

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
U. R. RAO SATELLITE CENTRE (URSC)
BANGALORE**

Tender for Technical Service Contract at DTDF

Bids to be submitted online

Tender No.: URSC/IR/IS202100003601 dated 09-06-2022

A. Tender Details

Tender No : **URSC/IR/IS202100003601**

Tender Date : **09-06-2022**

Tender Classification: **WORKS**

Purchase Entity : **IR**

Centre : **U. R. RAO SATELLITE CENTRE (URSC)**

Procurement of Technical Service Contract at DTFD

Please refer attached Terms and Conditions and submit the Bids accordingly.

A.1 Tender Schedule

Bid Submission Start Date : **09-06-2022 16:00**

Bid Clarification Due Date : **21-06-2022 16:00**

Bid Submission Due Date : **30-06-2022 09:30**

Bid Opening Date : **30-06-2022 10:00**

Price Bid Opening Date : **30-06-2022 10:30**

B. Tender Attachments

Technical Write-up/Drawings

Document : TSU TERMS AND CONDITIONS

Instructions To Vendors

C. Bid Templates

C.1 Technical Bid - Technical Service Contract at DTFD

1. DIPLOMA HOLDERS SERVICE CONTRACT

Document : Specifications

Common Specifications (Applicable for all items)

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Brief Scope of work:	The scope of work includes CAD Modeling, Drawing, Inspection, Graphic design and Document printing, scanning, binding and auxiliary support. Technical service support is required during various stages of spacecraft development like Baseline design, Preliminary design, Comprehensive design and Final design etc as detailed below.	Yes / No / Explain		
2	Responsibilities of department 1	U R Rao Satellite Centre (URSC) will provide necessary area, power, hardware and software tools and consumables to carry out the assigned work.	Yes / No / Explain		
3	Responsibilities of department 2	Various kinds of inputs/work instructions in the form of softcopy/hardcopy shall be made available.	Yes / No / Explain		
4	Responsibilities of department 3	URSC will identify a contract manager for interacting with vendor on day-to-day basis for smooth operation of the contract.	Yes / No / Explain		

5	Responsibilities of Vendor 1	Vendor shall ensure deploying qualified, experienced personnel who are capable of performing the nature of work covered in this document.	Yes / No / Explain		
6	Responsibilities of Vendor 2	Vendor deployed qualified, experienced personnel should carry out the assigned job at DTDF, URSC and ISITE from 8.30 a.m. to 5.00 p.m. from Monday to Friday. In case of exigencies the job needs to be carried out beyond office hours and also on Holidays/Sundays.	Yes / No / Explain		
7	Responsibilities of Vendor 3	Vendor shall identify a supervisor who will be interacting with department on day-to-day basis.	Yes / No / Explain		
8	Vendor eligibility criteria 1	Vendor should have Registered office or Branch office within Bengaluru. Supporting documentary proof to be attached.	Yes / No / Explain		
9	Vendor eligibility criteria 2	Vendor should have expertise in providing the similar services as per scope of work and as a proof, Copy of at least two such contracts/Work orders executed during 2014-2020 to be attached. If required URSC team will visit such service receiver's premises.	Yes / No / Explain		
10	Period of Service Package:	The service package period is for two years. The service package may be extended for a further period of one year on mutual consent with same terms and conditions.	Yes / No / Explain		

11	Technical service package Category 1: CAD Modelling, Drawing and Inspection - Skill set	CAD Modelling, Drawing and Inspection Work involves reading inputs, generating 3D solid models and fabrication/assembly drawings of A4 to A0 sizes, checking of models and drawings using UG-NX & Teamcenter software on various workstations and updating the work status. The skill set required for the personnel to carry out these works is Diploma in Mechanical Engineering with 60% aggregate marks and exposure to CAD Software and engineering drawing office practice.	Yes / No / Explain		
12	TSU definition in category 1	One Technical Service Unit is equal to 2 hours of above work defined in sl. no. 11 carried out by one person.	Yes / No / Explain		
13	TSU per day in category 1	A maximum of 4 TSUs of service, as detailed at sl. no. 11, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
14	TSUS for two years in category 1	The estimated TSUs for 2 years is about 19008 units for work mentioned in sl. no. 11.	Yes / No / Explain		
15	No. of persons in category 1	Minimum number of personnel to carry out the Technical service package for CAD Modelling, Drawing and Inspection is 9.	Yes / No / Explain		

16	Technical service package Category 2: The graphic design - skill set required	The graphic design work involves Preparation of documents both technical and non-technical like scientific papers/journals/proceedings, Annual reports etc. Document formatting in different languages like English, Hindi and Kannada etc.,. Conceptualising, Design and Production of Computer Artwork for use in offset/digital printing like Stickers, Brochures, Posters/exhibition panels, Outdoor banners etc., using Microsoft Office Suite, (WinWord, Power point, Excel Charts etc,) Corel Graphics Suit (Corel Draw, Corel Photo Paint), Adobe Creative Suite (Adobe Indesign, Adobe Photoshop) and Language software like Baraha/Nudi. The skill set required for the personnel to carry out these works is Diploma in any branch of engineering or BSc with 60% aggregate marks and exposure to DTP work.	Yes / No / Explain		
17	TSU definition in category 2	One Technical Service Unit TSU is equal to 2 hours of above work defined in sl. no. 16 carried out by one person.	Yes / No / Explain		
18	TSU per day in category 2	A maximum of 4 TSUs of service, as detailed at sl. no. 16, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
19	TSUS for two years in category 2	The estimated TSUs for 2 years is about 2112 units work mentioned in sl. no. 16.	Yes / No / Explain		

20	No. of persons in category 2	Minimum number of personnel to carry out the Technical service package for the graphic design is 1.	Yes / No / Explain		
21	Payments	Payments will be made on actual TSUs completed on monthly basis.	Yes / No / Explain		
22	GENERAL 1	The Vendor should abide by the conduct, safety and other rules of the Department while carrying out the activity within and around the premises. The Service Provider will be totally responsible for the safety of the personnel involved in the operation.	Yes / No / Explain		
23	GENERAL 2	Copy of the Vendor's Identity Cards issued to personnel shall be provided to the URSC.	Yes / No / Explain		
24	GENERAL 3	Entry Pass/Identity Cards Will be issued to the Vendor and their personnel based on the written request and as per formalities prevailing in URSC.	Yes / No / Explain		
25	GENERAL 4	Vendors can visit DTDF Section at MFF/URSC before submitting the quote with prior intimation, if required.	Yes / No / Explain		
26	GENERAL 5	Vendor should quote for all the TSU categories. Partial quote for TSU categories will not be accepted. The lowest suitable offer (L1) will be decided based on the cumulative value of all the 4 TSU categories as per Sl. nos. 6.1 to 6.4.	Yes / No / Explain		

27	GENERAL 6	Successful Vendor shall also be liable for depositing all taxes, levies, Cess etc. on account of Service rendered by him to URSC to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.	Yes / No / Explain		
28	GENERAL 7	The Successful Vendor shall maintain all statutory registers under the applicable Law. The Successful Tenderer shall produce the same, on demand, to the concerned authority of URSC or any other authority under Law.	Yes / No / Explain		

Supporting Documents required from Vendor

1. Compliance to specification

5 additional documents can be uploaded by the vendor

C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	On-site	Yes / No / Explain	
2	Provide compliance for General terms and conditions which is attached as a separate sheet in a document folder.	Yes / No / Explain	
3	Taxes : Government of India has implemented Goods and Services Tax [GST] w.e.f. 01.07.2017. The Tenderer[s] should mandatorily possess a valid GSTIN along with the GST Registration Certificate. Please send duly self-attested certificate of GST Registration along with offer[s]. Indicate applicable GST rate for the quoted item.	Yes / No / Explain	

4	<p>Custom Duty: U R Rao Satellite Centre [URSC], Bengaluru is eligible for payment of Customs Duty at the rate of 5 per cent plus Social Welfare Cess at the rate of 10 per cent on CD & IGST at the rate of 5 per cent vide Notification No.12/12-Cus dated 17.03.2012 superseded by Notification No.50/17-Customs dated 30.06.2017 and as amended by Notification No. 5/2018-Customs dated 25.01.2018, Sl. No. 539A. The necessary Customs Duty Exemption Certificate (CDEC) shall be provided by URSC only to those bidders who claim Purchase Preference under Make in India Policy and fulfil all requirements of tender document applicable for Indigenous Manufacturer i.e., Class-I/Class-2 local supplier. Such Class-I/Class-2 local suppliers have to take note of this aspect and submit their Offer clearly mentioning that the quoted Price for Imported contents includes concessional Customs Duty as per above Notification. While requesting for issue of CDEC for the imported contents, the Tenderer[s] should mention the Item Description, Quantity and Value for which CDEC is to be provided for the bought out Imported Items. The necessary documentary proofs like P.O., on their Supplier, Invoice, AWB shall be produced while requesting for issue of CDEC from URSC. However, CDEC will be issued only to those successful Class-I/Class-2 local supplier, not exceeding the limit of foreign content declared in their quote. Also a declaration of the Supplier in their letter head that imported items in the Invoice are used for realization of ordered items.</p>	Yes / No / Explain	
5	<p>Delivery Terms [Indigenous Supply]: Tenderer[s] shall quote the Price[s] on FOR, URSC/ISITE, Bengaluru.</p>	Yes / No / Explain	
6	<p>Delivery Date/Completion Date: Delivery is the essence of the Contract. Tenderer[s] is/are hereby requested to mention the Firm Delivery Date/Completion Date. Also mention period required for installation & commissioning, if it is there in the scope.</p>	Yes / No / Explain	
7	<p>Mode of Despatch (Rail/Road)</p>	Yes / No / Explain	

8	Payment Terms: Payment shall be 100 per cent payment within 30 days after receipt and acceptance of Stores at URSC, Bengaluru	Yes / No / Explain	
9	Name of Suppliers Banker & Account Number with IFSC code	Yes / No / Explain	
10	<p>Security Deposit: The Contractor shall execute Security Deposit for 3 per cent of the value of the Purchase Order to ensure Satisfactory Performance of the Contract. The Security Deposit shall be executed within 20 days after Receipt of Purchase Order or any extension thereof. The Security Deposit is to be furnished in the form of Insurance Surety Bond/Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from Nationalized Bank/Scheduled Bank approved by RBI. The Security Deposit shall be executed on a Non-Judicial Stamp Paper of Rs. 200/- value and shall be valid for a period of 60 days beyond the date of completion of the P.O/Contract.. In case the Contractor fails to furnish the Security Deposit within 20 days or any extension thereof the Purchase Order shall be Cancelled or Terminated and appropriate penal action shall be initiated. Any breach of the Terms and Conditions of the PO including Delivery Period, Security Deposit shall be forfeited and PO shall be terminated and cancelled at the Contractors risk, cost and liability. The Security Deposit will not carry any interest and shall be returned after completely executing the order. Adherence to this clause is compulsory or otherwise, the Tender will be rejected.</p>	Yes / No / Explain	

<p>11</p>	<p>Liquidated Damages: The time and date stipulated in the contract for completion of the work shall be deemed to be the essence of the contract. If the Contractor fails to deliver the Stores within the time specified in the Contract or any extension thereof or if the Contractor fails to maintain the required progress or comply with the relevant provisions of the general conditions of contract or special conditions of contract, if any and clear the site on or before the contract or extended date of completion, the Purchaser shall, without prejudice to any other right or remedy available under the law to Purchaser on account of such breach, recover from the Contractor as Liquidated Damages a sum one-half of one percent [0.5 percent] of the Contract price of the undelivered Stores for each calendar week of delay or part thereof. The total Liquidated Damages shall not exceed Ten percent [10 percent] of the Contract price of the undelivered stores.</p> <p>In case of delay in delivery of the Stores beyond the delivery date stipulated in the Purchase Order/Contract or any extension thereof, such Stores shall be received without prejudice to the right of the Purchaser to claim Liquidated Damages and without prejudice to the terms and conditions of the Purchase Order/Contract. Adherence and acceptance to this Clause is Compulsory or otherwise the Tender will be rejected.</p>	<p>Yes / No / Explain</p>	
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12	<p>Arbitration (Local suppliers): :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 Sole Arbitrator appointed by the Parties by mutual consent, in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 together with amendments thereto or any modification thereof. 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 Tenderer during the pendency of arbitration proceedings, without prejudice to a final adjustment in the accordance with the decision of the Arbitrator unless otherwise directed in writing by the Purchaser 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. Adherence and acceptance to this Clause is Compulsory or otherwise the Tender will be rejected.</p>	Yes / No / Explain	
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13	<p>b) Arbitration with Public Sector Undertakings: In the event of any dispute or difference relating to the interpretation and application of the Contract, such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4 (1)/2013 - DPE (GM) /FTS-1835 dated 22.05.2018. And/or amended thereafter.</p>	Yes / No / Explain	
14	<p>Applicable Law and Jurisdiction: Contract shall be interpreted, construed and governed by the Laws of India and the Courts in Bengaluru City alone shall have exclusive jurisdiction in this regard, to the extent permissible under the Arbitration and Conciliation Act, 1996. Non-acceptance to this Clause will amount to rejection of the Tender.</p>	Yes / No / Explain	
15	<p>Validity of Offer: The offer should be valid for a minimum period of 90 days for single part tender and 180 days for two part tender from the date of opening of the tender. Adherence to this clause is compulsory or otherwise, the Tender will be rejected.</p>	Yes / No / Explain	
16	<p>Company postal address along with Email ID and Ph No.</p>	Yes / No / Explain	
17	<p>In case a bidder is an MSE, registered under NSIC or any other Government Agencies and would like to avail exemptions, offer should be accompanied with necessary registration certificate with declaration to consider their offer. Quotation received without such declaration and valid registration certificate will not be considered for exemptions under the Public Procurement Policy.</p>	Yes / No / Explain	
18	<p>Do you have Unique GeM Seller ID? If YES, provide details</p> <p>If NO, As per Office Memorandum No 6/9/2020-PPD dated 24/08/2020 of Department of Expenditure, it shall be mandatory for sellers providing Goods and Services to Central Government Organizations to be registered on GeM and obtain a Unique GeM Seller ID, at the time of Placement of Order/acceptance of contract. Tenderers shall ensure the same.</p>	Yes / No / Explain	

19	<p>Please refer the following OMs/orders issued by Govt. of India while submitting the bid:</p> <p>(i) No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 (ii) F.No.6/18/2019-PPD (Public Procurement No.1) dated 23.07.2020 (iii) F.No.6/18/2019-PPD (Public Procurement No.2) dated 23.07.2020 and (iv) F.No.6/18/2019-PPD (Public Procurement No.3) dated 24.07.2020.</p> <p>All the provisions mentioned in the above OMs/orders shall be complied. If any deviation from the above OMs/order, your offer will be liable for rejection. All Bidders fulfilling the above orders, shall submit a valid registration certificate made with DPIIT, without which the offer shall not be considered.</p>	Yes / No / Explain	
20	<p>Based on the GOI order dated 16.09.2020 as mentioned above, provide declaration in Company Letter head indicating the following:</p> <p>a) Percentage of Local Content in the quoted items alongwith its break-up (in percentage only). It may be noted that Local Content shall not include services such as Transportation, Insurance, Installation, Commissioning, Training and after sales service support like AMC/CMC etc. - Adherence and acceptance to this Clause is Compulsory or otherwise the Tender will be rejected.</p>	Yes / No / Explain	
21	<p>b) Details of the location(s) at which the local value addition is made. - Adherence and acceptance to this Clause is Compulsory or otherwise the Tender will be rejected.</p>	Yes / No / Explain	

C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	DIPLOMA HOLDERS SERVICE CONTRACT	21120.00 TSU		-		