

REF.NO. PUR/PT/006/2009-2010.

07<sup>TH</sup> OCTOBER 2009.

**SPEED POST**

M/S. XEBEC COMMUNICATIONS PVT LTD.,  
NO. 641, 1ST FLOOR, 17<sup>TH</sup> CROSS, 4<sup>TH</sup> MAIN,  
2<sup>ND</sup> STAGE, BEHIND BTS BUS DEPOT,  
INDIRANAGAR,  
BANGALORE-560 038.

Dear Sir,

Sub: Publication of Tender Notice-reg.

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Please find enclosed Tender Notice No.06 dated 07-10-2009, to be published in the popular English dailies of **(BANGALORE EDITION ONLY)** on 08-10-2009 as under.

Sl. No.	Name	City	Language
01	DECCAN HERALD	BANGALORE	ENGLISH
03	THE TIMES OF INDIA	BANGALORE ..	ENGLISH
05	THE HINDU	BANGALORE	ENGLISH

Kindly arrange to send the complimentary copies of Newspapers carrying this advertisement to the under signed, immediately after publication.

The DAVP rates applicable for Central Govt. advertisements need to be applied. Please submit your Bill, as per Rate Contract entered into with you on 12-08-2008 (i.e. DAVP rates less 11.5% discount) and Amendment No. 01 dtd. 11-03-2009, addressed to ACCOUNTS OFFICER, ISRO SATELLITE CENTRE, AIRPORT ROAD, VIMANAPURA POST, BANGALORE-560 017.

Kindly ensure that the advertisement appears in your dailies on **08/10/2009.**

Thanking You,

Yours faithfully,

(G.A.KUMAR )  
Head, Purchase & Stores Divn.

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
ISRO SATELLITE CENTRE (ISAC)  
AIRPORT ROAD, VIMANAPURA POST  
BANGALORE 560 017

**TENDER NOTICE NO. 06 DATED 07.10.2009**

On behalf of President of India, Head, Purchase & Stores, ISRO Satellite Centre (ISAC), Bangalore 560 017 invites sealed tenders for the supply of the following items:

SL. NO	TENDER REFERENCE	BRIEF DESCRIPTION	QTY	TENDER FEE INCL OF S.TAX Rs. Ps.
01	ISCO 2009014826	PROVIDING REPROGRAPHIC SERVICE INCLUDING SUPERVISION FOR ONE YEAR.	(as per Document)	Rs. 218/-

FOR SUBMISSION OF TENDER : 19<sup>TH</sup> OCTOBER 2009 AT 1600HRS (IST)  
OPENING OF TENDER : 20<sup>TH</sup> OCTOBER 2009 AT 1000HRS (IST)

**NOTE: 01. ONLY BANGALORE BASED SERVICE PROVIDER WHO ARE HAVING OFFICE IN BANGALORE NEED TO SUBMIT OFFERS FOR THIS TENDER.**

**NOTE:**

1. Tender documents are also available on ISRO Web site of [www.isro.gov.in](http://www.isro.gov.in) Tender Notice No.06 dtd. 07-10-2009. Interested tenderers may, at their option, download the tender documents from website and submit offers along with prescribed tender cost (in form of Bank Draft) as per details in the tender notification. The Demand Draft should be sent in a separate cover with a covering letter along with the cover containing the quotation.
2. Tender fee shall be payable only in the form of bank draft drawn in favour of Accounts Officer, ISRO Satellite Centre, payable at Bangalore. No other mode of payment for tender fee is acceptable.
3. Vendors/firms name and tender no. shall be indicated on the reverse side of the Demand Draft.
4. While requesting for tender documents, please do not superscribe tender number and due date on the envelop. Instead indicate "Request for Tender Documents".
5. Details of Services to be provided and other terms and conditions are furnished as per Annexure-I.
6. DD should not be dated prior to the date of advertisement / intimation / website. Separate requests and demand drafts shall be sent for each tender document.
7. ISAC will not be responsible for non-receipt of tender documents/offers due to postal delay / loss in transit.
8. Quotations received without payment of tender fee will be treated as unsolicited.
9. The offer should be valid for the period of Ninety days from the date of opening.
10. Quotations received after the due date and time will not be considered.
11. While submitting your offer please superscribe tender no and due date on the envelope. Addressed to Head Purchase & Stores, ISRO Satellite Centre, Airport Road, Vimanapura Post, Bangalore-560 017.
12. If tender opening date happens to be public holiday tender will be opened on the next working day & interested Vendors may depute their Representatives to attend the Public Tender Opening.
13. Request for the extension of the due date will not be considered.
14. Head, Purchase and Stores, ISAC reserves the right to accept or reject any tenders in part or full without assigning any reasons thereof.
15. Those who do not utilise the website shown at clause 01 above can also buy the Tender documents from Purchase Officer, Purchase & Stores Division, ISRO Satellite Centre, Airport Road, Vimanapura Post, Bangalore-560 017, INDIA on payment of Non-refundable tender fee as indicated above, on all working days between **1400Hrs to 1600Hrs**.

**PROVIDING REPROGRAPHIC SERVICE, ETC., BY ENGAGING REPROGRAPHIC ASSISTANTS****1. Scope of contract:**

Providing Reprographic service, etc., through Reprographic Assistants to the ISRO Satellite Centre, Bangalore. The work content includes the following apart from routine functions:

**(A) Reprographic Assistants:**

- 1.1 Taking of Xerox copies of letters, reports, documents, files, etc., collating, arranging, circulation/distribution, etc.
- 1.2 Movement of documents, etc.
- 1.3 Necessary support to the Officers and staff members.
- 1.3 Specific work, if any, given by the Officers and staff members.

**(B) Supervisor (1 No.):**

Deployment of the Reprographic Assistants to the identified places and general supervision of their conduct, behaviour, and liaison with the Sr. Administrative Officer on day-today basis regarding the deployment of the service.

**2.1 Qualification of Reprographic Assistants for providing reprographic service, etc.:**

SSLC/X Std. pass

**2.2 Qualification of Supervisor:**

Minimum of Bachelor's degree in any field with adequate knowledge of Labour Laws.

**3. Replacement of persons:**

3.1 For undertaking the Reprographic service, etc., the Contractor shall provide the required number of Reprographic Assistants within one week from the date of issue of requisition. Replacements, if any, consequent on quitting the job by the Reprographic Assistants, should be provided within three days.

3.2 In case the Contractor fails to supply the required personnel within three days. The Purchaser reserves the right to obtain the services through alternate source at the risk of Contractor.

**4. General:**

4.1 Normal working hours are from 8.30 a.m. to 5.00 p.m. with half-an-hour lunch break, from **Monday through Friday** for providing Reprographic Service, etc.

4.2 Reprographic service and other allied work may be availed beyond the normal office hours or in other shifts..

- 4.3 The persons deployed shall reach the work spot well in time and strictly follow the rules and regulations regarding safety and security of this Centre.
- 4.4 The persons deployed shall refrain from communicating with any official information they may come across during their tenure in the Centre.
- 4.5 In the event of damages to our property or personal injury due to the negligence of the Reprographic Assistants, the responsibility shall solely rest with the Contractor.
- 4.6 In case of exigencies of work, the persons deployed should be ready to work beyond office hours and on holidays as per the requirement of the concerned Project/Division/Section Heads.
- 4.7 All laws relating to the employment of labour shall be strictly adhered to and Contractor shall make the payment to the Reprographic Assistants, in the presence of the identified Officer, before 7<sup>th</sup> of the succeeding month of being deployed. The Contractor shall show on monthly basis proof regarding remittance of payment including ESI/PF etc.
- 4.8 All the personnel deployed shall possess sound health & be physically fit. and shall be provided with ID card by the Contractor with company logo and update as and when there is a change in the personnel and shall wear Uniform during their stay in Office premises.
- 4.9 The Character and Antecedents of the personnel deployed shall be got verified by the Contractor from the concerned authorities and if called for shall be submitted to the Department.
- 4.10 The personnel deployed shall be at their best behaviour while at ISAC premises. They shall not indulge in any misconduct. The contractor shall ensure immediate withdrawal of persons, if reported for any misbehaviour or any other undesirable activities, and provide the service through replacement(s).
- 4.11 In case it is noticed that the person deployed by the Contractor does not possess the required qualification or if the person is found to be not capable of handling the job entrusted to him/her, the person will be sent back and Contractor has to arrange replacement and for such deployment no payment can be made.
- 4.12 The Contractor shall submit an Indemnity Bond, indemnifying ISRO from any claims that may be filed by the staff deployed by the Contractor, against accidents/loss/injury /death that may arise during their stay at ISAC premises.
- 4.13 Separate Orders will be issued by ISAC, based on changing requirements, for deployment/non-deployment of the personnel.
- 4.14 In case any Access Control Identity Card is issued by ISAC to the staff deployed by the Contractor and if any expenditure is involved, it is to the account of the Contractor.
- 4.15 Subsidized Canteen and Transport facilities will not be extended to the persons deployed by the Contractor.
5. **Payment:**

5.1 The Reprographic Assistants engaged by the Contractor shall be paid a minimum of Rs. 225/- (Rupees two hundred and twenty five only) per day of service all inclusive from Monday through Friday .

5.2 Payment to Reprographic Assistants should be made strictly as given below:

Sl. No.	Description	Amount	Remarks
1.	Amount payable monthly to Reprographic Assistants inclusive of the employee's contribution of EPF and ESI (excluding Service Tax) (@ Rs. 225/- per day of service)	4950.00 (for 22 days of service) – rounded off to Rs. 5000/-.	The monthly amount payable (@ Rs. 225/- per day of service) would depend upon the number of days for which service has been provided. However, payment would be admissible on the three National Holidays.
2.	Amount payable to the Reprographic Supervisor inclusive of the employee's contribution of EPF and ESI (excluding Service Tax) (@ Rs. 325/- per day of service)	7150.00 (for 22 days of service) – rounded off to Rs. 7100/-.	The monthly amount payable (@ Rs. 325/- per day of service) would depend upon the number of days for which service has been provided. However, payment would be admissible on the three National Holidays.
2.	Employer's contribution towards EPF on each individual @ 13.61% payable (not included in SI No.1 or 2 above):  (a) Reprographic Supervisor (b) Reprographic Assistants	  973.00 674.00	  These may vary depending upon the no. of days on which service has been provided.
3.	Employer's contribution towards ESI on each individual @ 4.75% payable (not included in SI No.1 or 2 above)  (a) Reprographic Supervisor (b) Reprographic Assistants	  340.00 235.00	  These may vary depending upon the no. of days on which service has been provided.
4.	02 Sets of Uniform needs to be provided to the Reprographic Assistants.		
4.	Service charges/profit of the Contractor	xxxxx	
5.	Service Tax as applicable	xxxxx	
6.	Total:	xxxxx	

**Note:** In addition to the above, for the additional Reprographic Service (including Supervision Service) provided after office hours and on Saturdays/Sundays/General Holidays, an amount of Rs. 28/- per hour ( all inclusive) would be payable.

5.3 The Contractor shall produce the Acquittance of the previous month for having made the payment to the Reprographic Assistants, along with their claim for the succeeding month.

5.4 Payment will be made on receipt of the Invoice duly certified by Department's Authorized Officer. Bill shall be submitted to the Accounts Officer, ISAC on or before 3<sup>rd</sup> of every month. Payment will be released within 10 days from the date of submission of the bill. The payment is restricted to the number of persons actually deployed for the work and the number of days worked at the prescribed rate per person, per month.

- 5.5 The rate offered is for rendering service for 5 days in a week per person. In case the service is not provided on any day, the amount of Rs. 225/- or Rs. 325/-, as the case may be, will be disallowed per day per person.
- 5.6 Payment shall be made in the presence of Principal Employer or his representative and in our premises on or before 7<sup>th</sup> of every month.
- 5.7 In case the Reprographic Supervisor or a Reprographic Assistant comes late twice a week, one day charges shall be deducted appropriately. If the late coming persists, the individual shall be removed from the service and replacement(s) provided immediately. Certification to this effect shall be made by the Senior Administrative Officer or his representative.
- 5.8 The Contractor's bill shall be submitted as indicated above along with the following documents:
- a. Bill in duplicate
  - b. Acquittance copy for having disbursed the amounts to the Reprographic Assistants for the previous month.
  - c. Proof for remittance of ESI/EPF contribution [both employees' and employer's contribution] on each individual's name shall be submitted. **Failure to submit documentary proof of remitting ESI/EPF, so collected on each individual name's can lead to termination of Contract. And levy of fine, which will be determined by the Department.**
  - d. Any other related document called for from time to time by ISAC from the Contractor.

6. **Taxes & Statutory Payments:**

As applicable. However, proof of payment of remittance of the Taxes and Statutory payments should be provided for seeking reimbursement.

7. **Income Tax:**

Income Tax as applicable shall be deducted at source while making payment and a certificate will be issued by Accounts Officer, ISAC.

8. **Parallel/Adhoc Contract:**

ISAC/ISRO reserves the right to enter into parallel/adhoc contract(s) with one or more parties during the currency of this contract for availing similar service.

9. **Arbitration:**

Disputes, if any, shall be settled mutually, failing which it shall be referred to a one-man Arbitrator appointed by Controller, ISAC whose decision shall be final and binding on both the parties.

10. **Jurisdiction:**

The Courts within the Bangalore city shall have jurisdiction to deal with and decide any matter arising out of this contract.

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