

भारत सरकार/ Government of India  
अंतरिक्ष विभाग/ Department of Space  
इसरो नोदन कॉम्प्लेक्स/ ISRO Propulsion Complex  
महेंद्रगिरि/ Mahendragiri

**ANNEXURE 2**

**SCOPE OF WORK OF SPORADIC WORK OUTSOURCING PACKAGE**

1. The various Items of activities to be executed by the Vendor are given in the cover page (online template) of the Tender enquiry/ Work order.
2. The activities to be executed by the Vendor (scope of work) is mentioned below in detail under different categories for which the parties have to quote in the Cover page (online template) of the Tender enquiry/ Work order adhering to the terms and conditions including the man power deployment.
3. The scope of work is to attend preventive / breakdown maintenance of IPRC fleet comprising of 120 Nos. of various make passenger Buses, Trucks, Mini bus, Mini truck, Fire tenders, Trailers, Prime mover / Tractors, Cranes, Forklifts, light vehicles including motor cycles, Road testing the vehicles before / after repairs / service and to provide operational support for deployment of vehicles for Departmental use.

**A). Type 'A' works:**

In this type, any of the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to **4 hours**. Likely quantity per month is approximately **154 units**.

- General inspection of vehicle as per schedule / Lubricating oils and filters changing & Air filter cleaning or changing / All wheel checking, brakes adjusting & testing / Any one of the Fuel system components like filters, fuel hoses, Fuel feed pump changing and fuel system bleeding / Any one of the Engine cooling system components changing like hose, belt, coolant, water pump assembly, Thermostat / Turbocharger changing / Steering system Hose changing / One wheel hub overhauling / One wheel Brake linings and drum or pads and disc changing / Clutch hydraulic system units like Master / Slave cylinder overhauling / Gear box Top cover overhauling / Removed gear box front / rear seal changing / One Wheel Cylinder changing or overhauling / one wheel grease packing including checking or renewing bearings /

Tightening of Suspension spring / Body U clamps / Attending break down of vehicles enroute / Replacing any one Electrical system units like Self starter / Alternator / Wiper motor / Head Light / Battery / Indicator Light / All Wheels removal and fitment to vehicle / Tyre changing from the wheel disc / Silencer pipe or Muffler changing / Attending Type 250 or 500 Hours services to John dheere Tractor (as per schedule) / Any other miscellaneous works which consume 4 hrs.

#### **B). Type 'B' works:**

In this type, any of the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to **8 hours**. Likely quantity per month is approximately **60 units**.

- Attending 20,000 km service (as per schedule) / Radiator or Inter cooler changing / Fuel Injection Pump changing / Flywheel or Ring gear changing / Clutch overhaul ( gear box removed )/ Gearbox removal and fitment to vehicle / Removed spare Gear box overhaul / Steering Gear box changing / Steering Gear Box overhaul ( removed / spare ) / Attending type "1 year" service as per schedule / Attending complaints on Propeller shaft like U J cross or Center Bearing changing / Anyone (of) brake system unit(s) overhaul including removal and fitment from vehicle / Electrical components like Self starter or Alternator or wiper motor complete overhauling (removed) / Complete electrical system check up and rectification/One suspension spring removal and fitment or Removed Spring assy. overhauling including broken leaves replacement, Bush changing etc. / Checking and rectification of Air leakages from the Pneumatic Brake system / Changing mounting bracket of Engine or Clutch or Steering / Air compressor assy. Changing or Top overhauling / Air Conditioning system checking, cleaning & Gas charging ( if required) / Any other miscellaneous works which consume 8 hrs.

#### **C). Type 'C' works:**

In this type, any of the following Major works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to **16 hours**. Likely quantity per month is approximately **10 units**.

- Attending 40,000 km service as per schedule / Attending '2 years' service as per schedule / cylinder head gasket replacement / Checking and Preparing vehicle for Outstation trips/ Complete Pneumatic or Hydraulic Brake system

(units) overhaul / A/C mounting bracket changing and belts changing /Any other miscellaneous works which consume 16 hrs.

**D). Type 'D' works:**

In this type, the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to **1 hour**. Likely quantity per month is approximately **200 units**.

- The type of works includes any one of the following: All Wheels free play checking / Topping up of lubricants / replacement of electrical bulbs / lubrication of any chassis components / inspection of any components under chassis / fixing electrical troubles / Changing of any cable (accelerator or Engine stop or speedometer etc.) / battery charging and electrolyte checkup and any other miscellaneous works which take up 1 hour.

**E). Type 'E' works:**

In this type the following works are to be carried out for the heavy and light vehicles. Each work is treated as one unit. One unit of work may consume up to **1 hrs**. Likely quantity per month is approximately **624 units**.

- The type of works includes any one of the following: body washing of heavy vehicles / interior cleaning of heavy vehicle / under chassis washing of heavy vehicle / body washing of light vehicle / interior and under chassis cleaning of light vehicles / washing and cleaning motor cycle / greasing of heavy vehicle and greasing of light vehicle.

**F). Type 'F' works:**

In this type the following maintenance related works to be carried out at the TOMF workshop. Each work is treated as one unit. One unit of work may consume up to **2 hrs**. Likely quantity per month is approximately **312 units**.

- Allocation of vehicles to mechanics after inspection of each vehicle / Supervise the maintenance activities and maintain the related records / Preparation of work orders for each vehicle / issue Spare parts and upkeep related records / Preparation of vehicles for obtaining Fitness Certificate clearance / Maintain history cards for tyres and battery / Operating Diesel bulk / collecting and scrutiny of bills/ Maintain and up keeping vehicle records / Scrutinizing log sheets of hired vehicles per day / Scrutinizing workshop

claim bills received from authorized workshops and any other miscellaneous works which take up 3 man hour.

**G). Type 'G' works:**

In this type the following Operational related works to be carried out at the TOMF. Each work is treated as one unit. One unit of work may consume up to **1 hrs**. Likely quantity per month is approximately **832 units**.

- Receive vehicle requirements from users and arrange light vehicles from common pool from 09:15 hrs to 17:00 hrs on all working days and holidays / Coordinate for arranging light vehicle conveyance for senior officials / Arrange stand-by vehicles for critical activities beyond office hours / Noting down speedometer reading of each vehicle 3 times a day (morning, afternoon and evening) for verification / Scrutinizing the log sheets of hired vehicles on a daily basis / Data entry on km running per day of hired vehicle / Typing work (duty roaster for Dept & contract vehicles) / Issue of Diesel to Dept. vehicles and making entry in the register / Typing support for preparation of toll gate, movement orders etc / Receipt of official letters and entering in Inward register / Dispatching of files, workshop repair bills, taxi bills and other official correspondence and maintaining dispatch register / Filing and up-keeping of office documents / files and related works / Taking Xerox and scanning of documents / Preparation of petrol bills / Assisting in issue of entry pass for taxi drivers / Up-keeping of office documents related to vehicles.
4. Quantity mentioned is approximate and may vary depending upon actual requirement per month.
  5. In the assessment of the Purchaser, the typical quantity of human resources to be deployed for the specified activities is as follows:

S No	Category	Trade	Qualification	Quantity [Man*Month]
A.	Unskilled worker	Technical Helper Sweeper/ Cleaner	SSLC or Class VIII + 4 years experience	72
B.	Skilled worker	Technician	ITI + Apprenticeship or ITI + 1 year experience	24

S No	Category	Trade	Qualification	Quantity [Man*Month]
C.	Skilled worker	Data Entry Operator	HSc (Vocational, Office secretaryship) + 1 year Apprenticeship in any Central/ State Government Department/ Autonomous body/ Public sector enterprise/ undertaking or ITI (COPA/ PASAA) + 1 year Apprenticeship in any Central/ State Government Department/ Autonomous body/ Public sector enterprise/ undertaking	96
D.	Highly skilled worker	Senior Technician	ITI + 5 years experience	144
E.	Technical Assistant		Diploma in Engineering	72

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