

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
VIKRAM SARABHAI SPACE CENTRE (VSSC)  
THIRUVANANTHAPURAM**

**Tender for Work Package for Office Supporting Activities**

**Bids to be submitted online**

**Tender No.: VSSC/PURCHASE UNIT I (MAIN PURCHASE)/VS202400237801 dated  
06-06-2024**

## A. Tender Details

Tender No :	<b>VSSC/PURCHASE UNIT I (MAIN PURCHASE)/VS202400237801</b>
Tender Date :	<b>06-06-2024</b>
Tender Classification:	<b>WORKS</b>
Purchase Entity :	<b>PURCHASE UNIT I (MAIN PURCHASE)</b>
Centre :	<b>VIKRAM SARABHAI SPACE CENTRE (VSSC)</b>

## Work Package for Office Supporting Activities

Tender for concluding work package for Office Supporting Activities as per the Attached RFP.

PRE BID MEETING: Mandatory Pre Bid meeting is scheduled at 10:30 hrs on 12-06-2024 at PRO conference hall, Public Relations, VSSC . Offers from service providers who have not attended the mandatory pre-bid discussion will NOT be considered.

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) 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.
- 4) Please attach the pdf format of your offer also.
- 5) For any clarifications regarding this tender, your query should be sent to pso2\_main\_pur@vssc.gov.in Ph: 0471 2563523 clearly mentioning the tender number, within the time period specified in the tender.

### A.1 Tender Schedule

Tender Publish Date :	<b>06-06-2024 10:20</b>
Bid Clarification Due Date :	<b>14-06-2024 17:00</b>
Bid Submission Start Date :	<b>12-06-2024 14:00</b>

**Bid Submission Due Date :** 26-06-2024 14:00

**Bid Opening Date :** 26-06-2024 14:30

## **A.2 Pre-bid Meeting Details**

**Date :** 12-06-2024 10:30

**Place :** VSSC, ISRO PO, Veli, Thiruvananthapuram

**Location :** PRO Conference Hall, Public Relations, VSSC

**Centre :** VIKRAM SARABHAI SPACE CENTRE  
(VSSC), THIRUVANANTHAPURAM, KERALA

**Details :** **Mandatory Pre Bid meeting for concluding work package for Office Supporting Activities as per the Attached RFP. Offers from service providers who have not attended the mandatory pre-bid discussion will NOT be considered.**

## B. Tender Attachments

### Technical Write-up/Drawings

Document : RFP

### Instructions To Vendors

#### 2. Specific Terms and Conditions to Tender (detailed)

1. As per Notification No. 5/2018-CUSTOMS DTD. 25/01/2018, we are eligible for concessional payment of customs duty and IGST. Hence CD & IGST element shall be specified separately in the quotation. Necessary exemption certificate shall be issued upon request.

2. If any bidder submits forged / false document along with the tender, offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.

3. In case if any Bidder is submitting their Offer on HIGH SEA SALES BASIS: then the Indian Trader shall submit the following documents mandatorily along with their offer.

- a.The Import Export Code of the Indian Trader
- b.Bank Authorization Code of the Indian Trader
- c.GSTIN of the Indian Trader

4. In case of Foreign/Import Tenders:

- a.The bidder shall clearly mention the full ordering address in capital letters.
- b.The bidder shall clearly mention their bankers address including their SWIFT code compulsorily.
- c.Any change of address shall be compulsorily supported by Documentary proof issued either by Governmental agencies or by Chamber of Commerce.
- d.Foreign Principals Proforma Invoice/quote indicating the Agency Commission payable to the Indian Agent and the nature of after sales service to be rendered by the Indian Agent.
- e.Copy of the Agency Agreement between the Foreign Principal and the Indian Agent, and the precise relationship between them their mutual interest in the business.
- f.Registration and Item empanelment of the Indian Agent.

5. In order to avail of the benefits extended to by Govt. 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 / Udyog Adhar / NSIC Registration Certification along with your offer.

6. Likewise, while executing the Purchase Order/Contract; the Indian Trader shall mandatorily submit the following:

a.High Sea Sale Agreement.

b.Invoice pertaining to the Indian Trader in INR and the invoice of the foreign vendor in foreign currency.

7. Note: SD, LD and PBG clauses are mandatory and offers of the vendors who have not agreed for the above conditions will be excluded from the procurement process. Micro and Small Vendors are not exempted from the submission of Security Deposit. Only Govt Departments/PSUs/PSEs can submit Indemnity Bond instead of Bank Gurantee towards SD/PBG.

8. Our standard delivery term is FOR, VSSC. In case any vendor offers delivery term of Ex-works, Packing and Forwarding charges if any should be indicated separately either as a percentage of the quoted rate or as a Lumpsum amount.

9. Our standard payment term is 100% within 30 days for indigenous orders and Sight Draft for foreign orders.

10. Performance Bank Guarantee: Wherever products offered carry warranty, the warranty should be for one year or as per manufacturers standard warranty term. Against such cases, please confirm submission of Performance Bank Guarantee. The Performance Bank Guarantee should be for 3% of the order value covering the warranty period obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the completion of the warranty period. Alternately vendors can request for withholding 3% payment till completion of the warranty period.

11. Please quote applicable GST separately.

12. Please upload the Technical Details / Catalogue / Data Sheets (wherever applicable)

13. Security Deposit: Wherever the offer value is Rs. 5.00 Lakhs or above, the successful tenderer should submit Security Deposit @ 3% of the order value by way of Bank Guarantee / FD Receipt. The Bank Guarantee shall be obtained from any Scheduled Bank on Rs.200/- Non Judicial Stamp Paper and should be valid beyond 2 months from the completion of all contractual obligations. If the Contractor is called upon by the Purchaser to deposit, Security and the Contractor fails to provide the security within the period specified, such failure shall constitute a breach of the Contract, and the Purchaser shall be entitled to make other arrangements for the re-purchase of the stores Contracted at the risk of the Contractor. In case if Security Deposit is submitted and the contractor fails to execute the order, then the security deposit will be forfeited.

14. The offer should be valid for a period of minimum 90 days from the date of opening of Tender.

15. The other attached forms are our standard terms and conditions, which are to be complied with. If any conflict arise between the specific terms and standard terms, then in those cases, the specific

terms will prevail over the standard terms.

16. Where agents participate in a tender;

(a) Either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

(b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

17. Wherever samples are required to be submitted along with the quotation, offer without sample will not be considered.

18. LIQUIDATED DAMAGES:

The delivery date stipulated in the order is the essence of the contract. In case of delay in supplying the items from mutually agreed delivery date, liquidated damages @ 0.5% of the order value per week subject

to a maximum of 10% of the order value for the delayed period will be deducted from your bill. The supply will be deemed to have been completed only when the entire system is supplied, installed and accepted.

19. FORCE MAJEURE:-

In case completion of job is delayed by any circumstances such as acts of god, sabotages, civil commotion, riots, insurrections, revolution, blockades, earthquakes, fire, floods, lightning, storms, or other natural events over which we do not have control, the contractor shall give notice within 15 days to the purchaser in writing of his claim for an extension of time.

The purchaser on receipt of such notice after verification if necessary may agree to extend the contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract.

20. 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 or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Arbitrator(s) appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation (Amendment) Act of 2015. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre Bengaluru (Domestic and 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.

## C. Bid Templates

### C.1 Technical Bid - Work Package for Office Supporting Activities

#### 1. Administrative Support Services

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

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Work Package for Office Supporting Activities	one	Yes / No / Explain		

#### Supporting Documents required from Vendor

##### 1. Quotation to be submitted in PDF format

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, if any All Tax Invoices issued by supplier/ service providers on or after July 01, 2017 shall invariably bear their GST Registration No. (GSTIN) & the applicable GST rates with HSN code. In the absence of which, the invoices shall not be processed for payment.	Yes / No / Explain	
2	Delivery Terms (normal): FOR Destination (for Indigenous cases) & FOB/ FCA or Ex-works (for Import cases).	Yes / No / Explain	
3	Period of Contract : 2 Years	Yes / No / Explain	
4	Payment (normal): On monthly basis for actual units of work completed on piece rate	Yes / No / Explain	
5	Security Deposit: In the event of placement of order, the successful tenderer/contractor shall submit a Security Deposit equivalent to 3% of the order value, upon receipt of the order, along with the order acknowledgement. The security deposit can be submitted as Bank Guarantee or fixed deposit receipt from any of the Scheduled Banks executed on non-judicial stamp paper of appropriate value, and shall be valid for a period of sixty days beyond the date for completion of the Purchase Order/Contract. This shall be returned after successful execution of the order.	Yes / No / Explain	
6	Please attach undertaking as per Annexure A, Annexure B and Annexure C of RFP and Price bid as per Annexure-D,	Yes / No / Explain	
7	Other Terms and Conditions as per RFP	Yes / No / Explain	

## C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Administrative Support Services	1.00 Lot		-		

**Common charges (Applicable for all items)**

<b>Freight charge</b>	
<b>P&amp;F Charges</b>	