

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
LIQUID PROPULSION SYSTEMS CENTRE
VALIAMALA, TRIVANDRUM 695547, KERALA
PURCHASE & STORES**

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Date :05/12/2017

INVITATION TO TENDER

M/s 000000

Our Ref No : TL98 2017-030433-01
Tender Due: 16:00 Hrs ISTon 02/01/2018
Opening : 10:30 Hrs ISTon 03/01/2018

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No: DOS:PM:20)

S.No.	Description of Items with Specifications	Unit	Quantity
1	SERVICE PROVIDER FOR ASSISTING IN TECHNICAL DOCUMENTATION, PROCUREMENT, CHARACTERISATION AND BONDING OF STANDARD PARTS FOR TWO YEARS. GRADUATE ENGINEER	Hrs.	70000
2	- DIPLOMA ENGINEER	Hrs.	40000


DELIVERY AT: LPSC, VALIAMALA
MODE OF DESPATCH ON SITE
DUTY EXEMPTIONS ELIGIBLE FOR CUSTOMS DUTY EXEMPTION.
SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS DOS:PM:20

INSTRUCTIONS TO TENDERERS:

1. RFP enclosed as per Annexure - I.
2. Complaine Matrix attached as per Annexure - II.
3. Instructions to Tender is given in Annexure - III
4. Fax/E-mail quotations will not be considered.

For and on behalf of the President of India
The Purchaser

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REQUEST FOR PROPOSAL


***ASSISTING IN TECHNICAL DOCUMENTATION,
PROCUREMENT, CHARACTERISATION AND
BONDING OF STANDARD PARTS***



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DEFINITIONS

Wherever used hereinafter in the RFP, the following expressions shall have the meanings given below:

- 1. ‘LPSC’ means the Liquid Propulsion Systems Centre of the Indian Space Research Organization, Department of Space, and Government of India.
- 2. ‘ISRO’ means the Indian Space Research Organization under the Department of space.
- 3. ‘DEPARTMENT’ means the President of India or his successors, representatives or assigns. In this case THE DIRECTOR, Liquid Propulsion Systems Centre, VALIAMALA - 695547
- 4. ‘SERVICE PROVIDER’ means party who is going to execute the scope of works in this RFP.



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1 INTRODUCTION

Control Systems & Components Entity (CSC) of LPSC is responsible for design, development, qualification and delivery of fluid Control Components & Modules for launch vehicle and satellite systems. CSC is also responsible for design, development, qualification and delivery of booster stage control system packages for launch vehicles. It is proposed to engage a SERVICE PROVIDER for assisting in following activities:


- Technical documentation.
- Procurement, testing & clearance of Standard parts.
- Operation & Maintenance of Bonded Stores.
- Product Planning and Control.

The contract period is 2 years and extendable for further periods on the basis of satisfactory completion and mutual agreement at the end of respective periods.

LPSC shall select a vendor herein referred, as the 'SERVICE PROVIDER' and enter into a Contract for assisting the above activities, listed further in detail in section 2.5 and other related activities.

Following activities are to be performed by the SERVICE PROVIDER.

- Familiarization of product data.
- Assisting in preparation of design documents, design calculations, presentation materials, test data compilation etc.
- Assisting in the preparation of fabrication drawings, assembly and test fixtures drawings, assembly & test documents.
- Assisting in Documentation activities.

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- Assisting in Estimation of quantity of standard parts and preparing detailed procurement specifications.
- Assisting in post procurement activities like verification of certificates, quantity etc.
- Assisting in preparation of comparison and performance assessment charts of standard parts/elements, etc. (Springs, Filters, O' rings, Bellows, Fasteners etc.)
- Assisting in various acceptance testing of standard parts such as, visual & dimensional examination, spring-calibration, filter rating, chemical analysis, mechanical properties, compatibility, qualification of new sources/design improvements etc.
- Assisting in follow up with QA team for parts clearance related activities.
- Assisting in Verification of quantity, visual inspection, bonding and issue of standard parts and fabricated parts.
- Assisting in entry and updating of stores records in software / log book issued by LPSC.
- Assisting in Periodic physical verification of stock and recording in software and registers.
- Assisting in Preparation and updation of status papers.
- Assisting in arrangement of standard parts and fabricated parts in store for issue and the same with proper records.
- Assisting in product planning and control of hardware
- Assisting in compilation of test data.

• **2. SCOPE OF WORK**

2.1 Technical documentation

Service provider's work force shall be conversant with basics of mechanical engineering, design of mechanical elements, design of assembly & test fixtures and



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preparation of drawings using AutoCAD, preparation of analysis graphs using Easy Plot software, MS Office etc.

2.2 Procurement, testing & clearance of Standard parts

Service provider's work force shall be conversant with general mechanical engineering practices and procedures with respect to inventory control, acceptance testing etc.

2.3 Operation & maintenance of Bonded Stores

Service provider's work force shall be conversant with control charts, Inventory management, Bin card, MS Office etc.

2.4 Product planning and control


Service provider's work force shall be conversant with MS Office packages.

2.5 Deliverables

The scope of work includes assistance in the different activities to be carried out as per the specifications and requirements of LPSC using ISRO facilities.

Approximate quantity of activities to be carried out under respective categories (listed in clause 2.1 to 2.4) using ISRO facilities each year are listed below. The quantities are subject to change:

Sl. No.	Category	Approximate Annual quantity (Nos./Sets)
1	Preparation of fabrication drawings (Parts & fixtures)	300
2	Preparation & updation of documents	550
3	Preparation of Presentation slides (min 5 slides in 1 set excluding initial & terminal slides)	600
4	Hardware fabrication (Request and document related to fabrication & clearance)	100
5	Preparation of technical input for Pre-tendering activities	100
6	Characterization and Testing of standard parts	3330
7	Stock verification & status updation	120
8	Bonding and assisting in issue of standard parts and	3000

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	fabricated parts.	
9	Record keeping & maintenance	1000
10	Generation of requests and co- ordination with various agencies like production , Quality, Assembly, Testing, Surface treatment, Bonded stores etc.	2300
11	Assisting in compilation of test data	210
12	Product planning charts	60

2.6 Responsibilities

2.6.1 *LPSC Responsibility*

- 2.6.1.1 LPSC shall identify a Departmental focal point for the interaction with the Service Provider.
- 2.6.1.2 LPSC shall form a Joint Review Team (JRT) to review the progress, status etc. and to finalise the targets, man-hour deployed, payment etc.
- 2.6.1.3 All the necessary technical inputs, processes, relevant technical documentation shall be provided by LPSC.
- 2.6.1.4 LPSC shall provide all items for bonding and issue through stores.
- 2.6.1.5 LPSC shall ensure that all the machines/equipments are in proper working condition by doing all the necessary daily routine checks and maintenance as per a predefined schedule.
- 2.6.1.6 LPSC shall provide adequate PC's, printers & associated consumables for data generation.
- 2.6.1.7 LPSC has the right to carryout surveillances to ensure that the performance of Service Provider personnel is satisfactory.
- 2.6.1.8 In case any employee is found lacking in skill or performance, the same shall be brought to the notice of the service provider, who shall take necessary action to retrain the concerned person to the requisite levels. In case of repeated non performance, the service provider shall take action to replace the concerned person, if requested in writing by LPSC.



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- 2.6.1.9 LPSC shall provide necessary formats for raising Non Conformances, request formats for standard parts Inspection & testing, Fabrication, Surface treatment, Bonding etc.
- 2.6.1.10 LPSC shall be responsible for clearing of Non Conformances raised by the SERVICE PROVIDER.
- 2.6.1.11 LPSC shall permit the workforce of Service Provider for using its Canteen facility as per the prevailing rates fixed by LPSC applicable to such category of personal.
- 2.6.1.12 LPSC has the right to verify the declarations made/documents submitted by the Service Provider at any time.

2.6.2 SERVICE PROVIDER's Responsibility

- 2.6.2.1 The Service Provider shall identify a focal point (engineer) who shall be the single point of contact for the Department for day to day execution of the contract. This focal point shall be the Activity Planning Engineer.
- 2.6.2.2 Acquire the necessary specific skills to accomplish the scope of work envisaged.
- 2.6.2.3 Carry out the scope of work as detailed in clause 2.5 and other related works.
- 2.6.2.4 The SERVICE PROVIDER should provide minimum workforce (indicated in this RFP in terms of man-hours) for carrying out the activities as per LPSC guidelines.
- 2.6.2.5 In case of exigencies of work, the Service Provider shall ensure that personnel are deployed beyond normal working hours and on holidays as per the requirement of LPSC.
- 2.6.2.6 All facilities and utilities entrusted to the Service Provider should be handled with due care and caution and any liability whatsoever in nature due to mishandling or otherwise would be borne by the Service Provider. It



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is also agreed by and between the parties that in any case, any liability arise, neither LPSC/Government or agent or representative of LPSC/Government will be responsible for the same. In case it is assessed by the Govt. committee that any damages have been caused to LPSC property due to intentional mishandling by the Service Provider's personal ,the Service Provider will be liable to pay the entire damages to LPSC/Government.

- 2.6.2.7** In case of any medical exigencies inside LPSC first aid shall be provided by LPSC during the normal working hours of LPSC. For further medical treatment and for any other emergency beyond the normal working hours of the office, the SERVICE PROVIDER shall make his own arrangement.
- 2.6.2.8 Salary:** Appropriate market based salaries matching to experience and skill shall be given to prevent attrition. Attrition shall be prevented since this job involves familiarizing the critical procedures to the Service Provider's personnel from LPSC side and also due to security reasons. Salaries shall be directly credited by the SERVICE PROVIDER to bank a/c of SERVICE PROVIDER employees, before 7th of every month.
- 2.6.2.9 Transport:** Transport of Service Provider's employees to & from LPSC is in the SERVICE PROVIDER scope.
- 2.6.2.10** Identification cards (ID cards) shall be provided by the SERVICE PROVIDER for all the employees positioned by it. LPSC shall provide only the entry pass for a specific period.
- 2.6.2.11** All manpower deployed shall be the employees of the SERVICE PROVIDER.
- 2.6.2.12** The SERVICE PROVIDER shall follow all the LPSC security instructions applicable for people & processes prevailing at present and those issued from time to time.



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2.6.2.13 The SERVICE PROVIDER shall ensure that the personnel deployed are all Indian citizens only, character & antecedents of whom are duly verified by the Police. The police verification certificate should be submitted to LPSC

2.6.2.14 The SERVICE PROVIDER shall adhere to all statutory rules/labour laws & regulations including social security provisions as per laws of central & state governments. Any violation in the above statutory provisions shall be the sufficient reason for the termination of this Contract.

2.6.2.15 SAFETY: Testing activities involves high pressure operations also and the facilities are provided with sufficient safety features and equipments. All personnel engaged in high pressure activities are given appropriate briefing/instructions on maintaining personal safety and the same will be extended to the Service Provider's personnel. They shall strictly adhere to the instructions and the responsibilities to ensure this compliance rest entirely with the Service Provider. SERVICE PROVIDER shall ensure that other general safety precautions as laid down by Department shall also be strictly adhered. Due to the non-compliance of safety guidelines, any loss/damage/injury occurring to the personnel engaged/facilities shall be the responsibility of Service Provider.

2.6.2.16 Comply with the stipulation in para 2.6.1.8

In addition to above mentioned responsibilities of the Service provider, following responsibilities shall be taken in each category:

2.6.3 Major responsibility of Graduate engineer from SERVICE PROVIDER

2.6.3.1 Getting familiarized with the procedures involved in carrying out the actions listed in clause 2.1 to 2.5 with basic knowledge in mechanical engineering subjects.

2.6.3.2 To Convene Joint Review Team (JRT) meeting and prepare minutes of meeting. Obtain approval from LPSC focal point.(Details of JRT and its responsibilities are given in clause 10.1)



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2.6.3.3 To identify the technical and administrative bottlenecks in activities and communicating to LPSC focal point for clearance.

2.6.3.4 Prior intimation to LPSC focal point about SERVICE PROVIDER employee's absenteeism/leave.

2.6.3.5 All related activities required to ensure smooth operations of activities under the contract

2.6.4 Major responsibility of Diploma engineer from SERVICE PROVIDER

"Diploma engineer of SERVICE PROVIDER shall work under the directive of Graduate engineer of SERVICE PROVIDER" and shall provide assistance in

2.6.4.1 Arrangement of lot acceptance testing and verification of test results, preparation test results documents, follow up with QC for lot clearance.

2.6.4.2 To generate stores issue request and submission to LPSC focal point for approval.

2.6.4.3 Collection of fabricated & standard parts from CSC bonded stores.

2.6.4.4 Collection of consumables from CSC stores, through LPSC focal point.

2.6.4.5 Request generation of Bought out inspection, Passivation, NDT evaluation; submission of parts to respective LPSC Section, after obtaining approval from LPSC focal point.

2.6.4.6 Maintenance of log books, for the issue of parts, consumables, test fluids, etc.

2.6.4.7 Verification of quantity for bonding and issue.

2.6.4.8 Arrangement of parts for issuing to assembly.

2.6.4.9 Entry in store records such as registers and Bin cards.

2.6.4.10 Bonding and assisting in issue of items after verifying the clearance papers.

2.6.4.11 Request generation of fabrication, inspection, testing, surface treatment, bonding etc.

2.6.4.12 Any other related work as assigned by the focal point of the Service provider



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3. ACTIVITY PLANNING & CONTROL

The SERVICE PROVIDER should maintain job cards, documentation and traceability for all the items realized by them. One among the engineer shall be identified for the focal point for overall activity planning & control. He shall also be entrusted with the responsibility with respect to schedules, convening meetings for clearance of Non-conformance & deliverables of items, etc.

4. JOINT REVIEW TEAM (JRT)

A Joint Review Team (JRT) shall be formed by LPSC (with representatives from LPSC & SERVICE PROVIDER) to finalize the targets for the forthcoming month, review the progress etc.

5. DOCUMENTATION

5.1 The SERVICE PROVIDER shall maintain proper records for all the issued documents drawings, fabricated parts and bought out items along with the usage details. The records shall be periodically verified by LPSC

5.2 The SERVICE PROVIDER should maintain job cards, documentation and traceability for all the items realized / collected using LPSC facilities.

5.3 The SERVICE PROVIDER should maintain proper records for all acceptance test carried out for bought out items.


5.4 The SERVICE PROVIDER should maintain stores records such as bin cards, store issue voucher, inward registers, stock position details etc.

6. STORAGE & RECORDS

6.1 The SERVICE PROVIDER should properly store all the issued items appropriately as per LPSC Instruction.

6.2 All the test reports and all relevant records generated should be submitted to LPSC.

6.3 The SERVICE PROVIDER should maintain records of acceptance test results for standard parts, stores records, technical documents, fabrication drawings etc.

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7. MANPOWER

7.1 The SERVICE PROVIDER shall provide all the required workforce (indicated in this RFP in terms of man-hour) for the scope of work detailed.

7.2 Following is the indicative annual man-hours requirement to be positioned by the SERVICE PROVIDER for the scope of activities listed from clause 2.1 to 2.5

Sl. No.	Item description	Approximate Qty (Nos.)	Annual Man-hours Requirements (in hrs)	
			Graduate Engr.	Diploma Engr.
1	Preparation of Fabrication drawings (Parts & fixtures)	300	2000	450
2	Preparation & Updation of documents	550	17000	2160
3	Preparation of Presentation slides (min 5 slides in 1 set excluding initial & terminal slides)	600	600	400
4	Hardware fabrication (Request and document related to fabrication and clearance)	100	500	300
5	Preparation of technical input for Pre-tendering activities	100	2500	500
6	Characterization and Testing of standard parts.	3330	3840	10650
7	Stock verification & status updation	120	1000	1440
8	Bonding and assisting in issue of standard parts and fabricated parts.	3100	800	3500
9	Record keeping & maintenance	1000	200	300
10	Generation of requests and co- ordination with various agencies like production , Quality, Assembly, Testing, Surface treatment, Bonded sores etc.	2300	3500	300
11	Assisting in compilation of test data.	150	3000	-----
12	Product planning charts	60	60	-----
Total approximate annual man-hours requirement			35000.00	20000.00

NOTE:

- Normal working hours: 8.45hrs to 17.15hrs (8hrs working with half an hour lunch break) (Monday to Saturday)



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- Man-hour requirements to meet the monthly target shall be more or less uniform throughout the year and the variations may be within $\pm 10\%$.

Qualification criteria:

Graduate Engineer - B.E/B.Tech in Engineering (Mechanical, Production, Industrial Engineering)
Diploma Engineer - Diploma in Engineering (Mechanical)

8. HUMAN RESOURCE AND HR POLICY

- 8.1 The Service Provider shall provide the entire required technical workforce, to carry out specified activities using the facility provided.
- 8.2 Service Provider should have qualified personal and possess requisite skill-sets for the work as specified.
- 8.3 The Service Provider shall have a HR policy of retaining trained workforce. This is very essential since attrition would affect quality and result in inordinate delay in delivery schedule and lead to uncertainty in contract execution.
- 8.4 Trained personnel in aerospace fluid control component area are preferable.

9. QUOTATION TEMPLATE

- 9.1 All inclusive hourly rates for each category shall be given as quote. The template for the same is as follows.

Sl.No.	Category	Approximate <u>man-hours</u> required for one year	All inclusive* Hourly rate (Rs.)	Rate of applicable GST included in the all inclusive hourly rate (for information only)
1.	Graduate Engineer	35000.00		
2.	Diploma Engineer	20000.00		
Total		55000.00		

* Party shall quote for all inclusive hourly rates including GST

9.2 MODE OF QUOTE

The offer shall be submitted on two part bid basis

Part I. Techno-Commercial Bid

Part II. Price Bid



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9.2.1 Part I. Techno-Commercial Bid (With Masked Prices), this part should contain:

- Full details of the company
- Conformance of all clauses of this RFP
- Conformance of the all commercial conditions.
- Price details should not be shown in Part I bid.(Un priced bid format shall be included)
- Past experience
- Conformance statement on manpower proposed to be employed.
- Copy of HR policy of the company
- This should clearly indicate technical details, payment terms, Security deposit, warranty, performance bank guarantee, liquidated damages, validity etc.

PLEASE NOTE: ANY PART OF PRICE APPEARING IN THIS PART WILL MAKE YOUR OFFER INVALID.

9.2.2 Part-II: Price Bid, This part should contain:

- Price part should indicate the price as per the price quotation template at 9.1 above.

9.3 Evaluation criteria:

9.3.1 Prior experience of Service provider for more than 3 years either in carrying out similar activities in aerospace/defense/aircraft sectors or in supplying technical manpower with core competence in these areas.

9.3.2 The Service Provider shall possess human resource with adequate knowledge in general mechanical engineering areas like fluid mechanics, strength of materials, machine design, heat transfer, manufacturing, metrology, non destructive inspection and quality control etc. (Expertise /experience of human resources shall be provided).

9.3.3 Average annual turnover of the Service Provider for similar nature of work in Aerospace/Defense/Aircraft should be Rs. 25.00 lakhs or higher per annum during the last 3 financial years.

9.3.4 Certified audit copies of the annual financial turnover, IT returns and balance sheets showing profit/loss to be furnished, for the previous 3 financial years.

10. PAYMENT TERMS

10.1 A Joint Review Team (JRT) shall meet before 25th of every month, to finalize the targets for the forthcoming month. The monthly targets of deliverables shall be a subset of the annual quantities envisaged. Based on the mutually agreed target, the



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SERVICE PROVIDER shall position required man-hours in respective category for realizing the targets agreed up on.

10.2 Payments shall be made on monthly bills on pro-rata basis for the man hours employed for work done as per table 7.2 duly certified by the focal point with the approval of JRT. The performance of the SERVICE PROVIDER shall be reviewed by JRT, in terms of targets and man-hours provided.

11. PERIOD OF CONTRACT

11.1 Period of contract is for two years from the date of start of executing the contract. The start of execution of contract shall not exceed one month from the date of signing of contract/ issue of purchase orders.

11.2 At the end of second year, based on satisfactory performance and mutual consent, the contract shall be extended for further one year periods (maximum two extensions) based on the review towards the end of 2nd & 3rd year and with the approval of Department.

12. SECURITY DEPOSIT-CUM-PERFORMANCE BANK GUARANTEE:

Immediately on receipt of the purchase order, a bank guarantee equivalent to 10% of the Order Value apportioned for three months shall be submitted by Service Provider towards SD-cum-PBG issued from a Nationalized Bank in Rs.200/- Non-judicial Stamp paper valid for a period of 27 months. This interest free SD-cum-PBG shall be returned to the Service Provider on successful completion of all contractual obligations or shall be adjusted/ forfeited against non-fulfillment of any of the contractual obligations.

13. LIQUIDATED DAMAGES:

If the Service Provider fails to execute the contract satisfactorily within the time specified by JRT in each month, Liquidated damages @0.5% (zero point five percent) of the value of short fall for each calendar week or part there of delay shall be recovered from the Service Provider's bill. However, total annual Liquidated Damages recovered shall not exceed 10% (ten percent) of the Value of the undelivered portion.



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14. FORCE MAJEURE

If a part or whole of this contract could not be executed due to reasons of force majeure, each party undertakes to advise the other as soon as it becomes aware of the circumstances of such force majeure so that actions under the provisions of this contract can be mutually reviewed and agreed upon between the Service Provider and the Department.

15. SECRECY & PATENT RIGHTS

- 15.1 The documents/drawings/process sheet/data of the results are strictly confidential and the Service Provider or his employees shall not divulge any information that is made known to him or he has come across, to any person not authorized to receive such information.
- 15.2 The SERVICE PROVIDER or his employees shall not take any document/process sheet/data of the results/CD/USB, etc containing work details, outside the place of work.
- 15.3 The designs etc. whether or not protected by patent, are to be strictly treated as secret & the Service Provider shall not disclose any details of the above to any unauthorized person or to any other party not directly linked with LPSC and shall not use the same for any other purpose.
- 15.4 The entire contract / purchase order shall be treated as secret
- 15.5 Any violation of secrecy, detected at any time of the Contract, by the SERVICE PROVIDER or any of his employees may lead to termination of services of the employee/Contract itself as deemed fit by Department. This will also attract serious action.



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16. GRIEVANCE REDRESSAL AND ARBITRATION

16.1 The provisions relating to grievance redressal mechanism, including the details of the authority to which a contractor/supplier may submit an application for review of any decision or action taken by the Department, shall be incorporated in the Contract.

16.2 In the event of any dispute or difference arising out of or in connection with any of the terms and conditions of this Purchase Order/Contract, such dispute or difference shall be settled amicably by mutual consultations or through the good offices of the respective parties. If such resolution is not possible, then the unresolved dispute or difference shall be referred to the sole arbitrator appointed by Director-LPSC, in accordance with the rules and procedures of the Arbitration and Conciliation Act of 1996 or any re-enactment or modification/ alteration thereof. The decision of the Arbitrator shall be final and binding upon the parties and the expenses for the arbitration shall be borne by the respective parties unless otherwise determined by the Arbitrator. The Arbitration shall be held at Thiruvananthapuram, Kerala.


17. TRANSFER OR SUBLETTING OF CONTRACT

The Service Provider shall not sub let the work under the contract either in whole or in part for the fulfillment of the contractual obligations vested with them.

18. SHORT CLOSING/ TERMINATION OF THE CONTRACT

18.1 In case of failure on the part of SERVICE PROVIDER for commencing within a period of one month from the date of signing of the contract, Department reserves the right to terminate the contract and Service Provider shall forfeit the security deposit in total.

18.2 In case of non performance of the Service Provider in fulfillment of the contract obligations vested with them, Department reserves the right to terminate the contract and notify the SERVICE PROVIDER accordingly. In such case also, the SERVICE PROVIDER shall forfeit the security deposit in total. On receipt of short closing/termination notice the SERVICE PROVIDER shall take all necessary steps for winding up of the

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contract in line with the notice within a reasonable period but in any case not later than one month from the date of posting this notice.


18.3 If any of the workforces of the SERVICE PROVIDER misbehaves or commits any misconduct, LPSC reserves the right to refuse permission to such persons to enter LPSC. Any violation in this regard shall result in the termination of the Contract without any notice.

18.4 In case of major changes in the policies of the Government of India, as a result of which the Department is compelled to curtail the requirements wholly or partly, Department and the SERVICE PROVIDER shall enter into negotiation to mutually agree to terminate this contract wholly or partly. The compensation if any, to be paid to the SERVICE PROVIDER shall be agreed to by the mutual negotiations and in no case shall exceed the total order value.

19. APPLICABLE LAW

This contract shall be governed by and interpreted and construed in accordance with the Rule of Law in India. The Department shall not be responsible and shall be totally absolved if the Service Provider infringes the laws or statutes in force during the currency of the contract.

ANNEXURE -ii

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**COMPLIANCE MATRIX TO “REQUEST FOR PROPOSAL” FOR ASSISTING IN
TECHNICAL DOCUMENTATION, PROCUREMENT, CHARACTERISATION
AND BONDING OF STANDARD PARTS**

Sl. No.	Specification/ Terms & Conditions	Complies (Yes/No)
1	Scope of Work as per Clause No. 2 (ie, Clause No from 2.1 to 2.4)	
2	Deliverables as per Clause No. 2.5	
3	Service Provider’s Responsibility as per Clause 2.6.2 to 2.6.4	
4	Activity Planning & Control as per Clause No. 3	
5	Documentation as per Clause No. 5	
6	Storage & Records as per Clause No. 6	
7	Manpower as per Clause No. 7	
8	Human Resource and HR Policy as per Clause No. 8	
9	Quotation Template as per Clause No. 9 (ie, Clause No. from 9.1 to 9.3)	
10	Payment Terms as per Clause No. 10	
11	Period of Contract as per Clause No. 11	
12	Security Deposit-Cum-Performance Bank Guarantee as per Clause No. 12	
13	Liquidated Damages as per Clause No. 13	
14	Force Majeure as per Clause No. 14	
15	Secrecy & Patent Rights as per Clause No. 15	
16	Grievance Redressal and Arbitration- as per Clause No. 16	
17	Transfer or Subletting of Contract as per Clause No. 17	
18	Short Closing/ Termination of the Contract as per Clause No. 18	
19	Applicable Law as per Clause No. 19	

INSTRUCTIONS FOR TWO PART TENDERS

1. We invite your offer duly signed, in **TWO** parts as follows:-
(a) **PART- I : TECHNICAL & COMMERICAL** (Other than Price)
(b) **PART -II : PRICE BID**

1.1 PART-I : TECHNICAL & COMMERCIAL

- 1.1.1 **TECHNICAL:** The detailed Technical Specification and Commercial Terms such as delivery date, taxes, duties payable, place of delivery, payment term, validity, guarantee etc and scope of supply shall be covered in this part. Please enclose a copy of the details indicated in price quotation **(WITHOUT PRICES OR BY MASKING THE PRICE)** mainly to know the items/ specifications for which you have indicated prices in price bid. **This part should not contain prices.** The Technical and commercial part of the offer should be kept in a sealed envelope superscribing the following details.

QUOTATION AGAINST TENDER NO TL98 201703043301
DUE ON 02.01.2018 at 16.00 hrs IST
OPENING ON 03.01.2018 at 10.30 hrs IST
FOR SERVICE PROVIDER FOR ASSISTING IN TECHNICAL
DOCUMENTATION, PROCUREMENT, CHARACTERISATION AND
BONDING OF STANDARD PARTS FOR TWO YEARS
PART I - TECHNICAL & COMMERCIAL

The cover should indicate" **SENDER'S**" address.

1.2. PART -II : PRICE BID

- 1.2.1. This part shall contain **PRICE** details only.
1.2.2. The price for the item should be indicated item wise in this part. All the items/ specifications mentioned in the Technical Part should come here and prices indicated against each. The break-up for each item of supply or services should be indicated.
1.2.3. Whenever options are quoted, the same should also be indicated with quantity and unit rate separately. The prices are to be mentioned both in figures and in words. This part should also be kept in a sealed cover superscribing as follows:-

QUOTATION AGAINST TENDER NO TL98 201703043301
DUE ON 02.01.2018 at 16.00 hrs IST
OPENING ON 03.01.2018 at 10.30 hrs IST
FOR SERVICE PROVIDER FOR ASSISTING IN TECHNICAL
DOCUMENTATION, PROCUREMENT, CHARACTERISATION AND BONDING
OF STANDARD PARTS FOR TWO YEARS
PART II - PRICE BID

THE TWO SEALED COVERS PREPARED AS ABOVE SHOULD BE KEPT IN ANOTHER ENVELOPE, SEALED AND SUPERSCRIBED AS UNDER:-

"Quotation against Tender No. TL98 201703043301 Due on 02.01.2018, 16.00 hrs IST for SERVICE PROVIDER FOR ASSISTING IN TECHNICAL DOCUMENTATION, PROCUREMENT, CHARACTERISATION AND BONDING OF STANDARD PARTS FOR TWO YEARS. Containing TWO SEPARATE COVERS PART-1 & PART -II and addressed to:

SR.HEAD, PURCHASE & STORES
Liquid Propulsion Systems Centre
Valiamala (PO)
Thriuvananthapuram- 695 547.

The cover should indicate " SENDER'S " address

For any clarification you may contact us at following phone/Fax Nos.

Telephone : 0471 2567726/0471 2567727

Fax : 0472 2800712/0471 2567305

Your offer should reach us on or before the due date and time i.e. 02ND, JANUARY, 2018 at 16.00 hrs IST.

Offers received after the due date and time will not be considered.

Offers received through fax or email will not be considered.

Note:

Tender fee **Rs.590/- (Rupees Five Hundred and Ninety only)** (Including GST) shall be payable only in the form of Bank draft in favour of Accounts Officer, LPSC, Valiamala payable at Trivandrum and the same shall be enclosed along with Part-I, Techno-Commercial Bid, **without which your offer will not be considered.**