

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

**Tender for OUTSOURCING WORK CONTRACT FOR HOUSEKEEPING  
WORKS FOR A PERIOD OF TWO YEARS**

**Bids to be submitted online**

**Tender No.: IPRC/PURGP2/IP202500034901 dated 07-04-2025**

## **A. Tender Details**

Tender No : **IPRC/PURGP2/IP202500034901**

Tender Date : **07-04-2025**

Tender Classification: **SERVICES**

Purchase Entity : **PURGP2**

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

## **OUTSOURCING WORK CONTRACT FOR HOUSEKEEPING WORKS FOR A PERIOD OF TWO YEARS**

1. Kindly read all the instructions before quoting.
2. Foreign vendors are not permitted to quote.
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 SD & LD are specified in your offer.

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

Bid Submission Start Date : **07-04-2025 17:00**

Bid Clarification Due Date : **07-05-2025 15:00**

Bid Submission Due Date : **08-05-2025 14:00**

Bid Opening Date : **08-05-2025 14:10**

## **B. Tender Attachments**

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

**Document : PUR-230412F-Scope of work of Sporadic work outsourcing package, Annexure 2, Version\_12**

**Document : PUR-230412H-Item specification of Sporadic work outsourcing package, Annexure 4, Version\_12**

**Document : PUR-230412G-Instruction to Bidder for Sporadic work outsourcing package, Annexure 3, Version\_12**

**Document : PUR-230412E-Terms & conditions of Sporadic work outsourcing package, Annexure 1, Version\_12**

### **Instructions To Vendors**

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

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

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.

## **6. 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.

## **7. Conditions for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA**

1. Any false declaration and non-compliance of the above would be a ground for immediate rejection of offer or termination of the contract and further legal action in accordance with the laws.

2. As per the Rule 144(xi) of General Financial Rule, 2017, any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the competent authority ie., Department for Promotion of Industry and Internal Trade (DPIIT).

3. Hence, Vendors or Agents of a Vendor (Indian or others) from a country sharing border with India shall submit copy of valid registration made with Department for Promotion of Industry and Internal Trade (DPIIT), Government of India along with the tender mandatorily, without which the offer will be treated as invalid.

### **4. Model Certificate for Tenders**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered

5. Validity of Registration: Registration should be valid at the time of submission of bids and should be valid at the time of placement of order.

## **C. Bid Templates**

### **C.1 Technical Bid - OUTSOURCING WORK CONTRACT FOR HOUSEKEEPING WORKS FOR A PERIOD OF TWO YEARS**

**1. Sporadic Work Outsourcing Contract for Housekeeping works (Cleaning, Sweeping, Mopping etc of all Offices and Facilities of IPRC - in and around area) for a period of Two Years**

#### **Supporting Documents required from Vendor**

- 1. Company Registration Certificate**
- 2. IT Return Acknowledgement**
- 3. GST Certificate**
- 4. Work experience as per Annexure - 3**
- 5. EPF Certificate**
- 6. ESI Certificate**
- 7. MSME Certificate**
- 8. Others**
- 9. Any other documents as per Annexure -3**

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: (Specify)	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 completed works.	Yes / No / Explain	
6	<p>Security Deposit: Supplier shall submit an interest free Security Deposit for an amount equivalent to 5% of the order value, obtained through Bank Guarantee or fixed deposit receipt from any of the Nationalized/Scheduled Banks executed on non-judicial stamp paper of Rs.200/- value, and shall be kept valid for a period of sixty days beyond the date for completion of the Purchase Order. The Security Deposit can be submitted within 15 days from date of PO.</p> <p>1. In case of BG, confirmation for issued BG may be sent by issuing Bank/Branch to : IFSC Code: SBIN0000880; SBI, Nagercoil Branch.</p> <p>2. In case of FDR, the lien should be marked to Sr. Accounts Officer, IPRC, Mahendragiri.</p> <p>3. In case of DD, it should be drawn in the favour of Sr. Accounts Officer, IPRC, Mahendragiri, payable at Mahendragiri.</p>	Yes / No / Explain	
7	Confirm: Conditions for BIDDER FROM A COUNTRY WHICH SHARES LAND BORDER WITH INDIA	Yes / No / Explain	
8	Name of PRINCIPAL, Address, Contact No, E-mail Id etc. (specify):	Yes / No / Explain	
9	Currency quoted (specify)	Yes / No / Explain	



10	MSE preference is applicable only against the claim of the manufacturer and production of documentary evidence by the manufacturer	Yes / No / Explain	
11	Liquidated Damages - In the event, the Contractor fails to complete the work specified within the time (by not engaging the required manpower as envisaged in the Contract or any other reason attributable to the Contractor) an amount equivalent to 0.5% per week shall be recovered for the delayed period subject to a maximum of 10% Contract value.	Yes / No / Explain	
12	Bank Details (State Bank of India, Mahendragiri, Tirunelveli (Dist) - 627 133) Details of your bank shall be furnished.	Yes / No / Explain	
13	Insurance Policy compliance - 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 approved by Insurance Regulatory and Development authority (IRDA) to all their workers as per the terms and conditions specified, 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. In addition to the submission of Order acknowledgement and Security Deposit, Vendor shall also furnish copy of valid insurance policy after receipt and acceptance of the Purchase Order.	Yes / No / Explain	
14	Any other terms	-	

### C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
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1	Sporadic Work Outsourcing Contract for Housekeeping works (Cleaning, Sweeping, Mopping etc of all Offices and Facilities of IPRC - in and around area) for a period of Two Years	164836.00 Square Metre		-		
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