

**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/GE/IS202200104101 dated 08-09-2022

A. Tender Details

Tender No : **URSC/GE/IS202200104101**

Tender Date : **08-09-2022**

Tender Classification: **SERVICES**

Purchase Entity : **GE**

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

Procurement of Technical Service Contract at DTFD

- 1.URSC invites offers through e-tender portal <https://e-proc.isro.gov.in> for the supply of items as listed in the Tender.
- 2.This is a Public Tender under Two Part Basis. Only online tenders will be accepted. No manual/Postal/e-mail/Fax Offers will be entertained.
- 3.No Tender Fees Applicable. REPEAT No Tender Fees Applicable
- 4.This is a Two Part Public Tender. Please do not attach price details along with technical details in pdf or any format. If so, your offer shall be rejected.
- 5.Tender shall be opened on the first day of the schedule. In the event of any technical snags and if the tender could not be opened on the first day, it will be opened on the second/next working day as per the schedule.
- 6.Strict Compliance to our Commercial Terms and Conditions will have to be followed by the Vendor(s) or otherwise, your offer will be rejected.
- 7.Please peruse Tender Conditions properly while submitting the Quotation.
- 8.Government of India has implemented Goods and Service Tax (GST) w.e.f. 01.07.2017. The Tenderer(s) should mandatorily possess a valid GSTIN along with GST Registration Certificate. Please send duly self attested certificate of GST Registration along with offer(s), in the absence of which, your offer(s) will be invalid and shall not be considered.
- 9.TDS @ 2% on GST shall be effected from the bill on supply of Goods and / or Services.

A.1 Tender Schedule

Bid Submission Start Date : **08-09-2022 16:00**

Bid Clarification Due Date : **22-09-2022 16:00**

Bid Submission Due Date : **29-09-2022 09:30**

Bid Opening Date : **29-09-2022 10:00**

Price Bid Opening Date : **28-10-2022 10:00**

B. Tender Attachments

Technical Write-up/Drawings

Document : specifications

Document : TSU TERMS AND CONDITIONS

Instructions To Vendors

C. Bid Templates

C.1 Technical Bid - Technical Service Contract at DTFD

1. Technical Service Packages - CAD

Item specifications for Technical Service Packages

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Qualification	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		

2. Technical Service Packages - Graphic Design

Item specifications for Technical Service Packages

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Qualification	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		

3. Technical Service Packages - Printing

Item specifications for Technical Service Packages

SI No	Specification	Value	Compliance	Offered Specification	Remark
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1	Qualification	The skill set required for the personnel to carry out these works is ITI (any trade) with 60% aggregate marks and experience of one year in book printing and scanning work.	Yes / No / Explain		
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4. Technical Service Packages - Binding

Item specifications for Technical Service Packages

SI No	Specification	Value	Compliance	Offered Specification	Remark
1	Qualification	The skill set required for the personnel to carry out these works is having specific skill and experience of one year in book binding and finishing work without any qualification restriction.	Yes / No / Explain		

Common Specifications (Applicable for all items)

SI 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/Saturdays/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 2016-2022 to be attached.	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: Work and 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	Technical service package Category 1: TSU Definition	One Technical Service Unit is equal to 2 hours of above work defined in 11 carried out by one person.	Yes / No / Explain		
13	Technical service package Category 1: TSUs per day	A maximum of 4 TSUs of service, as detailed at 11, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
14	Technical service package Category 1: Number of TSUs for 2 years	The estimated TSUs for 2 years is about 33792 units for work mentioned in 11.	Yes / No / Explain		
15	Technical service package Category 1: Minimum No. of persons	Minimum number of personnel to carry out the Technical service package for CAD Modelling, Drawing and Inspection is 16	Yes / No / Explain		

16	Technical service package Category 2: Work and Skill set	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	Technical service package Category 2: TSU Definition	One Technical Service Unit TSU is equal to 2 hours of above work defined in 16 carried out by one person.	Yes / No / Explain		
18	Technical service package Category 2: TSUs per day	A maximum of 4 TSUs of service, as detailed at 16, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
19	Technical service package Category 2: Number of TSUs for 2 years	The estimated TSUs for 2 years is about 2112 units work mentioned in 16.	Yes / No / Explain		

20	Technical service package Category 2: Minimum No. of persons	Minimum number of personnel to carry out the Technical service package for the graphic design is 1.	Yes / No / Explain		
21	Technical service package Category 3: Work and Skill set	Book printing and scanning work involves copying/printing, collation, and scanning of documents using copiers, printers, large printers and scanners. The skill set required for the personnel to carry out these works is ITI (any trade) with 60% aggregate marks and experience of one year in book printing and scanning work.	Yes / No / Explain		
22	Technical service package Category 3: TSU Definition	One Technical Service Unit is equal to 2 hours of above work defined in 21 carried out by one person.	Yes / No / Explain		
23	Technical service package Category 3: TSUs per day	A maximum of 4 TSUs of service, as detailed at 21, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
24	Technical service package Category 3: Number of TSUs for 2 years	The estimated TSUs for 2 years is about 6336 units work mentioned in 21.	Yes / No / Explain		
25	Technical service package Category 3: Minimum No. of persons	Minimum number of personnel to carry out the Technical service package for Document Printing and Scanning is 3.	Yes / No / Explain		

26	Technical service package Category 4: Work and Skill set	Book binding work involves binding and finishing of documents using perfect binding machine, pinning machine, heavy duty staplers and laminating machine. The skill set required for the personnel to carry out these works is having specific skill and experience of one year in book binding and finishing work without any qualification restriction.	Yes / No / Explain		
27	Technical service package Category 4: TSU Definition	One Technical Service Unit is equal to 2 hours of above work defined in 26 carried out by one person.	Yes / No / Explain		
28	Technical service package Category 4: TSUs per day	A maximum of 4 TSUs of service, as detailed at 26, can be completed by 1 person working for 8 hours in a day.	Yes / No / Explain		
29	Technical service package Category 4: Number of TSUs for 2 years	The estimated TSUs for 2 years is about 4224 units work mentioned in 26.	Yes / No / Explain		
30	Technical service package Category 4: Minimum No. of persons	Minimum number of personnel to carry out the Technical service package for Document binding and finishing is 2.	Yes / No / Explain		
31	Work Allocation	Work allocation from 11 to 30 is indicative and payment will be made based on the quantity and actual demand. However, the extra work carried out will be paid as per the agreed unit rates.	Yes / No / Explain		
32	Payments:	Payments will be made on actual TSUs completed on monthly basis.	Yes / No / Explain		

33	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		
34	General 2	Copy of the Vendor's Identity Cards issued to personnel shall be provided to the URSC.	Yes / No / Explain		
35	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		
36	General 4	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. 11-30.	Yes / No / Explain		
37	General 5	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		
38	General 6	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.	Yes / No / Explain	
4	Indicate the applicable Rate of GST for the quoted item/s	Yes / No / Explain	
5	Indicate the applicable HSN code/s for the quoted item/s	Yes / No / Explain	
6	Contract validity : Two years, extendable by a period of one year on mutual consent with same terms and conditions.	Yes / No / Explain	
7	Payment Terms: Monthly basis for actual units of work completed after due certification from identified Officer/Focal point in URSC and on submission of documentary proof.	Yes / No / Explain	
8	Name of Suppliers Banker & Account Number with IFSC code	Yes / No / Explain	

9	<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	
10	<p>Validity of Offer: The Bid and the prices quoted shall remain valid for 90 days for Single Part Tender. In case of Two Part Tender, bid validity shall remain valid for 120 days from the date of opening Part-1 and 90 days from the date of opening of Part-2 bid. Adherence to this clause is compulsory or otherwise, the Tender will be rejected.</p>	Yes / No / Explain	

11	<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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12	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.	Yes / No / Explain	
13	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.	Yes / No / Explain	
14	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.	Yes / No / Explain	
15	Do you have Unique GeM Seller ID? If YES, provide details 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.	Yes / No / Explain	

C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Technical Service Packages - CAD	33792.00 TSU		-		

2	Technical Service Packages - Graphic Design	2112.00 TSU		-		
3	Technical Service Packages - Printing	6336.00 TSU		-		
4	Technical Service Packages - Binding	4224.00 TSU		-		