

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग/DEPARTMENT OF SPACE
निर्माण एवं अनुरक्षण समूह /CONSTRUCTION AND MAINTENANCE GROUP
एलपीएससी – वलियमला/LPSC – VALIAMALA

फोन./PH : 0471 – 256 8081, 256 7272, 256 7577, फैक्स/FAX : 0471 2567717

ई-निविदा सूचना / E-TENDER NOTICE

1. भारत के राष्ट्रपति की ओर से निम्नलिखित कार्य हेतु ई-निविदाद्वारा मद-दर निविदाएं आमंत्रित हैं।/
 On Behalf of the President of India, online item rates tenders are invited through e- tendering for the following work.

क्र. सं. Sl.No.	विवरण/Description	ब्यौरा/Details
1.	कार्य का शीर्षक/Title of work	एलपीएससी, वलियमला के सभी क्षेत्रों के विभिन्न वातानुकूलन संयंत्र एवं प्रशीतन उपकरण का अनुरक्षण।/ Maintenance of various AC plants and refrigeration equipments at all areas, LPSC, Valiamala .
2.	एनआइटी सं. एवं तिथि/ NIT No.& Date	वीएम/VM/सीएमजी/CMG/टीएसएस/TSS/04/5460 (टी/T)/एसी/AC /050/2017-18 Dt : 26.02.2018
3.	निविदा में दी गई प्राक्कलित लागत/Estimated cost put to tender	₹ 30,81,454/-
4.	कार्य पूरा होने की अवधि, महीनों में जिसे कार्य आदेश जारी होने की तिथि के 15 वें दिन से गिना जाए।/Period of completion in months reckoned from the 15 th day of date of issue of work order.	12 महीने/Months
5.	निविदा दस्तावेज़ डाउनलोड करने की अवधि।/Period during which the tender documents can be downloaded.	28.02.2018 14.00 बजे से / from 14.00 hrs to 13.03.2018 23.00 बजे तक/ 23.00 hrs.
6.	बोली का स्पष्टीकरण।/ Bid Clarifications.	28.02.2018 14.00 बजे से / from 14.00 hrs to 14.03.2018 16.00 बजे तक/ 16.00 hrs.
7.	निविदा पाने की अंतिम तिथि एवं समय/Last date and time for receipt of tenders.	15.03.2018, 16.00 बजे तक / up to 16.00 hrs
8.	निविदा खुलने की अंतिम तिथि एवं समय/Due date and time of opening of tenders.	16.03.2018 को/at 14.00 बजे/14.00 hrs (तकनीकी बोली/Technical Bid)
9.	अग्रिम धन निक्षेप (ई.एम.डी.) Earnest money deposit (EMD)	₹ 61,629/-

2. निविदा दस्तावेज जारी करने हेतु अर्हता मानदंड

Eligibility Criteria for Issue of Tender Documents –

एजेंसी निम्नलिखित शर्तें पूरा करेगी।/ The Agency shall fulfill the following conditions

क्रमांक SL.N o.	अर्हता मानदंड Eligibility Criteria	अर्हता हेतु लिखित प्रमाण Documentary proof for the eligibility(स्वयं द्वारा अनुप्रमाणित प्रतियाँ भेजी जाएं/Self attested copies to be submitted)
a.	<p>निम्न उल्लिखित कार्य, पिछले सात वर्ष की अवधि के दौरान, बोली प्रस्तुति की तिथि से एक दिन पहले संतोषजनक रूप से संपन्न हो।/ Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of bids.</p> <p>i. तीन समान कार्य, प्रत्येक की लागत के ₹ 12,32,582/- से कम नहीं होनी चाहिए Three similar works each costing not less than ₹ 12,32,582/- (या/or)</p> <p>ii. दो समान कार्य, प्रत्येक की लागत ₹ 18,48,872/- से कम नहीं होनी चाहिए/ Two similar works each costing not less than ₹ 18,48,872/- (या/or)</p> <p>iii. एक समान कार्य, प्रत्येक की लागत ₹ 24,65,163/- से कम नहीं होनी चाहिए /One similar work costing not less than ₹ 24,65,163/- (या/or)</p> <p>iv कुशल तकनीशियनों के पंजीकृत सोसाइटियों/ट्रस्ट जो संविदगत शर्त के आधार पर समान कार्य निष्पादित कर रहे हैं /निष्पादित किया हो, जिसकी कुल लागत ₹ 30,81,454/- से कम न हो / Registered societies/Trusts of skilled technicians executing/having executed similar works on term contract basis cumulatively costing not less than ₹ 30,81,454/-</p>	<p>i. कार्य आदेशों तथा स्थापना कार्य अनुभव से संबंधित प्राधिकारी द्वारा जारी पूर्णता प्रमाण पत्र की प्रमाणित प्रति /Certified copy of work orders and completion certificates issued by the authority concerned to establish work experience.</p> <p>ii. निजी कंपनियों द्वारा कार्यों हेतु पूर्णता प्रमाण पत्र के साथ टी.डी.एस (स्रोत पर कटौती किया गया कर) प्रमाण-पत्र भी देना होगा।/Completion certificates for works issued by Private parties shall be supported by TDS (Tax Deducted at Source) certificates.</p> <p>iii. प्रस्तुत किए जाने वाले पूरे कार्यों की सूची /List of completed works to be submitted.</p>

	नोट/Note:- i. समान कार्य से तात्पर्य “ वातानुकूलन संयंत्र एवं प्रशीतन उपकरणों (एकल संयंत्र में 140TR या उससे ऊपर का) के अनुरक्षण से है।”// Similar work shall mean “Maintenance of AC plants and refrigeration equipments (of 140TR or above in a single plant) ”.	
	ii. संपन्न कार्य का मूल्य, प्रति वर्ष 7% के साधारण ब्याज पर कार्य के वास्तविक मूल्य की वृद्धि कर वर्तमान लागत स्तर पर लाया जाएगा, जिसे कार्य समापन की तिथि से बोली प्रस्तुतीकरण के अंतिम तिथि तक मूल्यांकित किया जाएगा।//The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of submission of bids.	
b.	पीएफ एवं ईएसआई पंजीकरण होना चाहिए:- Should have PF and ESI registration.	पीएफ एवं ईएसआई पंजीकरण की प्रतिलिपि Copy of PF and ESI registration.

- केवल www.tenderwizard.com/ISRO वेबसाइट से निविदा दस्तावेज डाउनलोड करने से निविदाकार की बोली लगाने में भागीदारी के लिए अर्हता नहीं होगी। निविदाकार द्वारा प्रस्तुत दस्तावेज बाद में विभाग द्वारा सत्यापित किए जाएंगे। यदि पाया गया कि वे आवश्यकता अनुरूप नहीं है तो ऐसे प्रस्ताव रद्द कर दिए जाएंगे।// Downloading tender documents from www.tenderwizard.com/ISRO alone will not make a tenderer eligible for participating in the bidding. The documents furnished by the tenderers will be subjected to verification subsequently by the Department. If found not meeting the requirement, such offers will be rejected.
- निविदाकार को उपरोक्त पैरा 1 में दी गई राशि का अग्रिम धन निक्षेप किसी अनुसूचित बैंक द्वारा डीडी/मांग रसीद में जमा/मियादी जमा रसीद के रूप में लेखा अधिकारी, एलपीएससी, वलियमला के नाम पर (या) अनुसूचित बैंक द्वारा जारी बैंक प्रत्याभूति के रूप में जमा करना होगा। अग्रिम धन निक्षेप, निविदा प्राप्त होने की अंतिम तिथि से 180 दिनों तक मान्य होना चाहिए। निविदा ऑन-लाइन प्रस्तुत करते समय उसकी द्वितीय प्रति भी अपलोड करनी चाहिए।//Tenders should be accompanied with Earnest Money Deposit for value specified in Para 1 above, in the form of DD/ Deposit at Call receipt/ Term Deposit Receipt of any Scheduled Bank issued in favour of **Accounts Officer, LPSC, Valiamala**(or) in the form of Bank guarantee issued by a scheduled bank. Earnest Money Deposit shall be valid for **180** days from the due date of receipt of tenders. The scanned copy of the same to be uploaded while submitting the tender online.

5. निविदाएं, समूह प्रधान, निर्माण एवं अनुरक्षण समूह में उपर्युक्त पैरा 1 के अनुसार निर्धारित तिथि एवं समय पर खोली जाएंगी। / Tenders will be opened at the Office of the Group Head, Construction and Maintenance Group, on the stipulated date and time specified in Para 1 above.
6. यदि ईएमडी का मूल प्रपत्र /ईएमडी छूट प्राप्त कर रहे हो तो अवश्यक प्रमाण-पत्रों के प्रमाणित प्रतियां, समूह प्रधान, निर्माण एवं अनुरक्षण समूह, एलपीएससी, वलियमला, तिरुवनंतपुरम को मूल ईएमडी निविदाएं खोलने की नियत तिथि एवं समय को या उससे पहले प्रस्तुत किया जाए। अगर मान्य ईएमडी खोलने की नियत तिथि एवं समय को या उससे पहले प्राप्त नहीं होता है तो निविदाओं को अस्वीकृत किया जाएगा।/Original instrument of EMD/ if availing exemption of EMD attested copy of the relevant certificate shall be submitted to the Office of the Group Head, Construction and Maintenance Group, LPSC, Valiamala, Trivandrum on or before due date and time of opening of tender. If valid EMD is not received on or before due date and time of opening of tender, the tender offer shall be summarily rejected.
7. निविदा खुलने की अंतिम तिथि को सबसे पहले ई.एम.डी खोली जाएगी। इसके बाद, उसी दिन, तकनीकी एवं वाणिज्यक बोली के जिन निविदाकारों ने मान्य ई.एम.डी प्रस्तुत की है केवल उन्हीं को खोला जाएगा। तकनीकी एवं वाणिज्यक बोली खुलने के बाद इसका निरीक्षण/मूल्यांकन किया जाएगा। तकनीकी एवं वाणिज्यक बोली के मूल्यांकन के दौरान, निविदाकार द्वारा अपलॉड किए गए दस्तावेजों का विस्तृत रूप से निरीक्षण किया जाएगा। यदि पाया गया कि कोई निविदा अर्हता कसौटी को पूरा नहीं करती है तो वह इसी चरण में निरस्त कर दी जाएगी और ऐसे प्रस्तावों को आगे की प्रक्रिया हेतु शामिल नहीं किया जाएगा। इस चरण में, तकनीकी मूल्यांकन समिति द्वारा (टीईसी) निविदाकारों की क्षमता का मूल्यांकन किया जाएगा। मूल्य बोली, निर्दिष्ट तिथि(योग्य निविदाकारों को इसकी सूचना दी जाएगी) को अलग से, केवल उन्हीं निविदाकारों की खोली जाएगी जो निरीक्षण तथा तकनीकी मूल्यांकन के दौरान योग्य पा जाएंगे और निविदा प्रक्रिया/शर्तों के अनुसार आगे की प्रक्रिया की जाएगी।/ On the due date of opening, the EMD will be opened initially. Subsequently, on the same day Technical & commercial bid of those tenderers who furnished valid EMD only will be opened. On opening of Technical & commercial bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of techno-commercial bids, the documents uploaded by the tenderers will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing. At this stage, the competency of the tenderers will be further evaluated by a Technical Evaluation Committee (TEC). The price bid of only those tenderers who have been qualified during the scrutiny and technical evaluation will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations.

8. सफल ठेकेदार की बयाना राशि कार्य जाएगी। की परिवर्तित में रूप के गारंटी निष्पादन ,के समापन पर उसी को प्रतिभूति जमा के रूप में परिवर्तित की जाएगी। बयाना राशि के भुगतान के लिए छूट के मामले में स्वीकृति पत्रह तुरंत ,पर करने प्राप्त आदेश कार्य/ी अलग से निविदा पर लगाए गए अनुमानित लागत के 2% पर एक निष्पादन गारंटी प्रस्तुत करें। Earnest money of the successful contractor will be converted into performance guarantee. On completion of the work, the same will be converted as security deposit. In case of exemption for payment of earnest money, separate performance guarantee at 2% of the estimated cost put to tender to be submitted immediately on receipt of letter of acceptance/work order.
9. निविदा प्रस्तुत करने से पहले इच्छुक निविदाकार, समूह प्रधान , सीएमजी /**इंजिनियर-एसजी/ इंजिनियर-एसएफ/ इंजिनियर-एसई/ इंजिनियर-एसडी** की पूर्व अनुमति से, स्थल का निरीक्षण कर सकते हैं।/Intending tenderers may inspect the site before submitting the tenders, with the prior permission of **Group Head, CMG/ Engineer-SG / Engineer-SF/ Engineer-SE/ Engineer-SD.**
10. भारत के राष्ट्रपति की ओर से निविदा स्वीकार करने वाला प्राधिकरण न्यून या किसी अन्य निविदा को स्वीकार करने हेतु बाध्य नहीं है और कोई कारण बताए बिना किसी या प्राप्त सभी निविदाओं को रद्द करने का अधिकार रखता है। सभी निविदाएं जो निर्दिष्ट शर्तों में से यदि किसी शर्त को पूरा नहीं करती हों या कोई शर्त जिसमें निविदाकार द्वारा शर्तबद्ध छूट दी गई है, निरस्त कर दी जाएगी।/The tender accepting authority on behalf of President of India is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
11. भारत के राष्ट्रपति की ओर से निविदा स्वीकार करने वाला प्राधिकरण कार्य आदेश जारी करने से पहले कार्यक्षेत्र में परिवर्तन दावा भी कोई में संबंध इस निविदाकार तथा है रखता अधिकार भी का कमी में मात्रा की कार्य या करेगा। नहीं।/The tender accepting authority on behalf of President of India also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the tenderer shall not have any claim what so ever on this account.
12. भारत के राष्ट्रपति की ओर से निविदा स्वीकार करने वाला प्राधिकरण निविदा के पूर्ण रूप से या उसके किसी भाग को स्वीकार करने का अधिकार रखता है तथा निविदाकार को दिए गए मूल्य पर ही कार्य करना होगा ।/The tender accepting authority on behalf of President of India reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

13. निविदा के संबंध में प्रत्यक्ष या परोक्ष रूप से कोई भी पक्ष-प्रचार संख्यता से निषिद्ध है और ठेकेदार जिसने पक्ष-प्रचार करने की कोशिश की है उसके द्वारा प्रस्तुत की गई निविदा निरस्त कर दी जाएगी।/Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
14. निविदा स्वीकार करने वाला प्रधिकरण सरकार द्वारा समय-समय पर जारी की जानेवाली नीतियों के अनुसार प्रस्तावों को प्राथमिकता देने का विकल्प रखता है।/The tender accepting authority reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.
15. निविदाकार को विभाग के केंद्र के उस प्रभाग में निविदा जमा करने की अनुमति नहीं दी जाएगी जिसमें संविदा देने और उसके कार्यान्वयन हेतु जिम्मेदार कार्यरत व्यक्ति उसका /उसकी कोई नजदीकी रिश्तेदार है। उसे उन व्यक्तियों का नाम भी सूचित करना होगा जो उस के साथ किसी भी क्षमता में काम कर रहे हैं या जो उसके वहाँ कार्यरत राजपत्रित अधिकारी का नजदीकी रिश्तेदार है। ठेकेदार द्वारा इस शर्त का उल्लंघन करने पर उसके द्वारा जमा की गई निविदा रद्द कर दी जाएगी तथा संविदा निरस्त हो जाएगी।/The contractor shall not be permitted to tender for works in the Division of that particular Centre of the Department responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Department of Space. Any breach of this condition by the contractor would render him liable for rejection of tender or cancellation of contract.
16. निविदा उपरोक्त पैरा 1 के अनुसार निविदा प्राप्ति की अंतिम तिथि से कम से कम 120 दिनों तक मान्य होना चाहिए। यदि कोई निविदाकार मान्य अवधि के अंदर अपना प्रस्ताव वापस लेता है या निविदा की शर्तों एवं निबंधनों में कुछ परिवर्तन करता है जो विभाग, सरकार को स्वीकार नहीं है तो सरकार बिना किसी अधिकार या उपाय पर कोई पक्षपात किए बिना अग्रिम धन निक्षेप के 50% (पच्चास प्रतिशत) का जुर्माना लगाने का अधिकार रखता है। आगे, निविदाकार को कार्य की पुनर्निविदा में भाग लेने की अनुमति नहीं दी जाएगी।/The tender should be valid for minimum period of 120 days from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (Fifty Percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

17. निविदा समाप्त करते समय, सफल निविदाकार से रु 200/- का न्यायिकेतर केरल स्टॉप कागज़ पर एक करार आहरित किया जाएगा। /On concluding the tender, an agreement on non judicial Kerala stamp paper worth Rs. 200/-shall be drawn with the successful tenderer.
18. निम्नांकित दस्तावेज़ों के स्केन्ड दस्तावेज़ तकनीकी-वाणिज्यक बोली के साथ प्रस्तुत की जाए, इन्हें जमा नहीं करने की स्थिति में निविदाएं रद्द कर दी जाएगी / scanned copy of the following documents shall be submitted along with techno-commercial bid, failing which the tenderers are liable to be rejected.
- 18.1 वर्तमान कार्यों से संबंधित प्राधिकारी द्वारा जारी कार्य आदेश /Work orders issued by the authority concerned to establish work on hand.
- 18.2 कार्य अनुभव से संबंधित प्राधिकारी द्वारा जारी पूर्णता प्रमाण पत्र / Completion certificates issued by the authority concerned to establish work experience.
- 18.3 अर्हता मानदंड के अनुसार समान प्रकृति एवं महत्व के कार्य निष्पादित करने का दस्तावेज़ी साक्ष्य/ Documentary proof for having executed the work of similar nature and comparable magnitude as per the eligibility criteria.
- 18.4 निजी पार्टी के द्वारा निर्गत कार्यों के लिए समापन प्रमाण पत्रों की पुष्टि में टीडीएस(स्रोत पर कर की कटौती)प्रमाण पत्र संलग्न होना चाहिए/ Completion certificate for works issued by private parties shall be supported by TDS (Tax Deducted at Source) certificates.
- 18.5 पैन एवं जीएसटी कर पंजीकरण विवरण / PAN & GST Registration details.
- 18.6 बयाना राशि जमा. / Earnest Money deposit.
- 18.7 अतिरिक्त दस्तावेज़, अगर कोई है तो / ADDITIONAL Documents, if any.

19. निविदाकार निविदा अधिसूचना एवं निम्नांकित निबंधन/प्रक्रिया को सख्त रूप से पालन करना है।
अतः निविदाकारों से अनुरोध है कि निविदा प्रस्तुत करने के पहले सावधानी से पढ़ना चाहिए /
Contractor should strictly and fully adhere to the tender notification and following
conditions/procedure. Hence all tenderers are requested to read carefully before quoting.
- 19.1 संविदा के सामान्य शर्तें-जीसीसी पुस्तक /General Conditions of contract- GCC Book
(संलग्नक/Annexure – I)
- 19.2 विशेष निबंधन व शर्तें /Special Terms and conditions (संलग्नक/Annexure – II)
- 19.3 कार्य के क्षेत्र /Scope of work (संलग्नक/Annexure – III)
- 19.4 ठेकेदारों का विवरण/Contractor's details (संलग्नकAnnexure - IV)
- 19.5 घोषणा /Declarations (Annexure - V)

समूह प्रधान, ~~सीएमजी~~ / Group Head , CMG

Special Terms and conditions

1. The Contract shall be valid for a period of One year.
2. Maintenance of various AC plants including operation in shift duties with following minimum work force.

Shift	Day & Time	Minimum work force	Remarks
General	Monday to Friday excluding Saturday, Sunday and National holiday 08.45Hrs to 17.15Hrs	Supervisor :1 AC Mechanic : 7 Helper: 2	LCSD : AC Mechanic: 2 Central: AC Mechanic: 2 Semicryo: AC Mechanic:1 Periodical Servicing of Split AC, Window AC, Water Cooler, cassette AC, VRF System, Ductable AC for All area: AC Mechanic: 2 Helper: 2 Supervisor for all area: 1
Shift Operation	All days including holidays: <u>First Shift:</u> 06.30Hrs to 14.30Hrs <u>2nd Shift</u> 14.30 Hrs to 22.30 Hrs	AC Mechanic : 4	Elix AC plant operation AC Mechanic: 2 MVIT Bonded store operation AC Mechanic: 2
General	All holidays only 08.45Hrs to 17.15Hrs	Supervisor : 04/Month AC Mechanic: 10/Month Helper: 14/Month	For Servicing of cooling tower, AHU, Air cooled condenser, packaged AC units.

3. The work force shall be present in the concerned area and shall take day to day instructions from Engineer-in-charge to carry out the work strictly according to the entire satisfaction of the Engineer-in-charge
4. The persons to be deployed by the contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of Operation and Maintenance for AC systems.

Qualification of personnel

Sl no	Designation	Qualification and Experience
1	Supervisor	Diploma in Mechanical Engineering with minimum one year experience in maintenance of air conditioning and refrigeration installations in any reputed organization.
2	AC Mechanic	ITI certificate in Mechanic Refrigeration Air-conditioning (MRAC) with minimum one year training under apprenticeship act / one year experience in Refrigeration & Air-conditioning maintenance works, in any reputed organization

5. The contractor shall submit the details regarding the qualification and experience of the work force being deployed along with the technical bid
6. The deployed personnels should be able to demonstrate their skills in the presence of department representatives
7. It shall be the responsibility of the contractor to deploy sufficient workforce beyond normal working hours/ on holidays/ whenever need arises (such as for completion of the ongoing maintenance/ testing and / or to meet any exigency) as directed by Engineer in charge or his /her representatives. Additional amount for deploying qualified supervisor/ AC mechanic for attending emergency works beyond specified hours and on holidays will be paid according to the derived rates from the total quoted amount accepted.
8. Generally the workforce engaged in one shift shall not be engaged in continuous shifts. In exceptional cases that may be allowed with prior permission.
9. List of operation attached is not exhaustive, it is indicative.
10. The Engineer-in-charge or his authorized representative's instructions have to be strictly adhered to by the contractor.

11. The contractor has to adhere to all safety aspects relevant for air conditioning and its associated electrical works.
12. The Contractor should ensure the Health and safety measures of the employees. The Contractor should also conduct health check-up of the staff deployed before the deployment as well as at regular intervals of not exceeding three months, thereafter. The contractor shall ensure that the deployed personnels should be medically fit for carrying out the specified works.
13. The work shall be executed by the contractor's personnel under the supervision and control of the contractor's supervisory staff. All assigned works shall be completed within the stipulated time and as instructed by EIC or his/her representative.
14. It will be the responsibility of the contractor to meet transportation, food, lodging, medical, safety and any other requirements in respect of the persons deployed by the contractor. LPSC will have no liabilities in this regard.
15. The Contractor and his workers deputed to LPSC by the Contractor shall remain the employees of the contractor and they will not acquire any claim for future employment in LPSC or right for regularization as employees of the Department. The contractor or his workers engaged by contractor shall not have any right to claim for employment based on the work done through this contract.
16. The contractor shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. LPSC shall, in no way, be responsible for settlement of such issues whatsoever.
17. LPSC, being a High Security area, the contractor, if selected, will be required to follow the security requirements and the personnel deployed shall possess a valid pass/Identity Card issued by the contractor as well as by the department for the Supervisor/AC mechanic /Helper to AC mechanic for entry into the campus and while on duty.
18. Necessary entry passes to contractor's personnel will be issued by AO/GAD to enter into LPSC Campus through security gates and the contractor/workers shall follow all the rules and regulations of Security/CISF of LPSC. The contractor shall ensure that the workers shall compulsorily bring proof of identity like voters ID card/ Driving Licence/ Aadhar Card, etc. for issue of entry pass for entry into the campus & for security check by CISF personnel.

19. Contractor shall not sublet, transfer or assign the contract or any part thereof without prior documentary approval from the department.
20. As the requirement is urgent, for any doubts/clarification regarding the nature of work, you can contact , Group Head, CMG, LPSC or his authorized representatives (Ph: 0471-256 7577, 7272, 8081, 7519). Any doubts in works have to be cleared before submitting the quotation. If required, contractor may visit our worksite and the facilities available before offering the quotation.
21. Quotation should be submitted as specified in NIT.
22. All bidders are requested to go through NIT, GCC, annexure II, III, IV and V carefully before submitting the offer.
23. In case of breach of any terms and conditions attached to the contract, the Performance guarantee of the Contractor will be liable to be forfeited by LPSC besides annulment of the contract.
24. All works are to be carried out according to relevant Indian Standard Specification, General Engineering Practice and to the entire satisfaction of Engineer-in-charge.
25. All works shall be done in a good and neat workmanship manner. All debris must be cleaned and disposed off.
26. The material recovered from dismantling and renewal shall remain the property of LPSC.
27. **Payment Procedure :**
 - 27.1 Payment will be made on monthly basis derived from the total amount quoted for one year period.
 - 27.2 If an individual scores less than 70 marks(as per the table shown below) in consecutive three months he/she will be made ineligible and it is the responsibility of the contractor to replace him/her by suitable qualified personnel.

Sl.No.	Criteria	Maximum Marks	Marks Secured
1	Presence of people on call	10	
2	Acceptance of jobs without complaints	10	
3	Extra initiative in work	10	
4	Accuracy & Extra care to handle machine tools	10	
5	Punctuality	10	
6	Work out turn	12	
7	Co-ordination with other agencies	8	
8	Work Culture inclusive of general upkeep of work site	10	
9	Efficiency in handling the jobs.	10	
10	Safety	10	
	TOTAL	100	

27.3 Payment will be made based on assessment of overall satisfaction level (as per the table shown below).

Sl.No.	Satisfaction level	Payment
1	≥ 90%	100 %
2	80% to <90%	95%
3	70% to <80%	90%
4	<70%	80%

27.4 Income Tax and other taxes if any shall be deducted at source as per prevailing government rules from time to time.

27.5 Additional amount for deploying man power for attending emergency works beyond specified hours and holidays will be paid according to the derived rates from the total quoted amount accepted.

27.6 Supporting documents which should be submitted by the contractor along with the monthly bills/invoice:

27.6.1 Work Completion certificate / Progress chart certified by Engineer-in-charge

27.6.2 Proof of wages made to the staff of the contractor for the preceding month.

27.6.3 Documentary Proof of remittance of both employees and employers contribution towards PF, ESI and premium towards policies applicable if any made for the preceding month including the statements containing names of the staff deployed, account numbers, contribution paid.

27.6.4 Contractor shall be under complete obligation to provide any other related documents called for by LPSC from time to time.

27.7 Reimbursement can be made for the actual payments towards employers contribution of ESI & PF on production of original documents as proof. However the welfare of the staff under the contractor shall be the sole responsibility of the contractor including payment towards ESI.

28. **Deductions**

The contractor shall make all efforts to provide minimum required staff strength on all days. If the contractor fails to provide minimum required staff strength on any day an amount according to the service hours rate arrived on prorata basis will be deducted from the monthly bills.

29. **Manpower**

- a) Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to GH, CMG, LPSC, Valiamala.
- b) During the contract period, in case of any attrition in qualified manpower, the contractor shall take advance action to induct suitable experience personnel duly concurred by the contact person. LPSC/CMG will conduct skill demonstration test, qualified personnel shall only be allowed to induct.
- c) The Contractor should ensure to maintain adequate no. of manpower as specified. In case any staff absences from the duty, the substitute of equal status shall be provided by the Contractor from an existing pool of staff without fail/ delay.

30. **Tools and spares:**

- a) Necessary tools and equipment required for the operation and maintenance work shall be provided by the department and loss or damage to the same shall be made good from the contractor. If any of the materials/equipments/tools given by the department is damaged due to carelessness of contractor`s personnel, the entire loss thus caused to the department will be recovered from the contractor's bills. All materials and tools required for the work will be supplied by department at dept. store. It is the responsibility of the contractor/ contractor`s perssonel to arrange the same to work site from dept.store
- b) All tools should be returned to the department on completion of the contract period.

31. **Safety:**

The contractor or his authorized representative be invariably shall present for supervising the works at work site and ensure total safety of his workers and men and materials of LPSC. The contractor shall be conversant with the SAFETY RULES and other rules for relevant works. The contractor shall provide necessary safety shoe to his workers and ensure safety of workers.

32. **Uniform:**

The deployed employee shall discharge their duties with clean uniform and pair of safety shoe with socks. The contractor shall ensure wearing of clean uniform and electrical safety shoes by his/her Contract personnel during working time. No reimbursement will be made by the department for the same.

33. **Social security measures:**

- a) The contractor shall obtain license under the Contract Labour (Regulation and Abolition) act 1970. Contractor shall also seek the renewal of the license periodically.
- b) Minimum wages and corresponding ESI and EPF for employees under this work contract shall be paid by the contractor as per existing labour rules. The contractor should remit the Employer's contribution and Employee's contribution towards EPF and ESI every month to the

respective authorities and submit the documentary evidence, failing which the bill for the forthcoming months shall be with-held until such compliance.

- c) Wage registers and other registers / records shall be maintained properly to produce on demand by the LPSC and labour department for verification at any time. Any wage revision by the Government / Ministry of labour employment occurs during the period of contract, the revised wages has to be paid to the labourers.
- d) The contractor shall strictly adhere to all laws relating to the employment of their staff.
- e) The contractor shall depute only Indian Nationals.
- f) Any violation of the contract terms like non-payment of wages, non issuing of uniform, non execution of additional works whenever asked for etc shall be viewed seriously and liable for the termination of the contract.
- g) The employees of contractor shall follow necessary safety precautions scrupulously while performing the duty. Contractor shall arrange sufficient insurance to cover any claim arising out at the time of discharging the contracted scope of work or for any damages / losses caused to the personnel while performing the duty. Department will not pay any compensation for whatever cause arising during the period of contract or subsequently. It is the sole responsibility of the contractor to provide necessary insurance coverage against injury or accident.
- h) The contractor shall be responsible for compliance of all statutory provisions relating to Contract Labour (Regulation & Abolitions) Act 1970 and Central Rules, 1971, Employees Provident Fund and Miscellaneous Provision Act 1952, Employees State Insurance Act, 1948 and Workmen's Compensation Act, 1923 in respect of the staff of the contractor and shall pay the minimum wages fixed by Ministry of Labour and Employment, Government of India or wages fixed by Government of Kerala, whichever is higher as the case may be to the workers deployed, as per law of land including labour and other laws/acts.

- i) The contracting agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to LPSC to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contractor fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the LPSC is put to any loss/obligation, monetary or otherwise, the LPSC will deduct the same from the monthly bills and / or the Performance Guarantee of the agency, to the extent of the loss or obligation in monetary terms.
- j) In the event of injury to LPSC personnel/ contractor's personnel due to the negligence of contractor's personnel, the responsibility shall solely rest with the contractor. The Department shall not be responsible for any loss of life of the contractor's personnel caused at LPSC site. LPSC shall not be responsible for loss of life of the contractor's workers due to accidents/natural calamities/ explosives etc. Necessary personal accident insurance shall be taken by the contractor for his/her workers. LPSC shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation. In order to cover all such incidents the agency has to take Contractor's All Risk(CAR) Policy within one month from the execution of agreement.
- k) Employment of child labour will lead to the termination of the contract and necessary action under Indian Penal Code also. Contractor shall engage adult employees whose age should be between 18 years and 60 years.
- l) The contractor shall bring the terms and conditions of the contract to the notice of each worker engaged by him from time to time.
- m) The contractor and his/her workers shall abide by the rules and regulations of the department issued from time to time.
- n) The contractor and his/her workers shall abide by all Security Instructions of the Department. He/ She is not permitted to move in the campus without cause and shall not be permitted to do any work other than the work indicated in the contract. The contractor's employees shall observe security regulations of the department and any loss or damage incurred by department on account of the contract worker's failure of any nature to observe the security regulations shall be to contractor's

account. Contractor's workers shall be instructed to behave in a good manner in LPSC campus. The contractor staff shall be regularly trained on behavioral aspects and ethics. They shall also be made conversant with the way of working of LPSC, its requirements, layout of offices, fire safety system along with telephone numbers of Police station, fire station, nearby offices. Licenses required for services at the site will be procured by the Contractor.

- o) No electronic gadgets like mobile phone, pen drives, camera, CD, calculator, etc are allowed inside the campus.

34. **Responsibility of contractor**

- a) The personnel deployed shall possess a valid pass/Identity Card issued by the contractor.
- b) The contractor shall not allow or permit his personnel to participate in any Trade Union activities (or) organized agitation (or) any unlawful activities in LPSC Campuses.
- c) The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff. The Police Clearance Certificate (PCC) for Character and antecedents in respect of the supervisor/AC mechanic / helper for AC mechanic being deployed shall be got verified through record check by the contractor from the concerned Police authorities and a Police Clearance Certificate (PCC) obtained and submit the Original PCC for issue of Entry Passes.
- d) If persons engaged by the contractor is found responsible for any theft, damage, deface, break or destruction of govt. property in the campus, the contractor shall make good the loss, at contractor's cost. If not the damages will be recovered from the Performance Guarantee and / or from the monthly payment as decided by the Department policy.
- e) Contractor shall engage adult employees whose age should be between 18 years and 60years.
- f) The contractor shall maintain necessary log book ,registers and job card. The supervisor should maintain work arrangement

through a job card system and ensure that the work assigned shall complete in all respect duly endorsed by the concerned Engineer-in-charge.

- g) The details of work handled in the work place during the execution of work should be kept secret and should not be divulged to any persons / agencies outside LPSC / ISRO.

35. Risk Clause :

If the Contractor fails to render the services under this contract satisfactorily, CMG, LPSC may at their option get the work done by other parties at the Contractor's risk and cost. Any extra expenditure involved in this regard shall be recovered from the contractor.

36. Dispute settlement & Jurisdiction:

It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. In case such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Director, LPSC whose decision shall be final and binding on both the parties. All disputes arising out of this Contract shall be settled in the jurisdiction of Trivandrum only.

Scope of work

The prime objective of the work under this contract consists of Maintenance of various AC plants and refrigeration equipments at all areas, LPSC, Valiamala to the entire satisfaction of Engineer-in-charge LPSC, Valiamala. The rate quoted shall include all taxes and levies payable under respective statues. Other provisions as mentioned in the tender elsewhere are also included in the scope of work. The scope of work shall include but not limited to the following:

1. The work contract for Maintenance of various AC plants including operation in shift duties with following minimum work force .

Shift	Day & Time	Minimum work force	Remarks
General	Monday to Friday excluding Saturday, Sunday and National holiday 08.45Hrs to 17.15Hrs	Supervisor :1 AC Mechanic : 7 Helper: 2	LCSD : AC Mechanic: 2 Central: AC Mechanic: 2 Semicryo: AC Mechanic:1 Periodical Servicing of Split AC, Window AC, Water Cooler, cassette AC, VRF System, Ductable AC for All area: AC Mechanic: 2 Helper: 2 Supervisor for all area: 1
Shift Operation	All days including holidays: <u>First Shift:</u> 06.30Hrs to 14.30Hrs <u>2nd Shift</u> 14.30 Hrs to 22.30 Hrs	AC Mechanic : 4	Elix AC plant operation AC Mechanic: 2 MVIT Bonded store operation AC Mechanic: 2
General	All holidays only 08.45Hrs to 17.15Hrs	Supervisor : 04/Month AC Mechanic: 10/Month Helper: 14/Month	For Servicing of cooling tower, AHU, Air cooled condenser, packaged AC units.

2. It shall be the responsibility of the contractor to arrange for deployment of maintenance personnels beyond normal working hours/on holidays etc.

whenever need arises. (Such as for completion of the on-going maintenance/ testing etc. and/or to meet any exigency)

3. It shall be the responsibility of the contractor`s personnels to keep plant room area and machineries neat and clean.
4. Servicing of cooling tower, AHU and Air-cooled & Water-cooled packaged units are serviced on holidays only. Prior permission from concerned area incharge and section head to be taken.
5. All the maintenance to be done as per schedules and checklist to be filled up and submitted to EIC immediately after maintenance.
6. Contractor/contractor`s personnels are bound to extend full co-operation to LPSC staff who are to work in the premises.
7. It shall be the responsibility of the contractor/contractor`s personnels to immediately inform Engineer-in- charge, about any abnormality found in any equipment.
8. The contractor shall make arrangements for deputing manpower along with all safety measures from time to time and as and when required.
9. The contractor shall have to arrange for the training programme for the deploying man power so that they are able to make use of the Fire fighting system and the Extinguishers in the time of emergency.
10. The deploying man power shall have to maintain all records relating to operation, maintenance and servicing of the systems/plants/equipments as asked for and shall have to make the same available for inspection as & when asked for.
11. Replacement of defective/ damaged components/ parts/ consumables.
12. Arrangement of shut down of plants as and when required taking all due precaution and with due permission.
13. Technicians coming on shift to be follow duty roster approved by EIC.

Annexure – IV

LIQUID PROPULSION SYSTEMS CENTRE

THIRUVANANTHAPURAM

TECHNO-COMMERCIAL BID

Passport size
photo of the
persons signing
the Tender
document

Name of contractor : _____

Tendering Company/Firm/Agency : _____

: _____

Name of Proprietor/Director : _____

of Company/Firm/Agency : _____

: _____

Full Address of Regd. Office : _____

: _____

: _____

Telephone & Mobile No. : _____

Fax No. : _____

E-mail Address : _____

Full address of Operating/Branch Officer: _____

: _____

: _____

Telephone & Mobile No. : _____

FAX No. : _____

E-mail Address : _____

Name and Mobile no. of the : _____

Contract Person representing the : _____
Contractor

PAN No. : _____

GST Registration No. : _____

E.P.F Registration No. & Year : _____

E.S.I Registration No. & Year : _____

DECLARATION

I/We hereby declare that the information furnished above are true and correct to the best of my/our knowledge and belief.

[Authorised Signatory with Seal]

Full Name :

Date :

Place :

DECLARATION

(On the letter heads of the establishment of the Contractor / Contractor)

I/We hereby Declare that our establishment do not have any legal suit/criminal case either pending against me/us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.

OR

I/We hereby Declare that our establishment is having following legal suit/criminal case pending against me/us/proprietor/Directors (in the case of Company) of which the details are furnished below:

Sl. No.	Case No. and the details of the Hon'ble Court	Nature of the case	Name of the parties involved

Note: Strike out whichever is not applicable.

[Authorised Signatory with Seal]

Full Name:

Date

Place: