should reach us before the due date & time Department will not be responsible for any postal delay.

(5) The enclosed General Commercial Conditions also form of this tender. Quotations which do not comply with the conditions such as tender fee and EMD etc will be treated as invalid.

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

Terms and conditions of Rate Contract for Servicing and Allied Jobs of VSSC Vehicles **(To be submitted by the bidder along with the quotation in the prescribed format in Annexure - II)**			
Sl. No.	**SCOPE OF WORK, TERMS & CONDITIONS**	**Strike off whichever is not applicable**	**Remarks, if any**
1.0	**Definitions:** 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 Punder the administrative control of VSSC and its offices located at ISRO P.O, Thumba, Thiruvananthapuram – 695 022. b. The term **"Service Provider"** shall mean any registered Establishment, which will be performing this Rate Contract activity. c. The term **"Staff"** shall mean all the staffs, supervisors and other personnel engaged by the Service Provider to carry out the tasks as defined in the Rate Contract (RC). 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 DGM, TMA in this regard.		
2.0	**Period of Contract:** The Contract shall be valid for a period of date of releasing of order. However, VSSC reserves the right to extend the same for further periods on mutual agreement or short close the same by giving one month prior notice in writing without any financial obligation.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

3.0	**Scope of Work:** The scopes of work described in Sl. No. 3.1 to 3.10 are only a general outline of mandatory works to be carried out under each work category. As it is only a general outline, the works shall be done according to the type of vehicle and applicability. In any case, the work has to be done to the satisfaction of the Focal Point. Service Provider is responsible to maintain the servicing area clean of mud, waste, etc., after completion of the daily work and carry out daily minor maintenance of the equipments as instructed by the Focal Point. Any other related works as instructed by the Focal Point have to be strictly adhered and no additional amount will be paid for the same. Brushes, cleaning cloth, washing soda etc., for carrying out the work will not be provided by Service Receiver and the expenditure towards the same shall also be incurred by the Service Provider.	ACCEPTED/ NOT ACCEPTED	
3.1	**Servicing**: Servicing shall include a) Cleaning with air, b) brushing, cleaning & washing of the vehicle inside and outside body, battery compartment, doors, mirrors, platform, all windows & side roof glasses, windscreen & rear glass, wheels, tyres, mudguards, floor mats, etc., completely using liquid soap detergent (Teepol), pressurized water or wet cloth, c) Complete interior, seats and platform shall be cleaned with vacuum cleaner/brush& cloth as applicable, d) diesel spraying of under chassis, engine compartment & spare wheel compartment and pressurized water washing, e) cleaning of seats with wet cloth g) After servicing, parts such as seats, window glasses, windscreen glass, etc., shall be dried out using cloth.	ACCEPTED/ NOT ACCEPTED	
3.2	**Exterior Washing**: Exterior washing shall include a) brushing & washing of the vehicle outside body, doors, mirrors, all windows & side roof glasses, windscreen & rear glass, wheels, tyres, mudguards, etc., completely using liquid soap detergent (Teepol) & pressurized water.	ACCEPTED/ NOT ACCEPTED	
3.3	**Inside Cleaning & Washing**: It shall include a) cleaning with air, b) brushing, cleaning & washing of the vehicle inside body, battery compartment, doors, mirrors, platform, all windows & side roof glasses, windscreen & rear glass, floor mats, etc., completely using liquid soap detergent (Teepol), pressurized water or wet cloth, c) cleaning of seats with wet cloth & d) after washing, interior parts such as seats, windscreen glass, windows glasses, etc., shall be dried out using cloth.	ACCEPTED/ NOT ACCEPTED	
3.4	**Greasing**: Greasing includes greasing of all lubrication points.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

3.5	**Under Chassis Washing**: Cleaning the under chassis of the vehicle, mudguard & wheels thoroughly by using water spray, diesel spray and again with water spray.	ACCEPTED/ NOT ACCEPTED	
3.6	**Front and Rear Glass Washing**: Water washing and cleaning of the Front and rear wind screen glass using Teepol and dried using cloth.	ACCEPTED/ NOT ACCEPTED	
3.7	**Interior Cleaning with Vacuum:** Complete interior, seats and platform shall be cleaned with vacuum cleaner.	ACCEPTED/ NOT ACCEPTED	
3.8	**Seat Cleaning:** All the Seats shall be cleaned with washing soda/ liquid soap detergent/ other cleaning liquid and with water. After washing, seats shall be completely dried using cloth.	ACCEPTED/ NOT ACCEPTED	
3.9	**Roof & Glass Channel Cleaning:** Inside Roof panel (driver cabin roof only in case of open load body vehicles) shall be cleaned with washing soda/liquid soap detergent/other cleaning liquid and wash with water. Roof shall be dried using cloth. All sliding glass channels shall be cleaned and free sliding of glasses to be ensured.	ACCEPTED/ NOT ACCEPTED	
3.10	**Door pad cleaning:** Door pad of all doors shall be cleaned with washing soda/liquid soap detergent/other cleaning liquid.	ACCEPTED/ NOT ACCEPTED	
4.0	**Charges:** The charges for each work per vehicle shall be quoted in Annexure- II. The rate will remain firm and fixed till completion of the contract period.	ACCEPTED/ NOT ACCEPTED	
5.0	**Approximate Quantum of Work:** The approximate quantum of work for two years is given in the Annexure - III. But, the quantum of work is only approximate and not guaranteed.	ACCEPTED/ NOT ACCEPTED	
6.0	**Eligibility Criteria of bidder:**		
6.1	The Service Provider shall have minimum 5 years of expertise in Servicing and allied jobs of light & heavy vehicles for which necessary proof shall be submitted along with the quotation.	SUBMITTED/ NOT SUBMITTED	
7.0	**Payment:** Payment shall be made monthly basis for the job executed satisfactorily within 30 days of receipt of Service Provider's bill duly certified by the focal point and approved by Competent authority and the same shall be sent to the Accounts Officer (Bills) for arranging payment.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

8.0	**Security Deposit:** In case of an order, Service Provider have to submit an interest free security deposit equivalent to 3% of the Annual contract value in the form of Fixed Deposit Receipt(FDR) or Bank Guarantee which will be refunded after due performance of this Contract or shall be adjusted/forfeited against any dues.	ACCEPTED/ NOT ACCEPTED	
9.0	**General**		
9.1	The work is to be carried out at TOMD workshop, Thumba on working days from 08.45 AM to 05.15 PM and if situation warrants, beyond this time and on holidays as per the instructions of the Focal Point or his authorized representative.	ACCEPTED/ NOT ACCEPTED	
9.2	Authorized and skilled representative of supervisory cadre shall be present every day at VSSC work site and Staff of Service Provider shall be under his direct supervision. Required number of staffs having sufficient experience in the line shall be deputed daily (Considering the present vehicle service requirement, it is required to deploy approximate 4 persons on working days.) One skilled driver having valid Heavy Vehicle Driving License shall be deputed by Service Provider to operate the vehicles in connection with servicing works.	ACCEPTED/ NOT ACCEPTED	
9.3	Supply of Equipments, Water, Power and consumables such as oil, diesel, grease, liquid soap detergent (Teepol), required for carrying out the works shall be provided by Service Receiver free of cost. However, **brushes, cleaning cloth, washing soda etc., for carrying out the work will not be provided by Service Receiver** and the expenditure towards the same should be incurred by the Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.4	The Focal Point instructions have to be adhered strictly.	ACCEPTED/ NOT ACCEPTED	
9.5	Necessary personal protective equipments for the Staff shall be provided by Service Provider at his cost while working at VSSC. Service Receiver will not bear any cost towards the same and not responsible for any occupational hazards due to the nature of work to staff of Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.6	In the event of damages to Service Receiver's property or injury to any personnel due to the negligence of Service Provider's staff, the responsibility shall solely rest with the Service Provider. VSSC shall not be responsible for loss of life of the Service Provider's staff due to accidents/natural calamities/explosions, etc.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

9.7	If any of the equipment or materials given by the Service Receiver is damaged due to carelessness of Service Provider's staff, the entire loss thus caused to the Service Receiver will be recovered from the pending bills/security deposit of the Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.8	The Service Provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for his staff deputed to VSSC.	ACCEPTED/ NOT ACCEPTED	
9.9	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 Rate Contract 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 Rate Contract.	ACCEPTED/ NOT ACCEPTED	
9.10	The Service provider & his staffs shall observe the security regulations of the Department and any loss or damage incurred by the Service Receiver on account of the Service provider or his staffs' failure of any nature to observe the security regulations shall be on Service Provider's account.	ACCEPTED/ NOT ACCEPTED	
9.11	In case of service provider fails to execute the servicing & allied works after awarding the contract, the Service Receiver shall get the works done through other agencies at the Service Provider's risk and cost.	ACCEPTED/ NOT ACCEPTED	
10.0	**Instructions to the bidders**		
10.1	All bidders are requested to go through the scope of work, terms and conditions in Annexure - I carefully before submitting the offer. Further, they should also 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 - II format.	ACCEPTED/ NOT ACCEPTED	
10.2	Any doubts in works have to be cleared before submitting the quotation. If required, the bidder may visit Service Receiver's worksite and the facilities available before submitting the quotation.	ACCEPTED/ NOT ACCEPTED	
10.3	Quotation should be submitted as per the prescribed format in the Annexure-II and it should be filled completely. Quotations submitted in any other format or incomplete will not be considered.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

10.4	Considering the service station facilities available at VSSC and the nature of work, the work cannot be divided with different parties. Hence, the contract will be awarded to one party only. There will be no compromise in the quality of work and hence the rates quoted should be reasonable. As such, the recommendation will be first based on reasonability of the rates quoted considering the amount of work involved & then on overall cost basis.	ACCEPTED/ NOT ACCEPTED	
11.0	**Additions & Deletions:** VSSC reserves the right to add or delete any number of similar type of vehicle during currency of the contract.	ACCEPTED/ NOT ACCEPTED	
12.0	**Termination:** 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.	ACCEPTED/ NOT ACCEPTED	
13.0	**Sublet of Contract:** You shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.	ACCEPTED/ NOT ACCEPTED	
14.0	**Fall Clause:** 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	**Parallel/Adhoc Contract:** VSSC reserves the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.	ACCEPTED/ NOT ACCEPTED	

(Company's Sign & Seal)

16.0	**Arbitration:** 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	

(Company's Sign & Seal)

Annexure -II

Sl. No.	Type of Vehicles	BID FORMAT_ Unit Rate per Vehicle									
		Servicing in ₹	Exterior Washing in ₹	Inside Cleaning & Washing in ₹	Greasing in ₹	Under Chassis Washing in ₹	Front & Rear Glass Washing in ₹	Interior Cleaning with Vacuum in ₹	Seat Cleaning in ₹	Door pad cleaning in ₹	Roof & Glass Channel Cleaning in ₹
1	Motor Cycle			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	Etios/ Ciaz Car				N/A		N/A				N/A
3	Bolero/ Tavera				N/A		N/A				N/A
4	Toyota Innova/Crysta				N/A		N/A				N/A
5	Maruti Eeco				N/A		N/A				N/A
6	Force Traveller						N/A				
7	Bolero Camper						N/A				N/A
8	MM Open Jeep						N/A	N/A			N/A
9	Tata 407 Closed Truck						N/A	N/A	N/A	N/A	N/A
10	Tata 407 Open Truck						N/A	N/A	N/A	N/A	N/A
11	Tata 207 Closed Truck						N/A	N/A	N/A	N/A	N/A
12	Tata 207 Open Truck						N/A	N/A	N/A	N/A	N/A
13	Tata 709 Closed Truck						N/A	N/A	N/A	N/A	N/A
14	Tata 709 Open Truck						N/A	N/A	N/A	N/A	N/A
15	Bus							N/A		N/A	
16	Midi Bus							N/A		N/A	
17	Tractor / Prime Mover							N/A	N/A	N/A	N/A
18	Heavy Open Truck							N/A	N/A	N/A	N/A
19	Heavy Closed Truck							N/A	N/A	N/A	N/A
20	Trailor			N/A			N/A	N/A	N/A	N/A	N/A
21	Large Fork Lift					N/A	N/A	N/A	N/A	N/A	N/A
22	Small Fork Lift					N/A	N/A	N/A	N/A	N/A	N/A

Annxure-III

Sl. No.	Type of Vehicles	RC for Servicing of Vehicles_Approx. Quantum of work for 24 months									
		Servicing	Exterior Washing	Inside Cleaning & Washing	Greasing	Under Chassis Washing	Front & Rear Glass Washing	Interior Cleaning with Vacuum	Seat Cleaning	Door pad cleaning	Roof & Glass Channel Cleaning
1	Motor Cycle	30	300	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	Etios/ Ciaz Car	350	2500	1200	N/A	10	N/A	30	100	100	N/A
3	Bolero/ Tavera	150	800	200	N/A	10	N/A	10	30	10	N/A
4	Toyota Innova/Crysta	700	8500	2000	N/A	20	N/A	50	200	300	N/A
5	Maruti Eeco	8	12	12	N/A	2	N/A	2	2	2	N/A
6	Force Traveller	250	1200	500	10	20	N/A	1	25	5	30
7	Bolero Camper	10	50	10	10	10	N/A	5	5	5	N/A
8	MM Open Jeep	55	400	260	10	12	N/A	N/A	5	4	N/A
9	Tata 407 Closed Truck	10	50	10	2	5	N/A	N/A	N/A	N/A	N/A
10	Tata 407 Open Truck	10	50	10	10	5	N/A	N/A	N/A	N/A	N/A
11	Tata 207 Closed Truck	10	50	50	8	10	N/A	N/A	N/A	N/A	N/A
12	Tata 207 Open Truck	15	400	100	10	100	N/A	N/A	N/A	N/A	N/A
13	Tata 709 Closed Truck	40	120	400	40	10	N/A	N/A	N/A	N/A	N/A
14	Tata 709 Open Truck	40	120	300	40	20	N/A	N/A	N/A	N/A	N/A
15	Bus	420	4500	4300	200	50	800	N/A	170	N/A	160
16	Midi Bus	10	30	30	10	2	5	N/A	10	N/A	10
17	Tractor / Prime Mover	20	20	40	10	10	5	N/A	N/A	N/A	N/A
18	Heavy Open Truck	50	100	80	10	40	5	N/A	N/A	N/A	N/A
19	Heavy Closed Truck	30	80	60	15	30	5	N/A	N/A	N/A	N/A
20	Trailor	20	80	N/A	15	40	N/A	N/A	N/A	N/A	N/A
21	Large Fork Lift	5	5	2	2	N/A	N/A	N/A	N/A	N/A	N/A
22	Small Fork Lift	5	5	5	2	N/A	N/A	N/A	N/A	N/A	N/A

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. 7** of Annexure-I.

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 and 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. 52,000/-.** 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. **SECURITY DEPOSIT (mandatory compliance required):** In the event of placement of order, you should submit Security Deposit @ 3% of the order value of the PO. The Security Deposit shall be valid for a period of 60 days beyond the date of completion and acceptance of the PO/Contract. The Security Deposit will be discharged without any interest after completion and acceptance of the Contractual Obligations. In case if the contractor fails to execute the order after submission of SD, then SD shall be forfeited.

10. 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.

भारत सरकार
अंतरिक्ष विभाग (अं.वि.)
विक्रम साराभाई अन्तरिक्ष केन्द्र
तिरुवनन्तपुरम -695022
क्रय एवं भंडार

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE (DOS)
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM 695022
PURCHASE UNIT-I,MAIN PURCHASE,RFF AREA
Ph No. 0471-2563139,3676,3522,3523 Fax. 0471-2705092 / 2562065
e-mail :spso_psd@vssc.gov.in

निविदा आमंत्रण
INVITATION TO TENDER

मैसर्स
M/s 00000

हमारी संदर्भ सं
Our Ref. No. B220 2023-003270-01

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. AS PER ANNEXURE I)

क्र.सं. Sl. No.	विनिर्देशों सहित मद का विवरण Description of items with Specifications	इकाई Unit	मात्रा Quantity
1	Rate Contract for Upholstery Jobs listed in Annexure A-K of VSSC Vehicles as per terms and conditions Annexure-1 for a period of 2 Years	year	2

सुपुर्दगी स्थल
Delivery At TOMD

प्रेषण की विधि
Mode of Despatch ON SITE

शुल्क छूट
Duty Exemptions NA

विशेष अनुदेश
Special Instructions NIL

विशेष निबंधन
Specific Terms AS PER ANNEXURE I

निविदाकारों को अनुदेश
Instructions to Tenderers

(1) Quotations should be submitted as per the prescribed format in the Annexure A to K and is should be filled completely.

(2) Quotations submitted in any other format or incomplete quotation will summarily be rejected.

(3) Bidders are requested to go through the terms and conditions and submit the Annexure I duly filled, signed and sealed along with the quotation.

(4) If any of the bidders submit any forged or false documents along with the tender such tenders will be summarily rejected and such bidders will be blacklisted for all future tenders

(5) Fax and e-mail quotations will not be considered please send your quotations well in advance by speed post and should reach us before the due date & time Department will not be responsible for any postal delay.

(6) The enclosed General Commercial Conditions also form of this tender. Quotations which do not comply with the conditions such as tender fee and EMD etc will be treated as invalid.

Terms and conditions of Rate Contract for Upholstery Jobs of Various VSSC Vehicles

(To be submitted by the bidder along with the quotation in the prescribed format Annexure - A to Annexure K):

Sl. No.	SCOPE OF WORK, TERMS & CONDITIONS	Strike off whichever is not applicable	Remarks, if any
1.	**Definitions:** 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 Punder the administrative control of VSSC and its offices located at ISRO P.O, Thumba, Thiruvananthapuram – 695 022. b. The term **"Service Provider"** shall mean any registered Establishment, which will be performing this Rate Contract activity. c. The term **"Staff"** shall mean all the staffs, supervisors and other personnel engaged by the Service Provider to carry out the tasks as defined in the Rate Contract (RC). 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 DGM, TMA or authorized Officer(s) identified by DGM, TMA in this regard.		
2.0	**Period of Contract:** The Contract shall be valid for a period of Two years from the date of releasing the order. However, VSSC reserves the right to extend the same for further periods on mutual agreement or short close the same by giving one-month prior notice in writing without any financial obligation.	ACCEPTED/ NOT ACCEPTED	

Seal & signature of the bidder

3.0	**Scope of Work:** The upholstery works of light and heavy vehicles of VSSC at Service Receiver's site as per the scope of work listed in Annexure A to K. As the works listed in Annexure A to K are only a general outline, the works shall be done according to the type of vehicle and applicability to the particular vehicle as instructed by Focal Point. Any other minor works related to upholstery jobs as instructed by the Focal Point have to be strictly adhered to and no additional amount will be paid for the same. During all stages of the works, it will be inspected by Focal Point and any discrepancy felt by them should be rectified as per their instructions. In any case, the work has to be done to the utmost satisfaction of the Focal Point.	ACCEPTED/ NOT ACCEPTED	
4.0	**Charges:** The charges for each work shall be quoted in Annexure A – K. The rate will be remain firm and fixed till completion of the contract period.	ACCEPTED/ NOT ACCEPTED	
5.0	**Approximate Quantum of Work:** The approximate quantum of work for two years is given in the Annexure A-K. However, there is no upper or lower limit for the work to be carried out.	ACCEPTED/ NOT ACCEPTED	
6.0	**Payment:** Payment shall be made monthly basis for the job executed satisfactorily within 30 days of receipt of 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	**Security Deposit:** In case of an order, Service Provider have to submit an interest free security deposit equivalent to 3% of the Annual contract value in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee which will be refunded after due performance of this Contract or shall be adjusted/forfeited against any dues.	ACCEPTED/ NOT ACCEPTED	
8.0	**Eligibility Criteria of bidder:**		
8.1	The Service Provider shall have minimum 5 years of expertise in upholstery jobs of light & heavy vehicles for which necessary proof shall be submitted along with the quotation.	ACCEPTED/ NOT ACCEPTED	

Seal & signature of the bidder

9.0	**Responsibilities of the Service Provider:**		
9.1	The upholstery job as per annexure A to K shall be executed at TOMD workshop, VSSC, Thumba on working days from 08.45 AM to 5.15 PM and if situation warrants, beyond this time and on holidays as per the instructions of the Focal Point.	ACCEPTED/ NOT ACCEPTED	
9.2	The works allotted shall be executed neatly and completed in reasonable time.	ACCEPTED/ NOT ACCEPTED	
9.3	An authorized and skilled representative of supervisory cadre (worker cum supervisor) shall be deployed at VSSC work site and staff of service provider shall be under his direct supervision. Required number of skilled workers having sufficient experience in the line shall be deputed daily. (Considering the present work load, it is required to deploy approximate 2 numbers of skilled persons on working days.)	ACCEPTED/ NOT ACCEPTED	
9.4	The Service Provider is responsible to maintain the upholstery area clean after completion of the daily work.	ACCEPTED/ NOT ACCEPTED	
9.5	Necessary tools and other equipments such as Sewing machine, drilling machine, cutting machine, scissors, measuring tape and its consumables required for carrying out the work shall be brought by the Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.6	Necessary personal protective equipments (PPE) for the upholstery staff shall be provided by Service Provider. Service Receiver is not responsible for any occupational hazards to staff due to the nature of work.	ACCEPTED/ NOT ACCEPTED	
9.7	In the event of damages to VSSC property or injury to any personnel due to the negligence of staff of Service Provider, the responsibility shall be solely rest with the Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.8	If any of the vehicles, equipment or materials given by the Service Receiver is damaged due to carelessness of Staff of Service Provider, the entire loss thus caused to the department will be recovered from the bills/security deposit of Service Provider.	ACCEPTED/ NOT ACCEPTED	
9.9	Staff of Service Provider shall be instructed to behave in a good manner in VSSC campus. The Staff shall abide by all Security instructions of the Department and any loss or damage incurred by the Service Receiver on account of the staff of Service Providers failure of any nature to observe the security regulations shall be on Service Provider's account.	ACCEPTED/ NOT ACCEPTED	

Seal & signature of the bidder

9.10	The Service Provider shall make his own arrangement for transport, canteen, safety, medical, EPF and other amenities for his staff deputed to VSSC.	ACCEPTED/ NOT ACCEPTED	
9.11	The staff deputed for upholstery job must not have any criminal background. Necessary police verification report to that effect is to be furnished.	ACCEPTED/ NOT ACCEPTED	
9.12	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 Rate Contract 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 Rate Contract.	ACCEPTED/ NOT ACCEPTED	
10.0	**Responsibilities of the Service Receiver:**		
10.1	Reasonable roofed space for execution of upholstery works and keeping Service Provider's tools, equipments as per the contract shall be provided by Service Receiver.	ACCEPTED/ NOT ACCEPTED	
10.2	Required power supply and materials like Rexine, Cloth, U-foam, Plywood, Cora cloth, Thread, Pins, Adhesives, etc. shall be provided by Service Receiver as free issue.	ACCEPTED/ NOT ACCEPTED	
11.0	**Instructions to the bidders**		
11.1	All bidders are requested to go through the scope of work, terms and conditions in Annexure - I carefully before submitting the offer. Further, they should also 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 to K format. Quotations submitted in any other format or incomplete will summarily be rejected.	ACCEPTED/ NOT ACCEPTED	
11.2	Any doubts in works have to be cleared before submitting the quotation. If required, the bidder may visit Service Receiver's worksite and the facilities available before submitting the quotation.	ACCEPTED/ NOT ACCEPTED	
11.3	Considering the nature of work and facility of Service Receiver, **the work cannot be divided with different parties**. Hence, the contract will be awarded to one party only. There will be no compromise in the quality of work and hence the rates quoted should be reasonable. As such, the recommendation will be first based on reasonability of the rates quoted considering the amount of work involved & then on overall cost basis.	ACCEPTED/ NOT ACCEPTED	

Seal & signature of the bidder

12.0	**General**		
12.1	In case after award of the contract the Service Provider fails to execute the same, Service Receiver shall get the works done through other agencies at the Service Provider's risk and cost.	ACCEPTED/ NOT ACCEPTED	
13.0	**Additions & Deletions:** VSSC reserves the right to add or delete any number of similar type of vehicle during currency of the contract.	ACCEPTED/ NOT ACCEPTED	
14.0	**Termination:** 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.	ACCEPTED/ NOT ACCEPTED	
15.0	**Sublet of Contract:** You shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.	ACCEPTED/ NOT ACCEPTED	
16.0	**Fall Clause:** 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	
17.0	**Parallel/Adhoc Contract:** VSSC reserves the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.	ACCEPTED/ NOT ACCEPTED	

Seal & signature of the bidder

18.0	**Arbitration:** 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	

Seal & signature of the bidder

ANNEXURE-A

TOYOTA ETIOS/MARUTI CIAZ CARS OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION OF WORK	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete upholstery stitching and fixing of bucket model in furnishing cloth or artificial leather or similar material	15	
2	Renewal of front seat & back rest cover in furnishing cloth or artificial leather or similar material of bucket model	1	
3	Renewal of rear seat & back rest cover in furnishing cloth or artificial leather or similar material of bucket model	2	
4	U-foam stuffing of front seat/ front back rest/ rear seat/ rear back rest per each piece	3	
5	Stitching & fixing of towel cloth for front and rear passenger seats, back rests including headrests and arm rests	30	
6	Renewal of of door pad & upholstery per door	40	
7	Renewal of of door showbeeding per set	50	
8	Renewal of of PVC floor mat	20	
9	Removing and refitting of single/two seater seat	40	
10	Removing and refitting of top upholstery including top light fitment	2	
11	Renewal of of headrest cover in furnishing cloth or artificial leather or similar material per each piece	2	
12	Stuffing and Renewal of of centre arm rest cover in furnishing cloth or artificial leather material per piece	10	
13	Stitching & Renewal of of curtain on rear glass	5	
14	Renewal of gear lever boot cover	5	

ANNEXURE - B

TOYOTA INNOVA/CRYSTA OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete Upholstery stitching and fixing of bucket model seats in rexine or furnishing cloth or artificial leather or similar material	25	
2	Renewal of single seater seat and back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
3	Renewal of two seater seat and back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
4	Renewal of rear three seater seat and back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
5	Renewal of headrest cover in rexine or furnishing cloth or artificial leather or similar material per piece	1	
6	Stuffing of U-Foam for single seater seat & back rest	1	
7	Stuffing of U-Foam for two seater seat & back rest	1	
8	Stuffing of U-Foam for three seater seat & back rest	1	
9	Removing and refixing of seat & back rest cover for frame repair on single seater	1	
10	Removing and refixing of seat & back rest cover for frame repair on two seater	1	
11	Removing and refixing of seat & back rest cover for frame repair on three seater	10	
12	Removing and refitting of single or two or three seater seat	50	
13	Removing and refixing of top upholstery	2	
14	Renewal of show beading per each door	75	
15	Renewal of PVC floor mat	40	
16	Renewal of sun visor	1	
17	Stitching & fixing of towel cloth for all passenger seats, back rests and headrests including arm rests	15	
18	Renewal of of door pad & upholstery per door	40	
19	Renewal of gear lever boot cover	10	

ANNEXURE- C

M&M BOLERO/ GM TAVERA/ TATA 207 (5 Seater)/ BOLERO CAMPER (5 Seater)

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete upholstery stitching and fixing for bucket model seat in rexine or furnishing cloth or artificial leather or similar material	10	
2	Renewal of single seater seat & back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
3	Renewal of two seater seat & back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
4	Renewal of rear three seater seat & back rest cover in rexine or furnishing cloth or artificial leather or similar material	1	
5	Stuffing of U-Foam for single seater seat & back rest	1	
6	Stuffing of U-Foam for double seater seat & back rest	1	
7	Stuffing of U-Foam for three seater seat & back rest	1	
8	Removing and refixing of seat & back rest cover for frame repair on single seater	6	
9	Removing and refixing of seat & back rest cover for frame repair on two seater	3	
10	Removing and refixing of seat & back rest cover for frame repair on three seater	2	
11	Removing and refitting of single or two or three seater seat	1	
12	Removing and refixing of top upholstery	2	
13	Renewal of of door pad & upholstery per door	6	
14	Renewal of show beading per each door	1	
15	Renewal of PVC floor mat	15	
16	Renewal of sun visor	1	
17	Renewal of top upholstery	1	
18	Renewal of canopy roof upholstery	4	
19	Renewal of inner roof rexine upholstery on load cabin	5	
20	Removal & refixing of canopy roof with necessary repair	5	
20	Renewal of gear lever boot cover	2	
21	Renewal of single seat and back rest on load cabin	10	

ANNEXURE- D

MAHINDRA THAR JEEP OR SIMILAR VEHICLE

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete Upholstery stitching and fixing of bucket type seat in rexine/furnishing cloth or artificial leather or similar material	3	
2	Renewal of of Roof canopy in top hood rexine	1	
3	Renewal of of Front bucket model single seat and back rest cover in rexine/furnishing cloth or artificial leather or similar material	20	
4	Renewal of of Rear three seater seat/back rest cover in rexine/furnishing cloth or artificial leather or similar material	20	
5	U-Foam stuffing of Front single seater seat/back rest per each piece	10	
6	U-Foam stuffing of Rear three seater seat/back rest per each piece	3	
7	U-Foam stuffing and renewal of headrest cover in rexine/furnishing cloth or artificial leather or similar material per piece	1	
8	Removing and refixing of seat & back rest cover for frame repair on single seater	5	
9	Removing and refixing of seat & back rest cover for frame repair on three seater	1	
10	Removing and refitting of single or two or three seater seat	1	
11	Renewal of Seat wooden plank (front or rear) per each piece	6	
12	Renewal of PVC floor mat	15	
13	Removing, repairing and refixing of Roof canopy	15	
14	Renewal of pleat type door pad and rexine per door	25	
15	Renewal of inner roof rexine upholstery on load cabin	5	
16	Renewal of gear lever boot cover	1	

ANNEXURE- E

TATA ACE/TATA 207 (2 SEATER)/TATA 407 AND TATA 709

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete Upholstery stitching and fixing of pleat mooted type seat in rexine/furnishing cloth or artificial leather or similar material for Tata 407/709	10	
2	Complete Upholstery stitching and fixing of bucket type seat in rexine/furnishing cloth or artificial leather or similar material for Tata Ace/207	4	
3	Renewal of of Bucket type Front single seater seat & back rest cover in rexine/furnishing cloth or artificial leather or similar material per each piece for Tata Ace/207	1	
4	Renewal of of Pleat mooted Front single seater seat & back rest cover in rexine or furnishing cloth or artificial leather or similar material per each piece for Tata 407/709	2	
5	Renewal of of Pleat mooted Rear seat & back rest (berth) in rexine or furnishing cloth or artificial leather or similar material for Tata 407/709	1	
6	U-Foam stuffing of Front seat & back rest/Rear seat & back rest per each piece for Tata 407/709	1	
7	U-Foam stuffing of Front seat & back rest/Rear seat & back rest per each piece for Tata Ace/207	1	
8	Renewal of Front seat & back rest wooden plank per each piece for Tata Ace/207	1	
9	Renewal of Front seat & back rest wooden plank per each piece for Tata 407/709	1	
10	Renewal of of pleat type door pad and rexine per door	1	
11	Renewal of PVC floor mat	20	
12	Removing and refixing of top upholstery	1	
13	Renewal of top upholstery	1	
14	Renewal of Bonnet rexine cover for Tata 407/709	1	
15	Removing and refixing of front seat & back rest cover or Rear seat & back rest cover for frame repair per each piece	8	
16	Removing and refitting of single or two or three seater seat	1	
17	Renewal of canopy roof upholstery	2	
18	Renewal of gear lever boot cover	2	
19	Renewal of inner roof rexine upholstery on load cabin	1	
20	Removal & refixing of canopy roof with necessary repair	3	

ANNEXURE- F

FORCE TRAVELLER (A/C & NON-A/C) OR SIMILAR VEHICLE

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Complete Upholstery stitching and fixing of **push back/high back bucket model** seat & back rest in furnishing cloth or artificial leather or similar material for A/C or non A/C 13+D & 14+D seater Force Traveller	10	
2	Complete Upholstery stitching and fixing of **push back/high back bucket model** seat & back rest in furnishing cloth or artificial leather or similar material for A/C or non A/C 17 +D seater Force Traveller	2	
3	Complete Upholstery stitching and fixing of **push back/high back bucket model** seat & back rest in furnishing cloth or artificial leather or similar material for A/C or non A/C 26 +D seater Force Traveller	1	
4	Complete Upholstery stitching and fixing of **without headrest model** seat & back rest in furnishing cloth or artificial leather or similar material for Non-A/C or A/C 20+D seater Force Traveller	1	
5	Renewal of of push back/high back bucket model single seater seat and back rest cover in furnishing cloth or artificial leather or similar material per each piece for Traveller	10	
6	Renewal of of Traveller without headrest model single seater seat and back rest cover in furnishing cloth or artificial leather or similar material per each piece	2	
7	Renewal of of Traveller without headrest model double seater seat and back rest cover in furnishing cloth or artificial leather or similar material per each piece	5	
8	U-Foam stuffing of single seater seat & back rest per each piece	1	
9	U-Foam stuffing of two seater seat & back rest per each piece	3	
10	U-Foam stuffing of four seater seat & back rest per each piece	1	
11	Renewal of of door pad and rexine per door	50	
12	Renewal of of body inside pad only per piece	20	
13	Renewal of of PVC floor mat	25	
14	Renewal of of top upholstery 13+D & 14+D seater	2	
15	Renewal of of top upholstery 17+D seater	1	

ANNEXURE- F

FORCE TRAVELLER (A/C & NON-A/C) OR SIMILAR VEHICLE

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
16	Renewal of of top upholstery 20+D seater	1	
17	Renewal of of top upholstery 26+D seater	1	
18	Removing and refixing of top upholstery	5	
19	Renewal of of two seater wooden plank including back rest per piece	10	
20	Renewal of headrest cover in furnishing cloth or artificial leather or similar material per piece for A/C Traveller	1	
21	U-Foam stuffing and renewal of headrest cover in furnishing cloth or artificial leather or similar material per piece for A/C Traveller	6	
22	Removing and refixing of bucket type seat & back rest cover for frame repair per each piece	3	
23	Removing and refitting of single or two or four seater seat	2	
24	Renewal of gear lever boot cover	2	

ANNEXURE - G

BUSES OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Renewal of rexine cover on three seater coach seat	300	
2	Renewal of rexine cover on three seater back rest (without headrest type)	5	
3	Renewal of rexine cover on three seater back rest (with headrest type)	300	
4	Renewal of rexine cover on two seater passenger coach seat	250	
5	Renewal of rexine cover on two seater back rest (without headrest type)	10	
6	Renewal of rexine cover on two seater back rest (with headrest type)	250	
7	Renewal of rexine cover on single seater seat or back rest per piece	10	
8	U-Foam stuffing of single seater seat or back rest per piece	5	
9	U-Foam stuffing of two seater seat or back rest per each piece	400	
10	U-Foam stuffing of three seater seat or back rest per each piece	400	
11	U-Foam stuffing and renewal of rexine cover of hand rest per piece	2	
12	Renewal of wooden plank on single seater seat or back rest per piece	1	
13	Renewal of wooden plank on two seater seat or back rest per piece	400	
14	Renewal of wooden plank on three seater seat or back rest per piece	400	
15	Renewal of bonnet rexine covering	1	
16	Renewal of gear lever boot cover	10	
17	Renewal of rexine cover on seat of bucket model single seat per each piece (AC Bus)	50	
18	Renewal of rexine cover on back rest of bucket model single seat per each piece(AC Bus)	50	
19	U-Foam stuffing of seat or back rest of bucket model single seater per piece(AC Bus)	50	
20	U foam stuffing and renewal of rexine cover of hand rest per piece(AC Bus)	50	
21	Renewal of headrest cover in furnishing cloth or artificial leather or similar material per piece	50	

ANNEXURE - H

ASHOK LEYLAND LINX MINI BUSES OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Renewal of rexine cover on three seater coach seat	1	
2	Renewal of pleat type rexine cover on three seater coach seat	2	
3	Renewal of rexine cover on three seater back rest	1	
4	Renewal of pleat type rexine cover on three seater back rest	2	
5	Renewal of rexine cover on two seater coach seat	12	
6	Renewal of pleat type rexine cover on two seater coach seat	25	
7	Renewal of rexine cover on two seater back rest	12	
8	Renewal of pleat type rexine cover on two seater back rest	25	
9	Renewal of rexine cover on single seater seat or back rest	2	
10	Renewal of pleat rexine cover on single seater seat or back rest	2	
11	U-Foam stuffing of single seater seat or back rest per piece	2	
12	U-Foam stuffing of two seater seat or back rest per piece	25	
13	U-Foam stuffing of three seater seat or back rest per piece	2	
14	U-foam stuffing & renewal of rexine cover of hand rest per piece	40	
15	Renewal of wooden plank on single seater seat or back rest per piece	2	
16	Renewal of wooden plank on two seater seat or back rest per piece	50	
17	Renewal of wooden plank on three seater seat or back rest per piece	2	
18	Providing Rexine head rest cover for two seater per piece	5	
19	Renewal of gear lever boot cover	2	

ANNEXURE - I

TRUCK/ EXPLOSIVE VANS/ PRIME MOVER OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Renewal of rexine cover on single seater seat or back rest per piece	40	
2	Renewal of rexine cover on six seater seat or back rest per piece	20	
3	U-Foam Stuffing of single seater seat or back rest per piece	25	
4	U-Foam Stuffing of six seater seat or back rest per each piece	12	
5	Renewal of wooden plank on single seater seat or back rest per piece	12	
6	Renewal of wooden plank on six seater seat or back rest per piece	15	
7	Renewal of cabin roof upholstery	1	
8	Renewal of door pad and rexine per door	3	
9	Renewal of bonnet rexine covering	3	
10	Renewal of gearlever boot cover	10	

ANNEXURE- J

MOTOR CYCLES OR SIMILAR VEHICLES

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Renewal of seat rexine and rubber stuffing	15	

ANNEXURE-K

MISCELLANEOUS WORK

SL. NO.	DESCRIPTION	QUANTUM OF WORK FOR 2 YEARS	RATE IN ₹
1	Renewal of rexine cover, plywood, U-Foam Stuffing of single seater seat or back rest per piece for battery truck/ forklift	5	
2	Renewal of rexine cover, plywood, U-Foam Stuffing of twoseater seat or back rest per piece for battery truck/ forklift	5	
3	Renewal of rexine cover, plywood, U-Foam Stuffing of three seater seat or back rest per piece for battery truck/ forklift	5	
4	Stitching and rexine cover on log book per book	650	

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-I.

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 and 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. 30,000/-.** 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. **SECURITY DEPOSIT (mandatory compliance required):** In the event of placement of order, you should submit Security Deposit @ 3% of the order value of the PO. The Security Deposit shall be valid for a period of 60 days beyond the date of completion and acceptance of the PO/Contract. The Security Deposit will be discharged without any interest after completion and acceptance of the Contractual Obligations. In case if the contractor fails to execute the order after submission of SD, then SD shall be forfeited.

10. 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.

3. E-Tenders are invited for **Structural Steel Frame Work for erection of Passenger Lift.** The Bids are to be prepared and submitted in specified Templates online, by logging into the portal https://eproc.vssc.gov.in. The Vendors are advised to submit the Bids much before the Closing Time to avoid last minute problems.

E-Procurement No. VSSC/PURCHASE UNIT I (MAINPURCHASE)/VS202300465401 Dt. 17.10.2023 and Print Media Advertisement ref. No. VSSC/P/ADVT/361/2023 Dt. 20.10.2023. E-Tenders are invited for **Structural Steel Frame Work for erection of Passenger Lift** through our E-procurement site https://eproc.vssc.gov.in. Bids can be submitted **upto 16.11.2023 [14:00 Hrs.], Bid Opening date : 16.11.2023 [14:15 Hrs.].**

Only online tenders will be accepted. No manual / Postal / e-mail / fax offers will be entertained. No manual tender document will be issued. Parties interested to participate in this e-Tender are required to register themselves as vendors, if not already registered, in our e-procurement portal https://eproc.vssc.gov.in by downloading plugins and help demos listed on the home page of the e-procurement link mentioned above to complete the vendor registration process. They can seek help from help desk 0471 2565454 / 4102 / 4163 also as provided in the home page of e-procurement portal in case of any problem for registration and subsequent process. Vendors may please note that without registering in our e-procurement portal, they will not be able to quote for this e-tender. New vendors who are submitting their registration requests shall select 'Vikram Sarabhai Space Centre' as the Centre for profile approval and Contact – 0471 2562527 for approving their profiles.

Important Notice : Tender shall be opened on the first day of the schedule **[ie. 16.11.2023 [14:15 Hrs.].** If the tender could not be opened on the first day due to any technical snag, it will be opened on the subsequent day as per the schedule. Bidders who are desirous of attending the tender opening may make arrangements for attending the tender opening at their cost.

This is a two-part tender, Technical & Commercial part (Part I) and Price Part (Part II) shall be uploaded separately. The tenderers should not attach any documents containing Price information along with Technical & Commercial Bid (Part I). However, a copy of your PRICE BID, AMC quote, etc. **WITHOUT PRICE** SHALL BE UPLOADED in the Documents Solicited from the Vendor Field [available in Bid forms] TO KNOW THE PATTERN OF QUOTE. [ENSURE **NOT TO MENTION ANY PRICE**, OTHERWISE THE QUOTE WILL BE INVALID]. We do not open PART II (Price Bid), if PART-I (Technical & Commercial offer) does not meet with our technical specification requirements.

THE TECHNICAL DOCUMENTS NEED TO BE ATTACHED ONLINE AS A SINGLE PDF FILE WITHOUT ANY PRICE INFORMATION, TECHNICAL BID CONTAINING PRICE DETAILS WILL BE TREATED AS REJECTED.