

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
ISRO PROPULSION COMPLEX (IPRC)  
MAHENDRAGIRI**

**Tender for Operation of Conference Halls, SDSM, IRNSS, DDS, Library  
& Binding, Photocopying, Printing, Scanning Work**

**Bids to be submitted online**

**Tender No.: IPRC/PURGP3/IP202200135101 dated 01-03-2023**

## A. Tender Details

|                        |                                       |
|------------------------|---------------------------------------|
| Tender No :            | <b>IPRC/PURGP3/IP202200135101</b>     |
| Tender Date :          | <b>01-03-2023</b>                     |
| Tender Classification: | <b>SERVICES</b>                       |
| Purchase Entity :      | <b>PURGP3</b>                         |
| Centre :               | <b>ISRO PROPULSION COMPLEX (IPRC)</b> |

### **Sporadic Work Outsourcing Package for supporting the Operation of Conference Halls, SDSM, IRNSS, DDS, Library & Binding, Photocopying, Printing, Scanning Work at Central documentation and reprographic facility**

PLEASE NOTE THE FOLLOWING WHILE SUBMITTING YOUR OFFER:-

- 1) Last minute clarification on tenders will not be entertained.
- 2) This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted. Offer shall be submitted through our E-procurement portal.
- 3) Foreign vendors are not permitted to quote.
- 4) Before submission of bid, the bidder should study all the terms and conditions mentioned in the tender document along with the files attached with the tender.
- 5) For any clarifications regarding this tender, your query should be sent to psogroup3@iprc.gov.in Ph: 04637-281554 clearly mentioning the tender number.

#### A.1 Tender Schedule

|                              |                         |
|------------------------------|-------------------------|
| Bid Submission Start Date :  | <b>01-03-2023 16:00</b> |
| Bid Clarification Due Date : | <b>14-03-2023 14:00</b> |
| Bid Submission Due Date :    | <b>22-03-2023 14:00</b> |
| Bid Opening Date :           | <b>22-03-2023 14:01</b> |

## **B. Tender Attachments**

### **Technical Write-up/Drawings**

**Document : Annexure -4**

**Document : Instruction to Bidder**

**Document : Scope of work Annexure-2**

**Document : Terms and Condition**

### **Instructions To Vendors**

#### **5. General Instructions**

1. Last minute clarification on tenders will not be entertained.
2. This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted.

#### **6. GeM Seller ID**

1. GeM Seller Registration: All vendors shall register themselves in GeM Portal (gem.gov.in) and provide GeM Seller unique ID in the tender documents, as this ID is mandatory for award of contract.

## C. Bid Templates

### C.1 Technical Bid - Operation of Conference Halls, SDSM, IRNSS, DDS, Library & Binding, Photocopying, Printing, Scanning Work

**1. Sporadic Work Outsourcing Contract: Carrying out Daily Inspection, day to day operations, upkeeping of facilities and monitoring of Video Conference systems & reporting the status of facilities to the Focal point / In-charge conference Halls .**

#### Item specifications for Sporadic Work Outsourcing Contract

| SI No | Specification  | Value | Compliance | Offered Specification | Remark |
|-------|--|-------|------------|-----------------------|--------|
| 1     | To support any other day today activities related to Conference Halls as assigned by specified Focal point / In-Charge, Conference Halls |       | -          |                       |        |

**2. Sporadic Work Outsourcing Contract: Uploading and display of meeting presentation materials, resolving logging problems reported by user. Archival of backup data**

**3. Sporadic Work Outsourcing Contract: Coordinating with other Centre's / Institution's video conference team and support to conduct Video / Internal meetings , Seminars, Conferences and Live video telecast etc with various Centres**

**4. Sporadic Work Outsourcing Contract: Supporting for facility readiness, virtual display of launch countdown activities, Seminars, Conferences, Meetings and address by VIPs.**

**5. Sporadic Work Outsourcing Contract: Daily monitoring of IRNSS Range and Integrity Monitoring Station (IRIMS) health by performing Daily Inspection**

**6. Sporadic Work Outsourcing Contract: Daily reporting the health summary of the systems to IRNSS Ground System & Augmentation (IGSA) Team**

**7. Sporadic Work Outsourcing Contract: Assisting the IGSA team members during contingency in checking the status of the equipment & restarting the same.**

- 8. Sporadic Work Outsourcing Contract: Periodic maintenance of IRIMS systems**
- 9. Sporadic Work Outsourcing Contract: Display Panels & Working models**
- 10. Sporadic Work Outsourcing Contract: Models of subsystems and Hardware of Launch vehicles, Satellites and accessories**
- 11. Sporadic Work Outsourcing Contract: Audio visual Systems**
- 12. Sporadic Work Outsourcing Contract: Projection System**
- 13. Sporadic Work Outsourcing Contract: Sub-scaled models of Rockets and Satellites**
- 14. Sporadic Work Outsourcing Contract: Daily Inspection of displays & AV systems, Static & Working models of Launch vehicles and Satellites, including minor rectification**
- 15. Sporadic Work Outsourcing Contract: Daily Inspection of DDS including functional verification**
- 16. Sporadic Work Outsourcing Contract: Formatting and Uploading of display matters**
- 17. Sporadic Work Outsourcing Contract: Design / art work of display matters and archival of backup data**
- 18. Sporadic Work Outsourcing Contract: Issue / Return of library documents and user assistance**
- 19. Sporadic Work Outsourcing Contract: Shelving of checked-in / consulted documents, shelf rectification and maintenance**
- 20. Sporadic Work Outsourcing Contract: Classification and cataloging of documents**

- 21. Sporadic Work Outsourcing Contract: Management of Internal Technical Reports, Test related documents etc.**
  
- 22. Sporadic Work Outsourcing Contract: Support for Collection Management consisting of Stock verification, Data capture for usage statistics, Withdrawal / Write off documents, Document checking at circulation counter**
  
- 23. Sporadic Work Outsourcing Contract: Trimming of documents & reports. Size : A3, A4 etc.**
  
- 24. Sporadic Work Outsourcing Contract: Simple Binding (stabling, stitching, adding covers/cards, trimming and pasting of documents & reports. Size : A3, A4 etc).**
  
- 25. Sporadic Work Outsourcing Contract: Spiral Binding of various documents and reports. Size : A3, A4 etc.**
  
- 26. Sporadic Work Outsourcing Contract: Comb Binding of various documents and reports. Size : A3, A4 etc.**
  
- 27. Sporadic Work Outsourcing Contract: Cardboard Binding (stabling, stitching end pages, card board covers, rexine spine and trimming for finishing the documents. Size : A3, A4 etc.**
  
- 28. Sporadic Work Outsourcing Contract: Photocopying of various documents and reports. Size : A3, A4 etc.**
  
- 29. Sporadic Work Outsourcing Contract: Printing of different documents and reports. Size : A3, A4 etc.**
  
- 30. Sporadic Work Outsourcing Contract : Scanning of various documents and reports. Size : A3, A4 etc.**

#### **Supporting Documents required from Vendor**

##### **1. GST & MSME Certificate**

**2. ESI, PF details**

**3. Previous P.O details**

**4. Annexure - 4**

**5. Your quotation in PDF format with Price Split up and detailed Terms & Conditions**

**6. Duly filled Annexure-4, format provided along with the tender document**

**7. Copy of Income Tax Return acknowledgement or relevant document evidencing the status of the bidder**

**8. Udyog Aadhar Regn Document**

**9. GST Registration document**

**10. EPF Registration document**

**11. ESI Registration document**

**12. Duly filled complaine statement of the Terms mentioned in Annexure 1**

5 additional documents can be uploaded by the vendor

## C.2 Commercial Terms / Bid

| Sl. No. | Description  | Compliance         | Vendor Terms |
|---------|--|--------------------|--------------|
| 1       | Taxes and other costs (Specify)  | Yes / No / Explain |              |
| 2       | Security Deposit (Applicable if Offer Value is Rs. 5 Lakhs or above. MSME/NSIC Units are NOT EXEMPTED from the payment of SD. Bank Guarantee @ 3% of Order Value valid till 60 days from the date of supply to be submitted. Mandatory compliance required. Only Government Bodies/PSUs/PSEs can submit Indemnity Bond in lieu of BG. In the event of non-performance of contractual obligations, SD will be forfeited). | Yes / No / Explain |              |
| 3       | Delivery Terms: Delivery Terms: On Site Work @ IPRC  | Yes / No / Explain |              |
| 4       | Delivery Period:   | Yes / No / Explain |              |
| 5       | Liquidated Damages/Down Time Compensation: As per Annexure-1, Clause No.7  | Yes / No / Explain |              |
| 6       | Warranty Period offered :  | Yes / No / Explain |              |
| 7       | Performance Bank Guarantee (PBG):- Bank Guarantee @ 3% of Order Value valid till the completion of warranty period plus 2 months claim period to be submitted. Mandatory compliance required. Only Government Bodies/PSUs/PSEs can submit Indemnity Bond in lieu of BG. In the event of non-performance of warranty obligations, PBG will be forfeited).   | Yes / No / Explain |              |
| 8       | Payment Terms: As per Tender Document Annexure-1, Clause No.4.4. Confirm your acceptance.  | Yes / No / Explain |              |
| 9       | Your Udyog Aadhar Regn No.   | Yes / No / Explain |              |
| 10      | Your GST Registration No.  | Yes / No / Explain |              |
| 11      | Your EPF Registration No.  | Yes / No / Explain |              |



|    |  |                    |  |
|----|--|--------------------|--|
| 12 | Your ESI Registration No.  | Yes / No / Explain |  |
| 13 | State the Status of the bidder as per Annexure-3, Clause No. 2 of Tender document.   | Yes / No / Explain |  |
| 14 | Confirm MSME or not. If applicable provide MSME certificate along with the offer.  | Yes / No / Explain |  |
| 15 | PO Ordering Address with Name and Contact Details of Sales Person concerned (e-mail and phone number).   | Yes / No / Explain |  |
| 16 | Offer Validity:  | Yes / No / Explain |  |
| 17 | Your quotation in PDF format with Detailed Terms and Conditions duly Signed and Stamped shall be prepared and uploaded along with your offer. Confirm. | Yes / No / Explain |  |
| 18 | Any other terms  | Yes / No / Explain |  |

### C.3 Price Bid

| Sl. No. | Item  | Quantity     | Unit Price | Currency | Total Price | Remark |
|---------|---|--------------|------------|----------|-------------|--------|
| 1       | Sporadic Work Outsourcing Contract: Carrying out Daily Inspection, day to day operations, upkeeping of facilities and monitoring of Video Conference systems & reporting the status of facilities to the Focal point / In-charge conference Halls . | 8122.00 Nos. |            | -        |             |        |

|   |  |              |  |   |  |  |
|---|--|--------------|--|---|--|--|
| 2 | Sporadic Work Outsourcing Contract: Uploading and display of meeting presentation materials, resolving logging problems reported by user. Archival of backup data  | 9360.00 Nos. |  | - |  |  |
| 3 | Sporadic Work Outsourcing Contract: Coordinating with other Centre's / Institution's video conference team and support to conduct Video / Internal meetings , Seminars, Conferences and Live video telecast etc with various Centres | 8144.00 Nos. |  | - |  |  |
| 4 | Sporadic Work Outsourcing Contract: Supporting for facility readiness, virtual display of launch countdown activities, Seminars, Conferences, Meetings and address by VIPs.  | 300.00 Nos.  |  | - |  |  |

|   |   |                |  |  |  |  |
|---|---|----------------|--|--|--|--|
| 5 | Sporadic Work Outsourcing Contract: Daily monitoring of IRNSS Range and Integrity Monitoring Station (IRIMS) health by performing Daily Inspection    | 624.00 Nos.    |  |  |  |  |
| 6 | Sporadic Work Outsourcing Contract: Daily reporting the health summary of the systems to IRNSS Ground System & Augmentation (IGSA) Team               | 1248.00 Nos.   |  |  |  |  |
| 7 | Sporadic Work Outsourcing Contract: Assisting the IGSA team members during contingency in checking the status of the equipment & restarting the same. | 200.00 Nos.    |  |  |  |  |
| 8 | Sporadic Work Outsourcing Contract: Periodic maintenance of IRIMS systems   | 104.00 Nos.    |  |  |  |  |
| 9 | Sporadic Work Outsourcing Contract: Display Panels & Working models   | 146976.00 Nos. |  |  |  |  |

|    |   |               |  |   |  |  |
|----|---|---------------|--|---|--|--|
| 10 | Sporadic Work Outsourcing Contract: Models of subsystems and Hardware of Launch vehicles, Satellites and accessories  | 62400.00 Nos. |  | - |  |  |
| 11 | Sporadic Work Outsourcing Contract: Audio visual Systems  | 29952.00 Nos. |  | - |  |  |
| 12 | Sporadic Work Outsourcing Contract: Projection System   | 2496.00 Nos.  |  | - |  |  |
| 13 | Sporadic Work Outsourcing Contract: Sub-scaled models of Rockets and Satellites   | 97344.00 Nos. |  | - |  |  |
| 14 | Sporadic Work Outsourcing Contract: Daily Inspection of displays & AV systems, Static & Working models of Launch vehicles and Satellites, including minor rectification | 624.00 Nos.   |  | - |  |  |
| 15 | Sporadic Work Outsourcing Contract: Daily Inspection of DDS including functional verification   | 624.00 Nos.   |  | - |  |  |

|    |   |                |  |   |  |  |
|----|---|----------------|--|---|--|--|
| 16 | Sporadic Work Outsourcing Contract: Formatting and Uploading of display matters                                       | 3120.00 Nos.   |  | - |  |  |
| 17 | Sporadic Work Outsourcing Contract: Design / art work of display matters and archival of backup data                  | 6240.00 Nos.   |  | - |  |  |
| 18 | Sporadic Work Outsourcing Contract: Issue / Return of library documents and user assistance                           | 31200.00 Nos.  |  | - |  |  |
| 19 | Sporadic Work Outsourcing Contract: Shelving of checked-in / consulted documents, shelf rectification and maintenance | 187200.00 Nos. |  | - |  |  |
| 20 | Sporadic Work Outsourcing Contract: Classification and cataloging of documents  | 200.00 Nos.    |  | - |  |  |
| 21 | Sporadic Work Outsourcing Contract: Management of Internal Technical Reports, Test related documents etc.             | 300.00 Nos.    |  | - |  |  |

|    |   |               |  |   |  |  |
|----|---|---------------|--|---|--|--|
| 22 | Sporadic Work Outsourcing Contract: Support for Collection Management consisting of Stock verification, Data capture for usage statistics, Withdrawal / Write off documents, Document checking at circulation counter | 10000.00 Nos. |  | - |  |  |
| 23 | Sporadic Work Outsourcing Contract: Trimming of documents & reports. Size : A3, A4 etc.   | 20410.00 Nos. |  | - |  |  |
| 24 | Sporadic Work Outsourcing Contract: Simple Binding (stabling, stitching, adding covers/cards, trimming and pasting of documents & reports. Size : A3, A4 etc).  | 13505.00 Nos. |  | - |  |  |
| 25 | Sporadic Work Outsourcing Contract: Spiral Binding of various documents and reports. Size : A3, A4 etc.   | 10745.00 Nos. |  | - |  |  |

|    |  |                |  |   |  |  |
|----|--|----------------|--|---|--|--|
| 26 | Sporadic Work Outsourcing Contract: Comb Binding of various documents and reports. Size : A3, A4 etc.  | 6420.00 Nos.   |  | - |  |  |
| 27 | Sporadic Work Outsourcing Contract: Cardboard Binding (stabling, stitching end pages, card board covers, rexine spine and trimming for finishing the documents. Size : A3, A4 etc. | 3850.00 Nos.   |  | - |  |  |
| 28 | Sporadic Work Outsourcing Contract: Photocopying of various documents and reports. Size : A3, A4 etc.  | 284060.00 Nos. |  | - |  |  |
| 29 | Sporadic Work Outsourcing Contract: Printing of different documents and reports. Size : A3, A4 etc.  | 261967.00 Nos. |  | - |  |  |
| 30 | Sporadic Work Outsourcing Contract : Scanning of various documents and reports. Size : A3, A4 etc.   | 105830.00 Nos. |  | - |  |  |