

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

**Tender for SWOP for MSA activities for 2 years (Photography,  
reprography, library, conference halls)**

**Bids to be submitted online**

**Tender No.: IPRC/PURGP3/IP202400085901 dated 25-07-2024**

## A. Tender Details

Tender No :	<b>IPRC/PURGP3/IP202400085901</b>
Tender Date :	<b>25-07-2024</b>
Tender Classification:	<b>SERVICES</b>
Purchase Entity :	<b>PURGP3</b>
Centre :	<b>ISRO PROPULSION COMPLEX (IPRC)</b>

### **SWOP for MSA activities for 2 years (Photography, reprography, library, conference halls)**

PLEASE NOTE THE FOLLOWING WHILE SUBMITTING YOUR OFFER:-

X-----X

- 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). MSE Purchase preference is will be given to MSEs who is registered under Udyam Registration and on production of Udyam Registration Certificate. MSE Purchase preference will not be applicable to Retail and Wholesale traders.
- 5). For any clarifications regarding this tender, your query should be sent to [psogroup3@iprc.gov.in](mailto:psogroup3@iprc.gov.in) Ph: 04637-281554 clearly mentioning the tender number, within the time period specified in the tender.

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

Bid Submission Start Date :	<b>25-07-2024 19:30</b>
Bid Clarification Due Date :	<b>08-08-2024 14:00</b>
Bid Submission Due Date :	<b>19-08-2024 14:00</b>
Bid Opening Date :	<b>19-08-2024 14:01</b>

## **B. Tender Attachments**

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

**Document : [Scope of work-Annexure-2](#)**

**Document : [Item Specification-Annexure-4](#)**

**Document : [Terms & Conditions Annexure-1](#)**

**Document : [Instruction to bidder - Annexure3](#)**

### **Instructions To Vendors**

2. Special Note:- Security Deposit: In Annexure 1, Clause No.4.3.1., Please note the Percentage of Security Deposit mentioned "3% of the total Work order price" shall be read as "5% of the total Work order price".

### **6. 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 [psogroup3@iprc.gov.in](mailto:psogroup3@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)

8. In cases where the manufacturer has submitted the bid, the bids of its authorised dealer will not be considered.

#### 9. Conflict of Interest among Bidders/ Agents:-

The bidder/s who found to have a conflict of interest shall be disqualified from the tendering process. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- (a). they have controlling partner (s) in common; or
- (b). they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- (c). they have the same legal representative/agent for purposes of this bid; or
- (d). they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- (e). Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid.
- (f). In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only one agent/dealer. There can be only one bid from the following:
  - (i). The principal manufacturer directly or through one Indian agent on his behalf; and
  - (ii). Indian/foreign agent on behalf of only one principal.
- (g). In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

## 7. TERMS AND CONDITIONS

1. GST @ 18% shall be paid extra on submission of GST Invoice.
2. We reserve the right to cancel this work order with or without assigning any reasons thereof.
3. The contractor should carry out the works as per instruction given by our Engineers / Superiors.
4. The work should be carried out without any damages to our property/equipment due to the negligence of your employees. The responsibility shall be solely rest with you and damages occurred with the recovered from you.
5. The rates shall be firm and fixed till completion of entire quantum of job.
6. All Department tools / materials given to you shall be kept under safe custody and returned to us on

completion of the work.

7. Materials, Tools and consumables brought inside IPRC should be entered in the Register at the security gate and IPRC Stores.

8. No facilities for transport, Canteen, Safety of the personal, medical, lodging and other amenities will be provided by us to your technicians and you shall make your own arrangements for the same.

9. You should engage qualified Indian Nationals for execution of the work.

10. Your personnel shall work on required working days or beyond working hours holidays, if required. An Engineer In charge will be identified as focal point for operation of this contract. The focal point will be responsible for intimating the work load prevailing time to time, monitoring the work execution and certification of bills for work executed. Payment will be made as per the actual quantum of work executed and certified.

11. The Contractor should report to the Focal point at 9.00 AM and evening at 5.00 PM on required working days.

12. You and your personnel shall adhere to all our safety regulations and all statutory requirements as directed by us. We shall not be responsible for any injury or losses to the contract personnel caused at our site. You shall be responsible for any loss or damage to Department property due to the negligence of your personnel.

13. You shall observe security regulations of our organization, any loss or damage incurred to us on account of your failure if any to observe the security regulations shall be to your account.

14. Sub contracting shall not be permitted.

## **8. INSURANCE TO WORKERS**

1. The Vendor shall arrange for a comprehensive insurance policy to all their workers/ human resources for the Sum assured as follows:

2. (i) In the event of death or permanent disablement/ disability resulting from loss of limbs - Rs. 10.00 Lakh

(ii) In the event of other permanent disablement/ disability - Rs. 7.00 Lakh

3. The number of workers covered under the insurance shall be as per the scope defined in the Purchase order. The Vendor, at their expense, shall arrange insurance policy from any Insurance

company as approved of by Insurance Regulatory and Development Authority (IRDA) to all their workers as above within 15 days from the date of Purchase order. The Purchaser will not be obliged/ liable to pay or reimburse any premium or expenditure incurred by the Vendor on this account.

4. In case of substitution of any worker, the substituted worker shall also have insurance coverage. The Purchaser will not be obliged/ liable to pay or reimburse any premium or expenditure incurred by the Vendor on this account.

5. In case of death of or permanent disablement/disability to any worker while at work inside the Purchasers premise, the Purchaser will disburse compensation equal to the aforementioned Sum assured to the dependent of the victim (in case of death) or the victim directly (in case of permanent disablement/ disability) duly observing the procedure. The Vendor shall make necessary arrangements to refund the above compensation amount to the Purchaser (i) within 2 weeks from the date of settlement of claim by the Insurance company or (ii) within 3 months from the date of disbursement of compensation amount by the Purchaser to the victim or dependent of victim or (iii) 1 week before expiry of validity period of the Purchase order, whichever is earlier. In case of any delay in refunding the compensation amount as aforesaid, the Purchaser shall have the right to recover the compensation amount from the payment(s) due to the Vendor or Security deposit(s) submitted by the Vendor either under the subject Purchase order or any other Purchase order(s)/ Work order(s)/ Contract(s) awarded by the Purchaser to the Vendor. It is onus on the part of the Vendor to get settlement of compensation claim from the Insurance company upon due procedure.

6. Some of the key terminologies involved are defined below:

7. Accident: Any death or permanent disablement/ disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the maintenance, operations and other supporting/ outsourced services rendered by the Vendors/ Service Providers [Private Companies, Firms & Contractors] engaged by the Purchaser within the premises of its work-site.

8. Dependent: As defined in the Employees Compensation Act, 1923

9. Victim: Any person who suffers permanent disablement/ disability or dies in an accident that occurred within the premises of the Purchasers work-site and during the discharge of duties, as defined in these Guidelines.

10. Permanent Disablement/ disability: A disablement/ disability that is classified as a permanent total disablement/ disability under the proviso to Section 2(l) of the Employees Compensation Act, 1923.

## **9. GeM Seller ID**

1. GeM Seller Registration: All vendors shall register themselves in GeM Portal ([gem.gov.in](http://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 - SWOP for MSA activities for 2 years (Photography, reprography, library, conference halls)

1. Sporadic Work Outsourcing Contract - A. Conference Halls: Supporting the following activities: Formatting and uploading and display of meeting presentation materials, resolving logging problems reported by user. Archival of backup data.

2. Sporadic Work Outsourcing Contract - Coordinating with other centre's / Institution's video conference team and support to conduct video/internal meetings seminars, conferene and live video telecast etc., with various centres.

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

4. 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-change, conference halls.		-		

5. Sporadic Work Outsourcing Contract - Designing of impulse preparation of technical presentation preparation of technical video presentation

6. Sporadic Work Outsourcing Contract - B. Indian Regional Navigation Satelite Systems (IRNSS): supporting the following activities: Daily monitoring of IRNSS range and Integrity monitoring station (IRIMS) health by performing Daily inspection.

- 7. Sporadic Work Outsourcing Contract - Daily reporting the health summary of the systems to IRNSS Ground System & Augmentation (IGSA) team**
  
- 8. Sporadic Work Outsourcing Contract - Assisting the IGSA team members during contingency in checking the status of the equipment & restarting the same.**
  
- 9. Sporadic Work Outsourcing Contract - Periodic maintenance of IRIMS systems**
  
- 10. Sporadic Work Outsourcing Contract - - C. Satish Dhawan Space Museum (SDSM): Supporting the Operation, Explanation and Maintenance activities of the following: Display panels & working models**
  
- 11. Sporadic Work Outsourcing Contract - Models of subsystems and Hardware of Launch vehicles Satellites and accessories**
  
- 12. Sporadic Work Outsourcing Contract - Audio & Video systems**
  
- 13. Sporadic Work Outsourcing Contract - Projection Systems**
  
- 14. Sporadic Work Outsourcing Contract - - Sub-scaled models of Rockets and Satellites**
  
- 15. Sporadic Work Outsourcing Contract - Daily Inspection of displays and Audio & Video systems Static & working models of Launch vehicles and satellites, including minor rectification**
  
- 16. Sporadic Work Outsourcing Contract - D. Digital Display Systems (DDS) & Library systems: Supporting the following activities: Daily Inspection of DDS including functional verification**
  
- 17. Sporadic Work Outsourcing Contract - Formatting and uploading of display matters.**

- 18. Sporadic Work Outsourcing Contract - Design / Art work of display matters and archival of backup data**
- 19. Sporadic Work Outsourcing Contract - Issue / Return of library documents and user assistance**
- 20. Sporadic Work Outsourcing Contract - Shelving of checked in / consulted documents, shelf rectification and maintenance**
- 21. Sporadic Work Outsourcing Contract - Classification and cataloging of documents**
- 22. Sporadic Work Outsourcing Contract - Management of Internal Technical Reports, Test related documents etc.,**
- 23. 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**
- 24. Sporadic Work Outsourcing Contract - E. Binding work & photocopying / printing / scanning work: Trimming of documents & reports. Size: A3, A4 etc.,**
- 25. Sporadic Work Outsourcing Contract - Simple Binding (stabling, stitching, adding covers / cards, trimming and pasting of documents & reports. Size: A3, A4 etc.,)**
- 26. Sporadic Work Outsourcing Contract - Spiral Binding of various documents and reports. Size: A3, A4 etc.,**

**27. Sporadic Work Outsourcing Contract - Comb Binding of various documents and reports.**

**Size: A3, A4 etc.,**

**28. 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.,)**

**29. Sporadic Work Outsourcing Contract - Photocopying of various documents and reports.**

**Size: A3, A4 etc.,**

**30. Sporadic Work Outsourcing Contract - Printing of difference documents and reports. Size:**

**A3, A4 etc.,**

**31. Sporadic Work Outsourcing Contract - Scanning of various documents and reports. Size:**

**A3, A4 etc.,**

**32. Sporadic Work Outsourcing Contract - F. Photography & Videography: Supporting the following activities: Digital videography coverage for a programme / Events**

**33. Sporadic Work Outsourcing Contract - Non linear video editing of a programme / Events**

**34. Sporadic Work Outsourcing Contract - Digital Photography coverage for a programme / events**

**35. Sporadic Work Outsourcing Contract - Digitization of video tapes**

**36. Sporadic Work Outsourcing Contract - Maintenance of remote camera operation systems**

**37. Sporadic Work Outsourcing Contract - Multimedia video production**

**38. Sporadic Work Outsourcing Contract - Digital Designing**

**39. Sporadic Work Outsourcing Contract - Soft copy generation on CD and DVD**

**40. Sporadic Work Outsourcing Contract - Generation of photo printing**

**41. Sporadic Work Outsourcing Contract - Indexing of photography archives**

**Supporting Documents required from Vendor**

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

**2. Duly filled Annexure-4, as per tender document**

**3. Copy of Income Tax Return acknowledgement or relevant document evidencing the status of the bidder for the AY Year 2024-2025**

**4. MSME UDYAM Regn certificate, if applicable**

**5. GST Registration document**

**6. EPF Registration document**

**7. ESI Registration document**

**8. Duly filled complaine ststatement of the Terms and Conditions mentioned in Annexure 1.**

**9. Any other documents**

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	Foreign vendors & Non Local suppliers are not permitted to quote. Note and Confirm.	Yes / No / Explain	
3	Security Deposit (Applicable if Offer Value is Rs. 5 Lakhs or above. MSME/NSIC Units are NOT EXEMPTED from the payment of SD. Security Deposit @ 5% of Order Value valid till 60 days from the date of Completion of work to be submitted. It can be submitted in the form of Demand draft/ Fixed deposit receipt/ Bankers cheque/ Bank guarantee. Mandatory compliance required. Only Government Bodies/PSUs/PSEs can submit Indentity Bond in lieu of BG. In the event of non-performance of contractual obligations, SD will be forfeited). Note:- Security Deposit required is at 5% of the Order value. Any other value for security deposit mentioned anywhere else in the tender documents or attached annexures shall be overrides with this clause. Confirm your acceptance for submission of Security Deposit for 5% of Order value.	Yes / No / Explain	
4	The bidder shall arrange for a comprehensive insurance policy to all their workers/ human resources for the Sum assured as follows: (i) In the event of death or permanent disablement/ disability resulting from loss of limbs - Rs. 10.00 Lakh (ii) In the event of other permanent disablement/ disability - Rs. 7.00 Lakh. The Vendor, at their expense, shall arrange insurance policy from any Insurance company as approved of by Insurance Regulatory and Development Authority (IRDA) to all their workers as above within 15 days from the date of Purchase order. Please read the details mentioned under heading "SWOP-INSURANCE TO WORKERS " in the tender document. Note and confirm compliance to this requirement.	Yes / No / Explain	

5	Delivery Terms: On Site @IPRC. Note and Confirm.	Yes / No / Explain	
6	Period of Contract:-The Work order shall be valid for a period of 2 years from the date of Purchase Order/contract. Note and Confirm.	Yes / No / Explain	
7	Liquidated Damages/Down Time Compensation: As per Annexure-1, Clause No.7. Note and Confirm.	Yes / No / Explain	
8	Payment Terms: As per Tender Document Annexure-I, Clause No.4.4. Confirm your acceptance.	Yes / No / Explain	
9	Note: If the Order is awarded on you, you shall immediately upon receipt of the Work order from us, shall obtain all necessary Labour license from the Labour Department and the same shall be valid during the period of the Work order. A copy of the same shall be submitted to us for our records. Strict Compliance required. Note and Confirm.	Yes / No / Explain	
10	Your MSME Udyam Regn No.	Yes / No / Explain	
11	Your GST Registration No.	Yes / No / Explain	
12	Your EPF Registration No.	Yes / No / Explain	
13	Your ESI Registration No.	Yes / No / Explain	
14	State the Status of the bidder as per Annexure-3, Clause No. 2 of Tender document. Submit necessary proof in bid documents.	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: 90 Days from the date of Tender opening.	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
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1	Sporadic Work Outsourcing Contract - A. Conference Halls: Supporting the following activities: Formatting and uploading and display of meeting presentation materials, resolving logging problems reported by user. Archival of backup data.	9360.00 Nos.		-		
2	Sporadic Work Outsourcing Contract - Coordinating with other centre's / Institution's video conference team and support to conduct video/internal meetings seminars, conferene and live video telecast etc., with various centres.	8144.00 Nos.		-		
3	Sporadic Work Outsourcing Contract - Supporting for facility readiness, virtual display of launch countdown activities, Seminars, Conferences, Meetings and address by VIPs.	300.00 Nos.		-		

4	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.	8121.00 Nos.		-		
5	Sporadic Work Outsourcing Contract - Designing of impulse preparation of technical presentation preparation of technical video presentation	1345.00 Nos.		-		
6	Sporadic Work Outsourcing Contract - B. Indian Regional Navigation Satellite Systems (IRNSS): supporting the following activities: Daily monitoring of IRNSS range and Integrity monitoring station (IRIMS) health by performing Daily inspection.	624.00 Nos.		-		

7	Sporadic Work Outsourcing Contract - Daily reporting the health summary of the systems to IRNSS Ground System & Augmentation (IGSA) team	1248.00 Nos.		-		
8	Sporadic Work Outsourcing Contract - Assisting the IGSA team members during contingency in checking the status of the equipment & restarting the same.	200.00 Nos.		-		
9	Sporadic Work Outsourcing Contract - Periodic maintenance of IRIMS systems	104.00 Nos.		-		
10	Sporadic Work Outsourcing Contract - - C. Satish Dhawan Space Museum (SDSM): Supporting the Operation, Explanation and Maintenance activities of the following: Display panels & working models	147000.00 Nos.		-		

11	Sporadic Work Outsourcing Contract - Models of subsystems and Hardware of Launch vehicles Satellites and accessories	62400.00 Nos.		-		
12	Sporadic Work Outsourcing Contract - Audio & Video systems	29952.00 Nos.		-		
13	Sporadic Work Outsourcing Contract - Projection Systems	2495.00 Nos.		-		
14	Sporadic Work Outsourcing Contract - - Sub-scaled models of Rockets and Satellites	97344.00 Nos.		-		
15	Sporadic Work Outsourcing Contract - Daily Inspection of displays and Audio & Video systems Static & working models of Launch vehicles and satellites, including minor rectification	624.00 Nos.		-		

16	Sporadic Work Outsourcing Contract - D. Digital Display Systems (DDS) & Library systems: Supporting the following activities: Daily Inspection of DDS including functional verification	624.00 Nos.				
17	Sporadic Work Outsourcing Contract - Formatting and uploading of display matters.	3120.00 Nos.				
18	Sporadic Work Outsourcing Contract - Design / Art work of display matters and archival of backup data	6240.00 Nos.				
19	Sporadic Work Outsourcing Contract - Issue / Return of library documents and user assistance	31200.00 Nos.				
20	Sporadic Work Outsourcing Contract - Shelving of checked in / consulted documents, shelf rectification and maintenance	187200.00 Nos.				

21	Sporadic Work Outsourcing Contract - Classification and cataloging of documents	200.00 Nos.		-		
22	Sporadic Work Outsourcing Contract - Management of Internal Technical Reports, Test related documents etc.,	300.00 Nos.		-		
23	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.		-		
24	Sporadic Work Outsourcing Contract - E. Binding work & photocopying / printing / scanning work: Trimming of documents & reports. Size: A3, A4 etc.,	20455.00 Nos.		-		

25	Sporadic Work Outsourcing Contract - Simple Binding (stabling, stitching, adding covers / cards, trimming and pasting of documents & reports. Size: A3, A4 etc.,)	13520.00 Nos.		-		
26	Sporadic Work Outsourcing Contract - Spiral Binding of various documents and reports. Size: A3, A4 etc.,	10948.00 Nos.		-		
27	Sporadic Work Outsourcing Contract - Comb Binding of various documents and reports. Size: A3, A4 etc.,	10000.00 Nos.		-		
28	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.,)	5935.00 Nos.		-		

29	Sporadic Work Outsourcing Contract - Photocopying of various documents and reports. Size: A3, A4 etc.,	284190.00 Nos.		-		
30	Sporadic Work Outsourcing Contract - Printing of difference documents and reports. Size: A3, A4 etc.,	262154.00 Nos.		-		
31	Sporadic Work Outsourcing Contract - Scanning of various documents and reports. Size: A3, A4 etc.,	107825.00 Nos.		-		
32	Sporadic Work Outsourcing Contract - F. Photography & Videography: Supporting the following activities: Digital videography coverage for a programme / Events	500.00 Nos.		-		
33	Sporadic Work Outsourcing Contract - Non linear video editing of a programme / Events	150.00 Nos.		-		

34	Sporadic Work Outsourcing Contract - Digital Photography coverage for a programme / events	600.00 Nos.		-		
35	Sporadic Work Outsourcing Contract - Digitization of video tapes	200.00 Nos.		-		
36	Sporadic Work Outsourcing Contract - Maintenance of remote camera operation systems	100.00 Nos.		-		
37	Sporadic Work Outsourcing Contract - Multimedia video production	9.00 Nos.		-		
38	Sporadic Work Outsourcing Contract - Digital Designing	500.00 Nos.		-		
39	Sporadic Work Outsourcing Contract - Soft copy generation on CD and DVD	500.00 Nos.		-		
40	Sporadic Work Outsourcing Contract - Generation of photo printing	227.00 Nos.		-		
41	Sporadic Work Outsourcing Contract - Indexing of photography archives	8.00 Nos.		-		