

**SPECIFICATION****Technical Works Package (TWP) for Assisting  
Internal Fabrication Facility Activities**

Sl. No.	Specification / Description	Units Qty. / 2Yrs.	Unit of Measure (UOM)
1.	<b>Materials Handling works,</b> 1.1 Loading of the Machine vices, Chucks and Fixtures on Machines. 1.2 Handling the Raw materials between Materials & Components (MC)-Room and Machines. 1.3 Load/Unload the Raw Materials on the Machines. 1.4 Load/Unload the Finished jobs and Handling to MC-Room / Fitting Area / OLQC. 1.5 Movement of the minor equipment, oil barrels, cotton bales, furniture, tools, filters, accessories etc.	<b>4,320</b>	<b>MHU</b> (Materials Handling Units)
2.	<b>Machines Maintenance works,</b> 2.1 Removal of Metal / Non-metal chips/used EDM Wires from the Machines, Chip collecting bins & Shop floor and deposit chips/wires at scrap yard. 2.2 Filling up/Toping-up the Coolant / Cutting oils / DM Water to the machines. 2.3 Cleaning of the Machines from the Chips, Forms and Dirt. 2.4 Cleaning of Machine filters.	<b>10,080</b>	<b>MMU</b> (Machines Maintenance Units)
3.	<b>Scope of Work at Internal Fabrication Facility (IFF) Area [ IFF-1 and IFF-2 ] (from Sl. No. 4 to 6)</b>		
4.	Assisting in Workshop operational activities like Movement of Raw materials, Semi-finished & Finished jobs, Machine Vices, Fixtures, Minor equipment, Oil barrels, Cotton bales, Furniture, Tools, Filters and Accessories etc.		
5.	Assisting for Machine Maintenance activities like Lubrication, Cleaning of Work tanks, Filters, Machine beds and surfaces, filling up the DM Water / Coolant / Oil to CNC/Conventional Machines located at IFF-1 and IFF-2.		
6.	Based on the works requirements, URSC reserved to utilize Maximum Materials Handling Units (MHU) of 4,320 and Machines Maintenance Units (MMU) of 10,080 respectively for period of 2 Years.		
7.	<b>Responsibilities of URSC (from Sl. No. 8 to 10)</b>		
8.	U R Rao Satellite Centre (URSC) will provide necessary Work Area, Power, Hardware and Consumables to carry out the assigned works.		
9.	Various kinds of inputs/work instructions in the form of softcopy/hardcopy shall be made available to the vendor by URSC.		
10.	URSC will identify a Contract Manager from URSC for interacting with vendor on day-to-day basis for smooth operation of the TWP at IFF/URSC.		

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11.	<b>Responsibilities of Vendor (from Sl. No. 12 to 18)</b>
12.	Vendor deployed processing stations / workforce should carry out the assigned works at Internal Fabrication Facility-1 & 2, URSC in General shifts from Monday to Friday. As and when there are works during First shifts and Second shifts, processing stations / workforce should carry out the assigned works.
13.	Tentative shift timings are as follows, First shift: 6.00 AM to 02:00 PM, Second shift 02:00 PM to 10:00 PM and General shift: 08:30 AM to 05:00 PM.
14.	Lunch Break / Dinner Break not more than 30 minutes.
15.	Number of working days per month shall be Maximum of 22 days.
16.	In case of exigencies, the work needs to be carried out beyond office hours and also on Holidays/Saturdays/Sundays.
17.	Based on the work requirements, the vendor can be asked to increase or decrease the number of deployed processing stations / workforce.
18.	Vendor shall identify a supervisor who will be interacting with department on day-to-day basis. URSC will not make any payment for the supervisor of the Vendor.
19.	<b>Vendor Eligibility Criteria (from Sl. No. 20 to 21)</b>
20.	Vendor should have expertise in providing the similar works/services listed at Sl. No. 1 to 5, for the same copy of at least one such as Purchase Order/Work orders executed before to be attached. If required, URSC team may visit such service provider's premises with prior intimation.
21.	Vendor shall have registered office in Bengaluru.
22.	<b>Eligibility Criteria to carryout MH and MM Units / works (Sl. No. 23 to 24)</b>
23.	The skill set required for the processing stations / workforce to carry out these works is Semi-skilled workforce who Passed SSLC from recognized State/Central board.
24.	Processing stations / Workforce shall have experience in handling of the Materials, Tooling and Maintenance of machines (as per Sl. No. 1 & 2) available at IFF-1 & 2.
25.	Type of machines available at IFF-1 & 2: i. Conventional/ Precision/ NC machines includes different types of Milling, Turning, Drilling and Sheet metal machines without CNC Control. ii. CNC Machines includes Milling, TurnMill and Electrical Discharge machines with CNC Control
26.	<b>Period of Technical Works Package (from Sl. No. 27 to 28)</b>
27.	The period of Technical Works Package (TWP) is for TWO YEARS.
28.	The contract may be extended for a further period of ONE MORE YEAR on mutual consent with same terms & conditions and same service charges/percentage.

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29.	<b>Payment Terms (from Sl. No. 30 to 31)</b>
30.	Payment will be made on monthly basis on actual processing Materials Handling Units (MHU) and Machines Maintenance Units (MMU) utilized on during particular Month.
31.	Vendor shall submit his monthly bill to Accounts officer, URSC with the following details/documents <ul style="list-style-type: none"> <li>i. Satisfactory work completion certificate in the prescribed format from the concerned Dy. Manager / Manager / General Manager.</li> <li>ii. Proof of payment of the payment to the work force for the preceding month (Proof of Bank transfer statement from service provider to the workforce).</li> </ul>
32.	<b>General Terms and Conditions (from Sl. No. 33 to 42)</b>
33.	Vendor should ensure all the processing stations /workforce shall adhere to Industrial safety practices like wearing of industrial safety shoes, goggles, gloves and uniform/apron with vendor's logo at URSC/ISITE premises.
34.	Vendor shall submit Bio-data of the processing stations /workforce along with relevant certificates.
35.	Processing stations / Workforce proposed by the vendor will be selected by the URSC to ascertain their suitability.
36.	Vendor shall issue Vendor's Identity Cards to processing stations / workforce deployed at URSC/ISITE.
37.	Entry Pass/Identity Card Will be issued to the vendor and their processing stations / workforce based on the written request and as per administrative procedure prevailing in URSC.
38.	If required, Vendor can visit Internal Fabrication Facility with prior written request at MFF/URSC before quoting with prior intimation.
39.	Vendor should replace processing stations / workforce / supervisors not performing the duty properly and those violating the security, safety and other guidelines of URSC-Bengaluru / Department of Space.
40.	Vendor is responsible for proper usage of the Equipment, Tools and Accessories provided by URSC. Any damage of the equipment due to negligence of the processing stations / workforce deployed have to be made good by the vendor and no charges will be borne by URSC.
41.	The vendor should abide by the conduct, safety, prevailing and other rules periodically issued by the Department while carrying out the activities within URSC/ISITE. The service provider will be solely responsible for the safety of the processing stations / workforce involved in the operation (inclusive of insurance).
42.	Vendor and their processing stations / workforce should abide by all Security instructions of the URSC-Bengaluru.