

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

**Tender for Outsourcing for Sporadic work contract for cooking,  
servicing & house-keeping in Canteen & Guest House for a period of  
two years**

**Bids to be submitted online**

**Tender No.: IPRC/PURGP2/IP202400033601 dated 12-04-2024**

## A. Tender Details

Tender No : **IPRC/PURGP2/IP202400033601**

Tender Date : **12-04-2024**

Tender Classification: **SERVICES**

Purchase Entity : **PURGP2**

Centre : **ISRO PROPULSION COMPLEX (IPRC)**

### **Outsourcing for Sporadic work contract for cooking, servicing & house-keeping in Canteen & Guest House for a period of two years**

1. Foreign vendors are not permitted to quote.
2. MSE preference is applicable only against the production of documentary evidence along with the Offer.
3. Last minute clarification on tenders will not be entertained.
4. This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted.
5. Acceptance of Security Deposit (5% of the Order value) & LD Clause shall be specified in your Offer.
6. Bidders must have minimum two years experience in running industrial type (mass production) Cafeteria / Canteen in Private or Public sector (Central Govt. or State Govt.) as on 29.02.2024 The value of work outsourcing Contract executed during 01.03.2017 to 29.02.2024 shall not be less than Rs.2.73 Cr. Necessary documentary proof shall be furnished along with the Offer.

#### **A.1 Tender Schedule**

Bid Submission Start Date : **12-04-2024 17:00**

Bid Clarification Due Date : **02-05-2024 14:00**

Bid Submission Due Date : **09-05-2024 14:00**

Bid Opening Date : **09-05-2024 14:30**

## **B. Tender Attachments**

NA

### **Instructions To Vendors**

#### **1. 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.
3. If a vendor is not able to submit bid against this tender due to any reason, such vendor is requested to post their REGRET message in the e-procurement portal with clear reasons or email to psogroup2@iprc.gov.in. Non submission of bids without regrets will be viewed seriously.
4. IPRC reserves the right to split the tendered quantity in part or whole on its sole discretion without assigning any reason.
5. IPRC has the right to cancel the tender without assigning any reason etc.
6. If any vendor submits forged / false documents along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
7. Option Clause:-The purchaser reserves the right to increase/decrease the ordered quantity by up to 25-30 percent at any time, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period)

#### **2. GENERAL TERMS AND CONDITIONS SWOP**

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2. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
3. GST where legally leviable and intended to be claimed should be distinctly shown separately in the tender.
4. In case the vendor falls in the category of Small Scale Industries(SSIs), who are registered with NSI,

Public Sector Undertakings (PSUs) and Micro & Small Enterprises (MSEs) the same shall be mentioned in their quote for evaluation.

5. IPRC reserves the right to accept or reject any quotation in full or part thereof by recording the reasons.

6. IPRC shall not be responsible for failure of vendors in submitting bids online caused due to technical reasons at vendor end such as network or power failures, computer failure, internet-browser, mistakes / errors in filling the bids on line by vendor etc.

7. Last minute request for the extension of the due date w.r.t. any technical issue at Vendors/Suppliers side will not be considered. You may submit your quotation online well in advance instead of waiting till the last date to ensure that Internet problem and network condition does not cause problem

8. LIQUIDATED DAMAGES: Delivery is the essence of the contract. Items shall be delivered within stipulated period. If delivery is delayed beyond the stipulated delivery period mentioned in the purchase order or any extension thereof, an amount equal to 0.5% per week shall be recovered, subject to a maximum of 10% of the order value shall be deducted from your bills due.

9. Offers sent through post, telegram, fax, e-mail, courier will not be considered. Partially completed / incomplete tenders shall not be considered.

10. Only authorized dealers/agents or their accredited representatives for original manufacturers have to submit the quotation with documentary evidence.

11. SECURITY DEPOSIT : The Vendor shall guarantee faithful execution of the Work order in accordance with the terms and conditions specified. As a performance security, the Vendor shall furnish Security deposit for 5% of the total Work order price in the form of Demand draft/ Fixed deposit receipt/ Bankers cheque/ Bank guarantee issued by a Nationalized/ Scheduled Bank approved by Reserve Bank of India valid till expiry of the Work order with additional claim period of 6 months. The Security deposit shall not carry any interest and shall be returned on completion of all the contractual obligations. The Security deposit has to be executed within 15 days from the date of Work order as per the prescribed format.

Medium, Small & Micro Enterprises (MSMEs) and Startup companies are also required to submit Security deposit in the form of Demand draft/ Fixed deposit receipt/ Banker's cheque/ Bank guarantee.

In case of breach of any of the terms and conditions under the Work order, the Vendor shall forfeit the Security deposit to the Purchaser. In addition, the Work order is also liable to be terminated and any amount due to the Vendor against any other Work order from the Purchaser is also liable to be

appropriated.

12. The goods or material offered should be strictly as per our specifications. Change(s) in specifications, if any, should be clearly indicated by the supplier in his quotation. The supplier should also indicate make/type No. of the materials or equipment offered. Vague terms such as Best Indian, Best Indigenous and Imported make should not be used.

13. The offer should be valid for a minimum period of 120 days from the date of opening of the bids (Technical bid in case of 2-part tender).

14. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderer shall supply the same at the rates quoted.

15. Wherever the tenderer is asked to submit sample for evaluation of tenders, the same shall be submitted along with your quote.

## C. Bid Templates

### C.1 Technical Bid - Outsourcing for Sporadic work contract for cooking, servicing & house-keeping in Canteen & Guest House for a period of two years

1. Sporadic Work Outsourcing Contract - Outsourcing for Sporadic work contract for cooking, servicing & house-keeping in Canteen & Guest House for a period of two years.

Document : Annexure - 2

Document : Annexure - 3

Document : Annexure - 4

Document : Annexure -1

#### Common Specifications (Applicable for all items)

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Name of the Bidder		-		
2	Full Address		-		
3	Landline Telephone Number		-		
4	Cellular Mobile Telephone Number		-		
5	Fax Number		-		
6	E-mail Id		-		

7	Name of the Proprietor/Manager/President/Secretary/Chief Executive/Authorized signatory with Job title (Designation) and Affiliation (Department)		-		
8	Status of the Bidder as to whether Central/State Government Department/Enterprise/Autonomous body or Private company or Firm or Agency or Society, etc.		-		
9	Rule/Act under which the Bidder is registered.		-		
10	Registration number of the Bidder. (Attach copy of Registration Certificate)		-		
11	Income Tax Permanent Account Number (PAN). (Attach copy of card)		-		
12	Income Tax Assessee "Status" of the Bidder as Firm. (Attach Income Tax return acknowledgement or relevant document for the assessment year previous to the one in which the Tender enquiry is floated)		-		

13	Aadhaar/Udyog Aadhaar Number. (Attach copy of card/letter)		-		
14	Goods & Service Tax (GST) Identification Number. (Attach copy of Certificate)		-		
15	Employees Provident Fund (EPF) Registration Number. (Attach copy of Certificate)		-		
16	Employees State Insurance (ESI) Registration Number. (Attach copy of Certificate)		-		
17	Name of the Banker, Branch and City/Town/Village		-		
18	Bank Account Number		-		
19	IFSC code of Bank		-		

20	<p>Confirm compliance with Terms &amp; Conditions given in Annexure 1. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.</p>		-		
21	<p>Confirm compliance with special terms &amp; conditions of work outsourcing package given in Annexure 2. Deviation, if any, is to be explicitly spelt out under the "Remark" column. In the absence of deviation, it will be presumed that the Bidder agrees to comply with each and every aspect of the aforesaid document.</p>		-		
22	<p>Confirm that the Instructions to Bidders given in Annexure 4 are read and understood thoroughly.</p>		-		

23	<p>The Bidder must have minimum two years experience in running industrial type (Mass Production) Cafeteria / Canteen in private or public sector (Central Government or State Government) as on 29.02.2024. The Bidder should produce documentary evidence of experience of previous / current Purchase (or) work order for running industrial type cafeteria / canteen and completion of work for the contract duration along with quotation. (Documentary evidence shall be furnished)</p>	Compliance (Yes / No)	Yes / No / Explain		
24	<p>The value of work outsourcing contract executed during the above mentioned period should not be less than 2.73 crore. (Documentary evidence shall be furnished)</p>	Compliance (Yes / No)	Yes / No / Explain		

25	The work executed for the value not less than Rs.2.73 Cr. should be carried out between 01.03.2017 to 29.02.2024		-		
26	Along with quotation, the company / firm / society should produce audited balance sheet for last Two years and should have made profit in last two years.		-		
27	Only Indian nationals are eligible to quote for this contract.	Compliance (Yes / No)	Yes / No / Explain		
28	The company / firm / society should comply with prevailing applicable laws / acts and statutory requirements such as minimum wages, provident fund and should have Employee State Insurance / Group Insurance etc., and to submit the relevant transaction statement throughout the contract period.		-		

29	The successful bidder shall obtain valid labour license under the Contract Labour (Regulation and Abolition) Act, 1970.		-		
30	The bidders shall submit the profile of their company with the number of employees, their qualification and grade for carrying out the activities in clause no.2.		-		
31	Bidders who fail to meet the above requirements and submitting the quotation without relevant documents shall be liable for rejection.		-		
32	Interested bidders may visit IPRC canteen with prior intimation and approval from the Purchase and Stores Officer on any working day (Monday - Friday) between 09.30 hrs and 16.00 hrs		-		

### Supporting Documents required from Vendor

**1. Past experience details related to executing similar work contract (Attach copy of work order/work completion certificate by the client - Documentary evidence for Previous experience shall be not less than 2.73 Cr.)**

- 2. Employees State Insurance (ESI) Registration Number. (Attach copy of Certificate)**
- 3. Employees Provident Fund (EPF) Registration Number. (Attach copy of Certificate)**
- 4. Goods & Service Tax (GST) Identification Number. (Attach copy of Certificate)**
- 5. Aadhaar/Udyog Aadhaar Number. (Attach copy of card/letter)**
- 6. Attach Income Tax Return Acknowledgement or relevant document for the assessment year previous to the one in which the Tender enquiry is floated.**
- 7. Income Tax Permanent Account Number (PAN) [Attach copy of card]**
- 8. Registration Number of the Bidder (Registration Certificate must be enclosed)**

5 additional documents can be uploaded by the vendor

## C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	The work is to be delivered at IPRC, Mahendragiri as per the enclosed documents in Annexure - 1, 2, 3 & 4.	Yes / No / Explain	
2	Validity of Offer (specify)	Yes / No / Explain	
3	Delivery Period (specify)	Yes / No / Explain	
4	Delivery Terms: Normal delivery terms - FOR Destination (i.e., IPRC, Mahendragiri)	Yes / No / Explain	
5	Payment Terms: Pro-rata monthly payment for the actual quantity of service rendered. (No advance payment is acceptable). Specify your Payment Terms.	Yes / No / Explain	
6	Security Deposit: The Supplier shall provide Bank Guarantee for an amount equivalent to the 5% (FIVE PERCENT) of the total Order value towards Security Deposit for the due performance of the Purchase Order. The Security Deposit can be submitted in the form of Bank Guarantee or Fixed Deposit Receipt obtained from any Nationalized/ Scheduled Bank and it shall be kept valid for a period of sixty days beyond the date of completion of the Purchase Order. This Security Deposit will be returned to the Supplier only upon successful completion of all the contractual obligations or shall be adjusted/ forfeited against non-fulfilment of any of the contractual obligations. The Security Deposit shall be submitted within 30 days from the date of receipt of Purchase Order.	Yes / No / Explain	
7	Confirm: Conditions for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA	Yes / No / Explain	
8	Liquidated Damages: As per Clause No.7 of the Annexure of the terms and conditions. Confirm your acceptance.	Yes / No / Explain	
9	Currency quoted (specify)	Yes / No / Explain	
10	Taxes and other costs, if any: (Specify).	Yes / No / Explain	

11	MSE preference is applicable only against the claim of the manufacturer and production of documentary evidence by the manufacturer for the registration of particular item under MSE.	Yes / No / Explain	
12	Any other terms	-	

### C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Sporadic Work Outsourcing Contract - Outsourcing for Sporadic work contract for cooking, servicing & house-keeping in Canteen & Guest House for a period of two years.	2.00 Years		-		